

Board of Water and Sewerage Commissioners
Monday, August 12, 2013
12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper and Mae Nachman.

ALSO PRESENT: Joel Lemke, Gary Kuplic, Rob Molski, Jeremy Cramer, Jaime Zdroik, and Angel Gebeau of AECOM.

EXCUSED ABSENCE: Carl Rasmussen

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I. ADMINISTRATION

1. Approval of minutes of the July 8, 2013 meeting.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the minutes of the July 8, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Directors Report.

Joel acknowledged Gary Kuplic on 33 years of service.

Ellis Street utilities will be complete this week. The remainder of the project, paving and restoration will be done next.

We will be performing filter cell maintenance at Well 4 soon.

The booster station on Georgia St. has been out of service since July 17th, intentionally. They wanted to take it off-line to see how the water system would respond and it responded well. The booster station was built in the 70's and since then we have a second elevated tank, we have more capacity in the other wells, more back-up generation in case of an outage. We may be looking into decommissioning the booster station. The Commissioners questioned whether decommissioning it entirely would be the right decision at this time because it could be used as back-up in an emergency situation. Joel said they will look into it. Joel said the booster station is in need of equipment and controls upgrade which would be expensive. Joel said they will be getting it cleaned and inspected so that it can sit in an environment where we could fill it, let it sit, then sample and use it again.

II. ACCOUNTING

3. Discussion and possible action on the following:

a. Claims for the Water Department.

Paul Adamski presented the statement of claims for the Water Utility for July. The balance as of July 1, 2013 was \$4,069,591.73; the bank deposits recorded in July 2013 was \$1,475,680.92. Checks issued since the July 8,

2013 meeting numbered 47172 through 47238 were in the amount of \$1,289,760.19. Checks numbered 47239 through 47265 for \$51,580.25 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$4,398,068.10.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Water Utility claims for the month July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for July. The balance as of July 1, 2013 was \$4,385,206.70; the bank deposits recorded in July 2013 were \$656,303.60. Checks issued since the July 8, 2013 meeting numbered 29738 through 29780 were in the amount of \$426,484.07. Checks numbered 29781 through 29808 for \$61,816.44 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$4,647,969.89.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Sewage Utility claims for the month of July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Storm water Department.

Paul Adamski also presented the statement of claims for the Storm Water Utility for July. The balance as of July 1, 2013 was \$247,224.71. The bank deposits recorded in July 2013 were \$167,049.56. Checks issued since the July 8, 2013 meeting numbered 1016 through 1024 were in the amount of \$232,412.24. Check numbered 1025 through 1028 for \$8,395.63 were presented for action on August 12, 2013. The net balance on hand August 12, 2013 was \$258,030.87.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the Storm Water Utility claims for the month July 2013 as audited and read.

Ayes all. Nays none. Motion carried.

d. Deferred Payment Agreement.

Joel explained this item was brought to the Commission because we are establishing a monthly payment, instead of a quarterly payment, with Four Seasons until their leaks are fixed. Once they are fixed, we have solid data supporting that they would be eligible for a large sewer credit. Establishing a payment agreement prevents them from paying substantial water and sewer bills instead putting the money into finding the leaks and fixing their infrastructure. The \$3,000.00 monthly amount established in the agreement represents more than what we estimate their usage is for water and sewer. This could also avoid the possibility of us having to issue them a large credit check.

Joel said he wouldn't consider bringing a credit to the Commission at this time because they have not found or fixed all of the leaks throughout the mobile home park.

We have given them direction on how to isolate, and install valves in order to check for leaks. We will be replacing the current water meter with a meter with a low-flow indicator to help them identify the leaks better.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Deferred Payment Agreement with Four Seasons Comm LLC – 1430 Torun Road.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Gary stated all the utilities for the Ellis Street project should be complete this Thursday. The Construction Crew has been busy raising manholes through-out the City. The Servicemen have been working on exchanging water meters and installing radio reading devices on the properties that are still currently hooked up to the AMR System with Wisconsin Public Service. The push is to be off the AMR System by the end of the year.

The water operation reports were distributed and reviewed.

A total of 68 valves have been operated in 2013.

5. **Report on water supply operations.**

Our pumpage in July was 220,813,000 gallons, a decrease of 56,033,000 gallons of water from July 2012.

IV. **SEWAGE TREATMENT OPERATIONS**

6. **Report on Collection System Maintenance.**

Rob stated everything is going well. The crew is working on mono-form manhole reconstruction.

The sewer report for the month of July was reviewed by the Commission.

7. **Report on sewage treatment operations.**

Jeremy stated everything is going good. Jeremy stated for three months straight we have pushed more electricity onto the grid than we have used.

B.O.D. (8 average ppm), Phosphorus (0.832 average ppm) and Suspended Solid (9.78 average ppm) limits were met for the month of July 2013.

8. **Discussion and possible action on a pump purchase for the sludge storage wet well.**

Jeremy stated in 2000 they installed a thickening device but did not upgrade the lift station to handle that flow. We are not able to keep up with the flow coming into that station so we would like to upgrade and go from a 4" to 6" pump. This would also help with maintenance and mineral build-up in the pipe.

Joel stated we are well behind our total expenditures previously approved on the Capital Improvements & Maintenance Plan.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the purchase of a pump for the sludge storage wet well from Xylem Water Solutions USA, Inc. in the amount of \$7,829.95.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. **Report on storm water operations.**

Rob stated the crew has been replacing catch basin barrels and mono-form manholes. We received 27 rain barrel credit applications and 5 riparian credit applications.

10. **Consideration and possible action on the purchase of a tractor backhoe.**

Joel said we have waited well into this year to make sure we have the money for the trucks and equipment. We received quotes and demoed tractor backhoes from three different vendors.

After trial time with each manufacturer, the staff's preference is for the machine quoted by CAT.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the purchase of a tractor backhoe from Fabco/CAT in the amount not to exceed \$105,000.00.

Ayes all. Nays none. Motion carried.

The next Water & Sewage Commission meeting will be on Monday, September 9, 2013 at noon.

VI. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:33pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY