

Board of Water and Sewerage Commissioners

Monday, January 13, 2014

12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Gary Kuplic, Jeremy Cramer, Rob Molski, and Jaime Zdroik.

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ADMINISTRATION

1. **Approval of minutes of the December 9, 2013 meeting.**

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the December 9, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on monthly billing.**

Joel stated the Mayor thought customers might like monthly billing verses quarterly and this is what has brought on this discussion.

Pros and Cons of doing monthly billing verses quarterly billing were discussed. Pros were; more timely receipt of revenue; customers might prefer small bills; monthly reads would help us identify leaks and stopped meters faster; could possibly make "final bills" easier to process because of billing frequency; might reduce the quantity of disconnects every month; and customers who have a hard time budgeting might be delinquent less often, making it a preferred billing option for them. Monthly bills may be preferred by a percentage of the customer base despite delinquency. Cons were; increased workload on staff would have to be addressed (3x the processing, phone calls etc.); more expense in postage, printing, and billing services (\$30,000 +estimated); 3 times the processing of the reading and billing process would be difficult. It takes the whole month currently to get through the process; and if disconnections don't decrease, we would tie up a lot more service department time on shut offs. This would also be an area where evaluating staff would be needed.

Joel explained that we have been previously approved to hire an additional employee due to the creation of the Storm Water Utility. That has not been done yet but workloads have increased already going from just being two utilities to now five enterprises. If we went to monthly billing we would have to hire an additional employee.

The Commissioners discussed possibly making monthly billing an option for customers who request it and gave staff permission to further explore those options.

Joel is going to discuss this with the Public Service Commission.

3. **Election of officers.**

Motion made by Mae Nachman, seconded by Jim Cooper to retain the current officers Paul Adamski, President and Eugene Tubbs, Secretary.

Ayes all. Nays none. Motion carried.

II. **ACCOUNTING**

4. **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 December. The balance as of December 1, 2013 was \$5,109,553.81; the bank deposits recorded in December 2013 was \$1,771,920.47. Checks issued since the December 9, 2013 meeting numbered 47579 through 47688 were in the amount of \$1,367,321.77. The net balance on hand January 13, 2014 was \$5,514,152.51.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the Water Utility claims for the month December 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 December. The balance as of December 1, 2013 was \$4,847,123.17; the bank deposits recorded in December 2013 were \$449,079.67. Checks issued since the December 9, 2013 meeting numbered 30014 through 30085 were in the amount of \$219,692.46. The net balance on hand January 13, 2014 was \$5,076,510.38.

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

Ayes all. Nays none. Motion carried.

c. Claims for Stormwater Department.

Paul Adamski also presented the statement of claims for the Stormwater Utility for December. The balance as of December 1, 2013 was \$220,367.13. The bank deposits recorded in December 2013 were \$79,046.96. Checks issued since the December 9, 2013 meeting numbered 1086 through 1107 were in the amount of \$61,612.31. The net balance on hand January 13, 2014 was \$237,801.78.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the Stormwater Utility claims for the month December 2013 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Gary stated everything is going well. We did have approximately 25-30 freeze ups at residential properties.

The water operation reports were distributed and reviewed.

A total of 395 valves have been operated in 2013.

6. Report on water supply operations.

Jeremy explained how the KWH used is compiled for the report. The Commissioners questioned how the power bill can be less this year verses 2012 when we pumped more water. Jeremy explained the reasons why the power bills are less; we watch the demand charge, we do receive a credit because Well 11 has the capability to shift load/demand when needed and because the booster station has been taken off-line.

Jeremy stated the treatment plants at Wells 4 & 11 use more electricity than the wells with no treatment plants.

Beginning in 2015 the Commissioners would like a comparison of expenses before and after the Biogas generator was in operation.

We have saved just over \$70,000/per year in electricity due to the biogas generator.

Our pumpage in December was 141,839,000 gallons, an increase of 21,793,000 gallons of water from December 2012.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on Collection System Maintenance.

Rob stated there was one back up of a lateral going into a manhole. Joel stated a claim was made and handled.

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

8. Report on sewage treatment operations.

Jeremy stated everything is running well.

B.O.D. (6 average ppm), Phosphorus (0.325 average ppm) and Suspended Solid (7.18 average ppm) limits were met for the month of December 2013.

V. STORMWATER OPERATIONS

9. Report on Stormwater operations.

Rob stated the crew had to jackhammer concrete out of 84" storm manhole. The crew will try to clean the large diameter storm main once the weather gets a little warmer.

VI. DIRECTORS REPORT

10. Verbal Report.

Joel stated at the Finance Committee meeting one of the discussion items is the capping of the Pilot payment (payment in lieu of taxes) to the City in the amount of \$870,000. Joel stated we need to do what we can to make our water rates stable. Every time we have to look at raising water rates, 20% of that is just for the Pilot payment to the City.

The influent pumping & ph adjustment plan is at about 90%. This is where we would be adding the third raw pump in the influent building; adding the bypass channel and also the ph adjustment on the effluent.

The design plans for the high-strength waste receiving station is at about 60-90%.

There were a couple of water-related meetings last week, one at the Village of Plover and the other was the Citizens Advisory Group for the County where the Town of Hull/Well 11 discussion came up. At the Citizens Advisory Group meeting, Joel explained that even though a new well was built that does not mean we are pumping more water. Joel said it is a demanded service. Joel stated we have not yet heard from the consultant the Town of Hull hired.

The next Water & Sewerage Commission meeting will be on Monday, February 10, 2014 at noon.

VII. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:50pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY