

Board of Water and Sewerage Commissioners

Monday, March 10, 2014

12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Jeremy Cramer, Mary Klesmith, Jaime Zdroik and Angel Gebeau of AECOM.

EXCUSED ABSENCE: Paul Adamski

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ADMINISTRATION

1. **Approval of minutes of the February 10, 2014 meeting.**

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the minutes of the February 10, 2014 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Update on Water Department PILOT payment to the City.**

Joel provided an update to the Commission regarding the PILOT payment. Joel stated our single biggest expense for the Water Department every year is the PILOT payment to the City. In an effort to try to stabilize the Water rates, Joel talked to Mayor Halverson and Corey Ladick-Comptroller Treasurer about having the PILOT payment be controlled, predictable in some way. This item went through the Finance Committee and they agreed to amend the ordinance, essentially capping the PILOT payment to \$870,000.00 per year until 15% of the revenue of the gross Water sales exceeds that amount.

II. **ACCOUNTING**

3. **Discussion and possible action on the following:**

a. Claims for the Water Department.

Eugene Tubbs presented the statement of claims for the Water Utility for February. The balance as of February 1, 2014 was \$4,933,296.39; the bank deposits recorded in February 2104 was \$610,199.10. Checks issued since the February 2014 meeting numbered 47693 through 47780 were in the amount of \$520,840.47. The net balance on hand March 10, 2014 was \$520,840.47.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Water Utility claims for the month February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Eugene Tubbs presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1, 2013 was

\$5,385,817.09; the bank deposits recorded in February 2014 were \$400,940.33. Checks issued since the February 2014 meeting numbered 30146 through 30211 were in the amount of \$178,717.99. The net balance on hand March 10, 2014 was \$5,608,039.43.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Sewage Utility claims for the month of February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Stormwater Department.

Eugene Tubbs also presented the statement of claims for the Stormwater Utility for February. The balance as of February 1, 2014 was \$391,816.29. The bank deposits recorded in February 2014 were \$74,778.52. Checks issued since the February 2014 meeting numbered 1116 through 1127 were in the amount of \$43,343.51. The net balance on hand March 10, 2014 was \$423,251.30.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Stormwater Utility claims for the month February 2014 as audited and read.

Ayes all. Nays none. Motion carried.

d. Purchase of large format printer.

Joel explained our last plotter was purchased 15 years ago. This plotter became obsolete and could not meet the needs of the department in 2012. At that time, the Engineering Department had purchased a new plotter and offered us their old one, which was a slight upgrade from ours. Now the plotter from Engineering stopped working as well.

Joel proposes the cost of the printer be split between the three utilities.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the purchase of a large format printer in the amount of \$17,676.77.

Ayes all. Nays none. Motion carried.

III. **WATER OPERATIONS**

4. **Report on water distribution operations.**

Serviceman & Construction Crew have been working on frozen mains and frozen services. Joel explained the different approaches used for thawing frozen mains & services.

The water operation reports were distributed and reviewed.

A total of 9 valves have been operated in 2014.

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

Our pumpage in February was 134,021,000 gallons, an increase of 3,018,000 gallons of water from February 2013.

IV. **SEWAGE TREATMENT OPERATIONS**

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

The crew televised more this year than last year at this time. They will soon be televising and inventorying the Storm sewers.

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

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

Jeremy stated everything is going fine.

B.O.D. (9 average ppm), Phosphorus (0.864 average ppm) and Suspended Solid (13.34 average ppm) limits were met for the month of February 2014.

8. **Discussion and possible action on High-strength Waste Project/Update RE: Brewery/Update on Influent Pumping & PH Adjustment Project.**

Last year's Capital Improvements proposal included the High-strength Waste Receiving Station for \$500,000.00. The Commission requested at that time to bring the item back when we got closer to knowing what we would need and the costs involved. A services agreement for assistance in writing an application for grant dollars was approved by the Commission. The grant application was successful and the Department was awarded a Focus on Energy RECIP grant for

approximately \$114,000.00. The Commission approved a design contract from Donohue & Associates for the project. The plans/specs are complete. The scope of the project became not only a high-strength waste tank but also includes a lift station at the Stevens Point Brewery and a force-main from the lift station to the high-strength waste tank. Since this project benefits both the Wastewater Treatment Plant and the Stevens Point Brewery we are proposing the cost of the project be split. With the grant monies and splitting the remaining costs with the Stevens Point Brewery, our share would be approximately \$393,000, which comes in less than what was previously approved in the 2014 Capital Improvements Plan.

The project would enable the Brewery to get back on a normal rate schedule. Since 2009 they have been paying a flat rate surcharge. Now the Brewery has grown, tripled in capacity since 2009, which gets us close to certain Plant limits. If we don't do something about it now we might not be able to take on other waste streams. By participating in this project, the Brewery would be keeping a handle on their rates.

Joel requested permission to move forward with a cost sharing arrangement with the Stevens Point Brewery by way of agreement or assessment and to advertise the project for bidding purposes.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve pursuing a cost sharing arrangement with the Stevens Point Brewery by way of agreement or assessment and to advertise the project for bidding purposes.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. Report on Stormwater operations.

The localized flooding you are seeing now will be addressed this summer by installing swales.

VI. DIRECTORS REPORT

10. Verbal Report.

An open records request was received from the Town of Hull, requesting copies of everything we have in regards to Well 11. The copies have been made except for documents that are in large binders. Joel is hoping they would be

willing to just come to the office and view those verses having to copy those as well.

The Influent Pumping & Ph Adjustment Project will be advertised for bids. We will be using Quest CDN website for this and plan distribution and they get registered as plan holders etc. This will be the first Ebid process.

The auditors were here last week and they will present the audits for the three utilities at the May Commission meeting.

The next Water & Sewerage Commission meeting will be on Monday, April 14, 2014 at noon.

VII. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:51pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY