

Board of Water and Sewerage Commissioners
Monday, September 14, 2015
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Gary Kuplic, Chris Lefebvre, Rob Molski, Jason Draheim and Jaime Zdroik

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ADMINISTRATION

1. Approval of minutes of the August 10, 2015 meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the August 10, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Discussion and possible action on approval of department claims.

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for August. The balance as of August 1, 2015 was \$4,659,877.81; the bank deposits recorded in August 2015 were \$617,482.04. Checks issued August 2015 numbered 49305 through 49397 were in the amount of \$510,959.07. The net balance on hand August 31, 2015 was \$4,766,400.78.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for August. The balance as of August 1, 2015 was \$6,005,223.85; the bank deposits recorded in August 2015 were \$270,153.22. Checks issued August 2015 numbered 31210 through 31274 were in the amount of \$157,204.92. The net balance on hand August 31, 2015 was \$6,118,172.15.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for August. The balance as of August 1, 2015 was \$1,010,901.61. The bank deposits recorded in August 2015 were \$103,262.33. Checks issued August 2015 meeting numbered 1429 through 1449 were in the amount of \$41,053.11. The net balance on hand August 31, 2015 was \$1,073,110.83.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the department claims for the month of August 2015 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Discussion and possible action on increasing the Storm Water restricted fund.**

Joel reminded the Commission that after the creation of the Storm Water Utility we created a restricted fund for street tree(\$20,000) and street sweeping(\$75,000) activities. Joel received an informal request from the City Forester requesting we increase the funding for street trees an additional \$5,000. Joel recommends we do this. Joel stated that the City Forester has used this money very responsibly. Invoices on these matters are forwarded directly to us for payment.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve increasing the Storm Water restricted funds by \$5,000.00.

Ayes all. Nays none. Motion carried.

4. **Discussion and possible action on a sewer credit for Four Seasons Comm, LLC-1430 Torun Road.**

Joel explained they have been working toward repairing leaks in order to receive a sewer credit. Joel believes they have found all the leaks. Joel feels this is a legitimate credit because the water that was leaking did not go down the sanitary sewer. Joel also explained to Mr. Hastings that once the credit has been applied no further sewer credits will be given in regards to this matter.

Joel will get the terms in writing before issuing the credit.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the sewer credit in the amount of \$13,584.24 for Four Seasons Comm., LLC -1430 Torun Road.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. **Report on water distribution operations.**

Reserve Street project is complete. Crew is working with the Storm crew installing swales and storm mains. Things are going well.

The water operation report was distributed and reviewed for the month of August. A total of 418 valves have been operated in 2015.

6. **Report on water supply operations.**

Our pumpage in August was 208,123,000 gallons, an increase of 19,190,000 gallons of water from August 2014.

IV. SEWAGE TREATMENT OPERATIONS

7. **Report on Collection System Maintenance.**

Rob stated everything is going well. The new vac truck should arrive next week once all the options are installed.

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

8. **Report on sewage treatment operations.**

Chris stated they produced over 90% of their own electricity even with the generator being down for four days. All permit levels were met. They handled the rainfall events fairly well.

B.O.D. (5 average ppm), Phosphorus (0.420 average ppm) and Suspended Solid (5.41 average ppm) limits were met for the month of August 2015.

9. **Report on selection of engineer for the next WWTP improvements.**

Joel explained there are several projects coming in the next few years for the Wastewater Treatment Plant as shown on the Capital Improvements & Maintenance Plan. We sent out requests for Statements of Qualifications to two engineering firms Donohue and Strand. Both firms sent information back to us and then management graded both firms based on the information received. Donohue came out ahead in the grading process. Our experience with Donohue has been very positive.

They will be meeting with Donohue later this month to do some scoping/planning.

10. **Presentation on the high strength waste project.**

Chris did a PowerPoint presentation on the high strength waste project.

V. STORMWATER OPERATIONS

11. Report on Stormwater operations.

Rob stated the storm main was increased from a 12" to an 18" main on W. Karner St. This should alleviate the high ground water issues in these areas.

VI. DIRECTOR'S REPORT

12. Verbal Report.

Joel said they sent out an offer today for the Water Operator position so we should be fully staffed soon.

Joel said we did put in an offer to Remax for the 1917 Cypress property and we are just waiting to hear back to see if our offer has been accepted.

The next Water & Sewerage Commission meeting will be on Monday, October 12, 2015 at noon.

VII. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:43pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY