

Board of Water and Sewerage Commissioners

Monday, December 14, 2015

12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Gary Kuplic, Mary Klesmith, Rob Molski, Chris Lefebvre, Jaime Zdroik, and Angel Gebon (AECOM).

EXCUSED ABSENCE: Eugene Tubbs

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ADMINISTRATION

1. Approval of minutes of the November 9, 2015 meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the November 9, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Discussion and possible action on an engineering services agreement with Donohue and Associates for facilities planning.

Joel stated this is an agreement in response to the request for Statement of Qualifications we had sent out to a couple of firms to move forward on the upgrade of the Wastewater Treatment Plant.

This would be for the planning/scoping part of the project. We need to flush out the different technologies and processes available before we can actually design the upgrade.

The price is a "not to exceed" amount and Joel is confident the price will be lower than the \$108,029.00 listed.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the engineering services agreement with Donohue & Associates for facilities planning in an amount not to exceed \$108,029.00.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1, 2015 was \$4,427,904.15; the bank deposits recorded in November 2015 were \$463,019.84. Checks issued November 2015 numbered 49597 through 49679 were in the amount of \$4,467,836.08. The net balance on hand November 30, 2015 was \$4,423,087.91.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2015 was \$5,958,477.43; the bank deposits recorded in November 2015 were \$215,402.97. Checks issued November 2015 numbered 31383 through

31434 were in the amount of \$354,379.90. The net balance on hand November 30, 2015 was \$5,819,500.50.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2015 was \$994,544.25. The bank deposits recorded in November 2015 were \$65,996.23. Checks issued November 2015 meeting numbered 1501 through 1531 were in the amount of \$70,615.47. The net balance on hand November 30, 2015 was \$989,925.01.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the department claims for the month of November 2015 as audited and read.

Ayes all. Nays none. Motion carried.

4. **Discussion and possible action on 2016 Capital Improvements and Operation & Maintenance Expenses.**

Joel explained the 2016 Capital Improvements and Operations & Maintenance expenses for all three departments:

WATER DEPARTMENT – Capital Assets & Improvements; Utility relocation Hoover Rd. Overpass – *(item to be brought back to the Commission)*; Sixth Ave. Reconstruction \$320,000; ¾ ton truck (replacement for valve truck) \$30,000; Transfer valve operator to new truck \$14,000; Decommission/demolition of booster station \$30,000; Hydrant painting program \$25,000; Wellfield road pavement \$70,000; Wellfield building maintenance \$7,500; Utility office landscape/building maintenance \$6,000; and GIS Development \$6,000. **Carryover from 2015;** Well rehab \$30,000, Scada upgrades (Well 4 & 11) \$60,000 and design of new garage facility \$30,000. **Training/Education** - \$25,000. Requested approval amount \$533,500.

WASTEWATER DEPARTMENT – Capital Assets & Improvements; Utility relocation Hoover Rd. Overpass – *(item to be brought back to the Commission)*; Sixth Ave. Reconstruction \$250,000; Sewer main and manhole grouting \$200,000; ¾ ton truck (replacing one of the WWTP trucks) \$44,000; Solids analysers on MLSS and RAS lines \$10,700; and GIS development \$6,000. **Carryover from 2015;** Upgrade Project-Cake biosolids, solar drying for class A, second biogas generator and gas treatment \$4,950,000; **Items from CWF Replacement Fund Reserve Account;** Replace PLC's (MCC areas A and B) \$300,000 and Final clarifier 2 rehab \$148,000. **Training/Education** - \$25,000. Requested approval amount \$973,700.

STORMWATER – Capital Assets & Improvements; Utility relocation Hoover Rd. Overpass – *(item to be brought back to the Commission)*; Sixth Ave.

Reconstruction \$246,000; West side swales/stormwater improvements \$100,000; Broom attachment for CAT loader \$6,000; and GIS development \$6,000. **Carryover from 2015**; Rehab of Michigan Ave. lift station \$110,000. **Training/Education** - \$25,000. Requested approval amount \$373,000.

Paul stated the amount listed for Training/Education always comes in lower than budgeted for and Paul wanted to thank the staff for that.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the 2016 Capital Improvements and Operation & Maintenance Expenses for the Water Department in the amount of \$533,500; Wastewater Department in the amount of \$973,700; Stormwater Department in the amount of \$373,000.

Ayes all. Nays none. Motion carried.

5. **Discussion and possible action on a letter agreement with Brown and Caldwell regarding the completion of our Stormwater Management Plan Update.**

Joel explained that some time ago we received a grant, administered by the D.N.R., to cover 70% of the Stormwater Management Plan Update. The approval for the remaining 30% was approved back in 2014 and that contract was with Schoen Engineering Solutions, Inc. Kurt Schoen has since decided to go into a different line of work. So after talking through this with the D.N.R. and with the City Attorney, we are reassigning this to Brown and Caldwell because Mr. Schoen felt comfortable with a transition of the contract with this company. The D.N.R. approved this transition as long the scope and dollar amounts aren't changing.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the agreement with Brown and Caldwell regarding the completion of our Stormwater Management Plan Update in an amount not to exceed \$67,938.00.

Ayes all. Nays none. Motion carried.

6. **Discussion and possible action on engagement letter with Baker Tilly Virchow Krause, LLP.**

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the two year contract with Baker Tilly Virchow Krause, LLP for auditing services for all three departments, Water, Sewer & Storm; 2015 - \$17,700 and 2016 - \$18,300 for a total amount of \$36,000.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

7. Report on water distribution operations.

Gary stated the crew is mostly working on maintenance items.

Joel stated the second bulk water fill station is going on-line tomorrow. This fill station is located at Transit.

The water operation report was distributed and reviewed for the month of November. A total of 698 valves have been operated in 2015.

8. Report on water supply operations.

Joel stated we did exercise the Patch Street well to do an annual test. The bacti sample came back good and the nitrates were lower than expected.

Our pumpage in November was 119,924,000 gallons, a decrease of 15,998,000 gallons of water from November 2014.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on Collection System Maintenance.

Rob stated the crew has been doing more jetting due to the nice weather. Once weather changes they will focus on televising.

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

10. Report on sewage treatment operations.

Chris stated all the permit requirements were met for the month of November. The biogas generator was rebuilt. The final clarifier rehab is also completed.

B.O.D. (5 average ppm), Phosphorus (0.543 average ppm) and Suspended Solid (7.31 average ppm) limits were met for the month of November 2015.

V. STORMWATER OPERATIONS

11. Report on Stormwater operations.

Rob stated they have been doing maintenance on the catch basins.

VI. DIRECTOR'S REPORT

12. **Verbal Report.**

Information on Well 5 will be brought to the Commission within the next couple of months.

We will be closing on the Cypress property on Thursday.

The next Water & Sewerage Commission meeting will be on Monday, January 11, 2016 at noon.

VII. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.
Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:30 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

PAUL ADAMSKI, PRESIDENT