

Board of Water and Sewerage Commissioners
Monday, February 8, 2016
12:00 P.M.

MINUTES

PRESENT: Mae Nachman, Carl Rasmussen and Jim Cooper.

ALSO PRESENT: Joel Lemke, Gary Kuplic, Mary Klesmith, Chris Lefebvre, Jaime Zdroik, Jenny Schmeiser, Mr. & Mrs. Eugene Tubbs and Angel Gebeau (AECOM).

EXCUSED ABSENCE: Paul Adamski

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ADMINISTRATION

1. Approval of minutes of the December 14, 2015 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the December 14, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Election of Officers.

Motion made by Jim Cooper, seconded by Mae Nachman to retain Paul Adamski as President and Carl Rasmussen to now be Secretary, replacing Eugene Tubbs.

Ayes all. Nays none. Motion carried.

3. Recognition of service for Commissioner Eugene Tubbs.

Joel stated Eugene has touched all of us with his presence in some way or another.

It is the support and dedication our Commissioners have provided the utilities over the years that has made it what it is today.

Joel presented Eugene Tubbs a plaque in appreciation of, and recognizing his exceptional customer service and dedication for the past 29 years residing on the Board of Water & Sewerage Commission.

II. ACCOUNTING

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

WATER DEPARTMENT

Mae Nachman presented the statement of claims for the Water Utility for December. The balance as of December 1, 2015 was \$4,424,373.71; the bank deposits recorded in December 2015 were \$604,566.53. Checks issued December 2015 numbered 49680 through 49798 were in the amount of \$686,611.97. The net balance on hand December 31, 2015 was \$4,342,328.27.

Mae Nachman presented the statement of claims for the Water Utility for January. The balance as of January 1, 2016 was \$4,357,808.83; the bank deposits recorded in January 2016 were \$1,201,569.35. Checks issued January 2016 numbered 49799 through 49861 were in the amount of \$955,865.69. The net balance on hand January 31, 2016 was \$4,603,512.49.

WASTEWATER DEPARTMENT

Mae Nachman also presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1, 2015 was \$5,824,211.67; the bank deposits recorded in December 2015 were \$279,493.09. Checks issued December 2015 numbered 31435 through 31500 were in the amount of \$295,834.65. The net balance on hand December 31, 2015 was \$5,807,870.11.

Mae Nachman also presented the statement of claims for the Sewage Treatment Utility for January. The balance as of January 1, 2016 was \$5,883,363.76; the bank deposits recorded in January 2016 were \$744,666.66. Checks issued January 2016 numbered 31501 through 31553 were in the amount of \$116,213.89. The net balance on hand January 31, 2016 was \$6,511,816.53.

STORMWATER DEPARTMENT

Mae Nachman also presented the statement of claims for the Stormwater Utility for December. The balance as of December 1, 2015 was \$988,303.86. The bank deposits recorded in December 2015 were \$93,230.95. Checks issued December 2015 meeting numbered 1532 through 1554 were in the amount of \$81,085.63. The net balance on hand December 31, 2015 was \$1,000,449.18.

Mae Nachman also presented the statement of claims for the Stormwater Utility for January. The balance as of January 1, 2016 was \$1,039,832.99. The bank deposits recorded in January 2016 were \$204,905.17. Checks issued January 2016 meeting numbered 1548 through 15701 were in the amount of \$52,854.17. The net balance on hand January 31, 2016 was \$1,191,883.99.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the department claims for the months of December 2015 and January 2016 as audited and read.

Ayes all. Nays none. Motion carried.

5. Discussion and possible action on Schedule of Charges.

Joel stated all costs are to remain the same for 2016.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the 2016 Schedule of Charges.

Ayes all. Nays none. Motion carried.

6. **Report on restricted funds for Parks & Department of Public Works.**

Joel explained there were two restricted funds created out of the Stormwater general fund one for Parks and one for Department of Public Works.

Joel provided a summary of the restricted funds as requested by the Commission when the creation of the restricted funds was initially approved.

Parks Restricted Funds 2013-2015 was \$60,000.00, disbursements were \$59,867.78, 2015 EOY balance is \$132.22. Streets Restricted Funds 2013-2015 was \$150,000.00, disbursement were \$145,000.00, 2015 EOY balance is \$5,000.00.

The 2016 restricted fund contribution of \$75,000 and the remaining \$5,000 will be used to purchase a vacuum sweeper which is beneficial to the removal of total suspended solids as we calculate our effective treatment of stormwater.

Parks continues to put their portion of the restricted funds to good use on street-related plantings and activities.

III. WATER OPERATIONS

7. **Report on water distribution operations.**

Gary stated the crew are working on winter operations, maintenance and hydrants. They have repaired a couple of water main breaks since the last meeting. There were approximately 7 frozen hydrants. Hydrants are checked daily to see if any are frozen. They are working on preliminary planning for the Sixth Ave. project this year. Operation deep-freeze has been started. We have approximately 60 homes running water.

The water operation report was distributed and reviewed for the month of December. A total of 811 valves have been operated in 2015.

The water operation report was distributed and reviewed for the month of January. A total of 64 valves have been operated in 2016.

8. **Report on water supply operations.**

Our pumpage in December was 126,294,000 gallons, a decrease of 11,930,000 gallons of water from December 2014.

Our pumpage in January was 131,056,000 gallons, a decrease of 4,239,000 gallons of water from January 2014.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on Collection System Maintenance.

Joel stated the crew attended PACP training and all are now certified. The DNR will be creating a certification for this department in the future.

The sewer reports for the month of December and January were reviewed by the Commission.

10. Report on sewage treatment operations.

Chris stated B.O.D.'s, Phosphorus, and Suspended Solids were all within permit levels for December 2015 and January 2016. They are now working on their winter operations. The new aeration blower is being installed as approved in last year's Capital Improvements. The waste-activated sludge pump was also installed as approved in last year's Capital Improvements.

B.O.D. (5 average ppm), Phosphorus (0.403 average ppm) and Suspended Solid (4.19 average ppm) limits were met for the month of December 2015.

B.O.D. (5 average ppm), Phosphorus (.264 average ppm) and Suspended Solid (4.65 average ppm) limits were met for the month of January 2016.

V. STORMWATER OPERATIONS

11. Report on Stormwater operations.

Joel mentioned the Stormwater crew has been helping with snow removal at the Airport and they have been doing a great job.

VI. DIRECTOR'S REPORT

12. Verbal Report.

Carl Rasmussen asked Joel if he had any comments/concerns about pending legislation that would allow the sale of public utilities. Joel stated he has had conversations with individuals at the Public Service Commission and it is felt that this legislation is intended to help very small utilities that are struggling and feels this is why it is getting support on the State level. Privately run utilities are common, south and east of us.

The next Water & Sewerage Commission meeting will be on Monday, March 14, 2016 at noon.

VII. ADJOURNMENT

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

MEETING ADJOURNED
12:22 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

A handwritten signature in cursive script, appearing to read "Carl Rasmussen".

CARL RASMUSSEN, SECRETARY