

**Board of Water and Sewerage Commissioners**  
**Monday, November 14, 2016**  
**12:00 P.M.**

**MINUTES**

**PRESENT:** Paul Adamski, Carl Rasmussen, Mae Nachman, and Anna Haines.

**ALSO PRESENT:** Joel Lemke, Rob Molski, Mary Klesmith, Jason Draheim, Jaime Zdroik, Eric Lynne and Ed Nevers of Donohue & Associates and Angel Gebeau of AECOM.

**EXCUSED ABSENCE:** Ray Schmidt

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## **ADMINISTRATION**

1. **Approval of minutes of the October 10, 2016 meeting.**

**Motion made** by Mae Nachman, seconded by Anna Haines to approve the minutes of the October 10, 2016 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 October. The balance as of October 1, 2016 was \$5,166,098.28; the bank deposits recorded in October 2016 were \$1,481,431.84. Checks issued October 2016 numbered 50532 through 50629 were in the amount of \$2,069,815.50. The net balance on hand October 31, 2016 was \$4,577,714.62.

### **WASTEWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for October. The balance as of October 1, 2016 was \$6,865,891.38; the bank deposits recorded in October 2016 were \$590,574.76. Checks issued October 2016 numbered 32014 through 32084 were in the amount of \$634,649.33. The net balance on hand October 31, 2016 was \$6,821,816.81.

### **STORMWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Stormwater Utility for October. The balance as of October 1, 2016 was \$1,477,610.32. The bank deposits recorded in October 2016 were \$193,766.80. Checks issued October 2016 meeting numbered 1751 through 1772 were in the amount of \$48,610.97. The net balance on hand October 31, 2016 was \$1,622,766.15.

**Motion made** by Carl Rasmussen, seconded by Mae Nachman to approve the department claims for the month of October 2016 as audited and read.

*Ayes all. Nays none. Motion carried.*

### **III. WATER OPERATIONS**

3. **Report on water distribution operations.**

Joel stated the Sixth Ave. Project is complete and they will be wrapping up the Hoover Road Grade Separation Project for this year.

The water operation report was distributed and reviewed for the month of October. A total of 985 valves have been operated in 2016.

4. **Report on water supply operations.**

Our pumpage in October was 143,498,000 gallons, a decrease of 21,658,000 gallons of water from October 2015.

5. **Discussion and possible action on the Draft Groundwater Management Plan (email distribution).**

Joel stated there were no substantial changes made from the last Groundwater Management Plan.

No action taken.

### **IV. SEWAGE TREATMENT OPERATIONS**

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

Rob stated they are working on cutting roots out of problem areas. Everything is going well.

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

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

Joel stated there was a spike in loadings right around the time the County deadline was for pumping septics.

Everything is going well.

B.O.D. (5 average ppm), Phosphorus (.421 average ppm) and Suspended Solid (6.26 average ppm) limits were met for the month of October 2016.

8. **Update and report on Biosolids Improvement Project.**

Joel stated we have an engineering services agreement with Donohue & Associates that was signed last December and work was started January of 2016 to evaluate all options, cost alternatives and what will need to be accomplished on a regulatory perspective.

Joel explained that we are in a better position to pay for the project due to debt being retired in recent years so not all of the new debt would need to be accounted for by a rate increase. Information was submitted to the auditors so they can have more specifics on how this project would affect rates for next months meeting. The Operations & Maintenance and Capital Improvements will also be presented to the Commission next month. A rate study was already approved 1.5 years ago but had been put on hold.

Joel explained that if we go with the “do nothing” approach we will still have to spend money on liquid sludge storage which is very expensive and we’d have the future expense of increased hauling and land application costs due to tightening regulation. It also wouldn’t put us any closer to meeting future permit requirements in regards to the tightening effluent limits.

At December’s meeting, the Commission would like to see the different scenarios/alternatives that were considered and which option staff recommends proceeding with. The Commission would also like to see a “break even” analysis.

**V. STORMWATER OPERATIONS**

9. **Report on Stormwater operations.**

Rob stated the crew is finishing up replacing catch basins for the year and focusing on cleaning catch basins.

10. **Staff update on Stormwater Management Plan.**

Our current contract is with Brown Caldwell to complete the Stormwater Management Plan but we are currently on hold because the DNR has not issued the new permit limits for TMDL waste load allocations.

**VI. DIRECTOR’S REPORT**

11. **Verbal Report.**

Joel stated the rates and Capital Improvements discussion were discussed in Item 8.

*The next Water & Sewerage Commission meeting will be on Monday, December 12, 2016 at noon.*

**VIII. ADJOURNMENT**

**Motion made** by Mae Nachman to adjourn the meeting.  
*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:39 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY