

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

MINUTES

PRESENT: Paul Adamski, Carl Rasmussen, and Ray Schmidt

ALSO PRESENT: Joel Lemke, Gary Kuplic, Rob Molski, Mary Klesmith, Chris Lefebvre, Jaime Zdroik, and Eric Lynne and Ed Nevers of Donohue & Associates

EXCUSED ABSENCE: Mae Nachman and Anna Haines

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ADMINISTRATION

1. Approval of minutes of the November 14, 2016 meeting.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the November 14, 2016 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Notice of employee running for elected office.

Joel explained that Pam Kruzicki is running for re-election for the Clerk/Treasurer position for the Town of Alban.

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, 2016 was \$4,444,193.02; the bank deposits recorded in November 2016 were \$664,137.43. Checks issued November 2016 numbered 50630 through 50710 were in the amount of \$757,496.48. The net balance on hand November 30, 2016 was \$4,350,833.97.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2016 was \$6,793,369.76; the bank deposits recorded in November 2016 were \$278,608.32. Checks issued November 2016 numbered 32085 through 32136 were in the amount of \$519,853.85. The net balance on hand November 30, 2016 was \$6,552,124.23.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2016 was \$1,592,192.90. The bank deposits recorded in November 2016 were \$78,917.59. Checks issued November 2016 meeting numbered 1773 through 1793 were in the amount of \$135,305.89. The net balance on hand November 30, 2016 was \$1,535,804.60.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the department claims for the month of November 2016 as audited and read.

Ayes all. Nays none. Motion carried.

4. **Discussion and possible action on the 2017 Capital Operations & Maintenance Plan.**

This item was tabled until January's meeting.

III. **WATER OPERATIONS**

5. **Discussion and possible action on proceeding with a simplified rate case.**

Baker Tilly did a brief analysis of the water and wastewater rates. Baker Tilly recommends the water utility start a rate application in mid-2017 after the 2016 audit results are fully known and use 2018 as test year with the same recommendation for the sewer utility.

Joel recommends implementing a simplified rate case for the water utility of 3% through the Public Service Commission with a similar increase for the sewer utility which would go through the Commission.

Joel stated for January we could have an engagement letter from Baker Tilly and a scope of services from Donohue & Associates for the design phase of the Wastewater Treatment Facility Upgrade if the 2017 Capital Operations & Maintenance is approved.

Paul would like Baker Tilly to provide the Commissioners with a presentation regarding rates.

Paul questioned whether any grants were available for the WWTP Upgrade. Joel stated part of the agreement with Donohue & Associates is having one of their staff who specializes in procurement of grant dollars. Joel stated we can expect a minimum of at least \$750,000 in grants per phase.

Paul recommends voting on this next month. He would like to have Baker Tilly do a presentation on rates and the potential effects on rates, on a percentage basis, if the WWTP Upgrade is approved. He would also like staff to provide rate comparisons of surrounding communities.

Joel requested permission to proceed with the simplified rate case for the water utility and not file it until next month.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to apply for the simplified rate case to be filed after next month's Commission meeting.

Ayes all. Nays none. Motion carried.

6. **Report on water distribution operations.**

Gary stated the crew is working on maintenance, checking for frozen hydrants and services. Utility work on the Cobblestone Project is complete.

The water operation report was distributed and reviewed for the month of November. A total of 1024 valves have been operated in 2016.

7. **Report on water supply operations.**

Our pumpage in November was 126,023,000 gallons, an increase of 6,099,000 gallons of water from November 2015.

8. **Discussion and possible action on Point of Beginning, Inc. to remove/modify the 80% natural lot coverage requirement within Parkdale Subdivision.**

Joel explained this item went to the Plan Commission, the Plan Commission did not act they asked staff to come back with a new restriction instead of completely lifting it.

Paul would like this item brought back once we know the new recommended restrictions.

IV. SEWAGE TREATMENT OPERATIONS

9. **Report on Collection System Maintenance.**

Rob stated everything is going good. They are currently working on flushing but will be working on televising now that the televising camera is back in service. They also did some maintenance on air release valves.

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

10. **Report on sewage treatment operations.**

Chris stated all permit requirements were met. For the past two months they've produced over 100% of electricity used to operate the facility, so energy neutral past 2 months. They also produced 97% of heat required for the plant which is \$12,000 per month in energy savings.

B.O.D. (6 average ppm), Phosphorus (.627 average ppm) and Suspended Solid (8.59 average ppm) limits were met for the month of November 2016.

11. **Discussion and possible action on Wastewater Treatment Facility Upgrade Project 2017-2019.**

Eric Lynne of Donohue & Associates provided the Commission with a presentation.

In the presentation Eric covered our current liquid treatment process Class B and the problems with continuing that process; Unreliable biosolids outlets – Field limitations, competition for available fields, more stringent upcoming nutrient regulations. Risks of Continued Practice; Increased disposal restrictions (time/distance/costs) and potential permit violations.

Eric also covered the goals of the project; Maintain permit compliance, Improve public perception of biosolids reuse –dry product & Class A exceptional quality, utilize sustainable practices-increase HSW Program, consider future requirements, consider new techniques, consider facility reuse & maximize biogas production & utilization.

Current liquid process restrictions in regards to land application are; seasonal, groundwater (nitrates), erosion (land slope & cover), soil type, nutrient limitations, distance & setbacks & ordinances. With a Class A production there are none.

The current/existing liquid process requires approximately 650 truckloads per year. Dewatering to a cake product would require approximately 180 truckloads per year and would still be considered Class B and the Class A-dry to granular would only require approximately 34 truckloads per year.

All types of equipment were considered to get from a Class B biosolids to Class A, along with numerous scenarios. Pilot testing was also done to help research the best techniques/equipment to get to a Class A product.

Costs were evaluated for four different scenarios. The dried, Class A product has a higher initial cost than continuing with our current liquid process but still felt it was the better option because in years to come we will save money.

If the recommended, Class A dried biosolids & increase HSW Program with subsequent Struvite Phase II was approved in 2017 the design and major equipment procurement would be completed. 2018 would consist of the installation of Phase 1. 2019 could consist of the design of Phase II – Struvite System and 2020 would be the installation of Phase II.

Paul stated with the Class A product we get a better product, that creates huge amount of capacity for future growth of the community, helps the environment and could be done for no increase in inflation since the last WWTP upgrade back in 1992.

We could sell the end product and that revenue was not included in any of the project costs referenced in the presentation. Grant monies were also not included in these figures.

V. STORMWATER OPERATIONS

12. Report on Stormwater operations.

Rob stated they are working on cleaning catch basins and root cutting.

VI. DIRECTOR'S REPORT

13. Verbal Report.

Joel announced to the Commission that Gary Kuplic is retiring after January 6th. Joel thanked and congratulated Gary. Joel stated that Gary has been a great asset to the department over the years and that he will be missed.

The next Water & Sewerage Commission meeting will be on Monday, January 9, 2017 at noon.

VIII. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:21 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY