

Board of Water and Sewage Commissioners
Monday, March 14th, 2011
12:00 P.M.

MINUTES

PRESENT: Eugene Tubbs, Mae Nachman, and Carl Rasmussen.

ALSO PRESENT: Kim Halverson, Brenda Thomas, Eric Niffenegger, Gary Kuplic, Rob Molski, Jaime Zdroik, and Angel Gebeau-AECOM.

EXCUSED ABSENCE: Paul Adamski

UNEXCUSED ABSENCE: Jim Cooper

Index

Page

I. **ADMINISTRATION**

1. Approval of minutes of the February 14, 2011 meeting. 2

II. **ACCOUNTING**

2. Consideration of claims for the Water and Sewage Treatment Utilities. 2

3. Discussion and action on hiring Donohue & Associates to complete the Wastewater Master Plan. 3

4. Discussion and action on hiring Lane Tank to do modifications necessary At the Ground Level Reservoir. 3

III. **WATER OPERATIONS**

5. Report on water distribution operations. 4

6. Report on water supply operations. 4

7. Report on chemical purchases for 2011. 4

IV. **SEWAGE TREATMENT OPERATIONS**

8. Report on Collection System Maintenance. 4-5

9. Report on sewage treatment operations. 5

V. **ADJOURNMENT**

5

I. ADMINISTRATION

1. Approval of minutes of the February 14th, 2011 meeting.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the minutes of the February 14th, 2011 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Consideration of claims for the Water and Sewage Treatment Utilities.

Eugene Tubbs presented the statement of claims for the Water Utility for February. The balance as of February 1st, 2011 was \$1,886,161.03; the bank deposits recorded in February 2011 were \$589,987.21. Checks issued since the February 14th, 2011 meeting numbered 44752 through 44795 were in the amount of \$397,511.86. Checks numbered 44796 through 44817 for \$264,942.94 were presented for action on March 14th, 2011. The net balance on hand March 14th, 2011 was \$1,624,978.35.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the Water Utility claims for the month of February 2011 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1st, 2011 was \$3,613,039.64; the bank deposits recorded in February 2011 were \$285,524.41. Checks issued since the February 14th, 2011 meeting numbered 28073 through 28096 were in the amount of \$82,562.90. Checks numbered 28097 through 28121 for \$39,028.70 were presented for action on March 14th, 2011. The net balance on hand March 14th, 2011 was \$3,613,844.30.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Sewage Utility claims for the month of February 2011 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Discussion and action on hiring Donohue & Associates to complete the Wastewater Master Plan.**

Kim explained there were five proposals received. Five members of management reviewed and rated the proposals and four out of the five selected Donohue & Associates. It was approved previously to do the Master Plan for an amount not to exceed \$100,000.00. Donohue & Associates proposal came in at \$87,775.00. Kim recommends Donohue & Associates to do the Master Plan.

Kim explained the Wastewater Master Plan is much larger than the Water Department Master Plan because the Water Master Plan is for five years and the Wastewater Master Plan is for 20 years. The Wastewater Master Plan will take into effect community growth, anticipated new regulations etc. It will also determine Short-term, Medium-term and Long-term planning.

The Wastewater Master Plan should be completed by November and will be written to allow us to amend the Facilities Plan with the D.N.R. when recommendations from the plan are completed.

The Commission would like updates provided to them.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve Donohue & Associates to complete the Wastewater Master Plan as recommended by staff, for \$87,775.00.

Ayes all. Nays none. Motion carried.

4. **Discussion and action on hiring Lane Tank to do modifications necessary at the Ground Level Reservoir.**

Lane Tank Co. inspected the ground level reservoir and recommends updating the existing venting so it would be insect-proof, rain-proof and frost resistant.

Motion made by Mae Nachman, seconded by Carl Rasmussen to hire Lane Tank to modify the venting at the Ground Level Reservoir in the amount of \$5,300.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Gary stated they installed 520' of 24" main for Well 11 Treatment Plant from Hwy 66 to into where it makes a bend to go into the building. It changes to 30" main there. A 4" service was installed just short of the building where the footings need to be dug. They are at a standstill right now waiting for the frost to leave the ground.

The crew is working on valves that have a recall on them. The servicemen are focusing on exchanging meters and installing radio reading devices in order to beat the WPS deadline for when they can no longer read our water meters. Kim stated we might have to schedule evening or Saturday appointments in order to accomplish this.

The water operations report was distributed and reviewed.

A total of 34 valves have been operated in 2011.

6. Report on water supply operations.

Our pumpage in February was 139,446,000 gallons, a decrease of 4,788,000 gallons of water from February 2010.

7. Report on chemical purchases for 2011.

Kim had Eric call suppliers for 2011 pricing. Prices have stayed about the same so we are staying with the same companies.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on Collection System Maintenance.

Rob stated they are concentrating on televising and did some cleaning as needed. Two of the crew went down to Illinois for mechanic school for the new vachaul truck. They stated the schooling was a great experience for them. They learned maintenance procedures needed for features the new vachaul

truck has verses their old one.

Kim stated one mechanic from the City also attended.

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

9. **Report on sewage treatment operations.**

Eric stated the plant is running well. Eric explained the phosphorus levels were a little higher due to cold weather, so they went to chemical feed. They are normally able to do it biologically. We are one of the few plants that can normally do it biologically all year round.

B.O.D. (7.22 ppm), Phosphorus (1.340 ppm) and Suspended Solid (7.61 ppm) limits were met for the month of February 2011.

The next Water & Sewage Commission meeting will be on Monday, April 11th, 2011 at noon.

VI. **ADJOURNMENT**

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:21pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY