

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

**MINUTES**

**PRESENT:** Eugene Tubbs, Jim Cooper, Carl Rasmussen and Mae Nachman.

**ALSO PRESENT:** Kim Halverson, Brenda Thomas, Eric Niffenegger, Gary Kuplic, Jaime Zdroik, Joel Lemke, Jeremy Cramer, Ed Nevers and Eric Lynne of Donhue & Associates and Angel Gebeau of AECOM.

**EXCUSED ABSENCE:** Paul Adamski

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**I. ADMINISTRATION**

**1. Approval of minutes of the October 10th, 2011 meeting.**

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the October 10<sup>th</sup>, 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 October. The balance as of October 1, 2011 was \$2,540,397.26; the bank deposits recorded in October 2011 were \$1,677,605.58. Checks issued since the October 10<sup>th</sup>, 2011 meeting numbered 45380 through 45479 were in the amount of \$1,472,483.88. Checks numbered 45438 through 45477 for \$1,132,582.56 were presented for action on November 14<sup>th</sup>, 2011. The net balance on hand November 14<sup>th</sup>, 2011 was \$1,270,942.11.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Water Utility claims for the month of October 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 October. The balance as of October 1<sup>st</sup>, 2011 was \$4,851,024.17; the bank deposits recorded in October 2011 were \$517,220.89. Checks issued since the October 10<sup>th</sup>, 2011 meeting numbered 28503 through 28533 were in the amount of \$301,960.46. Checks numbered 28535 through 28576 for \$281,622.77 were presented for action on November 14<sup>th</sup>, 2011. The net balance on hand November 14<sup>th</sup>, 2011 was \$4,669,557.45.

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

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 3. Report on water distribution operations.

Gary said the crew is finishing up manhole/blacktop projects for the season.

The water operations report was distributed and reviewed.

A total of 563 valves have been operated in 2011.

#### 4. Report on water supply operations.

Our pumpage in October was 160,356,000 gallons, an increase of 2,592,000 gallons of water from October 2010.

### IV. SEWAGE TREATMENT OPERATIONS

#### 5. Report on Master Plan.

Ed Nevers of Donohue presented the Executive Summary of the Wastewater Treatment Master Plan. The Master Plan addresses the worst case scenario based on present knowledge of proposed legislation etc., as well as rehabilitation, capacity, efficiency and growth. The Master Plan covers a 20 year planning period and lists all potential implications so the utility can plan for them instead of react to them.

Much of the existing plant is 20 years old and most of the mechanical equipment has a 15 to 20 year life. Many of the plant process controllers (PLC's) are obsolete. There have been hydraulic overflows. The plant is efficient but there is a desire to minimize operational costs associated with labor and energy.

The regulatory horizon is constantly evolving; therefore it is critical to develop a plan which provides flexibility to adapt to regulatory changes.

The biosolids land application program is becoming more difficult to operate. Development of alternative pathways for biosolids recycling/disposal to enhance program flexibility and reliability is recommended and most likely will be required in the future.

The format of the Master Plan is divided into separate technical memorandums so it can be utilized in an organized fashion and allows convenient submittal of plan portions to the Wisconsin DNR as a facility plan amendment as required for approvals.

The plan is divided into Near Term Improvements, Mid Term Improvements and Long Term Improvements. Near Term are improvements that need to be done within 1 to 5 years. Mid Term Improvements are improvements that are recommended 5 to 10 years out. Long Term Improvements would be implemented within the 10 to 20 year planning period.

Right now the focus will be on the near term items.

Kim, Eric and Jeremy will prioritize the near term items for 2012 and 2013 for possible action at the December Commission meeting. Using existing replacement fund dollars where applicable some general fund money and possibly a Clean Water Fund loan. The rates should not have to be raised for 2012.

Jim Cooper asked if other cities are doing this or are we ahead of the game. Ed Nevers stated there are cities that aren't doing this and those cities could end up having some problems. Jim Cooper stated he thinks it is great that the utility is being proactive.

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

Kim stated everything is working well and she is happy to see the large amount of sewer mains being jetted this year.

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

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

Eric stated the plant is running well and the effluent is excellent.

B.O.D. (4.68 ppm), Phosphorus (0.24 ppm) and Suspended Solid (5.26 ppm) limits were met for the month of October 2011.

***The next Water & Sewage Commission meeting will be on Monday, December 12<sup>th</sup>, 2011 at noon.***

V. **ADJOURNMENT**

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:39pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY