

Board of Water and Sewage Commissioners
Monday, July 9, 2012
12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper, and Mae Nachman.

ALSO PRESENT: Joel Lemke, Gary Kuplic, Jeremy Cramer, Rob Molski and Jaime Zdroik.

EXCUSED ABSENCE: Carl Rasmussen

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I. ADMINISTRATION

1. Approval of minutes of the June 11, 2012 meeting.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the June 11, 2012 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Discussion and possible action on the following:

a. Claims for the Water and Sewage Departments.

Paul Adamski presented the statement of claims for the Water Utility for June. The balance as of June 1, 2012 was \$3,206,266.14; the bank deposits recorded in June 2012 was \$459,464.76. Checks issued since the June 11th, 2012 meeting numbered 46044 through 46095 were in the amount of \$842,395.79. Checks numbered 46096 through 46125 for \$183,059.13 were presented for action on July 9, 2012. The net balance on hand July 9, 2012 was \$2,651,988.01.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the Water Utility claims for the month of June 2012 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for June. The balance as of June 1st, 2012 was \$3,146,659.86; the bank deposits recorded in June 2012 were \$448,473.89. Checks issued since the June 11, 2012 meeting numbered 28984 through 29010 were in the amount of \$110,410.14. Checks numbered 29011 through 29030 for \$89,544.64 were presented for action on July 9, 2012. The net balance on hand July 9, 2012 was \$3,369,234.64.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the Sewage Utility claims for the month of June 2012 as audited and read.

Ayes all. Nays none. Motion carried.

b. Quote for computer based operations and maintenance program.

Joel explained this would be a web-based structure that all operation manuals, as-built drawings, calendar for scheduling events and maintenance items etc. would be entered into. This would be for the Water Department only and would include wells, reservoirs, water towers, variable speed drives etc. to keep track of what has been done, what needs to be done and on what interval.

This is important due to the amount of maintenance activity brought on by Well 11. Well 11 alone has more operation and maintenance items than all of the other wells together. This would help us keep on top of the O&M.

Jeremy stated it would be nice to be able to go to one spot to look up any necessary information needed especially with limited manpower. This would be very efficient and quick.

Jeremy also explained there are other companies that set up electronic operations and maintenance but Ruekert/Mielke has the best track record. Other municipalities have this and are very happy with it and stated it is a huge time saver.

The Commission would like Brenda to explain next month on where the money for this program would be coming from.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the quote from Ruekert/Mielke in the amount of \$68,000.00 for computer based operations and maintenance program.

Ayes all. Nays none. Motion carried.

c. Quote for BestBill billing provider to replace CSG when CSG contract expires this year.

Joel explained there are several reasons we would like to replace CSG. The responsiveness to our needs from CSG is lacking, for example the annual tax roll process is an issue every year and they bill us for the time it takes them to correct their problems. The costs are pretty similar except that BestBill offers online services that CSG does not. This also would give our customers more payment options and the ability to view their bills and billing history online.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the quote from BestBill to replace CSG.

Ayes all. Nays none. Motion carried.

d. Consideration of sewer adjustment for Sisters of St. Joseph, 1300 Maria Drive.

Joel explained we are supporting a sewer adjustment of \$3,449.02. A fitting was blown on one of their "1 ¼ lines and water was running into a tunnel where the floor of the tunnel is sand and there is no sanitary sewer facility available for the water to have gone down so the water was not conveyed to the waste water treatment plant.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve a sewer adjustment for the Sisters of St. Joseph in the amount of \$3,449.02.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Report on water distribution operations.

Gary stated all of the temporary hook-ups have been laid out on Fourth Avenue and Michigan Avenue for the construction project. Fourth Avenue will be turned on next week.

Joel stated the HH and Hoover Project started today and any work related to the utilities has already been completed.

The water operations report was distributed and reviewed.

A total of 466 valves have been operated in 2012.

4. Report on water supply operations.

Our pumpage in June was 225,295,000 gallons, an increase of 11,241,000 gallons of water from June 2011.

IV. SEWAGE TREATMENT OPERATIONS

5. Report on Collection System Maintenance.

Rob stated the crew is concentrating on cleaning and jetting. Everything is going well.

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

6. Report on sewage treatment operations.

Jeremy stated the plant is running well.

B.O.D. (8.33 ppm), Phosphorus (0.62 ppm) and Suspended Solid (11.70ppm) limits were met for the month of June 2012.

The next Water & Sewage Commission meeting will be on Monday, August 13th, 2012 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:25pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY