

Board of Water and Sewage Commissioners
Monday, October 8, 2012
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Gary Kuplic, Brenda Thomas, Jeremy Cramer, Jaime Zdroik, and Angel Gebeau of AECOM

EXCUSED ABSENCE: Paul Adamski

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I. **ADMINISTRATION**

1. **Approval of minutes of the September 10, 2012 meeting.**

Motion made by Mae Nachman, seconded by Jim Cooper to approve, with corrections, the minutes of the September 10, 2012 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on a proposed resolution for the establishment of storm water utility rates.**

Joel explained that this is the last action needed before the utility would start collecting rates. The ERU (equivalent runoff unit) rate has already been discussed at the Board of Public Works and Common Council meetings. There were reviews of several studies, the original Storm Water Study completed in 2007, a Storm Water Utility Study in 2008 and a Technical Memorandum in 2012. So there is a lot of information supporting the proposed storm water utility rates.

If approved, Joel will have the City Attorney put the proposed rate structure into resolution form and then it would go to the Common Council. In the future if the storm water rates change we would just adopt a new resolution.

Using the studies, and through an evaluation of what utility revenues are needed, we have come up with establishment of the rate for one ERU or "equivalent runoff unit". A random sampling of 100 single family residents was completed to come up with the average size of impervious surface which included rooftops, driveways, sidewalks, patios, etc. That number is 3,364 Sq. Ft. So every single family residence would be billed for 1 ERU which is \$59.08 annually or \$14.77 quarterly. The duplex and triplex is a multiplier of that, 1.6 and 2.4 respectively.

We would use the same rate for Commercial, Industrial and Public but it would not be estimated, it would be measured out. A full study was done where the entire City for non-residential customers was delineated so we know the impervious area on every Commercial, Industrial and Public accounts. We would then use that against the 3,364 square feet per E.R.U. to bill out the actual impervious area.

The credit policy has two big parts, first establishing what we want to make eligible for credit. Variable costs to the utility are estimated at 24% so this would be eligible

for crediting. Fixed costs are estimated at 76%. These are estimated based on what was budgeted for the utility.

The second part of the credit policy is residential properties and non-residential properties. Residential properties have the ability for two different credits, a rain barrel or a rain garden which would be a onetime credit for the annual amount of the storm water fee. The riparian properties would pertain to the properties that live along the Wisconsin River or Plover River where a portion or all of the property drains directly into the river. This would have to be proven with either contour lines or survey. That percentage of the property would be eligible for credit but only eligible against the 24% variable cost. McDill Pond would be considered part of the Plover River.

The non-residential properties (Commercial, Public, and Industrial) need to meet 100% of the minimum criteria. If they exceed the criteria they would be eligible for credit. If they exceed the minimum criteria by 100% they would be eligible for the entire 24% credit. The riparian for non-residential properties would follow the same criteria as the residential.

The past couple of years, maintenance plans have been recorded for storm water facilities on private properties. Our ability to enforce the proper maintenance of the storm water detention or retention facilities is to have the signed agreement so there is a mechanism to make sure they are working properly.

If approved, then review practices would be established. They could be done in-house, or a consultant could be hired for storm water review.

There will be unique things that come up, such as green roofs etc. that are not worked into the current rate credit structure. These items would have to be brought back to the Commission.

The projected rates, assuming no credits, would raise 1.4 million dollars annually.

The Storm Water Utility creation was noticed and discussed at several Public Works meetings. The most recent was back in March.

Joel explained if a property doesn't have storm sewer running near their property they will still be billed for storm water. There is a boundary we are regulated on (MS4 Boundary) and the boundary covers the entire City. There are facilities, as a Storm Water Utility, that are maintained that are both infrastructure with catch basins and pipe, and facilities that are surface water runoff. Both are represented by the fees.

We are creating a Storm Water Utility because we have approximately 70 miles of infrastructure that have not been maintained adequately. The mains are in disrepair and that is why we see flooding in areas that have infrastructure. There is a greater attention to detail when there is a dedicated revenue stream for it.

Developing a Capital Improvements Plan that goes at least five years out and identifying the big needs up front will help us determine if our rates are too high or too low. We don't know what regulations and requirements will be coming in the future. Rates might have to be re-evaluated at that time. Compared to other communities we are right in the middle as far as rates.

Once approved, mailers will be sent to everyone explaining the new Storm Water Utility, storm water rates and credit availability.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the recommended Storm Water Rate Schedule.

Ayes all. Nays none. Motion carried.

3. **Discussion on 2013 construction projects.**

Joel said next year the planned construction project is Ellis Street from Division Street to Michigan Avenue. There is a lot of infrastructure and would affect the water, sewer and storm. At next month's Board of Public Works meeting there will likely be an engineering proposal for this project to have it designed by an outside firm. Due to it affecting all three of our utilities, we would be responsible for a good portion of the engineering fee. Projects usually get approved by Public Works and we participate in that contract. He believes this project would be handled in the same manner. The Commission would like to see the engineering proposals, and have the opportunity to approve them.

II. **ACCOUNTING**

4. **Discussion and possible action on the following:**

a. **Claims for the Water and Sewage Departments.**

Eugene Tubbs presented the statement of claims for the Water Utility for September. The balance as of September 1, 2012 was \$3,480,159.76; the bank deposits recorded in September 2012 was \$580,534.29. Checks issued since the September 10th, 2012 meeting numbered 46303 through 46360 were

in the amount of \$370,046.83. Checks numbered 46361 through 46388 for \$165,490.12 were presented for action on October 8, 2012. The net balance on hand October 8, 2012 was \$3,332,766.15.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Water Utility claims for the month of September 2012 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for September. The balance as of September 1st, 2012 was \$3,897,521.64; the bank deposits recorded in September 2012 were \$267,010.18. Checks issued since the September 10, 2012 meeting numbered 29151 through 29187 were in the amount of \$151,976.96. Checks numbered 29188 through 29212 for \$242,175.55 were presented for action on October 8, 2012. The net balance on hand October 8, 2012 was \$3,690,120.17.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Sewage Utility claims for the month of September 2012 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Discussion and action on Reciprocal Emergency Water Agreement with the Village of Plover and the Village of Whiting.

Joel explained there are no changes proposed. The only thing changed was the date on the agreements to reflect the date of the Common Council meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Reciprocal Emergency Water Agreement with the Village of Plover and the Village of Whiting.

Ayes all. Nays none. Motion carried.

6. **Discussion and possible action on quoted materials from E.H. Wachs for valve exercising.**

The controller for the valve operator went out and this is the quote to replace it. If we went with another company for a quote we would have to buy a whole new valve operator which would cost a lot more than this.

Gary explained this is a handheld microprocessor that shows data, number of turns etc. The data collected and can be downloaded into a computer which they are hoping to do someday.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the quote from E.H. Wachs in the amount of \$6,495.00 for a valve exerciser.

Ayes all. Nays none. Motion carried.

7. **Discussion and action on UCMR3 testing requirements and lab services.**

Joel explained this is the third round of the UCMR3 testing. This is EPA required testing on unregulated contaminants in drinking water. This was the lowest out of three quotes received. Pace has been good to work with in the past.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the quote from Pace Analytical in the amount of \$4,560.00.

Ayes all. Nays none. Motion carried.

8. **Report on water distribution operations.**

Gary stated things are going well. The low number of valves operated is due to valve truck not working.

The water operations report was distributed and reviewed.

A total of 731 valves have been operated in 2012.

9. **Report on water supply operations.**

Our pumpage in September was 196,788,000 gallons, an increase of 3,569,000 gallons of water from September 2011.

IV. SEWAGE TREATMENT OPERATIONS

10. **Discussion and possible action on quote from USEMCO for motor replacement for the Heffron Lift Station.**

Joel explained this was already ordered due to the fact it is an emergency situation. If the lift station were to go down there would be back-up problems. The total estimate was \$6,966.60.

Jeremy stated this is a compressor and motor. This particular compressor/motor was from 1973 so it has had a long service life and this new one should last just as long. It is an USEMCO lift station so that's why the quote is from them.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the quote from USEMCO in the amount of \$6,966.60 for the motor replacement at the Heffron Lift Station.

Ayes all. Nays none. Motion carried.

11. **Discussion and action on 2011 Compliance Maintenance Annual Report and Resolution.**

Joel and Jeremy stated the D.N.R. approved the Compliance Maintenance Annual Report and Resolution. The grade of F received under influent and loadings has already been corrected. The Wastewater Water Treatment Plant increased its digestion capacity which has allowed it to be re-rated. A's were received on all other items.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the 2011 Compliance Maintenance Annual Report and Resolution.

Ayes all. Nays none. Motion carried.

12. **Report on Collection System Maintenance.**

Joel stated everything is going well.

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

13. **Report on sewage treatment operations.**

Jeremy stated everything is going good. Out of the first seven days of the month, five of those days we had 0 electricity pulled off of the grid.

B.O.D. (5 average ppm), Phosphorus (0.960 average ppm) and Suspended Solid (6.24 average ppm) limits were met for the month of September 2012.

The next Water & Sewage Commission meeting will be on Monday, November 12th, 2012 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
1:19pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY