

Board of Water and Sewerage Commissioners

Monday, November 11, 2013

12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper and Carl Rasmussen.

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

UNEXCUSED ABSENCE: Mae Nachman

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ADMINISTRATION

1. **Approval of minutes of the October 14, 2013 meeting.**

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the minutes of the October 14, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion on monthly billing.**

Joel explained the Mayor requested this be brought before the Commission as a discussion item to ensure the direction is known and approved and to see if there are any further items the Commission would like to provide. We have been considering going to monthly billing rather than quarterly billing. To date, this hasn't involved any action. When it does get into expenses or staff, at that time we would bring it back to the Commission. So far we have put in place an automated check/payment processing system that allows us to process payments faster. We do not have a date set as to when we would go to monthly billing.

The biggest driver in going to monthly billing verses quarterly billing is to try to cut back on delinquency. Smaller billings monthly might work better for customer's budgets.

Joel explained the amount of delinquent billings being rolled onto the property taxes is increasing every year. The addition of fire protection and the new Stormwater Utility has been difficult for some customers.

To go to monthly billing it would cost an additional \$30,000 a year just in postage alone.

Paul Adamski asked if surrounding communities were doing monthly or quarterly billings. Joel explained the immediate surrounding communities are doing quarterly billings but some do monthly.

Paul feels that the customers who have a history of being delinquent will probably continue to be delinquent whether the bills are monthly or quarterly.

Our policy now is any account with a past due balance of \$100 or more is subject to disconnection. Most of our customer's quarterly bills are over \$100

now with the addition of fire protection and storm so when it comes to disconnection we don't have the staff to do them all.

The disconnection policy was lowered to \$100 previously so that we could collect monies before it would be subject to the tax roll.

Joel said the Mayor's approach on this is that a smaller bill amount would be more feasible for some residents.

Joel said we are also working on on-line bill payments.

Carl Rasmussen said maybe we should look at the disconnection policy to increase the amount. Joel explained that when you raise that dollar amount and let them get more delinquent they get even further behind.

A lot of the delinquent accounts are rentals and when the delinquent amount is placed on the owner's property taxes the owners get upset. Joel stated if we billed monthly we would be catching the delinquencies quicker.

The Commissioners discussed having a two-tier system, monthly or quarterly based on preference. Joel stated he would have to see if our software would have that capability.

Joel said we would put a list of pros and cons for monthly billing verses quarterly billing together for the January 2014 meeting.

3. **Discussion and possible action on right of first refusal agreement with the Bill Cook chapter of the Izaak Walton League of America.**

Joel stated there is some wording the City Attorney would like changed regarding pumpage rights verses purchasing. Prior to the City Council meeting these changes will be made. Joel will get copies to the Commissioners. The context of the agreement is staying the same.

Motion made Jim Cooper, seconded by Carl Rasmussen to approve the right of first refusal agreement with the Bill Cook Chapter of the Izaak Walton League of America.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

4. Discussion and possible action on the following:

a. **Claims for the Water Department.**

Paul Adamski presented the statement of claims for the Water Utility for October. The balance as of October 1, 2013 was \$4,550,917.02; the bank deposits recorded in October 2013 was \$1,756,968.36. Checks issued since the October 14, 2013 meeting numbered 47448 through 47507 were in the amount of \$1,143,305.93. Checks numbered 47508 through 47532 for \$59,043.67 were presented for action on November 11, 2013. The net balance on hand November 11, 2013 was \$4,365,131.87.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Water Utility claims for the month October 2013 as audited and read.

Ayes all. Nays none. Motion carried.

b. **Claims for the Wastewater Department.**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for October. The balance as of October 1, 2013 was \$4,810,295.04; the bank deposits recorded in October 2013 were \$589,471.25. Checks issued since the October 14, 2013 meeting numbered 29941 through 29960 were in the amount of \$187,638.17. Checks numbered 29961 through 29986 for \$104,244.13 were presented for action on November 11, 2013. The net balance on hand November 11, 2013 was \$4,682,755.36.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Sewage Utility claims for the month of October 2013 as audited and read.

Ayes all. Nays none. Motion carried.

c. **Claims for Stormwater Department.**

Paul Adamski also presented the statement of claims for the Stormwater Utility for October. The balance as of October 1, 2013 was \$112,891.77.

The bank deposits recorded in October 2013 were \$191,554.87. Checks issued since the October 14, 2013 meeting numbered 1067 through 1074 were in the amount of \$24,982.37. Check numbered 1075 through 1077 for \$749.57 were presented for action on November 11, 2013. The net balance on hand November 11, 2013 was \$176,058.64.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Stormwater Utility claims for the month October 2013 as audited and read.

Ayes all. Nays none. Motion carried.

d. Quote from Baker Tilly for Audit Services.

Joel stated for the Water and Wastewater Departments the costs are comparable to last year and the amount for the Stormwater Department was what they quoted when we were preparing the budget for that utility.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the quote from Baker Tilly for audit services for the Water Department in an amount not to exceed \$6,500, Wastewater Department in an amount not to exceed \$5,000 and the Stormwater Department in an amount not to exceed \$5,000.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Gary stated the project on St. Paul St. and EM Copps have been completed. The Crew and Servicemen are busy and things are going well.

The water operation reports were distributed and reviewed.

A total of 227 valves have been operated in 2013.

6. Report on water supply operations.

Our pumpage in October was 159,802,000 gallons, a decrease of 3,147,000 gallons of water from October 2012.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on Collection System Maintenance.

The crew has been doing a lot of flushing and more televising than last year. Sewers were marked on North Reserve St.

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

8. Report on sewage treatment operations.

Jeremy stated we are still discharging clean water to the river and everything is going well. The Wisconsin Wastewater Operators Conference went well and the tours and pilot demos also went well.

B.O.D. (4 average ppm), Phosphorus (0.841 average ppm) and Suspended Solid (7.05 average ppm) limits were met for the month of October 2013.

9. Discussion and possible action on joining a group known as Wisconsin River Dischargers.

Joel explained a group was formed that is made up of Wisconsin River Dischargers. The intention of the group is to get together in a structured format and be involved in and represented throughout the creation of the TMDL (Total Maximum Daily Load) development process that will affect our next permit renewal in 2017. Joining the group would allow us to have representation to either vet or challenge the D.N.R.'s science involving this process. Becoming part of the group would benefit both the Wastewater Department and the Stormwater Department so if approved Joel requests splitting the costs of joining between departments, \$2500.00 from Wastewater and \$2500.00 from Stormwater.

The money would be going to retain services from Strand & Associates.

The TMDL development process will determine limits for phosphorus and total suspended solids. It could lower our discharge limits for phosphorus and total suspended solids considerably for our next permit renewal. The extent to which they could limit it could be very costly to municipalities.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Wastewater Department and the Stormwater Department joining the group known as Wisconsin Rivers Discharges for an amount not to exceed \$5,000.00, \$2,500.00 from the Wastewater Department and \$2,500.00 from Stormwater.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

10. **Report on Stormwater operations.**

Stormwater was discussed in previous item.

VI. DIRECTORS REPORT

The next Water & Sewage Commission meeting will be on Monday, December 9, 2013 at noon.

VII. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:25pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY