

**Board of Water and Sewerage Commissioners**  
**Monday, December 8, 2014**  
**12:00 P.M.**

**MINUTES**

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

**ALSO PRESENT:** Joel Lemke, Chris LeFebvre, Gary Kuplic, Mary Klesmith, and Jaime Zdroik.

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## **ADMINISTRATION**

### **1. Approval of minutes of the November 10, 2014 meeting.**

**Motion made** by Eugene Tubbs, seconded by Mae Nachman to approve the minutes of the November 10, 2014 Water & Sewerage Commission meeting.

*Ayes all. Nays none. Motion carried.*

### **2. Discussion and possible action on adjusting Commissioners pay.**

Staff included documentation on what other Commissions from surrounding communities are paid annually. The last increase for the Commission was 8 years ago.

Paul suggested the increase be based on the rate of inflation, approximately 2% per year.

**Motion made** by Carl Rasmussen, seconded by Mae Nachman, to increase Commissioners pay to \$56 per month, which is an increase of approximately 2% per year over 8 years. This same approach would apply to the Commission President's pay as well.

*Ayes all. Nays none. Motion carried.*

### **3. Notice of employee running for elected office.**

Joel explained that the Administrative Policy states an employee must notify the City if they are running for elected office. Pam has been the Clerk/Treasurer for a couple of terms now for the Town of Alban.

## **II. ACCOUNTING**

### **4. Discussion and possible action on approval of department claims.**

#### **WATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1, 2014 was \$5,159,889.63; the bank deposits recorded in November 2014 was \$733,675.76. Checks issued November 2014 numbered 48527 through 48601 were in the amount of \$706,154.18. The net balance on hand November 30, 2014 was \$5,186,811.21.

### **WASTEWATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2014 was \$5,827,092.38; the bank deposits recorded in November 2014 were \$457,518.35. Checks issued November 2014 numbered 30664 through 30724 were in the amount of \$441,296.29. The net balance on hand November 30, 2014 was \$5,843,314.44.

### **STORMWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2014 was \$1,002,221.27. The bank deposits recorded in November 2014 were \$82,091.13. Checks issued November 2014 meeting numbered 1258 through 1269 were in the amount of \$476,079.91. The net balance on hand November 30, 2014 was \$608,232.49.

### **AIRPORT**

Paul Adamski also presented the statement of claims for the Airport for November. The balance as of November 1, 2014 was \$148,344.25. The bank deposits recorded in November 2014 were \$15,679.02. Checks issued in November 2014 numbered 1244 through 1249 were in the amount of \$30,004.57. The net balance on hand November 30, 2014 was \$134,018.70.

**Motion made** by Eugene Tubbs, seconded by Jim Cooper to approve the department claims for the month of November 2014 as audited and read. *Ayes all. Nays none. Motion carried.*

5. **Discussion and possible action on the payment plan with Four Seasons Comm. LLC, 1430 Torun Road.**

Joel explained that the original agreement was signed back in August of 2013. This agreement was established because the property had several leaks that were to be repaired and once leaks were repaired a sewer adjustment would have been done. We can't give sewer credits until all leaks are repaired because we wouldn't be able to accurately calculate what a reasonable credit would be. As of yet, they have not repaired the leaks and Joel is concerned that they will continue to fall behind even further on their account.

Management recommends they pay their quarterly bill in full every quarter, and we'd take the past due balance they currently owe and allow them to make monthly payments to be paid in full by 10/30/2015. If not paid, the disconnect process would begin.

**Motion made** by Carl Rasmussen, to follow staff recommendation which is to have Four Seasons pay their quarterly billings in full by due date and to divide up the current past due balance and make monthly payments with the balance to be paid, no later than October 30, 2015. If not paid, the disconnect process would begin.

*Ayes all. Nays none Motion carried.*

### **III. WATER OPERATIONS**

#### **6. Report on water distribution operations.**

Gary stated things are going well. The reason the number of valves operated in 2014 is lower is due to the fact the computer in the valve operating truck was not working. It is now repaired and the crew will start operating valves again.

The water operation reports were distributed and reviewed. A total of 179 valves have been operated in 2014.

#### **7. Report on water supply operations.**

Our pumpage in November was 135,922,000 gallons, a decrease of 2,481,000 gallons of water from November 2013.

### **IV. SEWAGE TREATMENT OPERATIONS**

#### **8. Report on Collection System Maintenance.**

They are doing more maintenance in all areas. A lead person was established for this crew.

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

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

Chris stated everything is going well. HSW Project is moving along well. Tank walls will be poured this week. Our primary clarifier rehabs are completed. Our pH/Influent Pump project is completed. We met all permits for November and the plant was energy positive.

B.O.D. (4 average ppm), Phosphorus (0.408 average ppm) and Suspended Solid (5.66 average ppm) limits were met for the month of November 2014.

## V. STORMWATER OPERATIONS

### 10. Report on Stormwater operations.

The Storm crew has been helping the Water crew with checking for frozen hydrants throughout the City and they have been plowing the Airport as well.

The Public Service Commission is requesting Stormwater billing/budget information due to complaint received by Service Cold Storage LLC.

## VI. DIRECTOR'S REPORT

### 11. Verbal Report.

Mayor Wescott has requested a presentation be given to Council in January or February on the upgrades/improvements made to the Sewage Treatment Plant.

The water/sewer amount placed on tax roll went down from \$60,000 in 2013 to \$45,000 in 2014.

A meeting was held with the Town of Hull regarding their findings on Well 11 data.

*The next Water & Sewerage Commission meeting will be on Monday, January 12, 2015 at noon.*

## VII. ADJOURNMENT

**Motion made** by Eugene Tubbs to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:42pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY