

Board of Water and Sewerage Commissioners
Monday, February 9, 2015
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Eric Southworth, Jason Draheim, Jaime Zdroik, and Angel Gebeau-AECOM.

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ADMINISTRATION

1. **Approval of minutes of the January 12, 2015 meeting.**

Motion made by Jim Cooper, seconded by Mae Nachman to approve the minutes of the January 12, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on a contract with GIS Inc.**

The Utilities uses a mobile GIS system to access our infrastructure maps and data to all assets, valves, hydrants, services, etc. We are in a position to take this to the next step. We are currently using a system in correlation with the City designed by Ruckert Mielke. That system has been more effective for the Assessor's information. The tools available to us through the application haven't served our needs.

The direction we'd like to go in the future is with the company GIS Inc. They are partners with ESRI, the software company that we use for GIS. GIS Inc. doesn't provide a designed scope of services; their prices are associated with the "blocks of hours". They have reviewed our data and have estimated that it would cost approximately \$90,000.00 to get the product up and running for all utilities.

We are in a multi-year state where we haven't been able to maintain our data and get it out into the field effectively because we currently don't have the products we need to do so. GIS Inc. has already shown us enough that we know we'd be able to get to the next step with them quickly.

The Panasonic Toughbooks the servicemen currently have in the trucks need to be replaced. In the future we would like to go with using a more versatile mobile platform like a tablet and the products delivered going with GIS Inc. and ESRI products are more mobile.

This item was not included in on the Capital Improvements for 2015.

The Engineering Dept., Assessor's office and our utilities use a common web-based GIS but at this time the Engineering Department doesn't have any customized part of that for their own use.

The original GIS application was developed by Earth Tech back in 1999-2000 and locally hosted and maintained here using ArcIMS. ArcIMS is no longer supported by ESRI.

So then we went to the ArcGIS server platform, another web based software, developed by Ruckert Mielke. Joel doesn't believe the capabilities are there for this platform to work for our complex databases.

We are not using supported software right now, the records need to be updated and need to be shared effectively to everyone in the field.

Other departments might come on board once the new application would be up and running.

There is an annual cost with Ruckert Mielke that is shared with the City, \$7,800, which is a hosting and maintenance fee. If the contract is approved with GIS Inc. then we would be hosting our data in house so that fee would be eliminated. We would have increased costs for licensing. Annual costs will go up a little but we would have a tool that is usable.

The Commission would like an outline or flow chart showing our portion of the costs and how it would integrate with other departments that might come on board once this would be implemented and also show our future annual expenses.

II. ACCOUNTING

3. Discussion and possible action on approval of department claims.

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for January. The balance as of January 1, 2015 was \$4,842,676.04; the bank deposits recorded in January 2015 were \$1,397,123.01. Checks issued January 2015 numbered 48730 through 48797 were in the amount of \$929,097.40. The net balance on hand January 31, 2015 was \$5,310,701.65.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for January. The balance as of January 1, 2015 was \$6,361,397.32; the bank deposits recorded in January 2015 were \$574,243.67. Checks issued January 2015 numbered 30806 through 30857

were in the amount of \$129,919.87. The net balance on hand January 31, 2015 was \$6,805,721.12.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for January. The balance as of January 1, 2015 was \$370,206.30. The bank deposits recorded in January 2015 were \$206,537.13. Checks issued January 2015 meeting numbered 1295 through 1312 were in the amount of \$33,985.45. The net balance on hand January 31, 2015 was \$542,757.98.

AIRPORT

Paul Adamski also presented the statement of claims for the Airport for January. The balance as of January 1, 2015 was \$133,580.58. The bank deposits recorded in January 2015 were \$25,535.27. Checks issued in January 2015 numbered 1270 through 1280 were in the amount of \$35,581.07. The net balance on hand January 31, 2015 was \$117,979.44.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the department claims for the month of January 2015 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Operation deep freeze is up and running.

The water operation reports were distributed and reviewed. A total of 44 valves have been operated in 2015.

5. Report on water supply operations.

We have received our draft report from the consultant on supply issues related to Well 11 and the Town of Hull. This will be provided to the Commission at next month's meeting.

Our pumpage in January was 135,295,000 gallons, a decrease of 4,800,000 gallons of water from January 2014.

IV. SEWAGE TREATMENT OPERATIONS

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

The truck purchase that was approved with the Capital Improvements will be ordered this month.

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

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

We had our facility compliance inspection and it went very well. The HSW project is coming along well, the roof of the new HSW tank is poured, and all mechanicals have been ordered.

B.O.D. (7 average ppm), Phosphorus (0.602 average ppm) and Suspended Solid (8.41 average ppm) limits were met for the month of January 2015.

V. STORMWATER OPERATIONS

8. **Report on Stormwater operations.**

Everything will be covered under the next to two agenda items.

9. **Update on PSC matters.**

The PSC had received an informal complaint by Service Cold Storage regarding their stormwater bill. Their annual stormwater fee is approximately \$13,000 because the impervious surface area of their property is so large.

The PSC's initial stance is that there is something that needs to be addressed and referenced another case in Eau Claire with some similarities.

Joel replied back to the PSC letter stating there are some differences in the case they referenced and that we are prepared to revisit our credit eligibility for stormwater fees.

10. **Discussion and possible action on modifications to the Storm Water Rate Structure.**

When the rate structure was first adopted, along with that was a percentage of maximum eligible credit which is currently 24% if the customer exceeds the peak

flow reduction criteria. Now we have reviewed our fixed costs for the utility and they are lower than originally expected, therefore, Joel is proposing the ordinances be modified to increase the maximum eligible credit to 50%. This would apply more to commercial, industrial and public sites where a stormwater management area is developed. This would also apply to riparian credits as well.

We've had no one apply so far for stormwater management credits.

Joel doesn't believe increasing the eligible credit from 24% to 50% would have a great impact on revenue.

Joel has discussed these changes with the PSC.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the City ordinances be amended by the City Attorney to reflect the eligible credit from 24% to 50%.

Ayes all. Nays none. Motion carried.

VI. DIRECTOR'S REPORT

11. Verbal Report.

Nothing to report.

12. Discussion on Airport Commission.

Joel asked the Commissioner's if they would be willing to serve as the Airport Commission also.

Paul Adamski suggested they become advisory and instead of Airport reporting to Public Works they report to the Water & Sewerage Commission.

Joel stated he would talk to the City Attorney.

The next Water & Sewerage Commission meeting will be on Monday, March 9, 2015 at noon.

VII. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:41pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY