

Board of Water and Sewerage Commissioners
Monday, March 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, Gary Kuplic, Rob Molski, Chris Lefebvre, Jaime Zdroik, and Don Swailes-AECOM.

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ADMINISTRATION

1. Approval of minutes of the February 9, 2015 meeting.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the February 9, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Discussion on filling department vacancies.

Joel stated the formal request to fill the Wastewater Operator and Water Operator positions will be going to the Personnel Committee tonight. These positions became available after one retirement, and one resignation.

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 February. The balance as of February 1, 2015 was \$5,330,992.08; the bank deposits recorded in February 2015 were \$607,911.66. Checks issued February 2015 numbered 48798 through 48888 were in the amount of \$533,683.31. The net balance on hand February 28, 2015 was \$5,405,220.43.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1, 2015 was \$6,626,525.12; the bank deposits recorded in February 2015 were \$264,194.84. Checks issued February 2015 numbered 30858 through 30920 were in the amount of \$450,219.56. The net balance on hand February 28, 2015 was \$6,440,500.40.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for February. The balance as of February 1, 2015 was \$535,914.78. The bank deposits recorded in February 2015 were \$115,536.56. Checks

issued February 2015 meeting numbered 1313 through 1329 were in the amount of \$46,316.56. The net balance on hand February 28, 2015 was \$605,134.78.

AIRPORT

Paul Adamski also presented the statement of claims for the Airport for February. The balance as of February 1, 2015 was \$118,322.13. The bank deposits recorded in February 2015 were \$170,997.06. Checks issued in February 2015 numbered 1281 through 1288 were in the amount of \$21,357.76. The net balance on hand February 28, 2015 was \$267,961.43.

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

Ayes all. Nays none. Motion carried.

4. Discussion and possible action on modified 2015 Capital Request.

Joel stated when we first bought the 2015 Capital Improvements to the Commission we were uncertain whether the City would be doing any total reconstruction projects. Joel has been told there will not be a streets project to participate in so to offset the infrastructure that would have been replaced or rehabbed, we are proposing to line some sewer mains on the west side of the river. The project would include 8,992' of 8" sewer, 2,240' of 10" sewer and 674' of 15" sewer. The estimated cost for this project is \$395,315.80.

Rob and Joel explained that doing this project will reduce I&I (Inflow & infiltration) because there are currently a lot of sewer pipes leaking on the west side of town. Joel said in the near future we will be rehabbing the west side lift station and making sure the infrastructure around the lift station is in good shape is critical. Chris explained when there is a storm where power is lost they have to get to the west side lift station right away with a backup generator to avoid sewer backups in the nearby homes.

Joel explained that Public Works does not have any paving projects scheduled for this area in the near future.

GIS

Eric Southworth provided the Commission with an overview of how GIS is used in the utilities. Joel explained the slides. Eric explained that the current GIS was customized/developed for our specific data and currently we don't host our

own data so when an update is needed we have to go through Ruekert Mielke to have them to do it and therefore, having to pay hourly fees for this. There is also an annual maintenance contract with Ruekert Mielke, shared with the City.

Eric stated that ESRI, the software company the GIS would be created in, now has the capability, right out of the box to create online maps, so the work can be done in house with the tools included in the software. No more customization needed and the new software is very mobile, maps can be brought up on smart phones, tablets, etc.

Joel explained the two biggest differences of where we are right now to where we want to be is having software that is more mobile and hosting our own data. Not hosting our own data, doesn't allow us the flexibility on how frequently updates can be done.

Joel stated GIS Inc., from a programming and developing perspective, has proven they can get the GIS up and running quickly, from there we would host our own data, do our own updates and publish several different map services depending on what different users might need to view.

Joel said there might be other City departments interested in this as well. A meeting is scheduled March 26th, with Citiworks and GIS Inc. would be deploying that software as well, so we might see a City-wide effort on software.

If we continue going the way we are now or whether we go with GIS Inc. both will cost money, it's just a matter of money being spent to keep our data in house or stay on the hosted route. The reason we went with having another company host our data was that the software capabilities out of the box (ESRI), weren't there and we didn't have the expertise in house. At the time, it was complicated programming so it was cheaper to go that route. Now the software is more user friendly and Eric our GIS Technician can handle hosting of the software.

GIS, Inc. sells time based on blocks and they are estimating it would cost approximately \$85,000 to get it up and running. Eric stated he can do some of the work in house to bring down that cost.

Eric said currently the maintenance is \$7,800 (*shared with City*) dollars a year and if Eric needs any changes or updates Ruekert Mielke charges \$100-\$150 per hour. If we go with GIS Inc., Eric would be able to make changes or do updates on his own using the ESRI software. ESRI, the software company GIS Inc. would use for our mapping, can be contacted 24/7 with any questions. There would be no annual maintenance contract with GIS Inc.

Joel also explained Windows XP, which is currently on the Toughbooks/laptops that the servicemen use in the field, is no longer supported. We will also have to update one of servers because it runs on Windows 2003 and they won't be supporting that soon.

The Commission asked if hosting our own data would expose us to hacking? Joel explained he has been running a focus group in regards to the City IT needs as a whole. Next month they will be bringing forward a proposal as to how to address the City's IT needs. Our department will benefit by this as well. Joel said if we host the GIS we will have a public IP site that is outside of our City firewall to host it safely. There wouldn't be any exposures that aren't there now. Security audits will have to be done occasionally.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the 2015 Capital Budget Amendments, sewer lining west of river with a cost not to exceed \$395,315.80 and the GIS improvements using GIS Inc. in an amount not to exceed \$85,000.00.

Ayes all, nays none, motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Jaime explained the effort put forth monthly by staff to collect on past due accounts before tax roll occurs in November. The Commission was provided the number of delinquent letters, disconnect letters, door hangers and disconnections that were done in the months of January and February. Joel explained these numbers have grown in the past 6 years and there is a bill out there that comes up for utilities not to be able to use the tax roll process to collect for delinquencies. This shows the effort put in to avoid having to use that process. Paul would like this information shown as an attachment with a two year history to be able to do comparisons.

Gary stated crews are working on hydrant maintenance along with freeze-ups, we've had approximately 30 in the last month. Last year at this time we had 215 freeze-ups. There has been 2 or 3 water main breaks.

The water operation reports were distributed and reviewed. A total of 86 valves have been operated in 2015.

6. **Report on water supply operations.**

Pumpage still decreasing.

Our pumpage in February was 132,142,000 gallons, a decrease of 1,879,000 gallons of water from February 2014.

7. **Report on annual cross connection summary report.**

This is one of the annual reports that have to be submitted to the DNR. Joel stated we are in the process of bringing our cross connection control program in-house and not using Hydro Design anymore.

IV. SEWAGE TREATMENT OPERATIONS

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

Rob stated everything is going well. We haven't had any sewer freeze-ups this year. The crew has been helping the Stormwater crew with catch basins.

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

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

Chris stated for February we produced 93% of our own power which is lower than normal and due to the amount of electricity used for heat. The HSW project anticipated substantial completion date is April 15th. The forcemain for high strength waste coming from brewery to the plant has been started, tanks are in, pumping room is ready to go, final piping is being worked on and painters coating the tank.

Over the next month we will be working on our biosolids for Spring hauling and land application.

The Commission would like to see the new HSW project once completed.

B.O.D. (7 average ppm), Phosphorus (0.510 average ppm) and Suspended Solid (8.69 average ppm) limits were met for the month of February 2015.

V. STORMWATER OPERATIONS

10. Report on Stormwater operations.

To be discussed in item 11.

11. Discussion and possible action on Storm Water Fee Credit for Service Cold Storage.

Joel stated last month the maximum credit amount was changed from 24% to 50% to match what our operations are showing. An application for credit for Service Cold Storage shows how much credit they are eligible for and it turns out they are eligible for 95% of the maximum eligible. Their bill credit would be 47.5%. They started contesting this since their first bill cycle, so Joel feels a retroactive approach is appropriate. The total proposed credit would be \$3,569.29 and future bills discounted by 47.5%.

If impervious surface is added to the property, the percentage would go down.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the Storm Water Fee Credit for Service Cold Storage in the amount of \$3,569.29.

Ayes all, nays none, motion carried.

VI. DIRECTOR'S REPORT

12. Verbal Report.

Joel stated after sending written notice to Four Seasons on cancellation of the payment plan it does look like they are trying to pay as directed, so hopefully by October 30th they will not be at a disconnect status.

Joel stated we are looking at adding an intern due to the growth of departments.

13. Discussion on Airport Commission.

An official ordinance amendment to create the Airport Commission is item 2 at the Board of Public Works meeting tonight.

The next Water & Sewerage Commission meeting will be on Monday, April 13, 2015 at noon.

VII. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:46pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY