

Board of Water and Sewerage Commissioners

Monday, July 13, 2015

12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Gary Kuplic, Rob Molski, Chris Lefebvre, Jason Draheim, Jaime Zdroik, Angel Gebeau and Ryan Barz-AECOM.

EXCUSED ABSENCE: Mae Nachman and Carl Rasmussen

Index		Page
I.	ADMINISTRATION	
1.	Approval of minutes of the May 11, 2015 meeting.	2
2.	Discussion and possible action on Sewer Rate Study engagement letter.	2
3.	Discussion and possible action on engagement letter with Stafford Rosenbaum.	2-3
4.	Discussion and possible action on a contract with AECOM for design associated with the grade separation.	3
II.	ACCOUNTING	
5.	Discussion and possible action on approval of department claims.	3-4
III.	WATER OPERATIONS	
6.	Report on water distribution operations.	4
7.	Report on water supply operations.	5
8.	Report on DNR Sanitary Survey Report.	5
9.	Verbal report on Well #5 nitrate levels.	5
IV.	SEWAGE TREATMENT OPERATIONS	
10.	Report on Collection System Maintenance.	5
11.	Report on sewage treatment operations.	5-6
V.	STORMWATER OPERATIONS	
12.	Report on storm water operations.	6
VI.	DIRECTOR'S REPORT	
13.	Verbal report.	6
VII.	ADJOURNMENT	7

ADMINISTRATION

1. **Approval of minutes of the May 11, 2015 meeting.**

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the May 11, 2015 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on Sewer Rate Study engagement letter.**

Joel said we need to do a sewer rate study every two years in order to not get any points deducted on our annual CMAR (Compliance Maintenance Annual Report) report to the DNR.

Joel stated our audit was just completed and the Wastewater Department is in a strong position. Joel was going to contact the DNR to see if we really need to spend the money on a sewer rate study or if we could use our current audit standing instead.

The Commission would like a written or emailed response from the D.N.R. as to their decision.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Sewer Rate Study be completed by Baker Tilly for an amount not to exceed \$14,500.00 but only if the D.N.R. still requires it.

Ayes all. Nays none. Motion carried.

3. **Discussion and possible action on engagement letter with Stafford Rosenbaum.**

Joel explained that he felt it necessary to get representation on this specific part of water law. This is the best resource out there. The City Attorney agrees this is the best way to go when we need outside council and locally he will stay actively involved as to things that might develop in regards to claims either individually or from the Town of Hull. The decision to use Paul Kent from Stafford Rosenbaum LLP was a joint decision made by Joel, City Attorney and Mayor Wiza. Also, our liability insurance carrier has agreed to allow us to use Stafford Rosenbaum LLP.

Motion made by Jim Cooper, seconded by Eugene Tubbs to engage in a retainer with Stafford Rosenbaum LLP in issues associated with Well 11 in the Town of Hull.

Ayes all. Nays none. Motion carried.

4. **Discussion and possible action on a contract with AECOM for design associated with the grade separation.**

This would be a separate contract for the utilities for the grade separation. The utilities would be done in the fall of 2016. This covers all three utilities water, sewer and storm and would be a shared cost.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the contract with AECOM for design associated with the grade separation in an amount not to exceed \$29,500.00.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

5. **Discussion and possible action on approval of department claims.**

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for May. The balance as of May 1, 2015 was \$5,282,099.40; the bank deposits recorded in May 2015 were \$457,365.54. Checks issued May 2015 numbered 49055 through 49124 were in the amount of \$481,012.96. The net balance on hand May 30, 2015 was \$5,258,451.98.

Paul Adamski also presented the statement of claims for the Water Utility for June. The balance as of June 1, 2015 was \$5,262,764.65; the bank deposits recorded in June 2015 were \$633,340.84. Checks issued June 2015 numbered 49125 through 49232 were in the amount of \$601,740.65. The net balance on hand June 30, 2015 was \$601,740.65.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for May. The balance as of May 1, 2015 was \$5,777,023.90; the bank deposits recorded in May 2015 were \$276,945.07. Checks issued May 2015 numbered 31031 through 31097 were in the

amount of \$466,073.50. The net balance on hand May 30, 2015 was \$5,587,895.47.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for June. The balance as of June 1, 2015 was \$5,674,882.58; the bank deposits recorded in June 2015 were \$308,823.16. Checks issued June 2015 numbered 31098 through 31161 were in the amount of \$222,122.88. The net balance on hand June 30, 2015 was \$5,761,582.86.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for May. The balance as of May 1, 2015 was \$833,905.70. The bank deposits recorded in May 2015 were \$71,202.65. Checks issued May 2015 meeting numbered 1360 through 1376 were in the amount of \$51,209.35. The net balance on hand May 30, 2015 was \$853,899.00.

Paul Adamski also presented the statement of claims for the Stormwater Utility for June. The balance as of June 1, 2015 was \$858,568.45. The bank deposits recorded in June 2015 were \$84,811.03. Checks issued June 2015 meeting numbered 1377 through 1408 were in the amount of \$69,060.37. The net balance on hand June 30, 2015 was \$853,899.00.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the department claims for the months of May and June 2015 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution operations.

Gary stated the crew and servicemen are doing a good job and they are very busy.

The water operation reports were distributed and reviewed for the months of May and June. A total of 199 valves have been operated in 2015.

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

Our pumpage in May was 173,606,000 gallons, an increase of 21,620,000 gallons of water from May 2014.

Our pumpage in June was 167,417,000 gallons, a decrease of 15,270,000 gallons of water from June 2014.

8. **Report on DNR Sanitary Survey Report.**

Our DNR representative did a survey of the entire water system and no significant deficiencies were identified.

9. **Verbal report on Well #5 nitrate levels.**

Joel stated the nitrate levels have increased again. We are going to move Well 5 up in the pumping order so it pumps more, in the past that has helped decrease the nitrate level. Joel stated in the future we might have to do something either decommission the well and abandon it or go through a construction project to have it blended with the Well 4 treatment plant.

IV. SEWAGE TREATMENT OPERATIONS

10. **Report on Collection System Maintenance.**

Rob stated the lining contractor will finish up lining the sewer on the west side of town next week. We had a few collapses on the 8" main but those were repaired.

We will get the new vactruck next week.

The sewer reports for the months of May and June were reviewed by the Commission.

11. **Report on sewage treatment operations.**

Chris stated all permit limits were met for May and June. The HSW project is complete and currently working with the brewery to make sure it's meeting their needs and ours.

Joel said we can have a slide show on the HSW project next month. The Commissioners can still tour it as well.

Chris stated due to a few small equipment failures we produced less electricity than normal in both May and June, 78% in May and 87% in June.

Chris stated Carl had asked how much energy the WWTP produces compared to the entire utility as a whole and we produce about 38 to 40%. This includes off site needs, wells, lift station etc.

B.O.D. (4 average ppm), Phosphorus (0.532 average ppm) and Suspended Solid (6.93 average ppm) limits were met for the month of May 2015.

B.O.D. (3 average ppm), Phosphorus (0.307 average ppm) and Suspended Solid (3.64 average ppm) limits were met for the month of June 2015.

V. STORMWATER OPERATIONS

12. Report on Stormwater operations.

Rob stated they have been working on Georgia Street. There have been complaints about standing water in this area, so we installed a couple drains and will do some ditching to alleviate this problem.

They will also be doing some work on W. Pearl Street in August. We got permission from the DNR to use perforated pipe in an under drain.

VI. DIRECTOR'S REPORT

13. Verbal Report.

Nothing to report.

The next Water & Sewerage Commission meeting will be on Monday, August 10, 2015 at noon.

VII. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:24pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY