

**Board of Water and Sewage Commissioners**  
**Monday, January 10th, 2011**  
**12:00 P.M.**

**MINUTES**

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

**ALSO PRESENT:** Kim Halverson, Brenda Thomas, Eric Niffenegger, Rob Molski, Jaime Zdroik and Angel Gebeau-AECOM.

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**I. ADMINISTRATION**

**1. Approval of minutes of the December 13th, 2010 meeting.**

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the December 13<sup>th</sup>, 2010 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

**2. Election of Commission Officers.**

Motion made by Jim Cooper, seconded by Mae Nachman to retain the current officers Paul Adamski, President and Eugene Tubbs, Secretary.

Ayes all. Nays none. Motion carried.

**II. ACCOUNTING**

**3. Consideration of claims for the Water and Sewage Treatment Utilities.**

Paul Adamski presented the statement of claims for the Water Utility for December. The balance as of December 1st, 2010 was \$2,001,249.40; the bank deposits recorded in December 2010 were \$1,061,053.61. Checks issued since the December 13<sup>th</sup>, 2010 meeting numbered 44585 through 44638 were in the amount of \$2,083,335.98. Checks numbered 44639 through 44648 for \$40,297.21 were presented for action on January 10<sup>th</sup>, 2011. The net balance on hand January 10<sup>th</sup>, 2011 was \$1,960,852.76.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Water Utility claims for the month of December 2010 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1st, 2010 was \$3,764,093.06; the bank deposits recorded in December 2010 were \$282,648.94. Checks issued since the December 13<sup>th</sup>, 2010 meeting numbered 27950 through 27987 were in the amount of \$222,969.65. Checks numbered 27988 through 27993 for \$13,747.72 were presented for action on January 10<sup>th</sup>, 2011. The net balance on hand January 10<sup>th</sup>, 2011 was \$3,480,472.95.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the Sewage Utility claims for the month of December 2010 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski requested the Capital Operations and Maintenance Plans for both the Water Department and the Sewage Department be brought back to the Commission for their review every six to nine months.

### **III. WATER OPERATIONS**

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

Kim stated the crew has been checking for frozen hydrants and thawing them as needed.

The water operations report was distributed and reviewed.

A total of 654 valves have been operated in 2010.

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

Our pumpage in December was 146,124,000 gallons, an increase of 4,213,000 gallons of water from December 2009.

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

#### **6. Discussion and action on R.F.P. for Sewer Master Plan.**

Kim stated the Facilities Plan for the Treatment Plant is up next year. Kim would like to do a 20 year master plan starting this year to look over everything that would need to be done as far as new regulations, equipment etc. for the future. This is not a requirement of the Public Service Commission and the Facilities Plan does not have to be redone because we are meeting all permit requirements.

Kim and Eric feel it would be beneficial to do a master plan so we are prepared for these new regulations as they go into effect. The plan would cover short, intermediate and long term planning. Kim believes the cost for a 20 year master plan should not exceed \$100,000.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the budgeted amount and doing R.F.P's for a Sewer Master Plan.

Ayes all. Nays none. Motion carried.

7. **Report on Collection System Maintenance.**

Rob stated they had a problem with the camera for televising but that has been repaired and everything is going well. Kim was impressed that 65,366 feet of sanitary sewer mains were flushed.

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

8. **Report on sewage treatment operations.**

Eric stated the plant is running well.

B.O.D. (3.42 ppm), Phosphorus (0.353 ppm) and Suspended Solid (3.58 ppm) limits were met for the month of December 2010.

***The next Water & Sewage Commission meeting will be on Monday, February 14<sup>th</sup>, 2011 at noon.***

VI. **ADJOURNMENT**

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED  
12:24pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY