

Board of Water and Sewage Commissioners
Monday, December 13th, 2010
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, Gary Kuplic, and Jaime Zdroik.

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I. ADMINISTRATION

1. Approval of minutes of the November 8th, 2010 meeting.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the November 8th, 2010 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Consideration of claims for the Water and Sewage Treatment Utilities.

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1st, 2010 was \$2,709,934.43; the bank deposits recorded in November 2010 were \$826,719.80. Checks issued since the November 8th, 2010 meeting numbered 44492 through 44544 were in the amount of \$1,276,860.01. Checks numbered 44545 through 44584 for \$70,167.85 were presented for action on December 13th, 2010. The net balance on hand December 13th, 2010 was \$1,931,081.55.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Water Utility claims for the month of November 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 November. The balance as of November 1st, 2010 was \$5,302,794.70; the bank deposits recorded in November 2010 were \$324,079.45. Checks issued since the November 8th, 2010 meeting numbered 27885 through 27920 were in the amount of \$1,578,193.08. Checks numbered 27921 through 27949 for \$432,599.27 were presented for action on December 13th, 2010. The net balance on hand December 13th, 2010 was \$3,331,493.79.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the Sewage Utility claims for the month of November 2010 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Discussion and action on Capital Improvements & Operation/Maintenance expenses for the Water and Wastewater Depts.**

Kim explained the items listed on the Capital Assets & Improvements for 2011. The requested approval amount for all items is \$263,249. Items listed are the Franklin Street project, fluoride pumps the Water Treatment Station and Wells 6 – 10, replacing the doors at Well #5, plate compactor for the Construction Crew, dewatering pumps, new GPS equipment, copier/scanner/fax/printer and upgrading the billing and financial software. Brenda stated Springbrook no longer supports our current version. The upgrade is a web based version of our software. Brenda is impressed with the capabilities and functionality of the new software.

Paul would like Brenda to revise the format of the 2011 Capital Operations and Maintenance Plan by carrying over the amounts for 2010 to 2011 on projects that have not been completed yet. Paul would like the revised format brought back for January's meeting.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the Capital Improvements & Operation/Maintenance Expenses for the Water Department as follows; Franklin Street Project \$100,000, Fluoride Pump at Water Treatment Station \$3,152, Replace entrance doors at Well #5 \$6,800, Plat Compactor \$7,138, Dewater Pumps (3") \$1,140, GPS Unit-Platinum Rover R8GNSS \$22,800, Copier/Scanner/Fax/Printer \$6,219, Springbrook Upgrade to Version 7 \$66,000, Training/Education Expenses \$25,000 and Computer software upgrades, equipment and training \$25,000.

Ayes all. Nays none. Motion carried.

WASTEWATER DEPARTMENT

Kim explained the items listed on the Capital Operations and Maintenance Plan for the Wastewater Department. The truck for the Collection Crew needs to be replaced. Their current truck is rusted through and the tailgate is falling off. Rob received quotes from dealerships in town and this was the lowest bid. Kim also stated it has been almost 20 years since the three digesters have been rehabbed. We would start with cleaning, inspection and rehab of one in 2011 with the others to follow in 2012. The total amount requested is \$277,847.00.

The Commissioners would also like the format for the 2011 Capital Operations and Maintenance Plan revised to show the amounts for the projects that haven't been

completed in 2010 carried over to 2011.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the 2011 Capital Improvements & Operations/Maintenance Expenses for the Wastewater Department as follows; Franklin Street Project \$100,000, Bypass piping installation at DAF pits \$6,500, Secondary digester cleaning, inspection, rehab \$30,000, 2011 Ford F-250 4x4 Regular Cab for Collection System Crew \$29,501, Locking Tool Storage Cabinet for Collection System \$1,750, Ingersol-Rnad Impact Gun, ½" for Collection System \$340, ATD-4450 ½" Drive Impact Sockets-15 piece set for Collection System \$57, ATD-4301 ½" Drive Impact Sockets-Metric 14 piece set for Collection System \$48, Lift Station Cleaning Head for Vac Truck \$2,300, Televising Trailer Winter Door Kit \$350, Sewer Main Restorations \$14,830, and Training & Education Expenses \$15,000.

Items to be taken out of the replacement fund reserve account are as follows; Replace Hycor water heater \$2,200, Replace digester liquid level sensor \$3,671, Replace 2 recirculation pumps \$32,500, Replace 3 digester cover level sensors \$3,550, Replace lab glassware washer \$825, Generator \$1,824, Programming VFD for WAS pumps \$2,800, Seal replacement on 2 sludge storage pumps \$4,300, West side wet well cover and sluice gate \$7,500 and Replace DAF piston pump \$18,000.

Ayes all. Nays none. Motion carried.

4. **Discussion and action on addition to the Bio Gas Project for adding mixing to Digester #3.**

Kim stated 1.5 million was previously approved for the Bio Gas Project. The City has already borrowed the 1.5 million for us. An investigation done by staff and Donohue & Associates showed we would not have enough methane gas to run the largest generator so a smaller generator was priced taking the project cost down to \$1,238,113.

Eric and Jeremy have been doing a lot of research on how to produce more methane gas. Adding a mixer to our third digester would make it a primary digester and would give us more gas production as well.

Kim thought we should add the mixer to the Bio Gas Project now so we can produce more gas since our Facilities Plan is up in 2012 and this would be one of the items looked at anyway. Eric stated this would increase the capacity by approximately 25 to 30%. The digesters are scheduled to be cleaned and renovated and the mixer could be installed at the same time. By including this in the Bio Gas Project there is also a possibility of getting more money from Focus on

Energy as well.

The deadline for applying for Focus on Energy is Wednesday. If we decided to add a mixer to the third digester the amount applied for would go from \$164,000 to \$194,000. Kim stated \$157,000 is also available out of the replacement fund for this project if necessary.

Eric said grease produces a lot of methane gas. Kim stated they are working on a long term contract with Brakebush to bring their grease here. Eric said they are working with the local septage haulers to have more grease brought in as well. Currently the payback for this project is 13.2 years but if we install the mixer and have more grease brought in to produce more methane gas the payback will decrease to approximately 7 to 8 years.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the addition to the Bio Gas Project for adding a mixer to Digester #3. If there is no money received for the Bio Gas Project from Focus on Energy, the new project total with the addition of the mixer to Digester #3 would be 1.71 million. If we would get the money from Focus on Energy the project cost would be only slightly higher than the originally approved amount of 1.5 million by approximately \$7,000.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on Wellhead Protection Overlay District.

Kim stated the Plan Commission recommended amending the Wellhead Protection Overlay District section of the Zoning Ordinance to allow a municipal transit facility to be a conditional use within District B of the Wellhead Protection Overlay District. A public hearing will occur, along with potential final action on this recommendation, at the Common Council meeting on December 20, 2010.

It is anticipated that the City will request a conditional use permit for the municipal transit facility at the Plan Commission meeting in January 2011.

6. Report on water distribution operations.

Gary said the crew is currently working on shoveling out hydrants and inventory.

The water operations report was distributed and reviewed.

A total of 561 valves have been operated in 2010.

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

Our pumpage in November was 142,405,000 gallons, a decrease of 1,886,000 gallons of water from November 2009.

IV. SEWAGE TREATMENT OPERATIONS

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

Rob stated they are now working on flushing and televising.

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

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

Eric stated the plant is running well.

B.O.D. (3.52ppm), Phosphorus (0.45 ppm) and Suspended Solid (4.11 ppm) limits were met for the month of November 2010.

The next Water & Sewage Commission meeting will be on Monday, January 10th, 2011 at noon.

VI. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:34pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY