

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, May 12, 2008, 12:00 p.m.

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

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Joel Lemke, Brenda Thomas, Rob Molski, Jaime Zdroik, Barb Zinda, Allen Howe and Sandy Kimmmer of Donohue & Associates, Roland Hawk of Point of Beginning, Pat Planton of S.E.H. and Angel Gebeau of Earth Tech.

EXCUSED ABSENCE: Jim Cooper and Mae Nachman.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the April 14, 2008 meeting.

II. ACCOUNTING

2. Consideration of bids for sewer maintenance garage and grit pad.

3. Consideration of selecting engineering firm for Patch St. sanitary sewer force main/lift station project.

4. Consideration of bill adjustments for Fairview Village.

5. Report on new sewer rate split increase.

6. Consideration of claims for the Water and Sewage Departments.

III. WATER OPERATIONS

7. Report on water distribution operations.

8. Report on water supply operations.

9. Report on Well #5 rehab and nitrate removal request for proposals.

10. Consideration of maintenance quote for filters at Well 4 treatment facility.

11. Consideration of cleaning and inspection of aerator at Well #4.

12. Report on Point 150 and Public Works open house.

IV. SEWAGE TREATMENT OPERATIONS

13. Consideration of 2007 Compliance Maintenance Annual Report & Resolution.

14. Report on Collection System Maintenance and Park Ridge sewer.

15. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the April 14, 2008 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the April 14th, 2008 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Consideration of bids for sewer maintenance garage and grit pad.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the low bid from Ellis Stone in the amount of \$528,000.00 for the sewer maintenance garage and grit pad.

Ayes all. Nays none. Motion carried.

3. Consideration of selecting engineering firm for Patch St. sanitary sewer force main/lift station project.

Kim explained that included in the packet is a compilation of four different managers' reviews of the R.F.P.'s that were received. S.E.H. and Donohue were tied and so it came down to approach and price. We had also requested estimated fees for Phases Two and Three of the project and S.E.H was higher than Donohue for those two phases also.

Staff's recommendation is Donohue. Donohue has been in business since 1997.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve Donohue to be the engineering firm for Phase 1 of the Patch Street Sanitary Sewer Force Main/Lift Station Project in the amount of \$52,390.00.

Ayes all. Nays none. Motion carried.

4. Consideration of bill adjustments for Fairview Village.

A letter was received from Fairview Village requesting water and sewer adjustments for the bill covering the period of December 1, 2007 to February 29th, 2008 from broken pipes in the park due to cold weather.

Kim provided the Commissioners with a letter explaining that Fairview Village is their own utility. We bill them by one large meter and they individually meter each trailer home and then bill them accordingly. They are their own utility and are responsible for taking care of the plumbing and piping.

Motion made by Jim Cooper, seconded by Mae Nachman to deny bill adjustments for Fairview Village.

Ayes all. Nays none. Motion carried.

5. Report on new sewer rate split increase.

Kim stated the new sewer rate was approved last month and as requested schedules from Virchow Krause were included in the packet reflecting the new rates in a two step process, one half of the rate increase to be effective June 1, 2008 and the other half to be effective June 1, 2009.

The Commissioners would like Page 12 Revised Schedule 2 in the last column % of Change to reflect the difference between Step 1 and Step 2

with an additional column added showing the total percent.

Kim stated ordinance changes for the rate increase will be going to City Council next Monday.

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

Eugene Tubbs presented the statement of claims for the Water Utility for April. The balance as of April 1, 2008 was \$2,098,328.76; the bank deposits recorded in April 2008 were \$797,130.66. Checks issued since the April 14th, 2008 meeting numbered 42150 through 42198 were in the amount of \$1,371,546.22. Checks numbered 42199 through 42214 for \$41,468.73 were presented for action on May 12th, 2008. The net balance on hand May 12th, 2008 was \$1,482,444.47.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the water utility claims for the month of April 2008 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for April. The balance as of April 1, 2008 was \$2,290,589.11; the bank deposits recorded in April 2008 were \$356,100.81. Checks issued since the April 14th, 2008 meeting numbered 26148 through 26181 were in the amount of \$1,025,338.95. Checks numbered 26182 through 26199 for \$27,344.67 were presented for action on May 12th, 2008. The net balance on hand May 12th, 2008 was \$1,594,006.30.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the sewage utility claims for the month of April 2008 as audited and read.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

7. Report on water distribution operations.

The report was distributed.

A total of 27 valves were operated in 2008.

A total of 0 business properties have been checked for backflow preventors in April 2008 for a total of 0 in 2008.

Construction has begun on Plover Street and Shaurette Street. Joel and Rob both stated construction is going well.

The Fourth Avenue Project cannot be bid until July 3rd.

8. Report on water supply operations.

Our pumpage in April was 165,996,000 gallons, a decrease of 8,656,000 gallons of water from April 2007.

9. Report on Well #5 rehab and nitrate removal request for proposals.

Kim explained the R.F.P.'s for Well 5 are on hold until we get the well back together and see how many gallons per minute we get. We will also test for nitrates to see where the levels are.

The D.N.R. inspection report will be provided to the Commission at June's meeting and again they will stress that we need more capacity.

10. Consideration of maintenance quote for filters at Well 4 treatment facility.

Kim explained that the filters have not been checked since we have been online with this well. Eric has checked and Siemens is one of the only companies that do this maintenance.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve Siemens quote at \$6,406.00 for filters at the Well 4 Treatment Facility.

Ayes all. Nays none. Motion carried.

11. Consideration of cleaning and inspection of aerator at Well #4.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the quote from Lane Tank Co., Inc. for the cleaning and inspection of the aerator at Well #4 in the amount of \$1,950.00.

Ayes all. Nays none. Motion carried.

12. Report on Point 150 and Public Works open house.

Kim included this item on the agenda to make sure the Commission was aware of this. Public Works is also having an open house at Piffner Park. We will have our televising equipment, GIS computer information and the vac truck there.

### IV. SEWAGE TREATMENT OPERATIONS

13. Consideration of 2007 Compliance Maintenance Annual Report & Resolution.

The Wastewater Department received A's on all sections of the ECMAR for 2007. No action will be required by the D.N.R.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the 2007 Compliance Maintenance Annual Report and Resolution.

Ayes all. Nays none. Motion carried.

14. Report on Collection System Maintenance and Park Ridge sewer.

Rob explained the sewer crew is currently working on cutting roots in sewer mains. Clay sewer pipe is more prone to have the problems with tree roots.

Kim explained that we maintain the sewer mains for Park Ridge. The 15" sewer main is in very poor condition and needs to be lined. Kim has been talking to Park Ridge regarding this issue to see what they want to do. Preliminary estimates are approximately \$190,000.00. The 8" sewer main that was lined in 2003 also has root intrusion from Park Ridge customer's laterals. We are looking at solutions for this problem as well.

15. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (2.98 ppm), Phosphorus (0.793 ppm) and Suspended Solid (5.44 ppm) limits were met for the month of April 2008.

The next Water & Sewage Commission meeting will be June 9th, 2008 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman, seconded by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:59 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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