

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, April 9, 2007, 12:00 P.M.

PRESENT: Paul Adamski, Eugene Tubbs, and Carl Rasmussen.

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Joel Lemke and Jaime Zdroik.

EXCUSED ABSENCE: Mae Nachman

UNEXCUSED ABSENCE: Jim Cooper

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I. ADMINISTRATION

1. Approval of minutes of the March 12, 2007 meeting.

II. ACCOUNTING

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

3. Discussion and action on participation in Public Works Week and 120th Anniversary of our Water Utility.

III. WATER OPERATIONS

4. Report on water distribution operations.

5. Report on water supply operations and well meters.

6. Report on 2007 west side water main project.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.

V. ADJOURNMENT

The next Water and Sewage Commission meeting will be May 14th, 2007.

I. ADMINISTRATION

1. Approval of minutes of the March 12, 2007 meeting.

Carl Rasmussen stated his name was misspelled in Section I item 2.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the March 12, 2007 Water & Sewage Commission meeting with the understanding that the spelling of Carl's name in Section I, item 2 be corrected.

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 March. The balance on March 1, 2007 was \$1,575,791.14; the bank deposits recorded in March 2007 were \$428,751.28. Checks issued since the March 12, 2007 meeting numbered 41183 through 41218 were in the amount of \$309,120.60. Checks numbered 41219 through 41239 for \$21,861.03 were presented for action on April 9, 2007. The net balance on hand April 9, 2007 was \$1,626,882.51.

Motion made by Eugene Tubbs, seconded Carl Rasmussen to approve the water utility claims for the months of March 2007 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for March. The balance on March 1, 2007 was \$2,317,947.10; the bank deposits recorded in March 2007 were \$192,768.45. Checks issued since the March 12, 2007 meeting numbered 25492 through 25522 were in the amount of \$111,674.54. Checks numbered 25523 through 25537 for \$41,146.53 were presented for action on April 9, 2007. The net balance on hand April 9, 2007 was \$2,356,667.69.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the sewage utility claims for the month of March 2007 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and action on participation in Public Works Week and 120th Anniversary of our Water Utility.

Kim stated Public Works Week is the week of May 21st through the 25th. The Public Works Department is having an open house on the 19th and it is also the 120th Anniversary of the Utility. Kim is proposing to have some of our water bottled to hand out at the open house on the 19th. Kim showed the Commissioners the first draft of the label for the bottles.

The cost to have 500 gallons of water bottled and labeled would be approximately \$1,200. Mayor Gary Wescott believes this would be a good idea.

Kim understands the Commission has felt in the past that spending money for public relations was unnecessary, but she felt because it was the 120th Anniversary of the Utility there could be an exception. She also mentioned all of the surrounding communities do a lot of public relations.

Kim stated a bottle of water could be refilled from the tap everyday for 19 years for the price of just one bottle of bottled water purchased.

The Commissioners would like handouts given with the bottled water promoting water conservation.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve bottling 500 gallons of water for the approximate amount of \$1,200.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

The report was distributed.

A total of 175 valves were operated in 2007.

A total of 5 business properties have been checked for backflow preventors in March 2007 for a total of 16 in 2007.

Joel stated Roger Lepak and Bob Timdal attended a class in Madison to learn the regulatory requirements of a backflow prevention program. Kim stated this is part of the new cross connection program we will be implementing.

5. Report on water supply operations and well meters.

L.W. Allen came in to check the well flow meters and they determined the difference in the pumpage reported from the well meters and computer system was within allowable percentages in accordance with the regulations. This would then explain only some of the pumpage decrease for 2006.

Additional pumpage decreases for 2006 could also be due to the 8" water meter at Stora Enso possibly not registering properly. If it is determined the meter was not registering correctly a refund might be in order. Paul suggested if it comes to that maybe their account could be credited over a period of time. Additional meetings will be held with Stora Enso to discuss this issue and any large adjustment will be brought back to the Commission for action.

Our pumpage in March was 186,864,000 gallons, an increase of 3,904,000 gallons of water from March 2006.

6. Report on 2007 west side water main project.

There could be an issue with rock for the West side water main project discussed earlier in the December meeting. On W. Whitney and W. Cornell we would be moving the water main from one side of the road to the other and increasing the water main size from a 2" to an 8" water main to increase fire protection and water quality. The price of the project could increase approximately \$125,000 if rock is an issue. We will be boring three test holes to see when we hit rock.

Kim will be attending a workshop, W.A.R.N. later this month. It is a mutual aid response network for water and wastewater utilities for Minnesota, Wisconsin and Iowa in case of a disaster. Kim was asked to participate for Wisconsin's team. This is happening all through the United States. There is no cost to the utility for this. There are already programs in place in California, Texas and Florida.

Kim also stated there is a pharmaceutical take-back on May 5th. It will be held at the Portage County Highway Department from 9:00 a.m. to 1:00 p.m.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.94 ppm), Phosphorus (0.598 ppm) and Suspended Solid (4.95 ppm) limits were met for the month of March 2007.

The next Water & Sewage Commission meeting will be May 14th, 2007 at noon.

V. ADJOURNMENT

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:40 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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