

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 9, 2002, 12:00 P.M. PRESENT: Paul Adamski, Dave Eckholm, Ann Shannon and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, and Jaime Zdroik.

EXCUSED ABSENCE: Eugene Tubbs

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the October 14, 2002 meeting.
2. Financial sponsorship and in-kind assistance with the Central Wisconsin Mercury Reduction Program.
3. Consideration of management attending National Conferences.

II. ACCOUNTING

4. Consideration of claims for the Water and Sewage Treatment Utilities.
5. Consideration of water rate increase effective January 1, 2003 approved by Public Service Commission of Wisconsin October 16, 2002.

III. WATER OPERATIONS

6. Consideration of purchasing a 3" Diaphragm pump.
7. Report on water distribution operations.
8. Report on water supply operations.
9. Report on Elevated Water Storage Tank Project.

IV. SEWAGE TREATMENT OPERATIONS

10. Consideration of replacing grit removal system.
11. Discussion on Annual EPA Treatment Plant Inspection.
12. Report on sewage treatment operations.

V. PERSONNEL

13. Consideration of adding Sewage Treatment Plant Superintendent to City pay schedule.
- The next Water and Sewage Commission meeting will be held on January 13, 2003.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the October 14, 2002 meeting.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve the minutes of the October 14, 2002 meeting.

Ayes all. Nays none. Motion carried.

2. Financial sponsorship and or in-kind assistance with the Central Wisconsin Mercury Reduction Program.

Greg stated that we contacted the Central Wisconsin Mercury Reduction Program and they requested we insert flyers in with our bills. The cost was approximately \$52.00.

3. Consideration of management attending National Conferences.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve management attending National Conferences.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

WATER - October & November

Paul Adamski presented the statement of claims for the Water Utility for October. The balance on hand after the October 14, 2002 meeting was \$969,089.80; the bank deposits since then were \$979,856.73. Checks issued since the October 14, 2002 meeting numbered 36889 through 36929 were in the amount of \$449,635.49. Checks numbered 36930 through 36957 for \$548,972.66 were presented for action on December 9, 2002. The net balance on hand November 11, 2002 was \$950,338.38.

Paul Adamski presented the statement of claims for the Water Utility for November. The balance on hand after the November 11, 2002 meeting was \$950,338.38; the bank deposits since then were \$273,453.57. Checks issued since the November 11, 2002 meeting numbered 36958 through 36997 were in the amount of \$254,592.43. Checks numbered 36998 through 37020 for \$41,436.23 were presented for action on December 9, 2002. The net balance on hand December 9, 2002 was \$927,763.29.

The Commission requested that bids are done every five years for insurance.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the water utility claims for the months of October and November as audited and read.

Ayes all. Nays none. Motion carried.

SEWER - OCTOBER & NOVEMBER

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for October. The balance on hand after the October 14, 2002 meeting was \$922,676.62; the bank deposits since then were \$347,959.82. Checks issued since the October 14, 2002 meeting numbered 22691 through 22721 were in the amount of \$271,714.94. Checks numbered 22722 through 22747 for \$19,058.34 were presented for action on December 9, 2002. The net balance on hand November 11, 2002 was \$979,863.16.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance on hand after the November 11, 2002 meeting was \$979,863.16; the bank deposits since then were (Not available at this time). Checks issued since the November 11, 2002 meeting numbered 22748 through 22777 were in the amount of \$128,091.88. Checks numbered 22778 through 22794 for \$11,668.02 were presented for action on December 9, 2002. The net balance on hand December 9, 2002 was (Not available at this time).

Motion made by Ed Bancker, seconded by Ann Shannon to approve the sewage utility claims for the months of October and November as audited and read.

Ayes all. Nays none. Motion carried.

5. Consideration of water rate increase effective January 1, 2003 approved by Public Service Commission of Wisconsin October 16, 2002.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the water rate increase date of January 1, 2003.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

Greg explained the 2003-2010 Capital Improvement and Maintenance Plan for the Water Department.

6. Consideration of purchasing a 3" diaphragm pump.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve the low bid from Craft's Trading Center in the amount of \$1,348.62 for the 3" diaphragm pump.

Ayes all. Nays none. Motion carried.

7. Report on water distribution operations.

The report was distributed.

A total of 117 valves were operated in October 2002.

A total of 134 valves were operated in November 2002.

A total of 0 business properties have been checked for backflow preventors in October & November 2002 for a total of 152 in 2002.

8. Report on water supply operation.

Our pumpage in October was 218,696,000 gallons, an increase of 18,662,000 gallons of water from October 2001.

Our pumpage in November was 177,035,000 gallons, a decrease of 8,265,000 gallons of water from November 2001.

9. Report on Elevated Water Storage Tank Project.

Greg stated that we are still waiting for FAA approval out of Illinois.

Greg received a letter from the Wisconsin Department of Transportation stating that we need to get approval from the Planning & Zoning Board for a variance because the elevated tank will be at 1253 elevation, nine feet higher than allowed because of the flight path for the airport.

Greg also stated that Nummelin Testing Services, Inc. is low bid for the subsurface and technical investigation.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the low bid in the amount of \$2,595.00 from Nummelin Testing Services, Inc. for the subsurface and technical investigation.

Ayes all. Nays none. Motion carried.

### IV. SEWAGE TREATMENT OPERATIONS

10. Consideration of replacing grit removal system.

Eric stated the structure is rusting badly and is delaminating at the joints.

Eric is in the process of receiving estimates from different companies for the grit removal system and a backup polymer pump for the sludge thickener.

11. Discussion on Annual EPA Treatment Plant Inspection.

Greg stated that our system rated a "5" the highest rating allowed by the EPA system.

Paul Adamski asked what the status was in regards to contacting the UWSP and/or the consultant to help us analyze the high loadings of BOD to the plant. Greg said Dave from CPC Engineering sent him a letter stating no matter what UWSP did we would still have high loadings of BOD.

Greg is still waiting for a response from John Jury of UWSP regarding setting up a meeting with everyone to discuss this issue.

Paul Adamski requested that this issue be an agenda item at the January 2003 meeting.

12. Report on sewage treatment operations.

Greg explained the results of the chemical analysis of leachate collected from the landfill.

Eric stated permit requirements were met for October and November 2002.

B.O.D. (4.63 ppm), Phosphorus (0.42 ppm) and Suspended Solid (4.48 ppm), limits were met for the month of October 2002.

B.O.D. (4.09 ppm), Phosphorus (0.44 ppm) and Suspended Solid (4.81 ppm), limits were met for the month of November 2002.

#### V. PERSONNEL

13. Consideration of adding Sewage Treatment Plant Superintendent to City pay schedule.

Kim stated this request was from Lisa Jakusz, City Personnel Specialist so all non-represented employees would be on the pay schedule.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve adding the Sewage Treatment Plant Superintendent to the City pay schedule.

Ayes all. Nays none. Motion carried.

#### VI. ADJOURNMENT

Motion made by Ed Bancker, seconded by Ann Shannon to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:45 pm

#### BOARD OF WATER AND SEWAGE COMMISSIONERS

PAUL ADAMSKI, PRESIDENT

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