

Meeting Minutes  
Board of Water and Sewage Commissioners  
Monday, April 10, 2000  
12:00 P.M.

PRESENT: Eugene Tubbs, Paul Adamski, Dave Eckholm and Richard Letto.

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Jaime Zdroik, and Jim Chaffee of Earth Tech.

ABSENT: W. Scott Schultz  
INDEX TO MINUTES

#### I. ADMINISTRATION

1. Approval of minutes of the March 13, 2000 meeting.

#### II. ACCOUNTING

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

#### III. CUSTOMER SERVICE

3. Report on metering and billing.

#### IV. WATER OPERATIONS

4. Report on water distribution operations.

5. Report on water supply operation.

6. Report on Well #4.

7. Report on Automatic Meter Reading (AMR) System.

8. Report on Geographic Information System (GIS).

#### V. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

#### VI. ADJOURNMENT

#### MINUTES

#### I. ADMINISTRATION

1. Approval of minutes of the March 13, 2000 meeting.

Motion made by Paul Adamski, seconded by Richard Letto to approve the minutes of the March 14, 2000 meeting.

3 Ayes. 1 Abstention. Motion carried.

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#### II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for March. The balance on hand after the March 13, 2000 meeting was \$1,616,794.91; the bank deposits since then were \$280,491.58. Checks issued since the March 13, 2000 meeting numbered 34304 through 34359 were in the amount of \$341,430.18. Checks numbered 34360 through 34388 for \$97,795.89 were presented for action on April 10, 2000. The net balance on hand April 10, 2000 is \$1,458,060.42.

Motion made by Dave Eckholm, seconded by Richard Letto to approve the water utility claims as audited and read.

Ayes all. Nays none. Motion carried.

Mr. Tubbs also presented the statement of claims for the Sewage Treatment Utility for March. The balance on hand after the March 13, 2000 meeting was \$1,459,481.78; the bank deposits since then were \$153,216.46. Checks issued since the March 13, 2000 meeting numbered 20879 through 20922 were in the amount of \$91,778.03. Checks numbered 20923 through 20936 for \$830,940.33 were presented for action on April 10, 2000. The net balance on hand April 10, 2000 was \$689,979.88.

Motion made by Richard Letto, seconded by Paul Adamski to approve the sewage utility claims as audited and read.

Ayes all. Nays none. Motion carried.

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#### III. CUSTOMER SERVICE

3. Report on metering and billing.

There were 5 outside readers installed in March 2000.

There were 2,897 meters read and billed in March 2000.

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#### IV. WATER OPERATIONS

4. Report on water distribution operations.

The report was distributed.

A total of 75 valves were operated in March 2000.

A total of 0 new business properties have been checked for backflow preventors in March 2000 for a total of 23 in 2000.

5. Report on water supply operation.

Our pumpage in March was 196,032,000 gallons, a decrease of 3,763,000 gallons of water from March 1999.

6. Report on Well #4.

PACO built a new Hi-Lift pump and is testing it now. After it is installed we will do our own pump test.

Well #4 has been running quite well.

7. Report on Automatic Meter Reading (AMR) System.

A meeting was held with Public Service and Sargent Electric. They will be sending us the contract after it has been approved by their legal advisors.

8. Report on Geographic Information System (GIS).

Jim Chaffee of Earth Tech distributed a Two-Year GIS Implementation Project Schedule. Right now we are in the early stages of the project, focusing on the GIS specifications and database structure design.

The software has also been ordered from ESRI.

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#### V. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

B.O.D. (5.10 ppm), Suspended Solid (8.45 ppm), and Phosphorus level (.89) limits were met for the month of March 2000.

Don stated the bio-solids will be pumped and hauled to farm fields next week.

Don is working with the city engineer on getting a set of plans to the DNR regarding the installation of the sludge thickener. The DNR will have to approve the plans before the sludge thickener is installed.

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#### VI. ADJOURNMENT

Motion made by Richard Letto, seconded by Paul Adamski to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:25 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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