

Meeting Minutes
Board of Water and Sewage Commissioners
Monday, August 14, 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 Pat Planton of Earth Tech.

Absent: W. Scott Schultz
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I. ADMINISTRATION

1. Approval of minutes of the July 10, 2000 meeting.
2. Consideration of joining the Plover River Alliance.

II. ACCOUNTING

3. Consideration of claims for the Water & Sewage Treatment Utilities.
- #### III. CUSTOMER SERVICE

4. Report on metering and billing.

IV. WATER OPERATIONS

5. Report on water distribution operations.
6. Report on water supply operation.
7. Report on Well #4.
8. Report on Automatic Meter Reading (AMR) System.
9. Report on Geographic Information System (GIS).

V. SEWAGE TREATMENT OPERATIONS

10. Consideration of an Operation Needs Review with Strand Associates.
11. Report on WPDES which expires on June 30, 2000.
12. Report on sewage treatment operations.

VI. ADJOURNMENT MINUTES

I. ADMINISTRATION

1. Approval of minutes of the July 10, 2000 meeting.

Motion made by Dave Eckholm, seconded by Paul Adamski to approve the minutes of the July 10, 2000 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of joining the Plover River Alliance.

Motion made by Paul Adamski, seconded by Richard Letto to approve joining the Plover River Alliance at the Business/Corporate Sponsor level for \$100.00.

Ayes all. Nays none. Motion carried
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II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for July. The balance on hand after the July 10, 2000 meeting was \$1,003,091.50; the bank deposits since then were \$665,742.58. Checks issued since the July 10, 2000 meeting numbered 34645 through 34702 were in the amount of \$540,686.44. Checks numbered 34703 through 34738 for \$94,861.08 were presented for action on August 14, 2000. The net balance on hand August 14, 2000 is \$1,033,286.56.

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 July. The balance on hand after the July 10, 2000 meeting was \$694,235.34; the bank deposits since then were \$319,278.51. Checks issued since the July 10, 2000 meeting numbered 21116 through 21153 were in the amount of \$275,114.77. Checks numbered 21154 through 21182 for \$36,885.98 were presented for action on August 14, 2000. The net balance on hand August 14, 2000 was \$701,513.10.

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

Ayes: Commissioners - Dave Eckholm, Richard Letto, and Eugene Tubbs/Secretary
Abstention: Commissioner Paul Adamski
Nays: None. Motion carried.
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III. CUSTOMER SERVICE

4. Report on metering and billing.

There were 5 outside readers installed in July 2000.

There were 2,619 meters read and billed in July 2000.

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IV. WATER OPERATIONS

5. Report on water distribution operations.

The report was distributed.

A total of 30 valves were operated in July 2000.

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

Greg stated that the water main on the Highway 10 Project should be completed by the end of the week except for the water main under the bridge.

6. Report on water supply operation.

Our pumpage in July was 266,577,000 gallons, a increase of 11,251,000 gallons of water from July 1999.

The leak survey was completed. There was 3 main line leaks, 1 abandoned line, 4 service line leaks, 12 hydrant leaks and 2 valve leaks. We are repairing the leaks now.

7. Report on Well #4.

Energetics, a company that sold us some of the equipment, needs to fix a couple of things. There is also some painting to do. There is a concern that when all of the wells are running, Well 4 does not pump as much water as it could, but Earth Tech believes that it is do to the construction on Clark St.

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

There will be a training session tomorrow for all of the people involved.

There are less than 400 meters that can t be hooked up to the electric meters. Radio, phone or manual reads will have to be done for those instances.

9. Report on Geographic Information System (GIS).

Input of the valves has been completed by the two temporary employees and Earth Tech is comparing the valve databases looking for any errors. The hydrant input is almost completed and they are starting to scan the valve cards. Earth Tech should have a data input screen completed for the water and sewer service cards within the next couple of weeks.

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V. SEWAGE TREATMENT OPERATIONS

10. Consideration of an Operation Needs Review with Strand Associates.

Greg talked with Roger Huchthausen from Strand Associates regarding a Facility Plan. Roger thought that we should start with just an Operation Needs Review and if that points them into the direction of a Facility Plan then that could be done at that time. In doing an Operation Needs Review, Strand Associates would help us determine the sources of high loadings.

Greg will bring this back next month with the cost of an Operation Needs Review verses doing a Facility Plan.

11. Report on WPDES which expires on June 30, 2000.

The WPDES letter was published in the paper and right now we are just waiting for the permit.

12. Report on sewage treatment operations.

B.O.D. (5.36 ppm), Suspended Solid (4.59 ppm), and Phosphorus level (.10) limits were met for the of July 2000.

Don stated that the sludge thickener is all hooked up. Representatives from the thickener company will be here on Wednesday to start it up and to train the employees on how to operate it.

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VI. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED 12:50 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS
EUGENE TUBBS, SECRETARY

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