

Meeting Minutes  
Board of Water and Sewage Commissioners  
Monday, July 12, 1999  
12:00 P.M.

MINUTES

PRESENT: W. Scott Schultz, Richard Letto, Eugene Tubbs, and Dave Eckholm.

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Yuko Nomura, Jaime Zdroik, and Pat Planton of Earth Tech.

EXCUSED ABSENCE: Paul Adamski

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I. ADMINISTRATION

1. Approval of minutes of the June 14, 1999 meeting.
2. Consideration of purchasing new plotter and upgrading AutoCAD.

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. Discussion on elevated tank.
6. Report on water distribution operations.
7. Report on water supply operation.

8. Report on Well #4

V. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.
10. Report and discussion on Bio Solids Thickener.

VI. ADJOURNMENT

MINUTES

I. ADMINISTRATION

1. Approval of minutes of the June 14, 1999 meeting.

Motion made by Richard Letto, seconded by Eugene Tubbs to approve the minutes of the June 14, 1999 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of purchasing new plotter and upgrading AutoCAD.

Nu-Way Engineering has the low bid for the new plotter and the upgrading of AutoCAD.

The purchase of a new plotter and upgrading of AutoCAD is necessary to make sure we are year 2000 compliant.

Motion made by Eugene Tubbs, seconded by Richard Letto to approve the purchase of a new plotter for \$8,045.00 and upgrading AutoCAD in the amount of \$395.00 using Nu-Way Engineering.

Ayes all. Nays none. Motion carried.

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II. ACCOUNTING

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

Scott Schultz presented the statement of claims for the Water Utility for July. The balance on hand after the June 14, 1999 meeting was \$1,031,434.74; the bank deposits since then were \$510,390.86. Checks issued since the June 14, 1999 meeting numbered 33540 through 33598 were in the amount of \$181,233.39. Checks numbered 33578 through 33597 for \$251,862.04 were presented for action on July 12, 1999. The net balance on hand July 12, 1999 is \$1,108,730.17.

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

Ayes all. Nays none. Motion carried.

Mr. Schultz also presented the statement of claims for the Sewage Treatment Utility for June. The balance on hand after the June 14, 1999 meeting was \$827,593.89; the bank deposits since then were \$155,594.25. Checks issued since the June 14, 1999 meeting numbered 20310 through 20337 were in the amount of \$70,966.47. Checks numbered 20338 through 20357 for \$13,101.84 were presented for action on July 12, 1999. The net balance on hand July 12, 1999 was \$899,119.83.

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

Ayes all. Nays none. Motion carried.

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III. CUSTOMER SERVICE

4. Report on metering and billing.

There were 3,034 meters read and billed in June 1999.

There were 13 outside readers installed in June for a total of 52 in 1999.

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#### IV. WATER OPERATIONS

##### 5. Discussion on elevated tank.

Greg will be getting more information on a possible alternative to the elevated tank. They are pumps that would maintain constant speed and pressure. Greg stated that an engineering firm might have to be hired to see if this could be a possible alternative to building an elevated tank.

Rick suggested that we bring it back in August when all commissioners are present. The other commissioners present agreed.

##### 6. Report on water distribution operations.

Report distributed.

A total of 54 valves were operated in June 1999 for a total of 222 in 1999.

A total of 0 new business properties have been checked for backflow preventors in June 1999 for a total of 0 in 1999.

##### 7. Report on water supply operation.

Our pumpage in June was 257,831,000 gallons, an increase of 24,857,000 gallons of water from June 1998.

##### 8. Report on Well #4.

Greg stated that they had the monthly meeting and everything is going along fine.

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#### V. SEWAGE TREATMENT OPERATIONS

##### 9. Report on sewage treatment operations.

B.O.D. (5.17 ppm), Suspended Solid (5.87 ppm), and Phosphorus level (.30) limits were met for the month of June 1999.

A letter was received from the DNR concerning our WPDES Permit. The old permit will run out June 30, 2000. We have to do a priority pollutant scan but Greg would like to get prices from a consulting firm to look into it. It costs about \$3,000 for a pollutant scan and if it is not necessary to do one, then we do not want to do it.

Don stated that the phosphorus levels were slightly elevated. That was because they had filled up one of the sludge storage tanks and the solids settled to the bottom. They drained the clear supernatant off of the top and put it back through the plant which had elevated phosphorus levels in them. The results should start going back down and will be shown on next months report.

##### 10. Report and discussion on Bio Solids Thickener.

A summary of the pros and cons were given on both the Rotary Drum Thickener and the Gravity Belt Thickener. The approximate cost for the Ashbrook Gravity Belt Thickener was \$132,000 and the approximate cost for the Hycor Rotary Drum Thickener was \$115,000.

Greg, Don and the employees at the Sewage Plant feel that the Hycor Rotary Drum Thickener would be the way to go. The Hycor unit is made out of stainless steel, is all self-contained, has less moving parts and would be low maintenance.

It was stressed that the payback of purchasing a thickener is not just the increased storage capacity we would get from thickening the sludge, it is also the avoidance of constructing another sludge storage tank.

The Commission requested a more detailed cost analysis and payback schedule when costs are available. No action was taken at this time.

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#### VI. ADJOURNMENT

Motion made by Richard Letto, seconded by Dave Eckholm to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:35 p.m.

#### BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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