

Meeting Minutes
Board of Water and Sewage Commissioners
Monday, January 11, 1999
12:00 P.M.
MINUTES
I. ADMINISTRATION

1. Approval of minutes of the December 14, 1998 meeting.

Motion made by Gene Tubbs, seconded by Richard Letto to approve the minutes of the December 14, 1998 meeting.

Ayes all. Nays none. Motion carried.

2. Election of Commission Officers.

Motion made by Paul Adamski, seconded by Richard Letto to retain the current officers of Scott Schultz as President and Eugene Tubbs as Secretary.

Ayes all. Nays none. Motion carried.

3. Consideration of an Anniversary Recognition Program.

Kim explained to the Commission that some area businesses give gifts in recognition of incremental years of service and thought it would be nice to do that for our employees.

The Commission thought it was a good idea and requested Kim to bring it back next month with a recommendation.

II. ACCOUNTING

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

Scott Schultz presented the statement of claims for the Water Utility for December. The balance on hand after the December 14, 1998 meeting was \$963,071.13; the bank deposits since then were \$386,822.21. Checks issued since the December 14, 1998 meeting numbered 33042 through 333086 were in the amount of \$513,313.05. Checks numbered 33087 through 33112 for \$20,238.93 were presented for action on January 11, 1999. The net balance on hand January 11, 1999 is \$816,341.36.

Motion made by Paul Adamski, seconded by Gene 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 January. The balance on hand after the December 14, 1998 meeting was \$906,975.83; the bank deposits since then were \$162,786.70. Checks issued since the December 14, 1998 meeting numbered 19936 through 19967 were in the amount of \$72,047.73. Checks numbered 19968 through 19985 for \$9,891.02 were presented for action on January 11, 1999. The net balance on hand January 11, 1999 was \$987,823.78.

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

Ayes all. Nays none. Motion carried.

5. Report on Schedule of Charges.

Motion made by Rick Letto, seconded by Paul Adamski to approve the Schedule of Charges as proposed changing the frozen meter repair charge from \$66.00 to \$55.00 and leaving all the other charges the same as last year.

Ayes all. Nays none. Motion carried.

6. Consideration of proposals for trash pump.

Greg explained that Don Ceplina and Gary Kuplic reviewed several pumps. Don said the pump would be used by both Departments mainly for emergency purposes. Greg added that we had a leak at the well field last year and the pumps we had could not keep up.

Scott Schultz mentioned that this has been talked about in the past.

Motion made by Paul Adamski, seconded by Rick Letto to accept the lowest proposal of \$5,835.00 from Roedel Hanson Associates for CH&E Model #2704 - 4" centrifugal Trash Pump.

7. Consideration of Management attending national conferences.

Greg explained that last year the Commission requested that we ask each year to attend the national conferences. Kim said that the Water Convention will be in Chicago this year and the Wastewater Convention will be in New Orleans. Greg mentioned he would like to attend both and suggested that maybe the Commissioners would be interested in attending the Water Convention in Chicago. Paul Adamski said he may be interested in attending at least for a day or two.

Motion made by Paul Adamski, seconded by Gene Tubbs to approve Management attendance at the National Conventions.

Ayes all. Nays none. Motion carried.

III. CUSTOMER SERVICE

8. Report on metering and billing.

There were 2,920 meters read and billed in December 1998.

There were 9 outside readers installed in December for a total of 139 in 1998.

IV. WATER OPERATIONS

9. Report on Automated Meter Reading (ARM) in conjunction with Wisconsin Public Service (WPS).

Scott stated to the Commission that he received a letter from Wisconsin Public Service stating that approval was attained from the Public Service Commission to at least pilot an automated meter reading system.

Greg stated that we will be meeting with the Wisconsin Public Service sometime after the 15th. of January and the surrounding area utilities about this same thing with Public Service to try to get as many utilities as possible that are interested so we can all realize a cost saving.

Gene Tubbs will be on the committee when we start discussing this radio read system with WPS.

10. Consideration of contract amendment #3 with Earth Tech on Well 4.

Paul asked who determined that the contract should be extended to 270 days. Greg said that he did due to the time frame of starting in December.

Motion made by Scott Schultz, seconded by Paul Adamski to approve the contract amendment in the amount of \$9,500.00.

Ayes all. Nays none. Motion carried.

11. Consideration of proposals for Well 4 Rehabilitation.

Information was given to the Commission regarding various rehabilitation methods for Well 4. Greg recommended using the method that was the least cost.

Scott asked if all options were equal in their life cycle. Greg said yes. Pat Planton added that this was more a cleaning than anything else.

Motion made by Paul Adamski, seconded by Gene Tubbs to approve the Sonar Jetting method of cleaning Well 4 in the amount of \$6,650.00.

12. Report on water distribution operations.

Report distributed.

A total of 6 valves were operated in December 1998 for a total of 547 in 1998.

A total of 0 business properties have been checked for backflow preventors in December 1998 for a total of 15 in 1998

13. Report on water supply operation.

Our pumpage in December was 173,056,000 gallons, an increase of 720,000 gallons of water from December 1997.

Greg stated that the total annual pumpage of 2,617,327,000 is a new record pumpage.

V. SEWAGE TREATMENT OPERATIONS

14. Report on sewage treatment operations.

B.O.D. (10.10 ppm), Suspended Solid (12.39 ppm), and Phosphorus level (1.62) limits were met for the month of December 1998 for B.O.D. and Suspended Solids but the Phosphorus limit was exceeded.

Rick Letto asked for an explanation as to why the Phosphorus level was so high.

Don explained that sometimes organisms get into the Plant which make the levels higher. There really is no explanation for it. Don said he can't pinpoint why he can only speculate as to the reasons. The best thing to do is to react to the situation and that is what he did. He said they have worked on it and the numbers will be coming down and the Plant should be back on track next month.

CORRECTED ON 1/18/99.

VI. PERSONNEL

15. Consideration of a Management salary increase.

Scott gave the Commissioners a memo requesting a 3% increase for Management Personnel to go along with what the City gave to the non-represented personnel.

Greg has completed the evaluations for Kim and Don.

Scott stated that the Mayor wants the Commissioners to do the evaluation for Greg Disher. Scott has all of the information from last year and this year as far as objectives and accomplishments and will be forwarding that information to all the Commissioners for review and comment. After Scott has heard from the Commissioners then he will forward the information to the Mayor.

Motion made by Paul Adamski, seconded by Rick Letto to approve the 3% wage increase for Management.

Ayes all. Nays none. Motion carried.

VII. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:35 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

GENE TUBBS, SECRETARY

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