

Utility Commission Regular Meeting Minutes

February 17, 2015

Approved

Call to Order @ 5:30 pm by Joe Madden, Utility Commission President

Roll Call: Campfield, Eno, Lange, Lindemann, Madden, Mark Saemisch, Dave Lind, Craig Rinderer, Carole Brown

Campfield/Lange motion to approve minutes from last meeting. All ayes. Carried.

Public Comment:

None

Electric Superintendent Report:

Rinderer provided written report in packet.

Bardo new service is energized. Old service needs to come down yet.

Decorative street light hit by unknown subject. Street light out by Legion Hall and Royal Bank parking lot.

Rinderer mentioned that the City has a form for reporting lights that are out. Brown stated it is on the City website or can be reported to Amy at the front desk.

Water Report:

Lind provided written report in packet.

DNR Sanitary Survey noted three ordinances that need to be updated. They are regarding local well regulation, wellhead protection, and cross connection.

Booster pump at west booster station needs to be bigger size. Contacted USEMCO for pricing. Booster station will need to be shut down for a little while. This will be done when weather is warmer.

Bardo wanted a compound water meter, however the cost was \$2500. They ended up going with an E Series meter for \$830. It is installed but not on yet.

Well #3 has been having communication fails again. LW Allen updated software for the sending unit. They determined it was picking up stray communication. Will need to go in periodically and clean up software.

Sewer Report:

Saemisch provided written report in packet.

The vac truck is done getting the boxes and decking.

Lift station at Sprinkman has bad circuit board. Quote from Cummins for \$1700.

Working on getting pricing for the gate for the oxidation ditch so it can be raised and lowered.

Steward and Saemisch have been working on bringing in some sewer revenue by means of fracking waste. However, due to high BOD, etc., it looks like it won't work out.

Pump at Sprinkman station needs to be replaced looking at March/April timeframe.

Brabazon was here doing work on the compressor but the piping was not right and ended up coming apart and broke our light. Brabazon will make necessary repairs.

City Administrator Report:

Steward provided written report in packet, which was read by Brown,

The Council is working on ordinances for local well regulating, wellhead protection, and cross connection. When the ordinances are updated, the commission will be given the new ordinances. Campfield stated he would like to know who is following up to be sure these ordinances are followed. This brought up questions as to status of Valley Inn's two wells. Lind will have to look into this and get with Steward.

Budget adjustments for electric, water, and sewer were presented. It was noted that the total amount for electric and water had not changed, but allocations were made among individual accounts due to change in

payroll procedure recommended by Johnson & Block. Sewer total expenditures increased \$406 due to operator-in-charge wages. Allocations were also made among accounts for new payroll procedure.

Campfield/Eno to approve 2015 electric, water, and sewer budgets as presented. All ayes. Motion carried.

Bills:

Eno/Campfield motion to approve bills as presented. All ayes. Motion carried.

Commission Communications:

Campfield requested Brown review and explain financial reports that are included each month since Lindemann is new member. Monthly reports that are submitted are revenue and expense reports, which show where we stand with the budget. The cash analysis reports shows cash balance of accounts, what those funds are used for, and balances that must be maintained. Aging reports for utility billing and other accounts receivable list how much revenue is outstanding and the age of the accounts. Utility billing reports are included to show last years monthly consumption/billings as compared to current months consumption.

Saemish was asked to review the monthly wastewater discharge report that is included each month.

Lind was asked to review the monthly water operating report that is included each month.

Eno/Lindemann motion to adjourn @ 6:25 pm. All ayes. Carried.

Carole Brown
Utility Clerk/Deputy Treasurer