

Commissioners:  
 Steve Schmidt, President  
 Mike Wallerich, Tim Adams, Bryan Hall, Mike Streveler

Staff Present:  
 City Administrator Chad Springer  
 Patty Heraty, Deputy Clerk

**Proceedings of the Utilities Commission**

The regular monthly meeting of the Utilities Commission of the City of Wabasha was held on Tuesday, Mach 3 , 2015, and was called to order by Commissioner Schmidt at 4:00 p.m.

Roll call found all commissioners present. Also present was Pat Mueller, People Service.

Commissioners Wallerich and Adams moved to approve the minutes of the February 3, 2015 regular meeting as presented. Adopted unanimously.

Commissioners Wallerich and Hall moved to approve the following regular bills and prepaid bills as presented. Adopted unanimously.

**Water Dept.**

Bolton and Menk	Engineering Fees – Well 3 project	1,752.30
Gopher State One	Locate Calls	10.15
James Roemer Construction	Gambia Ave water leak	115.00
Minnesota Dept of Health	1 <sup>st</sup> qtr MDH Fees	1,866.00
MN DNR Waters	Annual Permit Fees	1048.03
People Service	Contracted Services	5,737.50
	Total Water Dept	\$10,528.98

**Sewer Dept.**

Landia Inc.	Pump Maintenance	5,860.85
Marks Welding	Pump Repair	1,652.55
Minnesota Valley Testing	Testing	372.60
People Service	Contracted Services	13,387.50
Richard Manthei Septic Service	Pump out digester	250.00
Servocal Instruments	Calibrate Flow Meters	700.00
Telemetry Process Control	WWTP – Software maintenance	1,513.05
	Total Sewer Dept	\$23,736.55

**Prepaid:**

HBC	Phones/Alarms	111.79
Xcel Energy	WWTP	1,293.64
	WWTP	3,260.92
	Water Booster	953.82
	10 <sup>th</sup> Street Lift Station	19.95
	Dugan Lift Station	21.44
	Lawrence Lift Station	328.31
	9 <sup>th</sup> Street Lift Station	108.94
	Water Tower	97.30
	Total	\$7,880.46

**Agenda Item 4 – Bill Adjustments – Blaine Marcou**

This item was discussed at the previous meeting and it was decided to monitor the account and bring back to the commission. Mr. Marcou is requesting a credit to his bill for 176 Pembroke Ave. due to a faulty backflow valve on the boiler. Mr. Marcou is requesting a credit for the months of November thru January, however policy is that the leak must be reported within 60 days to receive a credit, therefore he is only eligible for credit for the months of December and January if approved. Staff reported that usage had dropped from 19,000 gallons in January to 10,000 gallons in February, but that usage was still not back to the normal usage of 6,000 gallons. It was decided by unanimous consent to monitor the usage at the property for an additional billing cycle to make sure the leak has been fixed and usage has returned to normal. Staff will bring the information to the next meeting.

**Agenda Item 5a – Certification of past due water/sewer bills**

Staff is requesting approval of resolution 2015-001 to certify past due bills to taxes. Several attempts to collect payment by staff have been unsuccessful. Certified letters were sent to the property owner.

**Commissioners Hall and Schmidt moved to approve Resolution 2015-001 and to forward to City Council with a recommendation of approval. Adopted unanimously.**

**UTILITIES COMMISSION  
RESOLUTION # 2015-001  
RESOLUTION FOR ASSESSMENT OF UNPAID UTILITY CHARGES**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Utilities Commission has met, heard, and passed upon all objections to the proposed for unpaid charges for utilities; and

**WHEREAS**, the amounts of bad debt have been minimized through diligent collection efforts by staff.

**NOW THEREFORE, BE IT RESOLVED:**

1. Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.
2. Such assessment shall be payable over a period of one year on or before the first Monday in January.
3. The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the City Clerk/ Treasurer.
4. The clerk shall forthwith transmit a certified copy of this assessment role to the County Auditor to be extended on the proper tax lists of the county and such Assessments shall be collected and paid over in the same manner as property taxes.

Assessment Listing	Parcel Description	Parcel #	Service	Amount
<b>Name</b>	<b>Address</b>			
<b>Carol Arnston</b>	<b>706 Grant Blvd W</b>	R27.01245.00	<b>Water/sewer</b>	<b>934.95</b>

Adopted by the Utilities Commission on this 3<sup>rd</sup> day of March, 2015.

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Date

**Agenda Item 5b – Campbell Ave Water Main Repairs Estimate**

Brian Malm from Bolton and Menk was available for discussion on this item via phone conference. Commission members were provided with an estimated project cost of \$172,999.01 for repairs to the water main. Brian reported that he has contacted CP Rail to get permission to use HDPE pipe, however he has not heard back from them yet. Commissioners discussed the information provided. **Commissioners Schmidt and Wallerich moved to approve the estimated bid**

and authorize Bolton and Menk going out for bids on the project. Adopted unanimously. Commissioners requested that Bolton and Menk provide a project schedule when available.

## Agenda Item 5c – People Service Report



Date: February 20, 2015

To: City of Wabasha

From: Pat Mueller/Burt Bonser, Operators

O & M Report: January 2015

### Water Operation & Maintenance

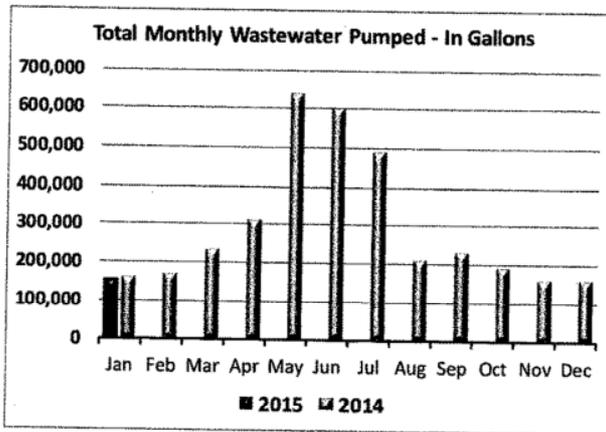
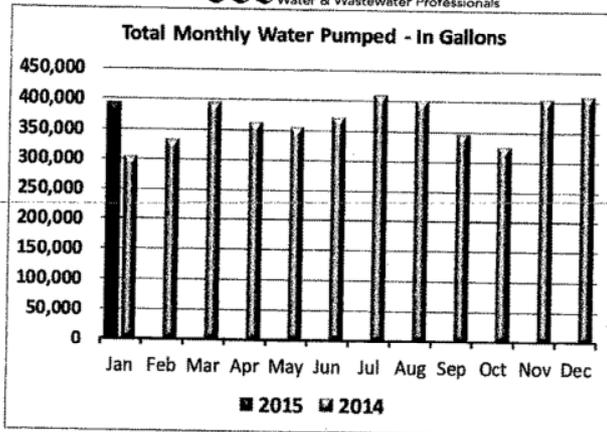
- All required samples were taken and submitted to state
- Had 7 locates this month
- Frost is down to approx. 45 inches
- Feb 5<sup>th</sup> - started running a garden hose off the hydrant by the blue tube. Tested the water it was 34.2 degrees in that main. Also John Olsen is the only person drawing off that deadened line and he is gone for 3 months.
- Feb 16<sup>th</sup> - we started running water at the Davidson residence on Skyline, temp on that line was 35.9 degrees, again a deadened line with only Davidson using water, McGrath went south and Jorguson only come on week-ends

### Wastewater Operation & Maintenance

- All monthly tests were taken and passed, DMR report sent to state.
- Received the rebuilt mixer and put back in service, the next mixer was pulled for repair and is at the repair shop should be back by 1<sup>st</sup> of March.
- Jan 26<sup>th</sup> thru 29<sup>th</sup> - we completely pumped and cleaned out the Digester tank 2 and 3 at the main plant, so we could clean out the aeration system that is in the bottom of each tank. They were so plugged that we only had about 50% of the aeration working, now we're back to 100%.

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Water	Units			
Average Daily Pumped	gallons	395,000	411,000	304,000
Maximum Daily Pumped	gallons	852,000	791,000	358,000
Total Monthly Pumped	gallons	12,263,000	12,756,000	9,424,000
Well #1 Pumped	gallons	12,263,000	12,756,000	5,331,000
Well #2 Pumped	gallons	0	0	4,093,000
Average Daily Fluoride Conc.	mg/L	1.12	1.03	1.23
Fluoride used	pounds	532.60	559.70	426.20
Total Chlorine Residual	mg/L	0.00	0.00	0.00
Chlorine used	lbs	0.00	0.00	0.00
<b>CBOD</b>				
CBOD Influent	mg/L	174	147	219
CBOD Effluent	mg/L	1	2	2
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.00%	99.00%	99.00%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	0.69	1.10	1.00
CBOD Effluent Loading Permit Limit	kg/day	57.00	57.00	57.00
<b>TSS</b>				
TSS Influent	mg/L	198	218	188
TSS Effluent	mg/L	4	4	3
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	98.00%	98.00%	98.00%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	2.30	2.10	2.00
TSS Effluent Loading Permit Limit	kg/day	69.00	69.00	69.00
<b>Phosphorus</b>				
Phos Influent	mg/L	9	8	8
Phos Effluent	mg/L	0.47	0.90	0.64
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.30	0.50	0.40
Phos Effluent Loading Permit Limit	kg/day	2.30	2.30	2.30
<b>Fecal Coliform</b>				
Fecal Effluent	ml	0	0	0
Fecal Effluent Permit Limit	ml	0	0	0
<b>Dissolved Oxygen</b>				
DO Effluent	mg/L	5.10	4.00	4.70
DO Effluent Permit Limit	mg/L	monitor only	monitor only	monitor only

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<b>Effluent Flow</b>				
Average Daily	gallons	150,000	160,000	160,000
Maximum Daily	gallons	170,000	190,000	191,000
Total Monthly	gallons	4,700,000	5,000,000	4,946,000
Precipitation Monthly Total	Inches	1	1	2
<b>Contract True-Ups - Current Contract Year</b>				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$17,750.00	\$7,858	44%	75%
Maintenance Budget	\$10,800.00	\$9,536	88%	75%
<b>Total</b>	<b>\$28,550.00</b>	<b>\$17,394</b>	<b>61%</b>	<b>75%</b>

**Agenda Item 5d – 2015 Budget Review**

City Administrator, Chad Springer brought forward for discussion the 2015 Utilities Budget. Commission members discussed the proposed budget and proposed Capital Improvement projects. He reported that the estimated 2015 budget is \$381,991.00 in water dept. expenses and \$779,751.00 in the sewer including bond payments and an estimated \$292,634 revenue for water dept. and \$738,911.55 for the sewer dept. He also reported that the estimated revenue would include the proposed 2% increase in water/sewer rates. No action was needed.

**Agenda Item 5d – Financial Report**

Commission members were provided with a report of the fund balances for the month of January. No action was needed.

The next meeting is scheduled for Tuesday, April 7, 2015 at 4:00.

**Having no other business, the meeting was adjourned by unanimous consent at 5:00 pm.**

Respectfully submitted: \_\_\_\_\_  
Patty Heraty, Deputy Clerk