The monthly water and sewer meeting was called to order by Glenn Woulf at 11:00 a.m.

Roll Call: Glenn Woulf, Nancy Stank and Lori Gross. Jim Karban absent.

Also attending: Aaron Patefield and Scott Fuelle

***APPROVING/CORRECTING THE MINUTES OF THE LAST PRECEDING MEETING(S)***

With no additions or corrections to the October minutes, Nancy Stank motioned to approve, Lori Gross secondedt he motion and it carried by all voting “aye” on a voice vote.

***MONTHLY PROGRESS REPORT***

**AARON’S REPORT:**

1. **Public Utilities Department Data**

November 9, 2020

1. Public Utilities Department data (September 2020)

Water produced 2,283,000 gallons

Influent to wwtp 2,918,000 gallons

I/I problem 635,000 gallons

\*Plant Design flows 275,000 gallons per day

\*Peak Design flow 550,000 gallons per day

Avg. Coleman flow 94,000 gallons per day (*allocation 220,000gpd*)

Avg. Pound flow 32,000 gallons per day (*allocation 55,000gpd*)

Influent BOD 163 ppm

Effluent BOD 3 ppm *(permit limit 25 ppm)*

Influent TSS 174 ppm

Effluent TSS 6 ppm (*permit limit 30 ppm*)

Pound BOD 169 ppm

Pound TSS 156 ppm

Ammonia .4 ppm (*permit limit 14ppm)*

Phosphorus 0.2 ppm (permit limit 3.1 ppm)

( (permit limit .42ppm)

1. Sludge Hauling Done 141,000 gals
2. Water Tower 5 year DNR required inspection due

Inspection done on 10/06/2020. This was a dry tower inspection. It is complete and in good shape for age.

***RECEIPT & REVIEW OF CORRESPONDENCE***

Discussed a resident had issues with receiving a past due notice. They know what they owe and don’t feel we need to remind them. Discuss only

***CITIZEN COMMENTS/CONCERNS –*** Scott Fuelle, Public Works for Village of Pound***,*** discussed future needs for water in the Village of Pound. Village of Pound will most likely be coming to Coleman to discuss getting water from the Village of Coleman as one of their options. Informational only at this point.

***ACTION ITEMS***

**•Water Rate Increase -** Discussion on going with the Simplified Rate Increase first and then later in 2021 going with the rest for the full rate increase. Ehlers is working on this process for the Village of Coleman. No motion. Informational only.

**•One Time Forgiveness on Utility Bill –** Residential customer left hose run overnight and is looking for a one- time forgiveness on her past utility bill. The credit will be in the amount of $43.56. Motion by Nancy Stank to apply the credit for a one- time forgiveness to the customer, seconded by Lori Gross, motion carried.

***TREASURER’S REPORT***

The Treasurer’s Report was read by Nancy Stank and is as follows:

BALANCES AS OF October 31, 2020:

General/Utility Checking Account (combined Checking) $ 188,159.34

General/Utility MM Account-Associated Bank (combined MM) $ 243,022.87

Utility Money Market Account-Peshtigo National Bank $ 397,179.66

Water Replacement Money Market Account $ 71,946.80

Sewer Replacement Money Market Account $ 92,907.18

***TOTAL $993,215.85***

***APPROVAL OF VOUCHERS***

Since last utility meeting check numbers ranging from 29970-30020 were written in the amount of $46,271.51 In progress checks in the amount of $12,445.62 will be sent out today (November 9, 2020) A motion was made by Nancy Stank to accept the treasurer’s report and approve the checks. Lori Gross seconded the motion and it carried by all voting “aye” on a voice vote.

***REVIEW DELINQUENT UTILITY ACCOUNTS***

A delinquent utility account listing was distributed to each board member. They currently total $3173.96

With no further discussion, a motion was made to adjourn by Lori Gross and was seconded by Nancy Stank It carried by all voting “aye” on a voice vote. The meeting adjourned at 11:45 a.m.

Respectfully Submitted,

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Lori Gross, Utility Secretary/Treasurer