

Board of Water and Sewage Commissioners
Monday, August 12, 2012
12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper, and Carl Rasmussen.

ALSO PRESENT: Joel Lemke, Brenda Thomas, Jeremy Cramer, and Jaime Zdroik.

EXCUSED ABSENCE: Mae Nachman

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I. **ADMINISTRATION**

1. **Approval of minutes of the July 9, 2012 meeting.**

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the July 9, 2012 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on proposed ordinance amendments for Chapter 13 of City of Stevens Point Revised Municipal Code.**

Joel explained that in 2007 when the City gave the Utility the Sewage Collection System the changes were never reflected in Chapter 13 of the Revised Municipal Code. In addition, the exact same changes are happening between now and January 1st, 2013 for the storm sewer system. The collection system and all assets related will become property of the Storm Water Utility overseen by this Commission.

Under 13.01, Sub. 1 Authority, states that every piece of infrastructure related to Water, Sewer or Storm this Board would have the authority to do anything to any facility we own.

The Board of Water & Sewage is being changed to Board of Water & Sewerage Commission. By changing it to Sewerage, it incorporates storm water per State Statues.

Under 13.02, Sub. 4 Maps and Records to be Kept, it now will state it is the Director's direction to see those are kept.

Under 13.06, Installation Expenses, the three utilities were split out Water, Sanitary and Storm. Some of the language was repeated but should anyone site this specifically it will be known that there are some differences even though they are similar. The Water infrastructure that's installed from the main to the curb or to the manhole remains property of the Water Utility which is not the case for Sanitary or Storm. The lateral from the structure to the main belong to the property owner.

Under 13.17, Storm Water rates will be adopted by resolution, similar to the way sanitary rates are adopted. Every time Storm Water rates are adopted through resolution, the crediting policy will be included. There is a certain percentage of a

storm water bill that a land owner can get credited based on certain measures taken.

Motion made Jim Cooper, seconded by Eugene Tubbs to approve the proposed ordinance amendments for Chapter 13 of the City of Stevens Point Revised Municipal Code.

Ayes all. Nays none. Motion carried.

II. **ACCOUNTING**

3. **Discussion and possible action on the following:**

a. **Claims for the Water and Sewage Departments.**

Paul Adamski presented the statement of claims for the Water Utility for July. The balance as of July 1, 2012 was \$2,835,047.14; the bank deposits recorded in July 2012 was \$1,921,656.84. Checks issued since the July 9th, 2012 meeting numbered 46126 through 46189 were in the amount of \$927,175.87. Checks numbered 46191 through 46211 for \$136,667.66 were presented for action on August 13, 2012. The net balance on hand August 13, 2012 was \$3,394,872.50.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Water Utility claims for the month of July 2012 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for July. The balance as of July 1st, 2012 was \$3,458,779.28; the bank deposits recorded in July 2012 were \$603,442.74. Checks issued since the July 9, 2012 meeting numbered 29031 through 29067 were in the amount of \$105,114.19. Checks numbered 29068 through 29078 for \$71,983.14 were presented for action on August 13, 2012. The net balance on hand August 13, 2012 was \$3,772,056.36.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Sewage Utility claims for the month of July 2012 as audited and read.

Ayes all. Nays none. Motion carried.

b. Update on computer based operations and maintenance program.

Brenda explained we predicted we would have to take money from restricted cash for Well 11 but we did not have to do that. Our cash flow has been very consistent and the water rates have been in effect for two months now and cash flow will continue to increase.

c. Consideration of sewer adjustment for Ernest Flatoff, 808 W. River Drive.

Joel explained we received a letter requesting a sewer credit. After some investigation, we found out this property has no basement, so when the pipe broke the water was flowing out the door into his yard. There was no way the water could have entered into the sewer system to be treated. Therefore, staff supports a credit of \$2,141.57 which is the difference in this bill and an average of the last two years for the same quarter.

The water to this property has been turned off and will continue to be turned off until the problem has been fixed.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the sewer credit of \$2,141.57.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Joel stated Michigan Avenue is almost complete the last stretch of main was tested and that would be the last portion of Michigan Avenue to get back on line.

We did experience some dirty water last week but we are aware of what the problem was and it is under control. There are some new operation characteristics of the distribution system with Well 11 now being online.

The water operations report was distributed and reviewed.

A total of 572 valves have been operated in 2012.

5. **Report on water supply operations.**

Pumpage has increased probably due to the drought.

Our pumpage in July was 276,846,000 gallons, an increase of 45,271,000 gallons of water from July 2011.

6. **Discussion and action on agreement with Ruckert-Mielke for G.I.S. Services.**

Joel explained this would convert our current web-based GIS to a new format. When Joel left the Water Department and went to the City a platform was developed that at this point we will be rolling the Water Utility into so everything is combined. Our G.I.S. will be hosted off site through Ruckert-Mielke. The costs involved will easily be covered through our computer budget.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the agreement with Ruckert-Mielke for G.I.S. services in the amount of \$15,000.00.

Ayes all. Nays none. Motion carried.

7. **Report on 2012 D.N.R. Sanitary Survey.**

Joel stated the 2012 D.N.R. Sanitary Survey was received and they found no significant deficiencies. There were a couple of things they recommended we do chemical feed pumps and associated safety equipment for Well #4 and Well #5.

8. **Discussion and possible action on purchase of chemical feed pumps and associated safety equipment for Well #4 and Well #5.**

The D.N.R. Sanitary Survey lists requirements for improvements to the chemical feed pumps for Wells 4 and 5 along with safety equipment related to the chemical feed pumps.

Included in the packet was a list of the pumps that were found as deficiencies in the 2012 D.N.R. Sanitary Survey and the costs involved to equip the pumps at these two wells in a way the D.N.R. finds acceptable and in a way that is more useful to us. Jeremy created a list of equipment that can be moved around the City where there is need. For example, if a pump would fail at one well and there is a spare at another the parts would be interchangeable.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the purchase of chemical feed pumps and associated safety equipment for Wells 4 and 5 in the amount of \$70,510.00.

Ayes all. Nays none. Motion carried.

IV. **SEWAGE TREATMENT OPERATIONS**

9. **Discussion and possible action on Leachate Treatment Agreement with Portage County Solid Waste Management Board.**

Joel explained the Leachate Treatment Agreement between the City and the Portage County Solid Waste Management Board is already in place and is for the leachate off of the landfill on QQ. The quantity and strength of the leachate is going down because it is capped now but we will continue to get some.

Joel stated nothing significant is changing so he is proposing the contract gets renewed as is. This is a ten year contract.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve renewing the Leachate Treatment Agreement with the Portage County Solid Waste Management Board.

Ayes all. Nays none. Motion carried.

10. **Report on Collection System Maintenance.**

Joel stated they are televising the new mains that were installed during the construction season to make sure everything looks good.

The sewer report for the month of July was reviewed by the Commission.

11. **Report on sewage treatment operations.**

Jeremy stated the plant is running well.

B.O.D. (6.18 ppm), Phosphorus (0.83 ppm) and Suspended Solid (9.70ppm) limits were met for the month of July 2012.

The next Water & Sewage Commission meeting will be on Monday, September 10th, 2012 at noon.

V. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:32pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY