

Board of Water and Sewerage Commissioners
Monday, December 9, 2013
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Gary Kuplic, Jeremy Cramer, Rob Molski, Jaime Zdroik and Angel Gebeau of AECOM.

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ADMINISTRATION

1. **Approval of minutes of the November 11, 2013 meeting.**

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the minutes of the November, 2013 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

II. **ACCOUNTING**

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

a. Claims for the Water Department.

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1, 2013 was \$5,033,290.93; the bank deposits recorded in November 2013 was \$812,249.58. Checks issued since the November 11, 2013 meeting numbered 47533 through 47582 were in the amount of \$388,074.70. Checks numbered 47583 through 47605 for \$38,436.18 were presented for action on December 9, 2013. The net balance on hand December 9, 2013 was \$5,313,927.34.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the Water Utility claims for the month November 2013 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2013 was \$4,798,531.95; the bank deposits recorded in November 2013 were \$282,316.00. Checks issued since the November 11, 2013 meeting numbered 29987 through 30016 were in the amount of \$131,905.51. Checks numbered 30017 through 30041 for \$61,732.65 were presented for action on December 9, 2013. The net balance on hand December 9, 2013 was \$4,758,051.52.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the Sewage Utility claims for the month of November 2013 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Stormwater Department.

Paul Adamski also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2013 was \$174,081.21. The bank deposits recorded in November 2013 were \$70,502.10. Checks issued since the November 11, 2013 meeting numbered 1078 through 1085 were in the amount of \$22,386.41. Checks numbered 1086 through 1093 for \$9,761.43 were presented for action on December 9, 2013. The net balance on hand December 9, 2013 was \$207,592.90.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the Stormwater Utility claims for the month November 2013 as audited and read.

Ayes all. Nays none. Motion carried.

d. 2014 Capital Improvements and Operation & Maintenance Expenses.

Joel summarized the Capital Improvements and Operation & Maintenance Expenses for all utilities.

Joel also explained there was a typo listed under the Capital Assets & Improvements for the Stormwater Department, the estimated amount should be \$16,000.00 not \$11,000.00 for the hammer for the excavator.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the 2014 Capital Improvements and Operation & Maintenance Expenses for the Water Department grand total of \$316,500 (less \$40,000 carried over from 2013 for total approved amount of **\$276,500**); Sewer Department grand total of \$1,313,700 (less \$322,200 carried over from 2013 for total approved amount of **\$991,500**); and Stormwater Department for a grand total of **\$283,000**.

Ayes all. Nays none. Motion carried.

e. Potential purchase of land in Wellhead Protection Area.

Ron Zimmerman of UWSP/Schmeekle Reserve contacted Joel regarding the Hyland property being for sale. The land is just northwest of the Stevens Point Municipal Airport and could possibly serve as Wellhead Protection to some degree due to it being generally up gradient of the wellfield.

The property is valued at \$150,000. The University/Schmeekle plans on applying for a Forest Service grant that could cover 50% of the cost of the land. The remaining cost is proposed by the University/Schmeekle to be split between the City and a combination of the other parties including UWSP/Schmeekle and the Green Circle Trail, making the potential cost to the Water Department \$37,500.

Joel recommends making that participation contingent on the successful receipt of the Forest Service grant and/or a maximum dollar amount.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve participating in the purchase of the Hyland property for Wellhead Protection in an amount of \$37,500.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Report on water distribution operations.

Gary stated things are going well. They are checking hydrants City-wide for possible frozen hydrants and rebuilding hydrants as necessary.

The water operation reports were distributed and reviewed.

A total of 393 valves have been operated in 2013.

4. Report on water supply operations.

Our pumpage in November was 138,403,000 gallons, an increase of 6,216,000 gallons of water from November 2012.

Jeremy stated Well 4 will be cleaned and inspected next week. This is done every 5 years.

IV. SEWAGE TREATMENT OPERATIONS

5. **Report on Collection System Maintenance.**

Rob stated everything is going well. The televising camera was not working but has since been repaired and they are back televising again.

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

6. **Report on sewage treatment operations.**

Jeremy stated everything is going good. Jeremy stated the reason for the drop in phosphorus is that there is extra phosphorus loading going through the plant when they are decanting.

B.O.D. (4 average ppm), Phosphorus (0.336 average ppm) and Suspended Solid (5.93 average ppm) limits were met for the month of November 2013.

V. STORMWATER OPERATIONS

7. **Report on Stormwater operations.**

To be covered in Item #8.

VI. DIRECTORS REPORT

8. **Report on bills rolled over to tax roll.**

The Water/Sewer amounts rolled to tax roll are down from the previous year but now that Storm rolls onto it that brought us over last year's grand total.

The Stormwater employees are picking up some snow removal duties at the Airport and that will be billed back.

The next Water & Sewerage Commission meeting will be on Monday, January 13, 2014 at noon.

VII. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:28pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY