

Board of Water and Sewage Commissioners
Monday, January 9th, 2012
12:00 P.M.

MINUTES

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

ALSO PRESENT: Kim Halverson, Brenda Thomas, Eric Niffenegger, Gary Kuplic, Rob Molski, Jaime Zdroik, Jeremy Cramer, Joel Lemke-Dept of Public Works, and Angel Gebeau of AECOM.

Index

Page

I. ADMINISTRATION

- | | | |
|----|---|---|
| 1. | Approval of minutes of the December 12, 2011 meeting. | 2 |
| 2. | Election of Commission Officers. | 2 |

II. ACCOUNTING

- | | | |
|----|---|-----|
| 3. | Discussion and possible action on the following: | |
| | a. Claims for the Water and Sewage Departments. | 2-3 |
| | b. Schedule of charges for 2012. | 3 |
| | c. Water supply agreement with New Page | 3 |
| | d. Bill adjustment request for St. Peters School. | 3-4 |
| | e. Baker Tilly fees for audits. | 4 |

III. WATER OPERATIONS

- | | | |
|----|--|---|
| 4. | Report on water distribution operations. | 4 |
| 5. | Report on water supply operations. | 4 |

IV. SEWAGE TREATMENT OPERATIONS

- | | | |
|----|--|---|
| 6. | Report on Collection System Maintenance. | 5 |
| 7. | Report on sewage treatment operations. | 5 |

V. PERSONNEL

- | | | |
|----|--|---|
| 8. | Retirement notice from Kim M. Halverson. | 5 |
|----|--|---|

VI. ADJOURNMENT

6

I. ADMINISTRATION

1. Approval of minutes of the December 12, 2011 meeting.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the December 12th, 2011 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Election of Commission Officers.

Motion made by Jim Cooper, seconded by Eugene Tubbs to retain the current officers Paul Adamski, President and Eugene Tubbs, Secretary.

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 December. The balance as of December 1, 2011 was \$3,497,987.88; the bank deposits recorded in December 2011 were \$775,190.67. Checks issued since the December 12th, 2011 meeting numbered 45553 through 45620 were in the amount of \$1,275,589.99. Checks numbered 45621 through 45629 for \$207,432.32 were presented for action on January 9th, 2012. The net balance on hand January 9th, 2012 was \$2,554,478.68.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Water Utility claims for the month of December 2011 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1st, 2011 was \$4,486,030.65; the bank deposits recorded in December 2011 were \$319,545.64. Checks issued since the December 12th, 2011 meeting numbered 28633 through 28682 were in the amount of \$587,390.11. Checks numbered 28683 through 28689 for \$467,967.03

were presented for action on January 9th, 2012. The net balance on hand January 9th, 2012 was \$3,664,068.37.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the Sewage Utility claims for the month of December 2011 as audited and read.

Ayes all. Nays none. Motion carried.

b. Schedule of charges for 2012.

There were no changes to the charges from 2011.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Schedule of charges for 2012.

Ayes all. Nays none. Motion carried.

c. Water supply agreement with New Page.

Kim stated there is no change to the contract except for some language clean-up. New Page's attorney, the City attorney and the Mayor all agreed to leave it the same. This is a 15 year contract.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the water supply agreement with New Page.

Ayes all. Nays none. Motion carried.

d. Bill adjustment request for St. Peters School.

Kim stated St. Peters called and wanted an adjustment. Debris has been getting into their automatic flush toilets and they have been continually running until the debris is removed.

Kim explained there are several customers in Stevens Point that have these same toilets; Associated Bank, UWSP and the County building and no adjustments have been done for them. She also reminded the Commissioners about an adjustment request from Walmart the Council reversed saying the water was used and also went into the sewers.

Commissioner Carl Rasmussen said they have this happen at the University occasionally.

Eric recommended they install strainers to possibly prevent this problem in the future.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to not approve a bill adjustment as requested by St. Peters School.

Ayes all. Nays none. Motion carried.

e. **Baker Tilly fees for audits.**

Kim stated after fees have stayed the same for two years this year's fees increased 2.5%. The single audit fee increased because there will be extra work involved when auditing the new water treatment facility. The \$1,200 fee would only apply if Brenda would need assistance with the PSC reports.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Baker Tilly fees for audits in the amount of \$13,600.00.

Ayes all. Nays none. Motion carried.

III. **WATER OPERATIONS**

4. **Report on water distribution operations.**

Gary stated inventory is complete and they are now working on general maintenance. Kim stated Gary took the initiative to scrap antiquated equipment/materials not being used and received a good salvage price.

The water operations report was distributed and reviewed.

A total of 757 valves have been operated in 2011.

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

Our pumpage in December was 144,274,000 gallons, a decrease of 1,850,000 gallons of water from December 2010.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

Rob stated they are concentrating on televising and the crew will have finished televising all of the mains through the entire City in three years.

Kim stated this was a good job.

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

7. Report on sewage treatment operations.

Eric stated the plant is running well. The new mixer is installed and is running. The biogas project will be substantially complete mid-January and 100% complete by April.

The Commissioners would like a tour once the project is complete.

B.O.D. (4.12 ppm), Phosphorus (0.233 ppm) and Suspended Solid (4.90 ppm) limits were met for the month of December 2011.

V. PERSONNEL

8. Retirement notice from Kim M. Halverson.

The Commissioners congratulated Kim on her retirement and stated she would be missed.

Kim stated she gave her notice now to give the Mayor and Personnel Committee plenty of time to hire or reorganize the Department.

The next Water & Sewage Commission meeting will be on Monday, February 13th, 2012 at noon.

VI. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:20pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY