

## City of Stevens Point Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 14, 2009, 12:00 p.m. PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper, Mae Nachman and Carl Rasmussen.

ALSO PRESENT: Kim Halverson, Brenda Thomas, Joel Lemke, Gary Kuplic, Eric Niffenegger, Jaime Zdroik, Angel Gebeau of AECOM, Scott Beduhn and Pat Planton of S.E.H. and Cathy Dugan - Stevens Point Citizen.

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### I. ADMINISTRATION

1. Approval of minutes of the November 9, 2009 meeting.

### II. ACCOUNTING

2. Discussion and action on claims for the Water and Sewage Departments.

3. Discussion and action on 2010 Capital Improvements & Operation/Maintenance expenses for the Water & Wastewater Departments.

4. Report on preliminary 2010 Water & Wastewater Department budgets.

### III. WATER OPERATIONS

5. Report on water distribution operations.

6. Report on water supply operations.

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9. Report on sewage treatment operations.

### V. ADJOURNMENT

### I. ADMINISTRATION

1. Approval of minutes of the November 9, 2009 meeting.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the November 9th, 2009 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

### II. ACCOUNTING

2. Consideration of claims for the Water and Sewage Treatment Utilities.

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1st, 2009 was \$1,406,393.31; the bank deposits recorded in November 2009 were \$658,293.78. Checks issued since the November 9th, 2009 meeting numbered 43578 through 43618 were in the amount of \$553,976.59. Checks numbered 43619 through 43662 for \$93,612.30 were presented for action on December 14th, 2009. The net balance on hand December 14th, 2009 was \$1,417,098.20.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the Water Utility claims for the month of November 2009 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1st, 2009 was \$1,820,118.28; the bank deposits recorded in November 2009 were \$278,043.46. Checks issued since the November 9th, 2009 meeting numbered 27200 through 27231 were in the amount of \$256,080.64. Checks numbered 27232 through 27270 for \$56,452.63 were presented for action on December 14th, 2009. The net balance on hand December 14th, 2009 was \$1,785,628.47.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the Sewage Utility claims for the month of November 2009 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and action on 2010 Capital Improvements & Operation/Maintenance expenses for the Water & Wastewater Departments.

### WATER DEPARTMENT:

Kim explained the items listed on the Capital Improvements & Operations / Maintenance Plan for the Water Department. The amount requested for approval is \$2,291,835. The new engineering agreement with S.E.H. for the second phase of Well 11 comes to the amount of \$1,261,000; this is below the estimated amount of \$1,300,000 listed on the Water Department 2010 Capital Improvements and Operations & Maintenance Plan. Kim explained it should not exceed the \$1,261,000 and if fewer inspections are needed than what is listed then the amount could be less.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the 2010 Capital Improvements & Operation/Maintenance expenses for the Water Department as follows; Water Street Project-\$898,000; S.E.H. Engineering & Design fees for Well #11 Treatment & Mains-\$1,300,000; Northway Mobile (9) & Portable (4) Radios & a Repeater-\$9,335; Inspect & clean Bliss Tower-Estimate Needed; Inspect & clean booster station estimate-\$2,500; Inspect & clean Well #10 estimate-\$15,000; Well #7 Rehab estimate-\$17,000; Training/Education Expenses-\$25,000; and Computer software upgrades, equipment & training-\$25,000.

Ayes all. Nays none. Motion carried.

### WASTEWATER DEPARTMENT

Kim also explained the items listed on the Capital Improvements & Operations / Maintenance Plan for the Wastewater Department. The amount requested for approval is \$1,179,336. A lot of the expenses listed will come out of the replacement fund.

Motion Made by Carl Rasmussen, seconded by Jim Cooper to approve the 2010 Capital Improvements & Operation/Maintenance expenses for the Wastewater Department as follows; Water Street Sanitary Sewer Project-\$462,000; Collection System Manhole Rebuilds-\$25,000; Lawn Mower-

\$6,775; Influent Building Roof Replacement-\$19,573; Rust Removal and paint Final Clarifiers-\$9,668; Replace Aeration Blower-\$120,000; Replace MCC-D doors-\$6,400; Replace Aeration Diffusers-\$14,920; and Collection System lining projects-\$500,000.

Ayes all. Nays none. Motion carried.

4. Report on preliminary 2010 Water & Wastewater Department budgets.

Kim explained it is hard to do a budget in December because there are certain bills that are paid after the end of the year by the Wastewater Department to the Water Department to split meter reading expenses, some personnel wages etc. This billing to the Wastewater Department is not processed until March so some of the numbers on the budgets are skewed due to this.

The Commissioners requested this item be tabled until the April 2010 meeting. In the future the budgets should be brought to the Commission in April, covering the periods of January 1st through December 31st so the bills to the Wastewater Department are included in the numbers and it is an accurate accounting of the finances for both departments.

### III. WATER OPERATIONS

5. Report on water distribution operations.

Joel stated the underground portion of the Patch Street Project is complete.

Kim stated the lining project continues to be an issue. The weather is now a factor due to the fact the lining can't be done if the temperature reaches 10 degrees or lower. They still have to line the water main in the cemetery and address any issues that arise with the bends in that position of pipe

The Lift Station projects are continuing but are not on schedule due to the controls not being here yet. Meetings are being held weekly regarding the Lift Station Projects.

The water operations report was distributed and reviewed.

A total of 435 valves have been operated in 2009.

6. Report on water supply operations.

Our pumpage in November was 144,291,000 gallons, a decrease of 9,030,000 gallons of water from November 2008.

7. Report on Well 8 and Well 4 rehabilitations.

Kim stated both wells rehabbed well. Well 8 can pump 1,900 gpm almost as much as Well 10. Well 4 went from 670 gpm to 1250 gpm. No replacement parts were needed for either well. The decision to rehab the wells more often has proven to be beneficial.

### IV. SEWAGE TREATMENT OPERATIONS

8. Report on Collection System Maintenance.

Joel stated the crew is working on flushing sanitary sewer mains.

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

9. Report on sewage treatment operations.

Eric stated the plant is running well. Kim stated the kick-off meeting for the Biogas Project is tomorrow.

B.O.D. (3.38 ppm), Phosphorus (0.87 ppm) and Suspended Solid (5.49 ppm) limits were met for the month of November 2009.

The next Water & Sewage Commission meeting will be on Monday, January 11th, 2010 at noon.

### ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:28 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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