

City of Stevens Point Meeting Minutes

Board of Water and Sewage Commissioners

Monday, March 9, 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, Rob Molski, Eric Niffenegger, Jaime Zdroik, and Angel Gebeau of Earth Tech/AE COM.

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I. ADMINISTRATION

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

II. ACCOUNTING

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

3. Discussion and action on purchasing water meter reading radios.

4. Discussion and action on purchasing and replacing toughbook laptop computers.

5. Discussion and action on S.E.H. contract amendment for Industrial Park Lift Station Rehabilitation.

III. WATER OPERATIONS

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10. Report on upcoming construction projects.

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11. Report on Collection System Maintenance.

12. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

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

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the minutes of the February 9, 2009 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 February. The balance as of February 1st, 2009 was \$2,004,507.69; the bank deposits recorded in February 2009 were \$447,810.06. Checks issued since the February 9th, 2009 meeting numbered 42888 through 42929 were in the amount of \$803,268.51. Checks numbered 42930 through 42959 for \$112,240.09 were presented for action on March 9th, 2009. The net balance on hand March 9th, 2009 was \$1,536,809.15.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the water utility claims for the month of February 2009 as audited and read.

Ayes: Eugene Tubbs, Jim Cooper, Mae Nachman and Carl Rasmussen

Abstention: Paul Adamski

Nays: None

Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1st, 2009 was \$2,203,930.20; the bank deposits recorded in February 2009 were \$202,387.87. Checks issued since the February 9th, 2009 meeting numbered 26714 through 26740 were in the amount of \$567,346.04. Checks numbered 26741 through 26761 for \$97,007.8 were presented for action on March 9th, 2009. The net balance on hand March 9th, 2009 was \$1,741,964.17.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the sewage utility claims for the month of February 2009 as audited and read.

Ayes: Eugene Tubbs, Jim Cooper, Mae Nachman and Carl Rasmussen

Abstention: Paul Adamski

Nays: None

Motion carried.

3. Discussion and action on purchasing water meter reading radios.

Kim and Joel were recently informed by Wisconsin Public Service that the electric meters used to accommodate our meter reading system will no longer be manufactured; therefore, W.P.S. will no longer be able to read our meters once the current style of electric meter has reached end-of-life status.

Kim explained that our contract with W.P.S. expires in 2011 but they will continue to read our meters as long as they can. Joel stated W.P.S. has taken stock from other parts of the State and purchased as much equipment from the manufacturer as they could in order to be able to provide us service for as long as possible. Joel also explained the contract has an automatic renewal process that allows us to do the conversion process at a more gradual pace.

Kim and Joel are requesting purchasing meter reading radios in the following schedule and at the following approximate costs in order to begin the change-out process and stay ahead of any massive failure of the WPS AMR System; 2009 Purchase one pallet (720 radios) @ \$85 each; 2010 Purchase two pallets (1,440 radios) @ \$85 each; 2011 Purchase two pallets (1,440 radios) @ \$85 each; 2012 Purchase two pallets (1,440 radios) @ \$85 each; and 2013 Purchase one pallet (720 radios) @ \$85 each.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to purchasing water meter reading radios in the following schedule with an

approximate cost of \$85.00 each and not to exceed \$95.00 each; 2009 Purchase one pallet (720 radios); 2010 Purchase two pallets (1,440 radios); 2011 Purchase two pallets (1,440 radios); 2012 Purchase two pallets (1,440 radios); and 2013 Purchase one pallet (720 radios). If the price exceeds \$95.00 in the future, this item needs to be brought back to the Commission for approval.

Ayes all. Nays none. Motion carried.

#### 4. Discussion and action on purchasing and replacing toughbook laptop computers.

Joel explained that we purchased four toughbook laptop computers in 2002. The computers allow our staff to access our GIS system to get data about our infrastructure while out in the field and to complete Diggers Hotline tickets.

Joel is confident, due to how the toughbook laptop computers have held up the last seven years that going with the Panasonic toughbook laptop computers again is the way to go.

We originally purchased four laptops back in 2002 but with increased use, GIS capability and with docking stations now installed on all the new trucks, Joel is requesting to order seven laptops.

Kim stated we originally only bought four to see how they would work in the vehicles and now the servicemen that do not have computers still call the office staff requesting information which is time consuming as well.

Joel stated there are a number of people interested in purchasing the old laptops.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the purchasing and replacing of Panasonic Toughbook laptop computers in the amount of \$25,290 for six laptops for the Water Department and \$4,215 for one laptop for the Sewage Treatment Department from Tough Solutions.

Ayes all. Nays none. Motion carried.

#### 5. Discussion and action on S.E.H. contract amendment for Industrial Park Lift Station Rehabilitation.

The original agreement with S.E.H. was for a portion of the existing Industrial Park Lift Station to be upgraded. Since there are two consultants involved, Kim asked them if we could combine efforts to make sure the new generator, controls etc. were compatible and would work together for both lift stations.

This contract amendment provides compatibility for both projects Lift Station No. 1 and the new Lift Station No. 2. It provides the addition of a Control Building to house the generator, equipment and controls for both lift stations. The reason for building a control building is to extend the life of the controls by keeping them out of the elements and for security. Completing the project this way would allow us to use replacement funds for this upgrade instead of having to borrow additional money.

Kim also explained both the rehab and new construction projects would be bid at the same time with two separate contracts being awarded to a single contractor. She felt this would be a more cohesive approach than having different contractors. The new lift station would be built first, and then the old one would be taken down, the cathodic protection replaced and the lift station repaired completely instead of the original plan to only do a portion of it.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve S.E.H. contract amendment for the Industrial Park Lift Station Rehabilitation from \$29,950 to \$79,900.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 6. Discussion and action on chemical quotes.

Kim recommends Hawkins for Form 1-Bulk Sodium Hypochlorite & Hydroflousilic Acid, Form 2-Chlorine & Hydroflousilic Acid and Form 3-Sodium Hypochlorite and Wausau Chemical for Caustice Potash Flake.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the chemical quotes as follows: Form 1-Bulk Sodium Hypochlorite \$9,620 & Hydroflousilic Acid \$19,350, Form 2-Chlorine \$9,300 & Hydroflousilic Acid \$1,760.40 and Form 3-Sodium Hypochlorite \$3,354 and Wausau Chemical for Caustice Potash Flake for \$1,956.

Ayes all. Nays none. Motion carried.

#### 7. Report on water distribution operations.

The report was distributed.

A total of 10 valves were operated in 2009.

Kim stated there has been an increase in the number of freeze ups this year.

Joel stated under Metering & Billing it will now show how many meters were read by W.P.S. AMR System and how many meter were read using the radio reading devices.

Paul requested a quarterly update showing the whole system as well.

#### 8. Report on water supply operations.

Our pumpage in February was 147,826,000 gallons, a decrease of 14,128,000 gallons of water from February 2008.

9. Report on Well 8 rehabilitation.

Kim stated that the Well 8 rehabilitation went very well and is back in service.

10. Report on upcoming construction projects.

Kim stated the Fourth Avenue Street Project will be bid this month. An informational meeting for the public is scheduled for March 12th, 2009 at 6:00 p.m. at St. Peters School.

Kim also stated the Easterly Expansion/Patch St. Sewer Project 90% design completion will be done this week. Kim is meeting with Pat Planton tomorrow on the Well 11 Project.

#### IV. SEWAGE TREATMENT OPERATIONS

11. Report on Collection System Maintenance.

Rob stated everything is going well.

Kim stated the Park Ridge lining project is complete.

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

12. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (4.52 ppm), Phosphorus (1.098 ppm) and Suspended Solid (5.04 ppm) limits were met for the month of February 2009.

The next Water & Sewage Commission meeting will be April 13th, 2009 at noon.

#### V. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:50 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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