

City of Stevens Point Meeting Minutes

Board of Water and Sewage Commissioners

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

ALSO PRESENT: Kim Halverson, Brenda Thomas, Eric Niffenegger, Joel Lemke, Rob Molski, Jeremy Cramer, Jaime Zdroik, and Scott Beduhn of S.E.H.

EXCUSED ABSENCE: Paul Adamski

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I. ADMINISTRATION

1. Approval of minutes of the August 10, 2009 meeting.

II. ACCOUNTING

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

3. Report on Grant from Wisconsin Department of Commerce for Well 11.

4. Discussion and action on Professional Services Agreement with S.E.H. for Administrative & Financial Management of SDW/ARRA funding for the Well 11 Project.

III. WATER OPERATIONS

5. Report on water distribution operations.

6. Report on water supply operations and lab results.

IV. SEWAGE TREATMENT OPERATIONS

7. Discussion and action on Biosolids and Biogas Utilization Facilities Plan.

8. Discussion and action on sending out RFPs for engineering services for Biogas Project.

9. Discussion and action on Patch St. Water Main Conversion Project 12-09.

10. Discussion and action on hiring Donohue & Associates to perform review of Eagle Pointe Subdivision sewer system.

11. Report on Collection System Maintenance.

12. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the August 10, 2009 meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the August 19th, 2009 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for August. The balance as of August 1st, 2009 was \$1,975,824.37; the bank deposits recorded in August 2009 were \$458,008.98. Checks issued since the August 10th, 2009 meeting numbered 43346 through 43397 were in the amount of \$1,094,216.06. Checks numbered 43398 through 43426 for \$64,684.71 were presented for action on September 14th, 2009. The net balance on hand September 14th, 2009 was \$1,274,932.58.

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

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for August. The balance as of August 1st, 2009 was \$1,472,375.89; the bank deposits recorded in August 2009 were \$234,038.60. Checks issued since the August 10th, 2009 meeting numbered 27029 through 27057 were in the amount of \$141,018.44. Checks numbered 27058 through 27094 for \$51,010.10 were presented for action on September 14th, 2009. The net balance on hand September 14th, 2009 was \$1,514,385.95.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the Sewage Utility claims for the month of August 2009 as audited and read.

Ayes all. Nays none. Motion carried.

3. Report on Grant from Wisconsin Department of Commerce for Well 11.

Kim stated originally we applied for the grant just based on the well portion and not the total project including water mains, treatment etc. We learned that by applying for the well portion the most grant money we could have received would have been \$325,000. We decided to change the paper work and apply for the grant based on the total project and therefore received the full grant amount of \$750,000.

With the grants awarded from the Department of Commerce and the Safe Drinking Water Program, building Well 11 will be completely paid for with a surplus of \$10,150.

4. Discussion and action on Professional Services Agreement with S.E.H. for Administrative & Financial Management of SDW/ARRA funding for the Well 11 Project.

Kim stated since this is the first time we have been successful in receiving not only a Safe Drinking Water Fund Loan but grants as well, and the number of regulations and requirements involved with the Safe Drinking Water Loan/Grants she is requesting hiring S.E.H. to manage the administration of the SDW/ARRA funding for the Well 11 Project to make sure we are meeting those requirements.

The estimated fee for this is \$8,000.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the Professional Services Agreement with S.E.H. for Administrative & Financial Management of SDW/ARRA funding for the Well 11 Project.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 5. Report on water distribution operations.

Kim stated the installation of the water and sewer utilities for the Fourth Avenue project is complete.

Joel stated the last pressure test is being completed today.

Rob stated the Patch Street project is beginning to progress at a better rate. The contractor, S.J. Louis, currently has 1.5 crews working and they might bring in another crew to get back on schedule. Another meeting with S.J. Louis is scheduled for tomorrow.

The water operations report was distributed and reviewed.

A total of 311 valves have been operated in 2009.

#### 6. Report on water supply operations and lab results.

Kim stated pumpage was down for August but we had six inches of rain in August so that is probably why.

The analytical lab report was provided to the Commission. Kim was pleased to see the nitrate level for Well 5 was at 8 mg/L this quarter. All requirements were met.

Our pumpage in August was 207,182,000 gallons, a decrease of 73,360,000 gallons of water from August 2008.

### IV. SEWAGE TREATMENT OPERATIONS

#### 7. Discussion and action on Biosolids and Biogas Utilization Facilities Plan.

Kim stated we do not want to do the biosolids at this point just the biogas portion of the plan.

Eric stated the study verified we have enough methane to produce electricity. The amount of electricity produced could run the entire plant. They would like to install a methane burning electrical generating engine. It is estimated after the 4th year of installation the monthly income generated from the methane burning engine would be more income than what our monthly payment is for electricity.

Kim stated we would also get the emergency generation for the Water Department office that we postponed completing a few years ago due to the cost.

There is currently a \$250,000 Focus on Energy grant available to offset some of the costs of the engine generator and gas cleaning equipment and we will be looking into other grant and loan opportunities as well.

Jeremy Cramer and Brenda Thomas worked on a payback schedule for this project. Mayor Halverson was impressed with the amount of money we would be saving, and that it would be good for the environment as it is a green project.

Motion made by Carl Rasmussen, seconded by Mae Nachman to accept the Biosolids and Biogas Utilization Facilities Plan and proceed with the project.

Ayes all. Nays none. Motion carried.

#### 8. Discussion and action on sending out RFPs for engineering services for Biogas Project.

Kim stated that Strand & Associates did the original study but she would like to send out RFPs to get pricing and ideas from other engineering firms.

Motion made by Mae Nachman, seconded by Jim Cooper to approve sending out RFPs for engineering services for the Biogas Project.

Ayes all. Nays none. Motion carried.

#### 9. Discussion and action on Patch St. Water Main Conversion Project 12-09.

A letter of recommendation and bid tabulation from Donohue & Associates was provided to the Commission. Donohue & Associates is recommending low bid from Terra Engineering & Construction Corporation.

Motion made by Carl Rasmussen, seconded by Jim Cooper to award the low bid to Terra Engineering & Construction Corporation in the amount of \$1,035,890.90 for the Patch St. Water Main Conversion Project 12-09.

Ayes all. Nays none. Motion carried.

#### 10. Discussion and action on hiring Donohue & Associates to perform review of Eagle Pointe Subdivision sewer system.

Kim stated we have had several problems with this sewer system and we have ideas on how to fix the problems but we would like to have an engineer review the system so we can be sure our thoughts are correct before the developer completes the next phase of construction.

Joel stated this is a pressurized system. We would like Donohue to review the design and look at the possibility of different flushing stations. The flushing would be a repeated maintenance issue but will be better than blockages and broken sewer mains or laterals to homes. This is the only subdivision and the only part of our infrastructure that works like this.

The reason they went with a pressurized system versus gravity system is due to the amount of rock in that area.

Motion made by Carl Rasmussen, seconded by Jim Cooper to hire Donohue & Associates to perform a review of Eagle Pointe Subdivision Sewer System in the amount of \$5,910.

Ayes all. Nays none. Motion carried.

11. Report on Collection System Maintenance.

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

Rob stated we have been concentrating on cutting, jetting, and cleaning the sewer mains on the north side. All of Park Ridge was completed. They will start focusing on televising the mains next month. The crew also spent two days working in Eagle Summit.

12. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.28 ppm), Phosphorus (0.355 ppm) and Suspended Solid (3.16 ppm) limits were met for the month of August 2009.

The next Water & Sewage Commission meeting will be on Wednesday, October 7th, 2009 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:38 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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