

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, October 13, 2008, 12:00 p.m. PRESENT: Eugene Tubbs, Jim Cooper, Mae Nachman and Carl Rasmussen.

ALSO PRESENT: Kim Halverson, Brenda Thomas, Joel Lemke, Eric Niffenegger, Rob Molski, Jaime Zdroik, and Angel Gebeau of Earth Tech/AE COM.

EXCUSED ABSENCE: Paul Adamski

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the September 8, 2008 meeting.
2. Discussion and action on joining WISWARN (Wisconsin Water & Wastewater Agency Response Network).

II. ACCOUNTING

3. Consideration of claims for the Water and Sewage Departments.
4. Discussion and action on additional cost for new construction truck.
5. Report on Wisconsin Public Service Commission hearing for water rate increase.

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.
8. Consideration of purchasing large meter testing equipment.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on Collection System Maintenance.
10. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the September 8, 2008 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the September 8, 2008 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Discussion and action on joining WisWARN (Wisconsin Water & Wastewater Agency Response Network).

Kim stated she has been working on getting this project ready for the utilities to join for the past year along with other utility personnel and engineers from around the state.

The purpose of WisWARN is to provide a network for water and wastewater organizations to provide emergency assistance in the form of personnel, equipment, supplies and materials and other needed resources to water and wastewater utilities in need of assistance in the state of Wisconsin. Response is optional. The objective is to provide rapid, short-term deployment of emergency services to recover from natural and man-made disasters.

There are no fees involved with joining WisWARN.

Mayor Halverson and the City attorney, Louie Molepske, have reviewed and are in support of the agreement.

Green Bay and Kenosha have already joined.

Several states already have this response network in place. The EPA would like every state to be on board.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve joining WisWARN (Wisconsin Water & Wastewater Agency Response Network).

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for September. The balance as of September 1, 2008 was \$1,813,397.11; the bank deposits recorded in September 2008 were \$436,818.86. Checks issued since the September 8th, 2008 meeting numbered 42488 through 42537 were in the amount of \$368,788.52. Checks numbered 42538 through 42568 for \$69,670.73 were presented for action on October 13th, 2008. The net balance on hand October 13th, 2008 was \$1,811,756.72.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the water utility claims for the month of September 2008 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for September. The balance as of September 1, 2008 was \$1,663,586.49; the bank deposits recorded in September 2008 were \$274,376.23. Checks issued since the September 8th, 2008 meeting numbered 26402 through 26446 were in the amount of \$112,001.26. Checks numbered 26447 through 26470 for \$29,052.53 were presented for action on October 13th, 2008. The net balance on hand October 13th, 2008 was \$1,796,908.93.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the sewage utility claims for the month of September 2008 as audited and read.

Ayes all. Nays none. Motion carried.

4. Discussion and action on additional cost for new construction truck.

Joel requested additional features for the new construction truck be approved. The additional items are made up of safety lights and other features that may ordinarily be put in after delivery by a third party. The company that is installing the toolbox is able to provide us with the needed features. The additional costs will fall between \$2,500 - \$3,100 dollars.

Motion made by Jim Cooper, seconded by Mae Nachman to approve additional costs for the new construction truck for an approximate amount not to exceed \$3,100.00.

Ayes all. Nays none. Motion carried.

5. Report on Wisconsin Public Service Commission hearing for water rate increase.

Kim stated a hearing was held last Monday with the Wisconsin Public Service Commission. A reporter from the Stevens Point Journal attended the hearing and an article regarding the rate increase will be published soon.

If the paperwork is received from the Wisconsin Public Service Commission, the rate increase would then be effective November 1st.

III. WATER OPERATIONS

6. Report on water distribution operations.

Joel stated the crew has been focusing more on maintenance issues and hydrants. There have been a lot of hydrants repaired recently and there will be more to follow due to a recall on hydrants. Kim explained the stems will have to be replaced in a lot of hydrants due to corrosive lubricants and will be supplied by the hydrant manufacturer and we will receive \$40.00 for each stem replaced that we send back to them.

The report was distributed.

A total of 589 valves were operated in 2008.

7. Report on water supply operations.

Kim stated we had an increase in pumpage.

Our pumpage in September was 211,433,000 gallons, an increase of 12,705,000 gallons of water from September 2007.

8. Consideration of purchasing large meter testing equipment.

Joel explained to the Commission we would be purchasing equipment similar to the equipment used by the large meter testing company we have contracted out to test our large meters. We currently have equipment to test meters smaller than two inches. The large meter testing company tests meters two inches or larger.

The purpose of purchasing our own large meter testing equipment is because every year when the large meter testing company tests our meters there are some that fail and at that point we rebuild those meters and then they need to be tested again before they can be used. It would require calling back the testing company at approximately \$200.00 per meter. At this rate the payback is a minimal amount of time and we might be able to have our personnel test all of the large meters in the future instead of having it contracted out.

Motion made by Jim Cooper, seconded by Mae Nachman to approve purchasing large meter testing equipment for the estimated amount of \$7,545.00.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on Collection System Maintenance.

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

Rob Molski stated the sewer crew finished up jetting the south third of the City. They will then start televising which is way ahead of the goal we set at the beginning of the year.

We should find out the status of the new garage building arrival at tomorrow's meeting.

10. Report on sewage treatment operations.

Eric stated the plant is running well. Eric also stated they enjoyed giving tours to the people from our sister city in Russia who came here on Monday for the Water Department tour and Thursday for the Wastewater Department.

B.O.D. (2.48 ppm), Phosphorus (0.296 ppm) and Suspended Solid (2.82 ppm) limits were met for the month of August 2008.

B.O.D. (3.02 ppm), Phosphorus (0.81 ppm) and Suspended Solid (3.38 ppm) limits were met for the month of September 2008.

The next Water & Sewage Commission meeting will be November 10th, 2008 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:25 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS
EUGENE TUBBS, SECRETARY

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Bottom of Form