

City of Stevens Point Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 8, 2008, 12:00 p.m. PRESENT: Paul Adamski, Eugene Tubbs, 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.

EXCUSED ABSENCE: Jim Cooper

UNEXUSED ABSENCE: Mae Nachman

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I. ADMINISTRATION

1. Approval of minutes of the November 10, 2008 meeting.

II. ACCOUNTING

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

3. Discussion and action on 2009 Capital Improvements & Operation/Maintenance expenses for the Water & Wastewater Departments.

4. Discussion and action on submitting intent to apply forms for State Revolving Fund & State Clean Water Fund Loans for Well 11 and Patch Street Sewer Project.

5. Discussion and action on changing capital asset recording limit from \$2,000 to \$5,000.

III. WATER OPERATIONS

6. Report on water distribution operations.

7. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on Easterly Expansion/Patch St. Sewer Project 30% design completion.

9. Report on Collection System Maintenance.

10. Report on sewage treatment operations.

V. ADJOURNMENT

The next Water and Sewage Commission meeting will be January 12, 2009.

I. ADMINISTRATION

1. Approval of minutes of the November 10, 2008 meeting.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the minutes of the November 10, 2008 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, 2008 was \$1,855,331.22; the bank deposits recorded in November 2008 were \$411,344.16. Checks issued since the November 10th, 2008 meeting numbered 42664 through 42706 were in the amount of \$339,066.36. Checks numbered 42707 through 42731 for \$62,940.86 were presented for action on December 8th, 2008. The net balance on hand December 8th, 2008 was \$1,864,668.16.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the water utility claims for the month of November 2008 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, 2008 was \$2,039,001.82; the bank deposits recorded in November 2008 were \$171,577.89. Checks issued since the November 10th, 2008 meeting numbered 26529 through 26556 were in the amount of \$183,969.67. Checks numbered 26557 through 26573 for \$39,821.02 were presented for action on December 8th, 2008. The net balance on hand December 8th, 2008 was \$1,986,789.02.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the sewage utility claims for the month of November 2008 as audited and read.

Ayes all. Nays none. Motion carried.

Kim complimented office staff on getting the tax roll numbers down.

3. Discussion and action on 2009 Capital Improvements & Operation/Maintenance expenses for the Water & Wastewater Departments.

WATER DEPARTMENT:

Kim explained the items listed on the Capital Operations and Maintenance Plan for the Water Department.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the 2009 Capital Improvements & Operation/Maintenance expenses for the Water Department as follows: Constant Chlor Plus Mini Muni-15 for Well#5-\$7,700; Water Garage Filling Station-\$40,000; Rehab Well#4-\$15,686; Rehab Well#8-\$16,233; 5 new water trucks-\$74,430; Feasibility Study Non-potable water station-\$9,600; Booster Station paving asphalt-\$8,904; Replace Booster Station pump-\$33,576; and Replace Booster Station valve-\$22,541.

Ayes all. Nays none. Motion carried.

WASTEWATER DEPARTMENT:

Kim also explained the items listed on the Capital Operations and Maintenance Plan for the Wastewater Department. The majority of the items

listed will be paid for out of the Replacement Fund. The only items that won't be paid for out of the replacement funds are the two trucks for Sewer Department, the security to the buildings without an alarm system, RAS/blower building roof, and the service building roof.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the 2009 Capital Improvements & Operation/Maintenance expenses for the Wastewater Department as follows; 2 new sewer trucks-\$29,772; Class A Sludge Process Work-Estimate Needed; Security to buildings without an alarm system-\$9,645; Harmony Lift Station Emergency Power-\$5,259; LW Allen computer work <= \$10,000; Primary sampler(outdoor)-\$5,550; Brewery sampler-\$5,080; 2 tower radios-\$3,000; Service Building Roof-\$14,456; RAS/Blower Building Roof-\$17,534; Polymer Pump-\$10,000; Replace doors at sludge storage building-\$8,075; Replace heater at sludge storage building-\$3,000 and an Engineering Study for Class A Sludge Process<=\$25,000.

Ayes all. Nays none. Motion carried.

4. Discussion and action on submitting intent to apply forms for State Revolving & State Clean Water Fund Loans for Well 11 and Patch Street Sewer Project.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve of management applying for State Revolving & State Clean Water Fund Loans for Well 11 and Patch Street Sewer Projects.

Ayes all. Nays none. Motion carried.

5. Discussion and action on changing capital asset recording limit from \$2,000 to \$5,000.

Kim stated Brenda and Joel attended a seminar and at the seminar they learned that the Public Service Commission had raised the capital asset recording limit from \$2,000 to \$5,000 for utilities of our size. Therefore, Kim is requesting the raise.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve changing the Capital Asset Recording Limit from \$2,000 to \$5,000 for the Water and Wastewater Departments.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution operations.

The report was distributed.

A total of 703 valves were operated in 2008.

7. Report on water supply operations.

Our pumpage in November was 153,321,000 gallons, a decrease of 3,955,000 gallons of water from November 2007.

Kim received a letter from one of our customers, Bill Nuck, complimenting the members of staff who interfaced with homeowners in his neighborhood during this past summer's street renovation on Plover St.; Gary Kuplic, Roger Kieliszewski, Dan Woiczak, Rob Molski and Joel Lemke.

Kim stated she has received compliments on the staff employees as well.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on Easterly Expansion/Patch St. Sewer Project 30% design completion.

An Executive Summary was provided by Donohue & Associates for the meeting explaining the Easterly Study Area Lift Station and Collector Sewer & Force Main Project. The initial cost estimate for the entire project was also included.

Kim explained that this will be handled as three different projects as follows: a new lift station lining existing 18" water main for a force main and the gravity sewer to the East. Donohue is coordinating work with S.E.H. on upgrade to the existing lift station so everything will be compatible between the two lift stations.

Kim stated the design phase was approved last month. The design phase should be completed by May or June.

9. Report on Collection System Maintenance.

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

Rob stated the Collection System crew is concentrating on televising right now. Kim stated all the other goals that were set have been reached.

10. Report on sewage treatment operations.

B.O.D. (3.95 ppm), Phosphorus (0.50 ppm) and Suspended Solid (3.86 ppm) limits were met for the month of November 2008.

The next Water & Sewage Commission meeting will be January 12th, 2009 at noon.

V. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:43 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS
EUGENE TUBBS, SECRETARY

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