

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, January 14, 2008, 12:00 p.m.

PRESENT: Paul Adamski, Mae Nachman, Jim Cooper and Carl Rasmussen.

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Joel Lemke, Brenda Thomas, Rob Molski, Jaime Zdroik, and Don Swailes of Earth Tech.

EXCUSED ABSENCE: Eugene Tubbs.

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I. ADMINISTRATION

1. Approval of minutes of the December 10, 2007 meeting.
2. Election of Commission Officers.

II. ACCOUNTING

3. Consideration of claims for the Water and Sewage Departments.
4. Consideration of Schedule of Charges for 2008.

III. WATER OPERATIONS

5. Report on water distribution operations.
6. Report on water supply operations.
7. Report on Collection System Maintenance.

8. Report on S.E.H. projects.

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9. Report on sewage treatment operations.
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V. PERSONNEL

11. Retirement notice from Bruce R. Dehlinger.

VI. ADJOURNMENT

The next Water and Sewage Commission meeting will be February 11, 2008.

I. ADMINISTRATION

1. Approval of minutes of the December 10, 2007 meeting.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the minutes of the December 10, 2007 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Election of Commission Officers.

Motion made by Jim Cooper, seconded by Mae Nachman to retain the current officers Paul Adamski, President and Eugene Tubbs, Secretary.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Paul Adamski presented the statement of claims for the Water Utility for December. The balance as of December 1, 2007 was \$2,495,178.40; the bank deposits recorded in December 2007 were \$410,696.81. Checks issued since the December 10th, 2007 meeting numbered 41846 through 41914 were in the amount of \$558,505.82. Checks numbered 41915 through 41934 for \$26,250.95 were presented for action on January 14th, 2008. The net balance on hand January 14th, 2008 was \$2,537,625.84.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the water utility claims for the months of December 2007 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1, 2007 was \$2,150,271.37; the bank deposits recorded in December 2007 were \$180,155.88. Checks issued since the December 10th, 2007 meeting numbered 25916 through 25964 were in the amount of \$156,184.71. Checks numbered 25965 through 25973 for \$15,928.20 were presented for action on January 14th, 2008. The net balance on hand January 14th, 2008 was \$2,137,054.18.

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

Ayes all. Nays none. Motion carried.

4. Consideration of Schedule of Charges for 2008.

Kim said the proposed charges for 2008 for the Water Department installed water services would increase to \$2,300 from \$2,000. They took the average cost of installing water services for the past seven years in order to come up with the \$2,300 figure. This would be for one manhole serving two properties. If a homeowner would need a new service if the manhole is on the property line they would end up paying one-half of the \$2,300. **The cost to replace a frozen meter increased from \$75.27 to repair ¾" meter to \$79.16.**

Everything under Service Calls is established by the Public Service Commission and not subject to change.

III. WATER OPERATIONS

5. Report on water distribution operations.

The report was distributed.

A total of 612 valves were operated in 2007.

A total of 0 business properties have been checked for backflow preventors in December 2007 for a total of 59 in 2007.

Joel prepared two maps one for the projects that were completed in 2007 and one for the projects scheduled for 2008. The Plover St. and Shaurette St. projects are just about ready to go and once they are completed they will start the planning for the Fourth Ave. project.

Kim stated Plover Street will be completed first.

6. Report on water supply operations.

Our pumpage in December was 162,659,000 gallons, a decrease of 1,502,000 gallons of water from December 2006.

Kim stated the annual pumpage for 2007 is down about 43 million gallons from 2006.

7. Report on Collection System Maintenance.

Kim stated this is a new item that will be included on our Agendas. It is compiled by the sewer crew.

Kim also stated that in December when future projects were discussed Fremont Street was included but did not have a price listed. The quote from Infratech for \$4,490 would repair two areas of the eight inch sanitary sewer pipe as a temporary fix until the main can be replaced.

Rob Molski stated they are scheduled to do this on Wednesday of this week. We are looking at possibly doing Fremont Street in 2010.

Kim stated in the future they might use this lining technique if the water mains in the area are in good condition and the street doesn't need total reconstruction.

Kim said next year's project will be Water Street from Whiting to Wisconsin.

Service to the properties on the sewer main should not be affected while the procedure is being completed. This will affect parking for the university and hospital for the day.

Kim stated they have a meeting with five different architects tomorrow to get a design for the new garage and a pad for the proper disposal of the contents from the vachaul into the sanitary sewer system. Kim asked since the garage had been previously approved by the Commission, could she decide on the architect. This would have to be taken to the Plan Commission by March 3rd so time is of the essence. The bids for the project would be brought back to the Commission and Public Works for approval. The architects would not be biddable because it is a service.

Paul stated he could review the architects also. Kim stated Rob, Eric and Alex Saunders from the Engineering Department will also be attending the meeting with the five architects.

Paul also stated after the proposals are narrowed down he will meet with Kim to make the final decision on the architect.

8. Report on S.E.H. projects.

Kim provided the Commissioners with the S.E.H. draft report. There are recommendations in the report and additional recommendations in the letter from Pat Planton included with it.

Pat Planton from S.E.H. will be at February's meeting to discuss the report.

Kim did a brief overview of some of the recommendations in the report.

Paul would also like the opportunity at next month's meeting to hear management's recommendations too.

Carl Rasmussen questioned whether a special meeting would be necessary for this item.

Paul and Kim will decide if a special meeting is necessary once Paul has time to review the report. If they feel it is necessary they will contact the Commissioners.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

Eric stated the plant is running well. Phosphorus levels are currently up a little therefore, they have been adding ferric chloride to help with this issue. This is the first time since 2004 they have had to use ferric chloride as a backup to the biological process.

B.O.D. (3.63 ppm), Phosphorus (0.990 ppm) and Suspended Solid (4.05 ppm) limits were met for the month of December 2007.

10. Report on U.V. Replacement Project.

Kim explained that the proposals have come in over \$25,000 so therefore this will have to be bid. The Engineering Department is working on the specifications for this. Kim stated they are to have the new U.V. in place by May.

V. PERSONNEL

11. Retirement notice from Bruce R. Dehlinger.

Kim has requested permission from Mayor Halverson to refill the position. This will be going to the Personnel Committee.

Kim stated acknowledgment for Bruce's years of service will be done at next months Commission meeting due to Bruce's last day of employment being February 29th.

The next Water & Sewage Commission meeting will be February 11th, 2008 at noon.

VI. ADJOURNMENT

Motion made by Jim Cooper 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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