

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, March 10, 2008, 12:00 p.m.

PRESENT: Eugene Tubbs, Mae Nachman, Jim Cooper and Carl Rasmussen.

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

EXCUSED ABSENCE: Paul Adamski

Index of these Minutes:

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.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.
10. Report on U.V. Replacement Project.

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 February 11th, 2008 meeting.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the minutes of the February 11th, 2008 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Report on Sewer bill adjustment for the Wal-Mart Building.

Kim explained that at last months meeting the Commission approved the sewer bill adjustment for Wal-Mart but the Common Council decided against that recommendation and, therefore, did not approve the sewer bill adjustment for the Wal-Mart building in their February meeting.

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

Eugene Tubbs presented the statement of claims for the Water Utility for February. The balance as of February 1, 2008 was \$2,187,768.68; the bank deposits recorded in February 2008 were \$392,640.85. Checks issued since the February 11th, 2008 meeting numbered 42000 through 42044 were in the amount of \$307,501.82. Checks numbered 42045 through 42075 for \$59,053.34 were presented for action on March 10th, 2008. The net balance on hand March 10th, 2008 was \$2,213,854.37.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the water utility claims for the months of February 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 February. The balance as of February 1, 2008 was \$2,443,024.36; the bank deposits recorded in February 2008 were \$169,560.21. Checks issued since the February 11th, 2008 meeting numbered 26028 through 26059 were in the amount of \$106,933.12. Checks numbered 26060 through 26081 for \$37,193.87 were presented for action on March 10th, 2008. The net balance on hand March 10th, 2008 was \$2,468,457.58.

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

Ayes all. Nays none. Motion carried.

4. Discussion and action on replacing pick-up truck.

Kim explained the Water Department crew truck has been in need of several repairs lately and they are requesting it be replaced. Dennis Laidlaw, who has been responsible for the City's fleet, recommended that Joel go directly to Ford because they offer the best discounts to municipalities.

The old truck would probably be auctioned off by a company out of Michigan. Kim stated the City has been getting better pricing selling them through sealed bids than they would doing a trade in.

Joel explained they would like to get a dependable truck before the busy construction season would begin. Every time the pick-up truck goes in for service they have to unload one truck and then load another that does not have a tool box and there is real loss of efficiency when this occurs.

The Commission would like a brief description on why the truck needs to be replaced.

Motion made by Jim Cooper, seconded by Mae Nachman to get quotes from other manufactures for price comparisons. This item will be brought back to the Commission at next month's meeting.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on Well 5 nitrate removal project.

Kim stated last month the Commission approved the project and she is having R.F.P.'s put together for engineering firms for pricing. She is hoping to have them here for April's meeting.

6. Discussion and action on rehab quote for Well 5.

Kim explained that several months ago it was recommended we rehab Well 5 but that was not done at that time because it was unsure how the rehab process would affect the nitrate levels. However, the rehab of Well 5 is the first step in the Well 5 nitrate removal project because we need to know the specific capacity of the well.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the rehabilitation of Well #5 by Municipal Well & Pump in the amount of \$14,700.

Ayes all. Nays none. Motion carried.

7. Report on water distribution operations.

The report was distributed.

A total of 5 valves were operated in 2008.

A total of 0 business properties have been checked for backflow preventors in February 2008 for a total of 0 in 2008.

Kim stated the bids for the Shaurette Street and Plover Street project are in and are less then what was anticipated. The bids will be going to Public Works and Common Council this month for approval.

8. Report on water supply operations.

Our pumpage in February was 161,954,000 gallons, a decrease of 1,880,000 gallons of water from February 2007.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on Patch St. force main/lift station project.

The City, before the Water Department had control over the sanitary sewer, did a study on the sanitary collection system to look at existing lift stations and capacity of mains for the expansion area to the East which gave recommendations on what needs to be done.

The Industrial Drive lift station is a key component of the sanitary sewer collection system because it serves all land currently served to the East.

The study showed the lift station is almost at its capacity, therefore, in order to serve any future expansion to the east an additional lift station will be needed. The study also concluded that one of the most cost effective approaches to serving the future eastern expansion area would be to construct a second lift station at the same site as the Industrial Drive lift station and to use the water main previously purchased from Stora Enso and change the unused water main into a sanitary force main. Mayor Halverson wants to go ahead with the recommendations.

10. Consideration of hiring S.E.H. to prepare bids for upgrading the Industrial Park Lift Station.

Kim is requesting to hire S.E.H. to prepare the bids for the upgrade as they are most familiar with the project because they did the sewer study. Also, the Director of Public Works stated they did not have the expertise nor time to devote to it.

Motion made by Carl Rasmussen, seconded by Jim Cooper to hire S.E.H. to prepare bids for upgrading the Industrial Park Lift Station in an amount not to exceed \$29,950.

Ayes all. Nays none. Motion carried.

11. Consideration of investigating properties and purchasing, if necessary, to accommodate upgrade to the Industrial Park Lift Station.

When we do the upgrade to the existing lift station we want to size emergency generation and electrical/SCADA panels to also accommodate the new lift station. As the existing lift station property is on a parcel 50 X 50 it is not large enough to house the new station or accommodate the upgrade. Kim would work with the engineer to determine how much land is needed and start the process to acquire land from the adjacent property owner.

Motion made by Mae Nachman, seconded by Carl Rasmussen to investigate and get pricing for properties that might need to be purchased in order to accommodate the upgrade to the Industrial Park Lift Station.

Ayes all. Nays none. Motion carried.

12. Report on Collection System Maintenance.

Rob Molski explained the sewer crew is almost done with flushing dead ends. They hope to be doing more televising in the coming months. They

are also busy with using the vachaul to help clean up flooded streets.

Kim stated one of the men on the sewer crew posted for the position that was open on the water crew, therefore, the sewer crew is now short one man.

13. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.28 ppm), Phosphorus (1.137 ppm) and Suspended Solid (5.42 ppm) limits were met for the month of February 2008.

The next Water & Sewage Commission meeting will be April 14th, 2008 at noon.

V. ADJOURNMENT

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:52 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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