

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, June 9, 2008, 12:00 p.m.

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

ALSO PRESENT: Kim Halverson, Joel Lemke, Brenda Thomas, Jeremy Cramer, Jaime Zdroik, Barb Zinda, and Don Swailes of Earth Tech.

EXCUSED ABSENCE: Paul Adamski.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the May 12, 2008 meeting.

II. ACCOUNTING

2. Consideration of claims for the Water and Sewage Departments.

3. Consideration of bill adjustment for 3200 Water St. Heritage Investments Trailer Park.

4. Discussion and action on 2008 water rate increase.

III. WATER OPERATIONS

5. Report on water distribution operations.

6. Report on water supply operations.

7. Report on Annual D.N.R. Waterworks Inspection.

8. Discussion and action on for Well #5 rehab and nitrate removal project.

9. Discussion and action on S.E.H. and Ranney fees test pumping Well 11.

10. Consideration of S.E.H. fees for D.N.R. Well Site Surveys.

11. Report on Leak Detection Survey.

IV. SEWAGE TREATMENT OPERATIONS

12. Report on Collection System Maintenance.

13. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the May 12, 2008 meeting.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the minutes of the May 12, 2008 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 May. The balance as of May 1, 2008 was \$1,375,533.87; the bank deposits recorded in May 2008 were \$376,724.22. Checks issued since the May 12th, 2008 meeting numbered 42215 through 42252 were in the amount of \$240,396.99. Checks numbered 42253 through 42278 for \$20,485.68 were presented for action on June 9th, 2008. The net balance on hand June 9th, 2008 was \$1,491,375.42.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the water utility claims for the month of May 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 May. The balance as of May 1, 2008 was \$1,568,525.47; the bank deposits recorded in May 2008 were \$173,493.66. Checks issued since the May 12th, 2008 meeting numbered 26201 through 26226 were in the amount of \$81,284.63. Checks numbered 26227 through 26246 for \$26,993.47 were presented for action on June 9th, 2008. The net balance on hand June 9th, 2008 was \$1,633,741.03.

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

Ayes all. Nays none. Motion carried.

3. Consideration of bill adjustment for 3200 Water St. Heritage Investments Trailer Park.

A letter was received from Brian Seramur, General Manager for Heritage Investment Company, requesting a bill adjustment due to a water leak in their mobile home park.

Motion made by Jim Cooper, seconded by Carl Rasmussen to deny the bill adjustment request for 3200 Water Street Heritage Investments Trailer Park.

Ayes all. Nays none. Motion carried.

4. Discussion and action on 2008 water rate increase.

Kim explained to the Commissioners that the rate increase currently being reviewed by the Public Service Commission includes the cost of the Well 5 Nitrate Removal Project for \$3,000,000 dollars which would make the water rate increase approximately 19%.

Kim also stated we could do a small increase at this time but after having Brenda run the cash flows Kim believes we would be o.k. without a rate increase this year. Kim stated if we decide to go ahead with the construction of Well #11 then we could possibly do the rate increase at that time and then do a split rate increase like the rate increase for the Sewer Department.

Since the nitrate removal project will not be done Kim recommends withdrawing the water rate increase request from the Public Service Commission for 2008.

Motion made by Mae Nachman, seconded by Jim Cooper to withdraw the water rate increase for 2008.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

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

The report was distributed.

A total of 180 valves were operated in 2008.

Joel stated the construction on Plover Street and Shaurette Street is going well.

#### 6. Report on water supply operations.

Our pumpage in May was 181,891,000 gallons, a decrease of 41,971,000 gallons of water from May 2007.

Kim stated that pumpage is down again for the fifth month in a row.

#### 7. Report on Annual D.N.R. Waterworks Inspection.

The D.N.R. comes to inspect all of the Water Department wells, treatment areas, towers and reservoir, etc. every year.

Kim stated there was only one deficiency listed in the inspection report and it had nothing to do with existing facilities. It referred to existing source capacity not being adequate to meet maximum day demands with the largest well out of service. They strongly recommend pursuing the construction of Well #11 by stating, "The City must realize that not increasing the source capacity of the water system is not an option."

There were no deficiencies found in any of the department facilities.

#### 8. Discussion and action on Well #5 rehab and nitrate removal project.

The rehab is complete and the well is back in service. After rehab we thought we would see it pumping at 1500 gpm but we are only getting about 1100 to 1200 gpm and when all of the wells are running it is even less.

Since we received the 2008 Annual Waterworks Inspection letter from the D.N.R. stating we need more capacity and should do Well #11, Kim feels we should not spend the \$3,000,000 on the Well #5 nitrate removal project because we are not getting the capacity that was originally expected. Instead we should put the \$3,000,000 towards Well #11.

Kim explained that when the plain crash occurred last month at the wellfield, both wells 4 and 5 were out of service and if the crash would have hit the treatment facility at the wellfield the City would have been without water. So another well in a different area of the City that should be able to pump four to six million gallons per day would be a very good idea.

Kim stated we could continue to use Well #5 until the nitrate level gets too high then shut it down and at that time we could abandon it or go ahead with the nitrate removal project.

Motion made by Mae Nachman, seconded by Carl Rasmussen to not proceed with the Well #5 nitrate removal project at this time.

Ayes all. Nays none. Motion carried.

#### 9. Discussion and action on S.E.H. and Ranney fees test pumping Well 11.

This would be the second phase of water supply and treatment engineering studies for Well 11 to include; Installation of three additional test borings completed as observation wells; Installation/development of a 12-inch diameter test pumping well; Detailed aquifer testing; Data analysis; Test well pilot treatment testing and Detailed aquifer test report for \$192,000.

Motion made by Carl Rasmussen, seconded by Mae Nachman to continue with the study as proposed by S.E.H. and Ranney in the amount of \$192,000.

Ayes all. Nays none. Motion carried.

#### 10. Consideration of S.E.H. fees for D.N.R. Well Site Surveys.

This project would involve conducting the required well site investigations, preparation and submittal of the required well site survey reports to obtain D.N.R. approval of the future Well 11 and existing Patch Street locations as municipal well sites.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve of S.E.H. conducting the required well site investigations, preparation and submittal of the required well site survey reports to obtain D.N.R. approval of future Well 11 and existing Patch Street locations as municipal well sites in the amount of \$10,000.

Ayes all. Nays none. Motion carried.

#### 11. Report on Leak Detection Survey.

Kim stated Westrum Leak Detection completed the leak detection survey again this year and did a great job. There was one leak found where it was going into the storm sewer and one that was leaking in the house. These are leaks we probably wouldn't have been able to find. There was one main leak found, ten service line leaks, three valve leaks and three hydrant leaks found this year.

Once Westrum completes their leak detection survey they meet with Joel or Gary to let them know what they have found and the Water Department crew starts fixing them.

#### IV. SEWAGE TREATMENT OPERATIONS

##### 12. Report on Collection System Maintenance.

Kim explained the sewer crew used the vachaul to vacuum 32 catch basins for the City. There were also four loads of surface water vacuumed within the City after rain events. There was 42,700 feet of sanitary sewer cut and 8,050 feet of sanitary sewer jetted.

Kim stated Rob has the sewer crew complete detailed daily sheets of what jobs are completed.

##### 13. Report on sewage treatment operations.

Jeremy stated the plant is running well.

B.O.D. (2.46 ppm), Phosphorus (0.726 ppm) and Suspended Solid (4.20 ppm) limits were met for the month of May 2008.

Kim announced that Lee Gostomski is retiring July 1st after 35 years of service, so a new person will have to be hired to fill his position.

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

#### V. ADJOURNMENT

Motion made by Carl Rasmussen, seconded by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:45 p.m.

#### BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form