

## Meeting Minutes

Board of Water and Sewage Commissioners

Monday, July 9, 2007, 12:00 P.M.

PRESENT: Paul Adamski, Eugene Tubbs, Jim Cooper, and Mae Nachman.

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

EXCUSED ABSENCE: Carl Rasmussen

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### I. ADMINISTRATION

1. Approval of minutes of the June 11, 2007 meeting.

### II. ACCOUNTING

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

3. Discussion and action on sewage charge adjustment policy.

### III. WATER OPERATIONS

4. Report on new meter contract with Wisconsin Public Service.

5. Report on water distribution operations.

6. Report on water supply operations.

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

### IV. SEWAGE TREATMENT OPERATIONS

8. Report on sewage treatment operations.

### V. ADJOURNMENT

The next Water and Sewage Commission meeting will be August 13, 2007.

### I. ADMINISTRATION

1. Approval of minutes of the June 11, 2007 meeting.

Motion made by Eugene Tubbs, seconded by Mae Nachman to approve the minutes of the June 11th, 2007 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 June. The balance on June 1, 2007 was \$1,137,288.13; the bank deposits recorded in June 2007 were \$373,534.44. Checks issued since the June 11th, 2007 meeting numbered 41399 through 41446 were in the amount of \$278,099.04. Checks numbered 41447 through 41468 for \$67,192.55 were presented for action on July 9th, 2007. The net balance on hand July 9th, 2007 was \$1,094,743.57.

Motion made by Mae Nachman, seconded Jim Cooper to approve the water utility claims for the months of June 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 June. The balance on June 1, 2007 was \$1,690,097.36; the bank deposits recorded in June 2007 were \$162,644.78. Checks issued since the June 11th, 2007 meeting numbered 25628 through 25653 were in the amount of \$103,482.27. Checks numbered 25654 through 25664 for \$9,843.33 were presented for action on July 9th, 2007. The net balance on hand July 9th, 2007 was \$1,700,160.13.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the sewage utility claims for the month of June 2007 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and action on sewage charge adjustment policy.

Our auditing firm, Virchow Krause recommended a formal policy be established for the adjustment of sewer charges for water usage attributed to a leak on a customer's service.

The policy will limit the number of adjustments available to customers over a period of time and will set time limits for corrective action for getting leaks repaired. (The policy will be sent to all customers with their bills.) (See attached).

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the Stevens Point Sewer Charge Adjustment Policy.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

4. Report on new meter contract with Wisconsin Public Service.

Kim stated the Automated Meter Reading contract that we had with Wisconsin Public Service for the past seven years expires in July. The original contract was written more for the start-up of the project, installations, etc. Joel and Kim have worked on a new contract for meter reading, operation and maintenance, and field issues.

Joel has been working with Al Herrman of W.P.S. to complete the new contract which will not be finished before the old contract expires, therefore, we asked for an extension of the contract. The attorneys for W.P.S. are reviewing the new contract, and when they are through Louis Molepske will also be asked to review it. Then it will go to the Water & Sewage Commission and City Council for approval.

Joel and Barb will be going to Wisconsin Public Service in Green Bay next week to address certain issues with maintenance operations and software. Joel further explained some of these issues to the Commissioners.

Kim also explained there are communication problems with W.P.S. in Green Bay and the W.P.S. staff in Plover regarding their meter exchanges and operations. We will be addressing these issues with W.P.S. in Green Bay as well.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve Amendment 1 of the Automated Water Meter Reading Service Agreement between Stevens Point Water & Sewage Treatment Department and Wisconsin Public Service Corporation.

Ayes all. Nays none. Motion carried.

5. Report on water distribution operations.

The report was distributed.

A total of 250 valves were operated in 2007.

A total of 8 business properties have been checked for backflow preventors in June 2007 for a total of 41 in 2006.

Kim stated construction on Frontenac Avenue will be starting the week of July 16th. The construction project on the west side will start sometime in August.

6. Report on water supply operations and well meters.

Our pumpage in June was 247,306,000 gallons, a decrease of 7,838,000 gallons of water from June 2006.

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

Kim stated we had another fantastic inspection. After inspecting all of our water towers, reservoir and wells the D.N.R. representative had no recommendations for improvements other than implementing the water system improvements recommended in the water master plan completed by S.E.H. last month.

#### IV. SEWAGE TREATMENT OPERATIONS

8. Report on sewage treatment operations.

B.O.D. (2.70 ppm), Phosphorus (0.965 ppm) and Suspended Solid (3.65 ppm) limits were met for the month of June 2007.

The next Water & Sewage Commission meeting will be August 13th, 2007 at noon.

#### V. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:38 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS  
EUGENE TUBBS, SECRETARY

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