

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, August 13, 2007, 12:00 P.M.

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

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

EXCUSED ABSENCE: Paul Adamski

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the July 9, 2007 meeting.

II. ACCOUNTING

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

3. Discussion and action on Water & Sewer rate reviews by Virchow Krause.

III. WATER OPERATIONS

4. Report on water distribution operations.

5. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on sewage treatment operations.

V. ADJOURNMENT

The next Water and Sewage Commission meeting will be September 10, 2007.

I. ADMINISTRATION

1. Approval of minutes of the July 9, 2007 meeting.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the minutes of the July 9, 2007 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 July. The balance as of July 1, 2007 was \$1,161,936.12; the bank deposits recorded in July 2007 were \$836,298.36. Checks issued since the July 9th, 2007 meeting numbered 41469 through 41520 were in the amount of \$821,068.36. Checks numbered 41521 through 41548 for \$134,088.77 were presented for action on August 13th, 2007. The net balance on hand August 13th, 2007 was \$1,011,701.44.

Motion made by Jim Cooper, seconded Mae Nachman to approve the water utility claims for the months of July 2007 as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for July. The balance as of July 1, 2007 was \$1,710,003.46; the bank deposits recorded in July 2007 were \$358,793.61. Checks issued since the July 9th, 2007 meeting numbered 25665 through 25712 were in the amount of \$118,127.27. Checks numbered 25713 through 25738 for \$117,800.21 were presented for action on August 13th, 2007. The net balance on hand August 13th, 2007 was \$1,825,913.97.

Motion made by Mae Nachman, seconded by Jim Cooper to approve the sewage utility claims for the month of July 2007 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and action on Water & Sewer rate reviews by Virchow Krause.

Kim stated the rate review for sewer has to be done as a requirement of the Clean Water Fund loan. The water rate review will need to be done because we will probably need to increase rates.

Also included in the packet is a study for placing the public fire protection charges on the water and sewer bills verses being placed on the property taxes. The Public Service Commission has eight authorized methods for billing public fire protection. This study would show which method or combination of methods would be most equitable for our community.

The public fire protection fee is currently \$380,951.00 annually. This is allocated to everyone who pays taxes. If we went with the public fire protection being placed on the water & sewer bills it would include all of the tax exempt customers, the City included. It would eliminate the ability to charge the 25% surcharge to all out of town customers.

There would be a \$2,000 - \$3000 reduction in charges from Virchow Krause if all three studies are done together.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Water & Sewer Rate Studies and Public Fire Protection Study to be done by Virchow Krause & Company in an amount not to exceed \$22,000.00.

Ayes all. Nays none. Motion carried.

Kim also informed the Commission the union has voted to ratify the contract. This will be going to the Personnel Committee tonight and the Council meeting on Monday.

III. WATER OPERATIONS

4. Report on water distribution operations.

The report was distributed.

A total of 263 valves were operated in 2007.

A total of 9 business properties have been checked for backflow preventors in July 2007 for a total of 50 in 2007.

Kim stated construction on Frontenac Avenue is going well and the water portion of this project should be done by the end of the week once the flushing and sampling is complete on the last block where water main was installed.

The west side construction projects are postponed until after Labor Day.

5. Report on water supply operations.

Our pumpage in July was 275,298,000 gallons, a decrease of 21,882,000 gallons of water from July 2006.

#### IV. SEWAGE TREATMENT OPERATIONS

6. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (2.73 ppm), Phosphorus (0.554 ppm) and Suspended Solid (3.40 ppm) limits were met for the month of July 2007.

The next Water & Sewage Commission meeting will be September 10th, 2007 at noon.

#### V. ADJOURNMENT

Motion made by Mae Nachman, seconded by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:19pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form