

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, November 12, 2007, 12:00 P.M.

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

ALSO PRESENT: Kim Halverson, Mayor Andrew Halverson, Eric Niffenegger, Joel Lemke, Brenda Thomas, Jaime Zdroik, Mary Klesmith, Pat Planton of S.E.H., Chris Okray-Board Member for 2617 Club LTD and Angel Gebeau of Earth Tech.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the October 8, 2007 meeting.
2. Report on operational and personnel changes due to City budget.

II. ACCOUNTING

3. Consideration of claims for the Water and Sewage Departments.
4. Consideration of sewer charge adjustment request for 5517 EM Cops Drive.
5. Consideration of sewer charge adjustment request for 2617 Main Street.

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.
8. Discussion and action on Patch Street building demolitions.
9. Update on S.E.H. projects.

IV. SEWAGE TREATMENT OPERATIONS

10. Report on 2007 D.N.R. Wastewater Treatment System Inspection.
11. Report on sewage treatment operations.

V. ADJOURNMENT

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

I. ADMINISTRATION

1. Approval of minutes of the October 8, 2007 meeting.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the minutes of the October 8, 2007 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Report on operational and personnel changes due to City budget.

Mayor Halverson was present to explain the operational and personnel changes that will affect the Water & Wastewater Departments due to the City budget.

Mayor Halverson explained that he and the City Comptroller, John Schlice had to find \$798,000 due to the expenditure restraint program and the levy restrictions the State imposes on the City. Shifting the entire sanitary sewer system to the Wastewater Department was one way to find \$200,000 and keep service levels the same.

There are four employees that will be moving over to the Wastewater Department. Three of those employees time spent on sewer maintenance was already being paid for by the Wastewater Department. Approximately 85% of their wages and the equipment used to maintain the sewers were paid annually to the City. The fourth employee will be an entirely new expenditure. The fourth employee is an Engineering Tech in the Public Works Department. This employee understands the sanitary sewer infrastructure and will help inspect and also manage the other three employees that are making the transition.

The Wastewater Department will also have to build a garage for the sanitary sewer equipment which will be an added expense of approximately \$200,000.

Mayor Halverson stated the City doesn't have the flexibility the Wastewater Department has to invest in the sanitary sewer infrastructure.

This is a perfect time to do this because both the Water and Wastewater Departments are going through a rate review. The changes will not have a material effect on rates being we're not anticipating a great deal of money associated with the shift.

The needs of the infrastructure in the streets will continue to drive the street replacement.

Mayor Halverson stated even though this is ultimately being forced upon the Wastewater Department, he appreciates the Commission understanding the situation the City is in.

Kim added that one other thing we have to consider is borrowing money for infrastructure replacement. The Mayor has decided to add Fourth Avenue reconstruction from Second Street to the river which was not in any plan prior to this year. We will also be replacing the infrastructure on Plover Street and a small section of Shaurette Street from Division Street to Ellis Street. We're looking at having to borrow approximately one million dollars.

Mayor Halverson explained that Fourth Avenue has one of the lowest pavement ratings in the City right now. So this is definitely a priority and should have been done years ago in regards to pavement and also the water and sewer replacements.

Kim stated there is a clean water fund loan available and that information was provided to John Schlice. This could be an option for G. O. borrowing at a lower percentage.

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 October. The balance as of October 1, 2007 was \$1,238,636.15; the

bank deposits recorded in October 2007 were \$1,346,019.15. Checks issued since the October 8th, 2007 meeting numbered 41694 through 41749 were in the amount of \$759,528.86. Checks numbered 41750 through 41782 for \$68,613.02 were presented for action on November 12th, 2007. The net balance on hand November 12th, 2007 was \$1,636,187.47.

Motion made by Eugene Tubbs, seconded Jim Cooper to approve the water utility claims for the months of October 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 October. The balance as of October 1, 2007 was \$1,993,002.65; the bank deposits recorded in October 2007 were \$399,606.67. Checks issued since the October 8th, 2007 meeting numbered 25821 through 25857 were in the amount of \$263,974.81. Checks numbered 25858 through 25882 for \$89,708.56 were presented for action on November 12th, 2007. The net balance on hand November 12th, 2007 was \$2,033,682.20.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the sewage utility claims for the month of October 2007 as audited and read.

Ayes all. Nays none. Motion carried.

4. Consideration of sewer charge adjustment request for 5517 EM Copps Drive.

Kim stated she brought these adjustment requests to the Commission because the request for 5517 EM Copps is a large amount and over the limit for Kim to approve due to the new Sewer Charge Adjustment Policy approved in July. Kim also stated the decision should not be based on who these customers are; the decision should be based on policy.

In the past we have made adjustments and those adjustments were usually for leaks. Although there have been others for specific situations.

The first request was a brand new business built in the business park that was hooked up with a regular meter and charged both water and sewer for establishing their landscaping. This should have been initially set up as a construction meter or sprinkling meter and only charged for the water.

They are requesting an adjustment for the entire amount of \$2,860.80. Kim stated the bill previous to the high one had sewage charges of \$138.20 and she recommends allowing the adjustment up to that amount.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the sewer charge adjustment up to the \$138.20 as recommended by Kim.

Ayes all. Nays none. Motion carried.

5. Consideration of sewer charge adjustment request for 2617 Main Street.

Kim explained a person involved with the 2617 Club sprinkled the lawn a lot in order for it to look nice. This person was not aware that properties that are zoned Commercial, Industrial, and Public do not get breaks on the sewer like residential customers do for sprinkling.

They paid the water portion of the bill and are requesting an adjustment for the \$651.68 amount for the sewer.

Chris Okray, a board member for the 2617 Club was present to explain the situation. 2617 Club is a non-profit organization whose mission is to help people in the community that are suffering from addiction. A gentlemen was there who took it upon himself to do sprinkling, not realizing the bill would be this high. Of course now they are aware of the charges and they will make an effort to not water the lawn next year unless the owners of the property were to take responsibility of watering the lawn.

Paul stated the 2617 Club does a great thing for the community.

Kim stated they were billed \$183.20 last year for the sewer.

Motion made by Jim Cooper, seconded by Mae Nachman to approve the sewer charge adjustment to reflect what they were billed last year \$183.20.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution operations.

The report was distributed.

A total of 587 valves were operated in 2007.

A total of 6 business properties have been checked for backflow preventors in October 2007 for a total of 59 in 2007.

Kim stated construction is complete for this year.

7. Report on water supply operations.

Our pumpage in October was 171,838,000 gallons, a decrease of 11,434,000 gallons of water from October 2006.

Carl Rasmussen suggested using the figures for the low pumpage rate on the water supply report based on when the utility started providing service to Stora Enso.

8. Discussion and action on Patch Street building demolitions.

Kim explained quotes from three different companies were requested.

A quote was received from Stuczynski Trucking & Excavating, Inc. for building demolitions.

The buildings that are in need of demolition are as follows: the vertical well building, a tank from chemicals and the reservoir building on the north side of the road. The D.N.R. has also suggested we demo that.

Kim recommends approving the demolition of the Patch Street buildings at an amount not to exceed \$19,500. This is the amount quoted from Stuczynski. The other quotes will be reviewed as they are received and then staff could determine if the lesser quote is of good quality.

Motion made by Mae Nachman, seconded by Eugene Tubbs to approve the Patch Street demolitions at an amount not to exceed \$19,500.

Ayes all. Nays none. Motion carried.

9. Update on S.E.H. projects.

Pat Planton of S.E.H. was present to update the Commission on Well 11 Exploratory Work, Patch Street Collector Well Feasibility Study and the Well 5 Nitrate Blending Feasibility Study.

Well 11 Exploratory Work

- Two test wells drilled & pumped on the Boy Scout Property
 - No bedrock encountered to 160 feet
 - Very good aquifer encountered 70-110 feet
 - Water quality samples collected for lab analysis-minimal levels of dissolved iron, nitrates less than 1 mg/l (MCL = 10 mg/l) and Manganese .20 (4 times SMCL of .05 mg/l)
 - Remaining lab results will be available late November and December
 - Monitoring wells installed at test well locations
 - Site appears to be very favorable for a high-capacity municipal well
 - No nearby contamination sources, site should be approved by D.N.R.
 - Doubtful that Well 11 could be pumped without treatment for dissolved manganese
- Patch Street Collector Well Feasibility Study
- The Patch Street Collector Well was pumped for 72 hours last week. Water was discharged into the Plover River. Pumped at 3 mgd which was the typical maximum historical pumping rate.
 - Well dive inspection was performed last week and the structure appears to be in good condition, some iron deposits/sediment were on laterals and on the well floor
 - There are 5 laterals all projected towards the river all have different water quality and flow characteristics. Greatest flows came from laterals 1 and 5.
 - Preliminary water quality results; dissolved iron .30 mg/l, nitrate 2 mg/l, manganese .10 mg/l and turbidity 2 NTU. Other than turbidity the water quality is good.
 - Additional water samples were taken for Giardia, cryptosporidium, MPA and human viruses
 - Water treatment pilot testing performed during test pumping
 - No contamination sources near the well site, should get approval from D.N.R.
 - Structures are in good condition
 - Well capacity comparable to previous testing performed 8 years ago
 - Potential for capacity up to 4 mgd to be confirmed by Ranney Collector Wells Co.
 - No significant change in river water level during testing
 - GWUDI is possible based on field turbidity
 - Very easy water to treat unless it is determined to be under the influence of surface water
 - Doubtful that the well could be used without treatment

Well 5 Nitrate Blending Feasibility Study

- Blending as treatment option not found in D.N.R. code; D.N.R. considers blending treatment on a case-by-case basis
 - D.N.R. will consider request to blend Well 5 with lower nitrate distribution system water
 - Two alternatives, above ground or below ground reservoir & booster station
 - D.N.R. will require blended water to be pumped into system at nitrate level of 7 mg/l or less
 - Constant monitoring of nitrate levels will be required
 - Install VFD at Well 5, control valve on incoming distribution piping,
 - Low level nitrate water from future Well 11 or Patch Street to be considered
- Pat believes the report should be completed by the December meeting. A recommendation will be provided at that time.

IV. SEWAGE TREATMENT OPERATIONS

10. Report on 2007 D.N.R. Wastewater Treatment System Inspection.

Kim stated the Wastewater Department had another shining report.

The wastewater system was in substantial compliance with the WPDES Discharge permit and there are no items needing corrective actions and there are no deficiencies at the facility.

Paul complemented Eric and staff and told them to keep up the good work.

11. Report on sewage treatment operations.

Eric explained the phosphorus levels were up a little last month and that was due to draining back the supernate which in turn lowers the moisture content of the sludge so it costs less to haul it out. It was a planned occurrence.

B.O.D. (2.65 ppm), Phosphorus (1.26 ppm) and Suspended Solid (2.75 ppm) limits were met for the month of October 2007.

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

V. ADJOURNMENT

Motion made by Jim Cooper to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:06 p.m.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form