

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, March 13, 2006, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, and John Wandrey.

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Joel Lemke, and Jaime Zdroik.

EXCUSED ABSENCE: Ed Bancker.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the February 13, 2006 meeting.

II. ACCOUNTING

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

III. WATER OPERATIONS

3. Report on Well 4.

4. Report on water distribution operations.

5. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on sewage treatment operations.

V. PERSONNEL

7. Report on Administrative Services Manager Position.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the February 13, 2006 meeting.

Motion made by John Wandrey, seconded by Dave Eckholm to approve the minutes of the February 13, 2006 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

The Water Department balances for February were provided to the Commissioners. The bank deposits since the January 9th meeting were \$729,254.65. The net balance on February 13, 2006 was \$1,509,339.01.

Paul Adamski presented the statement of claims for the Water Utility for February. The balance on hand after the February 13, 2006 meeting was \$1,509,339.01; the bank deposits since the February 13, 2006 meeting were (Not Available). Checks issued since the February 13, 2006 meeting numbered 40143 through 40188 were in the amount of \$410,372.10. Checks numbered 40189 through 40221 for \$58,615.29 were presented for action on March 13, 2006. The net balance on hand March 13, 2006 was (Not Available).

Motion made by Eugene Tubbs, seconded John Wandrey to approve the water utility claims for the month of February 2006 as audited and read.

Ayes all. Nays none. Motion carried.

The Sewer Department balances for February were provided to the Commissioners. The bank deposits since the January 9th meeting were \$333,855.48. The net balance on February 13, 2006 was \$1,769,268.10.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for February. The balance on hand after the February 13, 2006 meeting was \$1,769,268.10; the bank deposits since the February 13, 2006 meetings were (Not Available). Checks issued since the February 13, 2006 meeting numbered 24855 through 24916 were in the amount of \$36,056.49. Checks numbered 24886 through 24915 for \$41,573.73 were presented for action on March 13, 2006. The net balance on hand March 13, 2006 was (Not Available).

Motion made by Eugene Tubbs, seconded by Dave Eckholm to approve the sewage utility claims for the month of February 2006 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Report on Well 4.

Kim stated we are still receiving safe samples. The deadline to have the alternatives analysis report to the D.N.R. is still May 1st. Pat Planton will have the report ready for the April meeting.

4. Report on water distribution operations.

The report was distributed.

A total of 143 valves were operated in February 2006.

A total of 0 business properties have been checked for backflow preventors in February 2006 for a total of 13 in 2006.

Kim stated the water and sewer mains are still not hooked up on the utility bridge. This was supposed to be started today again but with the weather it won't be done.

Joel explained that the mill effluent line has undergone some movement beyond planned limits for expansion. They are investigating this issue.

Kim stated the meter test bench has been moved from the wellfield to the garage. Pete has not had time to test meters.

5. Report on water supply operation.

Our pumpage in February was 144,552,000 gallons, a decrease of 55,886,000 gallons of water from February 2005.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on sewage treatment operations.

Eric stated the plant is running well and the new bar screen is working good.

B.O.D. (4.80 ppm), Phosphorus (1.111 ppm) and Suspended Solid (5.01 ppm), limits were met for the month of February 2006.

V. PERSONNEL

7. Report on Administrative Services Manager Position.

Kim stated that she and Eric conducted the interviews and have decided to hire Brenda Thomas to fill the position. Brenda will be starting on March 29, 2006. She will be sent out to Oregon for Springbrook training the first week in April. She has accounting experience but not municipal accounting, so therefore, Virchow Krause will be in every two weeks for a while for training to get her updated on P.S.C. and sewer accounting regulations and procedures.

Next month's meeting will be held on Monday, April 10, 2006 starting at 12:00 p.m.

VI. ADJOURNMENT

Motion made by Dave Eckholm to adjourn.

MEETING ADJOURNED

12:25 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form