

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, April 10, 2006, 12:00 P.M. PRESENT: Paul Adamski, Dave Eckholm, and John Wandrey.

ALSO PRESENT: Kim Halverson, Brenda Thomas, Jeremy Cramer, Joel Lemke, Jaime Zdroik, Donna Piotrowski, Representative Louis Molepske, Jr. and Pat Planton of S.E.H.

EXCUSED ABSENCE: Ed Bancker

UNEXCUSED ABSENCE: Eugene Tubbs

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V. ADJOURNMENT

I. ADMINISTRATION

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

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

Ayes all. Nays none. Motion carried.

2. Consideration of Representative Louis Molepske request for PSA notice to be sent in water bills for the Military Relief Fund.

Louis Molepske, Jr. stated there are several of our local people currently serving in Iraq and Afghanistan. These individuals went to Louis privately to talk to him about their families financial problems experienced due to them being called to duty beyond 12 months into 24 months. When they switch from civilian pay to military pay they experience declines in income. There was a Pentagon study that showed 55% of those in Guard Reserves are married and 49% reported a decrease in pay of \$1,000 a month or more, and 15% have seen a \$30,000 or more decrease per year. Louis Molepske and his colleagues created the Wisconsin Military Family Relief Fund. It became a law as of July 2005. This provides Wisconsinites a way to say thank you to those who serve by donating to them directly through the Veterans Affairs Department. 100% of the proceeds go to these people. The rule process was just completed which describes what a financial emergency is. These are one time grants up to \$2,000 that can be applied for.

An example of an insert that was done by the Illinois utilities was included in the packets.

Louis stated other utilities in other states are doing this also.

Dave Eckholm thinks it is a wonderful cause but is concerned that if the Water Department did this we could be setting a precedent and then other organizations would be requesting the department to do this for them.

The Commission would like Kim to draft a policy and contact Illinois and other utilities to see if they have a policy on this.

This item should be brought back to next month's meeting.

II. ACCOUNTING

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

The Water Department balances for March were provided to the Commissioners. The bank deposits since the February 13th meeting were \$306,897.91. The net balance on March 13, 2006 was \$1,347,496.02.

Paul Adamski presented the statement of claims for the Water Utility for March. The balance on hand after the March 13, 2006 meeting was \$1,347,496.02; the bank deposits since the March 13, 2006 meeting were (Not Available). Checks issued since the March 13, 2006 meeting numbered 40222 through 40285 were in the amount of \$250,479.07. Checks numbered 40266 through 40293 for \$285,546.50 were presented for action on April 10, 2006. The net balance on hand April 10, 2006 was (Not Available).

Motion made by John Wandrey, seconded Dave Eckholm to approve the water utility claims for the month of March 2006 as audited and read.

Ayes all. Nays none. Motion carried.

The Sewer Department balances for March were provided to the Commissioners. The bank deposits since the February 13th meeting were \$167,841.31. The net balance on March 13, 2006 was \$1,859,479.20.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for March. The balance on hand after the March 13, 2006 meeting was \$1,859,479.20; the bank deposits since the March 13, 2006 meetings were (Not Available). Checks issued since the March 13, 2006 meeting numbered 24916 through 24943 were in the amount of \$118,495.14. Checks numbered 24944 through 24957 for \$21,667.78 were presented for action on April 10, 2006. The net balance on hand April 10, 2006 was (Not Available).

Motion made by Dave Eckholm, seconded by John Wandrey to approve the sewage utility claims for the month of March 2006 as audited and read.

Ayes all. Nays none. Motion carried.

#### 4. Discussion and action on disconnection policy.

Kim stated she was approached by staff to place this item on the agenda. There has been an increase in the amount of work and notices going out so they are suggesting the policy be changed. Jaime stated the current disconnect policy states that accounts in arrears of \$150 or more or 3 quarterly bills past due will be subject to disconnection. We are requesting the disconnection policy be changed to state accounts in arrears of \$100 or more will be subject to disconnection with no quarterly limit.

Donna Piotrowski explained that past due notices are sent out monthly. Donna stated the notices are sent to the landlord in the hopes they will get the tenants to pay it.

We currently send out approximately 600 to 700 tax notices, approximately 150 disconnect letters and hang 60 - 90 door hangers monthly. We used to send approximately 300 - 400 tax notices and hang 20 doorhangers.

Donna explained the P.S.C. states we can actually disconnect them the day after the due date if it is not paid.

Dave questioned why we can't track to see if an account is 60 days past due?

Kim stated the software isn't capable of tracking this and if we have the software revised it would be an additional cost along with a yearly maintenance fee.

Dave would like the staff that is attending the Springbrook User Conference to request Springbrook to allow more flexibility in their software regarding this.

Motion made by John Wandrey, seconded by Dave Eckholm to approve changing the disconnection policy to state accounts in arrears of \$100 or more are subject to disconnection.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 5. Report on Well 4 D.N.R. Compliance Engineering Report.

Pat Planton of S.E.H. presented the Compliance Engineering Report to the Commissioners.

Pat explained that if we continue to have safe raw samples for one year then the D.N.R.'s consent order is dropped. The Well 4 raw water has tested safe since October 2005 and the treated water has always tested safe.

There was an old monitoring well also discovered by staff in January that could have been the possible contamination source into the aquifer. The monitoring well has now been abandoned.

Pat also explained the possible alternatives for a permanent solution. The alternatives were; Correct physical deficiency with Well 4 - no physical deficiencies were discovered during rehab or inspections; Eliminate contamination source - the contamination source was unknown; Provide alternate source of water - not economically feasible and the treatment plant produces best quality drinking water for the City; Treatment (4 log removal of viruses) using chlorine disinfection; and UV radiation disinfection.

S.E.H. recommends the Water Department to continue to sample Well 4 and plan for implementing the new pulse UV disinfection technology if required.

Motion made by John Wandrey, seconded by Dave Eckholm to approve S.E.H.'s recommendation to implement the new pulse-UV disinfection technology for Well 4 if required by the D.N.R.

Ayes all. Nays none. Motion carried.

#### 6. Report on water distribution operations.

The report was distributed.

A total of 73 valves were operated in March 2006.

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

Kim stated we will be flushing the system April 23 through April 27. The leak detection company will be coming here the week after.

Kim also stated one of the personnel from the crew will be sampling the monitoring wells. Usually we have an intern do the monitoring well sampling but we will only have two interns this year. One of the interns will be working on the GIS and the other will be working both Water and Wastewater.

It was also suggested in our vulnerability assessment that one of our employees perform the sampling of the monitoring wells.

#### 7. Report on water supply operation.

Our pumpage in March was 182,960,000 gallons, a decrease of 24,814,000 gallons of water from March 2005.

8. Report on Water Street Tower painting.

Kim stated they are doing preparations at the Water Street Tower in order to start painting. Once the containment is in place they will start.

#### IV. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

Jeremy Cramer stated the plant is running well. They are preparing for the spring biosolids (sludge) hauling and application. There will be about 1.1 million gallons going out to the farm fields.

B.O.D. (4.05 ppm), Phosphorus (0.960 ppm) and Suspended Solid (5.68 ppm), limits were met for the month of March 2006.

Next month's meeting will be held on Monday, May 8, 2006 starting at 12:00 p.m.

Please note that the June meeting will be Friday, June 9, 2006 at noon.

#### VI. ADJOURNMENT

Motion made by Paul Adamski to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:58 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

PAUL ADAMSKI, PRESIDENT

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