

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, October 9, 2006, 12:00 P.M.

PRESENT: Paul Adamski, Eugene Tubbs, and James Cooper.

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

EXCUSED ABSENCE: Dave Eckholm and Ed Bancker.

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I. ADMINISTRATION

1. Approval of minutes of the August 7, 2006 meeting.
2. Steward of Safe Water Award Presentation to Paul Adamski.
3. Report on Ski Trail permit renewal with Portage County.

II. ACCOUNTING

4. Consideration of claims for the Water and Sewage Departments.
5. Report on cash balances.

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11. Report on sewage treatment operations.

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12. Report on Commissioner Ed Bancker's completion of appointed term.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the August 7, 2006 meeting.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve the minutes of the August 7, 2006 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

2. Steward of Safe Water Award Presentation to Paul Adamski.

On behalf of the Wisconsin Water Association, Kim presented Paul Adamski, the Steward of Safe Water award. This award was presented to Paul for having provided ten or more years of service, leadership, and dedication to the citizens of Wisconsin and the water industry by serving on the Board of Water and Sewage Commission.

3. Report on Ski Trail permit renewal with Portage County.

Kim stated the renewal for use of well field property for the Ski Trail is done every five years. Kim changed some of the wording and added language for the City and Water Department to be additionally insured. The City Attorney approved the changes.

Paul requested Kim to ask if the Izaak Walton League could also be added as additional insured. Kim said she would ask.

Motion made by Paul Adamski, seconded by Jim Cooper to approve the Ski Trail permit with Portage County.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

AUGUST & SEPTEMBER CLAIMS COMBINED- WATER

Paul Adamski presented the statement of claims for the Water Utility for August & September. The balance on hand after the August 7, 2006 meeting was \$1,588,314.10; the bank deposits since the August 7, 2006 meeting were \$822,649.84. Checks issued since the August 7, 2006 meeting numbered 40608 through 40751 were in the amount of \$556,667.12. Checks numbered 40752 through 40767 for \$81,628.01 were presented for action on October 9, 2006. The net balance on hand October 9, 2006 was \$1,548,651.57.

Motion made by Eugene Tubbs, seconded Jim Cooper to approve the water utility claims for the months of August & September 2006 as audited and read.

Ayes all. Nays none. Motion carried.

AUGUST & SEPTEMBER CLAIMS COMBINED - SEWER

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for August & September. The balance on hand after the August 7, 2006 meeting was \$1,777,032.90; the bank deposits since the August 7, 2006 meetings were \$348,413.66. Checks issued since the August 7, 2006 meeting numbered 25156 through 25247 were in the amount of \$248,325.44. Checks numbered 25248 through 25262 for \$59,368.90 were presented for action on October 9, 2006. The net balance on hand October 9, 2006 was \$1,770,404.33.

Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the sewage utility claims for the months of August & September 2006 as audited and read.

Ayes all. Nays none. Motion carried.

#### 5. Report on cash balances.

Kim stated at the last meeting we talked about a difference between the general ledger cash balance versus the bank statements. Kim was happy to report that everything balances fine and Virchow Krause's services did not have to be used.

Brenda explained the original spreadsheet used for balancing did not tie out to the general ledger. She created a new spreadsheet that went back to January. The spreadsheet consists of bank balances, all transactions, plus open deposits and open checks, and the GL balances from the Springbrook software. Brenda provided a simplified version of the spreadsheet to the Commissioners showing there are no differences between the bank statements and the general ledger balances once open items have been properly accounted for.

Kim also stated the new computerized bank reconciliation is the main reason for the differences due to deposits in transfer etc. which Brenda showed on her reports.

### III. WATER OPERATIONS

#### 6. Consideration of asphalt and fence at the Water St. tower site.

Kim explained there is only gravel and dirt past the garage building at the Water Street tower site. That area gets rutted up when driven on and the grass doesn't grow. Kim stated there is a lot of activity with the cell phone antenna company's buildings and with City employees who also have equipment stored there. Kim is recommending a fence be installed between the garage building and the water tower so the site is secure and we know who is there.

**Kim stated we would be going with the 2½" pavement depth and explained we would also like to move the gate a little further back than the drawing showed;** in order to get bigger trucks in there. If the gate was moved it would increase the cost of the asphalt a little. We would also have to buy 90' of fence with a gate. Kim has not gotten a quote on that yet, she is waiting for the asphalt to be laid first. She is not sure if this will be done in October or if it would have to wait until spring.

Paul was also wondering why a full fence is not installed around the new water tower on Bliss Ave. Joel explained the Water Street tower has a lot more accessible features than the Bliss Avenue tower. The Bliss Avenue tower equipment is all stored inside the building.

Paul would like staff to discuss whether a fence at the Bliss Avenue tower is needed.

Paul asked if the 90' fence would be bid out. Kim stated she would request pricing from Security and American Fence.

**Motion made by Jim Cooper, seconded by Eugene Tubbs to approve the 2 ½" asphalt installation for the Water Street water tower, and authorize staff to get quotes for the 90' fence with gate and accept the lowest quote.**

Ayes all. Nays none. Motion carried.

#### 7. Report on water distribution operations.

The report was distributed.

A total of 69 valves were operated in August and 90 valves were operated in September 2006.

A total of 0 business properties have been checked for backflow preventors in August & September 2006 for a total of 35 in 2006.

Joel explained both the College Avenue and Business Park drive projects are complete. A new project is starting on Wednesday on Indiana Avenue.

#### 8. Report on water supply operation.

Our pumpage in August was 250,501,000 gallons, a decrease of 26,201,000 gallons of water from August 2005.

Our pumpage in September was 212,582,000 gallons, an increase of 11,248,000 gallons of water from September 2005.

#### 9. Report on water quality routine testing.

Kim stated every year we provide the Commission with a five year history report on iron, manganese and nitrates. These reports are compiled from the testing results done by Pete Shippy of the Water Department staff. Pete does not have sophisticated testing equipment and the lab results that have to be sent in for Nitrates, as per D.N.R. requirement, have been coming back lower than Pete's.

Eric will be looking in to having Pete's equipment tested.

Paul asked if Well #5 does go over 10 ppm for nitrates, would one of the options still be to have it blended with Well #4? Kim said either blend with Well 4 or abandon it and build a new well. This will be looked at in the Master Plan now being compiled by Pat Planton of S.E.H. Kim is hoping that Pat will have it completed within the next six months.

Eugene Tubbs stated that Northern Lakes, the lab used by the Water Department, has outside standards that have to be met. Eric stated maybe we could find out what those standards are and have Pete run those periodically to compare his samples.

Kim stated the chemical analysis run every year using a sample from the water tower came back meeting all requirements and also stated the required tests for HAA5 and TTHMs came back fine also.

The Department is meeting all safe drinking water requirements.

### IV. SEWAGE TREATMENT OPERATIONS

10. Report on digester cleaning.

Eric provided a memo to the Commissioners stating the primary digester cleaning was completed. The material removed by cleaning consisted of attached and precipitated struvite, rags, plastic and settled sludge. Struvite is a hard quartz like material that forms from excessive phosphorus in solution. In conjunction with cleaning, the valves that were clogged with struvite were replaced and the new valves were lined with glass to inhibit the attachment of the material to the inside of the valve.

11. Report on sewage treatment operations.

B.O.D. (4.44 ppm), Phosphorus (0.813 ppm) and Suspended Solid (5.73 ppm), limits were met for the month of August 2006.

B.O.D. (4.45 ppm), Phosphorus (0.56 ppm) and Suspended Solid (4.34 ppm) limits were met for the month of September 2006.

V. PERSONNEL

12. Report on Commissioner Ed Bancker's completion of appointed term.

Kim reported Ed Bancker has completed his appointed term and would not be returning.

Kim stated a plaque is normally given in this situation. Paul asked Kim to get the plaque and invite Ed to lunch with her and Paul to present the plaque to him.

Kim stated Ed's replacement will be Mae Nachman after the Mayor appoints her at next Monday's Council meeting.

The next Water & Sewage Commission meeting will be November 13, 2006 at noon.

VI. ADJOURNMENT

Motion made by Eugene Tubbs to adjourn.

MEETING ADJOURNED

12:33 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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