

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 12, 2005, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, Ed Bancker and John Wandrey.

ALSO PRESENT: Kim Halverson, Marla Cummings, Eric Niffenegger, Joel Lemke, Jaime Zdroik, Aimee Millan of Virchow Krause & Co. and Jerry Walters - Village of Whiting.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the November 14, 2005 meeting.

II. ACCOUNTING

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

3. Discussion and action on water rate review.

4. Discussion and action on sewer rate review.

5. Consideration and action on capitol improvements and maintenance schedule: College Ave. water main replacement, computer software upgrades, training and equipment, replace W.A.S. pump, replace countertop in lab and small miscellaneous items.

III. WATER OPERATIONS

6. Report on water distribution operations.

7. Report on water supply operations.

8. Report on Well 4.

9. Consideration of Water St. water tower painting project bids.

10. Consideration of Dixon Engineering inspection contract for water tower painting.

IV. SEWAGE TREATMENT OPERATIONS

11. Report on sewage treatment operations.

12. Report on bar screen project.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the November 14, 2005 meeting.

Motion made by John Wandrey, seconded by Ed Bancker to approve the minutes of the November 14, 2005 Water & Sewage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Paul Adamski presented the statement of claims for the Water Utility for November. The balance on hand after the November 14, 2005 meeting was \$1,245,419.44; the bank deposits since the November 14, 2005 meeting were \$692,894.27. Checks issued since the November 14, 2005 meeting numbered 39899 through 39938 were in the amount of \$158,770.92. Checks numbered 39939 through 39966 for \$244,197.81 were presented for action on December 12, 2005. The net balance on hand December 12, 2005 was \$1,535,344.98.

Motion made by Dave Eckholm, seconded Ed Bancker to approve the water utility claims for the month of November 2005 as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance on hand after the November 14, 2005 meeting was \$1,822,657.24; the bank deposits since the November 14, 2005 meetings were \$145,984.14. Checks issued since the November 14, 2005 meeting numbered 24670 through 24696 were in the amount of \$89,229.88. Checks numbered 24697 through 24716 for \$39,205.14 were presented for action on December 12, 2005. The net balance on hand December 12, 2005 was \$1,840,206.36.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve the sewage utility claims for the month of November 2005 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and action on water rate review.

Aimee Millan from Virchow Krause & Co. presented the water rate review. The overall calculated rate increase is \$266,288 or 9% of forecasted revenues. This would enable the Water Department to maintain the 6.75% authorized rate of return. The major factors requiring the rate increase were; the addition of the Well 9 chemical room; water main replacement projects for 2005-2006 and an increase of operating expenses. The 9% increase would equate to less than a \$4.00 increase per quarter for the average residential customer.

The PSC review should take about 90 days after submittal.

The last water rate increase was done in 2004

4. Discussion and action on sewer rate review.

Aimee Millan from Virchow Krause & Co. also presented the sewer rate review. The overall calculated rate increase is \$169,900 or 6.61% of forecasted revenues. The major factors requiring the rate increase were; decreased average consumption per customer in each customer class resulting in lower revenues than previously forecasted; increases to the required replacement account to fund for the capital items purchased the last few years; and an increase of \$56,000 in operating expenses since the last rate application. The 6.61% increase would equate to approximately a \$3.45 increase per quarter for the average residential customer.

The last sewer rate increase was done in 2004.

Paul Adamski asked if any charges to Whiting were included in this review.

Kim stated this does not include anything for Whiting and a wholesale rate study would be done to reflect their charges.

Motion made by John Wandrey, seconded by Ed Bancker to approve the water rate increase of 9% and the sewer rate increase of 6.61% with both increases being effective at the same time based on the Public Service Commission's decision and implementation for the water rate increase.

Ayes all. Nays none. Motion carried.

5. Consideration and action on capital improvements and maintenance schedule: College Ave. water main replacement, computer software upgrades, training and equipment, replace W.A.S. pump, replace countertop in lab and small miscellaneous items.

Sewage Capital Improvements

Kim requested approval of the items listed on the 2006 Sewage Department Capital Improvement and Maintenance Plan except for Cogeneration using STM which would be brought back to them for approval later in the year.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve the 2006 Sewer Department Capital Improvements and Maintenance Plan except for the Cogeneration using STM. The items approved are as follows: SCADA Work - \$1,500; Replace seals on 2 recip pumps - \$1,000; 10-51 replace seals, bearings, check valves - \$12,000; replace lab centrifuge - \$730; walk behind mower - \$600; isolate plant generator control panel - \$200; grinder pump hour meters - \$1,075; replace WAS pump - \$17,000; replace printer - \$250; replace lab countertop - \$2,500; replace DO meter in lab - \$1,200; Maintenance Work (Digester Cleaning - \$10,000) and the Sewer Capacity Evaluation to be completed by MSA Professional Services, Inc. - \$2,500.

Ayes all. Nays none. Motion carried.

Water Capital Improvements

Kim requested approval for the 2006 Water Department Capital Improvement and Maintenance Plan.

Motion made by John Wandrey, seconded by Dave Eckholm to approve the 2006 Water Department Capital Improvement and Maintenance Plan as follows: Computer software upgrades, equipment, and training - \$25,000; Replace College Avenue water main from Smith to Reserve - \$270,741.63; and tractor backhoe - \$60,000.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution operations.

The report was distributed.

A total of 80 valves were operated in November 2005.

A total of 0 business properties have been checked for backflow preventors in November 2005 for a total of 54 in 2005.

Joel stated the tie-in on the Stora Enso utility bridge has not been completed yet.

7. Report on water supply operation.

Our pumpage in November was 195,166,000 gallons, an increase of 3,476,000 gallons of water from November 2004.

Kim stated Wisconsin Public Service has been having problems with their billing system therefore; the power bill information is not available.

8. Report on Well 4.

Kim stated Pat Planton of S.E.H. has been talking with Glen Falkowski from the D.N.R. They plan to have a meeting in January with Glen Falkowski and Ginger Hooper of the D.N.R. Glen will hopefully be able to come to either the January or February Commission meeting. Glen Falkowski stated if we continue to have safe samples, Well 4 could be used this summer.

Paul Adamski would like this item left on the agendas until it has been resolved.

9. Consideration of Water St. water tower painting project bids.

Kim recommended the low bid from TMI Coatings of St. Paul, Minnesota in the amount of \$363,900 based on the letter of recommendation from Dixon Engineering. They reviewed all of the bids. TMI's bid came in close to \$30,000 under estimate.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve the low bid from TMI Coatings in the amount of \$363,900.

Ayes all. Nays none. Motion carried.

10. Consideration of Dixon Engineering inspection contract for water tower painting.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve the Dixon Engineering inspection contract for water tower painting in an amount not to exceed \$16,477.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

11. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.80 ppm), Phosphorus (0.73 ppm) and Suspended Solid (4.02 ppm), limits were met for the month of November 2005.

12. Report on bar screen project.

Eric stated the bar screen project is running on schedule. One of the two screens has been installed.

Next month's meeting will be held on Monday, January 9, 2006 starting at 12:00 p.m

VI. ADJOURNMENT

MEETING ADJOURNED

1:05 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form