

## Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 13, 2004, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, Ed Bancker and John Wandrey.

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

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### I. ADMINISTRATION

1. Approval of minutes of the November 8, 2004 meeting.
2. Consideration of Izaak Walton League using part of the Patch St. property for annual fisheree.
3. Consideration of employees attending out of state training and conferences.

### II. ACCOUNTING

4. Consideration of claims for the Water and Sewage Treatment Utilities.
5. Consideration and action on capital improvements and maintenance schedule: purchasing computer replacements, office furniture and equipment, one riding lawn mower, one grinder pump, some programming for SCADA, and replacing garage doors at water garage.

### III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.
8. Report on Well 8 rehabilitation.
9. Discussion and action on Well 9 Chemical Room and treatment equipment.
10. Discussion and action on Patch Street buildings and wells.

### IV. SEWAGE TREATMENT OPERATIONS

11. Discussion and action on polymer dilution water heater.
12. Report on sewage treatment operations.

### V. PERSONNEL

13. Adjourn into closed session (approximately 1:00 p.m.) pursuant to Wisconsin Statute 19.85(1)(c).
  - a. Update on union contract negotiations.
14. Reconvene into open session (approximately 10 minutes after adjourning into closed session).

### VI. ADJOURNMENT

PLEASE NOTE: The next Water and Sewage Commission meeting will be January 10, 2005.

### I. ADMINISTRATION

1. Approval of minutes of the November 8, 2004 meeting.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve the minutes of the November 8, 2004 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of Izaak Walton League using part of the Patch St. property for annual fisheree.

Kim said it has been suggested the Commission blanket this approval on an annual basis with the authority to rescind this at anytime in the future.

The Commission decided to approve it for this year only. They feel before they approve this on a long-term basis a resolution needs to be created with specific wording to the following; new insurance certificate to be provided annually, evidence of liquor license, etc.

The Commission would like this brought back at next months meeting.

Motion made by Dave Eckholm, seconded by Ed Bancker approving the Izaak Walton League using part of the Patch St. property for their annual fisheree contingent upon them providing a Certificate of Insurance to the City of Stevens Point.

Ayes all. Nays none. Motion carried.

3. Consideration of employees attending out of state training and conferences.

Kim stated the annual water conference is in San Francisco this year, the wastewater conference is in Washington D.C., the Springbrook user conference is in Portland and the national distribution conference is in Tampa.

Discussion was held by the Commission regarding the importance and appropriateness of attending the annual conferences and how many people should be allowed to attend.

The Commission requested Kim to provide them a detail of training costs on an annual basis.

Motion made by Dave Eckholm, seconded by John Wandrey approving two managers attending the water conference; two managers attending the wastewater conference; and two office staff and one manager to the Springbrook user conference.

Ayes all. Nays none. Motion carried.

### II. ACCOUNTING

4. 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 8, 2004 meeting was \$1,644,620.60; the bank deposits since then were (Not Available). Checks issued since the November 8, 2004 meeting numbered 38765 through 38821 were in the amount of \$626,820.57. Checks numbered 38822 through 38844 for \$45,695.37 were presented for action on December 13, 2004. The net balance on hand December 13, 2004 was (Not Available).

Motion made by John Wandrey, seconded by Ed Bancker to approve the water utility claims for the month of November 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 8, 2004 meeting was \$1,532,039.63; the bank deposits since then were (Not Available). Checks issued since the November 8, 2004 meeting numbered 24035 through 24073 were in the amount of \$122,779.44. Checks numbered 24074 through 24087 for \$17,605.99 were presented for action on December 13, 2004. The net balance on hand December 13, 2004 was (Not Available).

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

Ayes all. Nays none. Motion carried.

5. Consideration and action on capital improvements and maintenance schedule: purchasing computer replacements, office furniture and equipment, one riding lawn mower, one grinder pump, some programming for SCADA, and replacing garage doors at water garage.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve the 2005 Capital Improvements and Maintenance Schedule for the Water & Wastewater Departments except for the Update/Rebuild Chemical Room at Well 9. The items approved for the Water Department are as follows: Office & Garage Furniture & Equipment - \$12,000; Southside mains project - \$204,810; Garage door replacement - \$2,800; office computers - \$12,500; Computers for trucks - \$8,800; leak detection - \$5,500; and paint hydrants - \$20,000. Items approved for the Wastewater Department are as follows; Replace one riding lawnmower - \$5,700; replace some SCADA programming - \$3,795; and replace one grinder pump - \$2,200.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

6. Report on water distribution operations.

Kim complimented the office staff on their efforts in getting the amount that rolls on to property taxes down to \$21,558.30.

Kim stated the ability to pay with credit card was implemented. Customers would have to go online or call a toll free number to do this and a service charge would be applied by Official Payments.

The report was distributed.

A total of 66 valves were operated in November 2004.

A total of 0 business properties have been checked for backflow preventors in November 2004 for a total of 54 in 2004.

Kim said the crew is currently working on scrapping all of the junk meters. They are also working on oiling the hydrants for the winter.

7. Report on water supply operation.

Our pumpage in November was 191,690,000 gallons, a decrease of 9,529,000 gallons of water from November 2003.

8. Report on Well 8 rehabilitation.

Kim said the Airburst process was successful. We should be able to pump 2,000 gpm instead of 1200 gpm based on the specific capacity pump test completed by Municipal Well & Pump while they were doing the process. When the new parts are received and installed for the pump, another capacity pump test will be completed.

The Commissioners would like to be informed when Well 8 is up and running again.

9. Discussion and action on Well 9 Chemical Room and treatment equipment.

Kim requested this item be tabled until next month when we know what Wausau's decision will be and then she would also have numbers available for UV equipment.

10. Discussion and action on Patch Street buildings and wells.

Kim is requesting permission from the Commission to start this process and feels our personnel can do most of the work in regard to moving equipment, etc. She stated we will need to have H&K build a cover for the well. The well collector needs to be cleaned up and secured so it does not become contaminated.

Kim said in the spring the vertical well should be abandoned and she believes the Water Department employees may be able to do this also.

Motion made by Dave Eckholm, seconded by Eugene Tubbs approving beginning the work we could do internally without any large expenditures. Estimates for any large expenditure would have to be brought back to the Commission for approval.

Ayes all. Nays none. Motion carried.

### IV. SEWAGE TREATMENT OPERATIONS

11. Discussion and action on polymer dilution water heater.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve the quote from Bob's Plumbing & Heating for two in-line polymer dilution water heaters in the amount of \$3,950.

Ayes all. Nays none. Motion carried.

12. Report on sewage treatment operations.

There are high loadings coming into the plant again. Eric and Kim will be talking to the schools to make sure they are following the correct procedures for disposing of their food waste products. The sources of the high loadings need to be found.

The Commission would like staff to discuss ways we can effectively inform people of the significance of properly disposing waste products.

B.O.D. (4.30 ppm), Phosphorus (1.01 ppm) and Suspended Solid (4.71 ppm), limits were met for the month of November 2004.

#### V. PERSONNEL

13. Adjourn into closed session (approximately 1:00 p.m.) pursuant to Wisconsin Statue 19.85(1)(c).

a. Update on union contract negotiations.

The Commission did not adjourn into closed. Kim stated proposals were exchanged and negotiating will begin.

14. Reconvene into open session (approximately 10 minutes after adjourning into closed session).

Next month's meeting will be held on Monday, January 10, 2005 at 12:00 p.m.

#### VI. ADJOURNMENT

Motion made by Eugene Tubbs, seconded Dave Eckholm to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:26 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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