

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, May 10, 2004, 12:00 P.M. PRESENT: Eugene Tubbs, Dave Eckholm, Ed Bancker and John Wandrey.

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Jaime Zdroik, Joel Lemke, and John Andres - Virchow Krause.

EXCUSED ABSENCE: Paul Adamski.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the April 12, 2004 meeting.
2. Report on change of hours of operation for the Water Department.

II. ACCOUNTING

3. Discussion and acceptance of Water and Sewage Department Audits.
4. Consideration of claims for the Water and Sewage Treatment Utilities.
5. Report on 6" water main replacement on Riverview Avenue.

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.
8. Discussion and action on hiring John Jansen of Aquifer Science & Technology to evaluate the groundwater protection ordinance.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on gas meter replacements.
10. Discussion and action on channel aeration blowers elimination.
11. Report on sewage treatment operations.

V. ADJOURNMENT

The next Water and Sewage Commission meeting will be held on Thursday, June 10, 2004 at 11:30 a.m.

I. ADMINISTRATION

1. Approval of minutes of the April 12, 2004 meeting.

Motion made by John Wandrey, seconded by Dave Eckholm to approve the minutes of the April 12, 2004 meeting.

Ayes all. Nays none. Motion carried.

2. Report on change of hours of operation for the Water Department.

Kim had a request to change the work hours to 7:00 a.m. to 3:30 p.m. and after receiving input from the Mayor, Paul Adamski and all employees Kim decided to compromise by changing the hours to 7:30 a.m. to 4:00 p.m. These hours would then match City Hall's hours of operation.

Kim also stated we have had requests from customers to have servicemen at their homes to do repairs before they leave for work.

These new hours will be effective June 1, 2004.

II. ACCOUNTING

3. Discussion and acceptance of Water and Sewage Department Audits.

John Andres from Virchow Krause presented the Water and Sewage Department Financial Audits.

John stated this was a year for change due to GASB34 and some changes the Public Service Commission has required.

John explained the Schedule 14; Rate of Return Schedule; Balance Sheet & Liabilities for the Water & Sewage Departments. Key points for the Water Department: Revenues have grown due to the rate increase effective 1/1/2003; Expenses increased 1.5%; and Debts increased due to projects. Key points for the Sewage Department: There was a rate increase on 1/1/2002.; Revenues increased \$120,000; Operation & Maintenance Expenses decreased; and another rate increase went into effect 4/1/04 in order to cover the debt service requirement of the Clean Water Fund loan.

The Water Department is currently more financially stable then the Sewage Department. Both departments have a positive cash flow.

Auditing standards have also changed. Auditors need to look for fraud in organizations more than usual. The Water & Sewage Departments segregate duties in order to prevent fraud.

Inventory controls need to be tightened up.

Virchow Krause recommends management expand its investment policy to address collateralization of investments.

In closing, John stated staff was very helpful in providing all information needed in order to complete the auditing process.

The Commission suggested we look at different investment options.

Motion made by Dave Eckholm, seconded by John Wandrey to accept the audit reports completed by Virchow Krause & Co. for the Water & Sewage Departments.

Ayes all. Nays none. Motion carried.

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

Eugene Tubbs presented the statement of claims for the Water Utility for April. The balance on hand after the April 12, 2004 meeting was \$1,625,765.90; the bank deposits since then were \$773,792.94. Checks issued since the April 12, 2004 meeting numbered 38222 through 38292 were in the amount of \$787,270.08. Checks numbered 38275 through 38305 for \$119,284.81 were presented for action on May 10, 2004. The

net balance on hand May 10, 2004 was \$1,493,003.95.

Motion made by John Wandrey, seconded by Ed Bancker to approve the water utility claims for the month of April as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for April. The balance on hand after the April 12, 2004 meeting was \$1,666,198.32; the bank deposits since then were (Not Available). Checks issued since the April 12, 2004 meeting numbered 23649 through 23699 were in the amount of \$980,254.95. Checks numbered 23685 through 23716 for \$19,029.24 were presented for action on May 10, 2004. The net balance on hand May 10, 2004 was (Not Available).

Motion made by Ed Bancker, seconded by John Wandrey to approve the sewage utility claims for the month of April as audited and read.

Ayes all. Nays none. Motion carried.

5. Report on 6" water main replacement on Riverview Avenue.

Kim explained to the Commission there is new development in that area that will consist of sixteen unit apartment buildings. The existing 6" water main does not provide adequate fire protection to service these apartments; therefore approximately 900' of 10" main will have to be installed to provide adequate fire protection. The estimated cost is \$25,000 to \$40,000.

III. WATER OPERATIONS

6. Report on water distribution operations.

The report was distributed.

A total of 6 valves were operated in April 2004.

A total of 15 business properties have been checked for backflow preventors in April 2004 for a total of 15 in 2004.

Kim stated the water main purchased from Stora Enso was inspected and it is in very good condition.

Construction starts next week on Second St. North and the second phase of Whitetail Subdivision will also be done this year.

7. Report on water supply operation.

Our pumpage in April was 209,532,000 gallons, an increase of 29,340,000 gallons of water from April 2003.

8. Discussion and action on hiring John Jansen of Aquifer Science & Technology to evaluate the groundwater protection ordinance.

Motion made by John Wandrey and seconded by Ed Bancker to hire John Jansen of Aquifer Science & Technology to evaluate the groundwater protection ordinance for an amount not to exceed \$4,000. This amount is to be shared equally by the Stevens Point Water & Sewage Departments and the City.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on gas meter replacements.

Eric explained to the Commissioners that four gas meters that measure the amount of methane produced and used will need to be replaced due to repair parts being unavailable.

This is a maintenance item that will be paid from the replacement fund.

10. Discussion and action on channel aeration blowers elimination.

Eric explained originally in the Focus on Energy one of the recommendations was to install a timer on the channel aeration blowers to reduce operation time by 50%. We have found there is excess capacity on some of the other aeration equipment and would like to utilize that and tap into those lines eliminating two channel aeration blowers.

Motion made by John Wandrey, seconded by Ed Bancker to approve the cost of the piping needed to eliminate the channel aeration blowers in the amount of \$3,900.

Ayes all. Nays none. Motion carried.

11. Report on sewage treatment operations.

Eric stated the plant is running well. The suspended solids for the raw sewage coming into the plant is getting higher but this is typical for Spring.

B.O.D. (4.12 ppm), Phosphorus (.395 ppm) and Suspended Solid (4.79 ppm), limits were met for the month of April 2004.

Next month's meeting will be held on Thursday, June 10, 2004 at 11:30 a.m.

V. ADJOURNMENT

Motion made by John Wandrey, seconded Ed Bancker to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:34 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form