

Meeting Minutes

Board of Water and Sewage Commissioners

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

ALSO PRESENT: Kim Halverson, Eric Niffenegger, Jaime Zdroik, and Jeff Galbraith - Earth Tech.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the May 10, 2004 meeting.

II. WATER OPERATIONS

2. Adjournment into closed session approximately 11:35 P.M. pursuant to Wisconsin statutes 19.85 (1) (d) to discuss strategies for crime detection or prevention.

3. Reconvene into open session approximately 40 minutes after adjourning into closed session.

4. Report on water distribution operations.

5. Report on water supply operations.

6. Discussion and action on additional engineering fees change order for water tower main project.

7. Discussion and action on Village of Whiting's emergency water connection fee.

III. ACCOUNTING

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

IV. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

V. ADJOURNMENT

PLEASE NOTE: The next Water and Sewage Commission meeting will be held on Monday, July 12, 2004 at 12:00 p.m.

I. ADMINISTRATION

1. Approval of minutes of the June 10, 2004 meeting.

Motion made by John Wandrey, seconded by Ed Bancker to approve the minutes of the June 10, 2004 meeting.

Ayes all. Nays none. Motion carried.

II. WATER OPERATIONS

2. Report on water distribution operations.

The report was distributed.

A total of 18 valves were operated in June 2004.

A total of 11 business properties have been checked for backflow preventors in June 2004 for a total of 29 in 2004.

Kim stated the Second Street Project is going along well. They ran into rock and at one point had to blast. They are almost up to SPASH driveway with water main.

3. Report on water supply operation.

Our pumpage in June was 236,706,000 gallons, a decrease of 14,943,000 gallons of water from June 2003.

Kim stated we had problems in the past with water in the basement of the office. A company came in before and fixed it. This year due to all the rain we have water coming through the walls and the foundation. Kim received a preliminary quote from the company that repaired it the last time. The quote came back at approximately \$15,000.00. Anything over \$10,000 needs to be bid out so Kim is having Joe Euclide prepare the specs for us.

4. Discussion and action on bids for the Bliss Avenue water main contract.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to accept the low bid from Rezin Construction, Ltd. in the amount of \$322,637.83.

Ayes all. Nays none. Motion carried.

5. Discussion and action on changes to the Village of Plover emergency water connection contract.

This item will be tabled until next month.

6. Update on hiring process for Administrative Services Manager position.

Kim stated we received 42 applications. Those were then narrowed down to ten and then broken down to five to interview with the remaining five on hold. Interviews will be conducted this week.

7. Adjournment into closed session approximately 12:30 P.M. pursuant to Wisconsin statutes 19.85 (1) (d) to discuss strategies for crime detection or prevention.

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

Roll Call: Ayes: Paul Adamski, Dave Eckholm, Ed Bancker, Eugene Tubbs, and John Wandrey.

Nays: None. Motion carried.

8. Reconvene into open session approximately 20 minutes after adjourning into closed session.

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

Ayes all. Nays None. Motion carried.

Discussion was held regarding some procedural strategies for crime detection and prevention for the future.

Any capital improvements involved with any security measures will be handled through the regular capital improvements process.

III. ACCOUNTING

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

Paul Adamski presented the statement of claims for the Water Utility for June. The balance on hand after the June 10, 2004 meeting was \$1,516,700.19; the bank deposits since then were \$306,674.67. Checks issued since the June 10, 2004 meeting numbered 38383 through 38438 were in the amount of \$256,398.13. Checks numbered 38439 through 38468 for \$34,085.73 were presented for action on July 12, 2004. The net balance on hand July 12, 2004 was \$1,532,891.00.

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

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for June. The balance on hand after the June 10, 2004 meeting was \$943,539.67; the bank deposits since then were \$154,656.98. Checks issued since the June 10, 2004 meeting numbered 23778 through 23803 were in the amount of \$91,223.20. Checks numbered 23804 through 23814 for \$3,369.06 were presented for action on July 12, 2004. The net balance on hand July 12, 2004 was \$1,003,604.39.

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

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

10. Report on sewage treatment operations.

B.O.D. (3.59 ppm), Phosphorus (.420 ppm) and Suspended Solid (4.12 ppm), limits were met for the month of June 2004.

Eric stated our flows on average are a million gallons more a day than last year due to all the rain.

Kim stated Eric recently found out that Appleton was looking at spreading biosolids in the town of Buena Vista where we spread ours. We sent a letter to the Deputy Director of Utilities respectfully requesting they do not spread biosolids there.

Paul Adamski requested Kim and Eric to stay on top of this, and if Appleton still plans to spread biosolids there, then he would like a letter sent to the DNR asking their opinion on this matter.

11. Discussion on DNR letter regarding CMAR.

A letter was received from Joe Behlen of the Department of Natural resources in regards to the 2003 Compliance Maintenance Annual Report. The letter stated we generated 11 points on the CMAR due to the age of the sewage treatment plant, meaning no action is required at this time.

The second part of the letter explained the pending rule called CMOM, Capacity, Maintenance, Operation and Management. This rule would require a more formal approach to maintaining and operating the collection system. Joe suggests we look into the requirements of this pending rule and see what impacts this will have on how the collection system is maintained. Eric stated the CMOM would be incorporated into the CMAR.

Kim also stated we received the application for the WPDES permit. This will have to be submitted by December 31, 2004. Kim would like to have Strand review it once it is completed. Eric stated we originally wanted to join MEG for approximately \$1,500 so they would review our WPDES permit but Strand can do this for a lot less.

Next month's meeting will be held on Wednesday, August 11, 2004 at 12:00 p.m.

V. ADJOURNMENT

Motion made by John Wandrey, seconded Dave Eckholm to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:48 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS
EUGENE TUBBS, SECRETARY

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