

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, February 10, 2003, 12:00 P.M. PRESENT: Eugene Tubbs, Dave Eckholm, Ann Shannon and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik and Kate Garsombke - Stevens Point Journal.

EXCUSED ABSENCE: Paul Adamski

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I. ADMINISTRATION

1. Approval of minutes of the January 13, 2003 meeting.
2. Consideration of painting and replacing carpeting in the Administration Building.
3. Consideration of being a sponsor for the 1st Annual Wisconsin Groundwater Festival.

II. ACCOUNTING

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

5. Consideration of chemical bids

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.
8. Consideration of bids for the Elevated Water Storage Tank Project.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on waste load from UWSP.
10. Report on sewage treatment operations.

V. PERSONNEL

11. Consideration of hiring a Construction Manager and Typist I.

The next Water and Sewage Commission meeting will be held on March 10, 2003

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the January 13, 2003 meeting.

Motion made by Dave Eckholm, seconded by Ed Bancker to approve the minutes of the January 13, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of painting and replacing carpeting in the Administration Building.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the bid from The Paint Company in the amount of \$3,115.00 and the bid from Van's Floor Covering in the amount of \$14,700.00. The Commission wants other options as far as the Zolatone walls in the main office. We are to look at wall paper and other paint options.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

3. Consideration of being a sponsor for the 1st Annual Wisconsin Groundwater Festival.

The Commissioners asked what the expectations were for sponsorship, monetary or in kind.

Greg stated when he asked Denise from the WI Groundwater Guardian Program what they wanted either in kind or monetary and Denise said monetary because they already have enough volunteer help.

Eugene explained that the WI Groundwater Guardian Program educates sixth graders about groundwater.

The Commissioners questioned whether or not it is the Water & Sewage Departments role to educate students on groundwater or if this should be the responsibility of educators.

Greg stated that he felt that it was a worthwhile cause because we would be reaching kids at a young age.

The Commissioners would like to know more specifics about the organization and what the money would be used for.

Dave encourages staff to contact other municipalities to see if they set money aside every year for educational contributions to organizations.

Dave requested that we add an item to the agenda in the future regarding setting criteria for sponsorships using funds not generated by the payment of water and sewage departments.

Ann Shannon suggested that we direct them to the Community Foundation, which has an environmental fund specifically for groundwater protection.

Kim will call Chris from the WI Groundwater Guardian Program to see exactly what the expectations are from the Water and Sewage Departments.

Motion made by Ann Shannon, to approve of the staff deciding on an in kind sponsorship to the 1st Annual Wisconsin Groundwater Festival.

Motion made by Ann Shannon, seconded by Dave Eckholm to amend Ann Shannon's motion to include payment of exhibitor fees in the amount of \$50.00 if necessary.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for January. The balance on hand after the January 13, 2003 meeting was \$865,222.49; the bank deposits since then were \$696,117.49. Checks issued since the January 13, 2003 meeting numbered 37090 through 37147 were in the amount of \$445,738.54. Checks numbered 37131 through 37146 for \$34,290.44 were presented for action on February 10, 2003. The net balance on hand February 10, 2003 was \$1,081,311.00.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the water utility claims for the month of January as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for January. The balance on hand after the January 13, 2003 meeting was \$1,049,814.86; the bank deposits since then were (Not available at this time). Checks issued since the January 13, 2003 meeting numbered 22850 through 22876 were in the amount of \$35,022.51. Checks numbered 22877 through 22898 for \$15,892.35 were presented for action on February 10, 2003. The net balance on hand February 10, 2003 was (Not available at this time).

Motion made by Ed Bancker, seconded by Ann Shannon to approve the sewage utility claims for the month of January as audited and read.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 5. Consideration of chemical bids.

Greg suggested that we go with Hydrite and Eaglebrook as low bidders.

Motion made by Dave Eckholm, seconded by Ann Shannon to accept the low bid from Hydrite Chemical for 60 cylinders containing 150# of chlorine for \$3,960.00; 7,380 gallons of Sodium Hypochlorite for \$5,830.20; 8,000 gallons of hydrofluosilicic acid for \$10,800.00; and 2,000 lbs. of caustic potash flake 90% for \$1,300.00; and the low bid from Eaglebrook Inc. for 8,000 gallons of Ferric Chloride for \$4,828.80.

Ayes all. Nays none. Motion carried.

### III. WATER OPERATIONS

#### 6. Report on water distribution operations.

The report was distributed.

A total of 18 valves were operated in January 2003.

A total of 1 business property has been checked for backflow preventors in January 2003 for a total of 1 in 2003.

Greg stated that we had a couple of water main breaks due to the cold weather.

#### 7. Report on water supply operation.

Our pumpage in January was 209,634,000 gallons, an increase of 25,940,000 gallons of water from January 2002.

#### 8. Consideration of bids for the Elevated Water Storage Tank Project.

Greg stated that we received three bids and that Landmark's bid was the lowest.

Greg stated that an Alternate 1 which is a three coat paint system on the exterior will be decided on at the time the steel is to be painted.

Motion made by Ann Shannon, seconded by Ed Bancker to accept the low bid from Landmark Structures in the amount of \$1,140,000.00.

Ayes all. Nays none. Motion carried.

### IV. SEWAGE TREATMENT OPERATIONS

#### 9. Report on waste load from UWSP.

Greg stated that he, Kim, and Eric met with John Jury, Jerry Lineberger, and Larry Beck and information was exchanged.

Eric took a sample from the hospital pulper to determine BOD and Suspended Solid results. The information was shared with UWSP.

#### 10. Report on sewage treatment operations.

Eric stated that the plant was running good. Eric stated the phosphorus removal was working slower due to the cold weather.

B.O.D. (5.30 ppm), Phosphorus (0.64 ppm) and Suspended Solid (5.39 ppm), limits were met for the month of January 2003.

### V. PERSONNEL

#### 11. Consideration of hiring a Construction Manager and Typist 1.

Kim stated, Billie, the GIS Specialist, left a while ago and her replacement did not make it through the orientation period and the Inspector also retired in January. Kim stated that they have been trying to figure out what was the best way to get the most qualified people into these positions and to fill the needs that we have. After a lot of thought, and discussions they would like to hire a person in a management position titled Construction Manager. In the past, they have not gotten qualified technical people, because either they would not have felt challenged enough or they did not want to do the office work part of the position. Therefore, they would reorganize and have this position do the inspecting, GIS mapping, and be in charge of all the construction and manage the construction personnel also, under the direction of Greg and Kim.

Kim also requested that if they could not find a qualified person to fill the Construction Manager position, they would like the approval of the Commission to then hire three positions, Inspector, GIS Specialist and Typist 1. The Typist 1 would be an additional office person.

Kim explained the 9-year projection that was provided to the Commission. The projection showed all of the mains, hydrants, services, valves, new customers, meter exchanges etc. added in the last 9 years. A phone survey was completed back in 1997 by office staff and another was completed in 2002. The phone survey showed a 78% increase in the volume of phone calls. It is because of these increases office personnel are getting behind on day-to-day tasks and shows the need for additional office staff.

Greg said that as far as the Inspector position is concerned, he went to two consulting firms to see what the cost would be to outsource that position. Kim stated the cost would be approximately \$40,500 to \$61,200 depending on the level of expertise of the person that would be doing the inspecting. This was ruled out due to the cost.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the hiring of a Construction Manager and Typist 1 with the understanding that if those positions can't be filled that you would come back with another proposal, or maybe even discuss salary. Dave encourages the staff to keep the salary negotiable, maybe give it a range so that we don't lose someone for lack of \$5,000 or \$6,000.00.

Ayes all. Nays none. Motion carried.

#### VI. ADJOURNMENT

Motion made by Ann Shannon, seconded by Ed Bancker to adjourn.

Ayes all. Nays none. Motion carried.

#### MEETING ADJOURNED

1:12 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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