

Meeting Minutes

Board of Water and Sewage Commissioners

Tuesday, June 10, 2003, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, Ann Shannon and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, Joe Behlen - Department of Natural Resources, Jim Chaffee - Earth Tech, Jim Kleinschmidt - Strand Associates, Inc., Pat Planton - SEH, and Barb Zinda.

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V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the May 12, 2003 meeting.

Motion made by Eugene Tubbs, seconded by Ann Shannon to approve the minutes of the May 12, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of billing, accounting, payroll software from Springbrook Software.

Kim stated that a three year average for Sentry's charges was \$66,144. Springbrook charges for the first year for utility billing, training, implementation, maintenance etc. would be \$62,925. After that maintenance charges annually for just utility billing would be approximately \$7,000. If we went with all of the packages offered including, utility billing, financials, payroll, inventory that annual maintenance fee would be \$16,625.

Dave Eckholm would like to see the gross and net increase in cost including all packages.

Kim also stated if we implemented this system we would be able to scan bills in, have online payments of bills for customers, and a credit/debit card system. Greg stated that it interfaces with the GIS and the Assessor's database.

The software would reside on our network. There is a possibility that we would need to purchase a new server but that needs to be replaced anyway because the memory is almost full. Kim had Network Associates review the software requirements needed to run the Springbrook software and they felt we would not need to purchase anything.

A conference call was made to Springbrook in order for the Commissioners to ask them additional questions.

Paul asked Barb Zinda what was the main reason we want to go with Springbrook. Barb stated that Rick from Springbrook was so knowledgeable about utility billing and she felt that the software was user friendly based on the demo of the Software they allowed us to use.

Greg stated that we would be their first customer in Wisconsin that is why they are giving us a \$15,000 discount.

Dave asked Springbrook how the maintenance fees were figured. Springbrook stated the maintenance fees are based on a percentage of the licensing fees. Springbrook stated historically that the annual maintenance fees are increased up to the cost of living. The average cost of living increase has been 3% per year.

Paul asked Springbrook if they would be willing to modify the contract to give us a guaranteed maximum increase on the maintenance contract for a five year period not to exceed the cost of living. Springbrook agreed to do this for a three year period.

Paul analyzed the figures and at year three we would start seeing a payback of approximately \$50,000 a year.

Dave encourages staff to do a site visit of a couple of different companies using this software before the final decision is made.

Paul would like to see a spreadsheet at the next meeting showing the payback. Paul would also like to make sure the contract would be modified stating that Springbrook agreed that the annual maintenance fees for a three year period would not exceed the cost of living increase.

The Commission would like staff to report back next month regarding the site visits.

3. Consideration of proposals for Water & Wastewater Systems Vulnerability Assessments.

The three consulting firms whose proposals are being considered are Earth Tech, Strand Associates, Inc. and SEH.

Discussion was held by the Commissioners, Water & Sewage Department staff, and representatives from each firm regarding the vulnerability assessments.

Due to the fact that it is mandated and there is a deadline of June 30, 2004, Paul Adamski requested that we do the vulnerability assessment for the water system and hold off on doing the vulnerability assessment for the wastewater system until we see the results of the vulnerability assessments completed for the water system.

Greg stated that Kim, Eric & I recommend Strand Associates, Inc. to complete the vulnerability assessments due to the thoroughness of their proposal. Kim stated that Strand Associates used a more procedural approach in their proposal which they liked.

Paul Adamski requested that this item be postponed and then placed on next month's agenda as a closed session item if possible.

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 May. The balance on hand after the May 12, 2003 meeting was \$989,278.34; the bank deposits since then were \$321,713.88. Checks issued since the May 12, 2003 meeting numbered 37398 through 37439 were in the amount of \$187,766.86. Checks numbered 37440 through 37465 for \$32,668.04 were presented for action on June 10, 2003. The net balance on hand June 10, 2003 was \$1,090,557.32.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the water utility claims for the month of May as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for May. The balance on hand after the May 12, 2003 meeting was \$693,797.13; the bank deposits since then were \$143,343.00. Checks issued since the May 12, 2003 meeting numbered 23053 through 23078 were in the amount of \$81,003.46. Checks numbered 23079 through 23094 for \$22,877.36 were presented for action on June 10, 2003. The net balance on hand June 10, 2003 was \$733,259.31.

Motion made by Eugene Tubbs, seconded by Ann Shannon to approve the sewage utility claims for the month of May as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

A letter was received from the Village of Whiting requesting that we rescind the next quarterly payment of \$650.00 for the emergency connection between Whiting and Stevens Point.

Kim stated the reason they are requesting this is because we had a leak on Whiting Ave. and would have had to shut the water main down to River Pines, Fireside Apartments, etc. Since we had a connection with Whiting at that location, they called Whiting to see if they would service that area for us while the leak was being repaired. Kim stated that it only took approximately two hours to complete and we used about 8,000 gallons of water. According to our water rates that would be \$9.60.

Kim also stated that the \$650.00 standby fee is mandated by the Public Service Commission. Kim contacted the PSC when we received the letter and explained the situation to them. The PSC said they would not allow us to rescind the \$650.00 based on the information provided.

The Commissioners stated that we should contact the Village of Whiting and explain to them that the PSC would not allow us to rescind the standby fee even if we wanted to do so.

Greg stated that we are going to participate in Drinking Water Research with the Marshfield Clinic sometime this year. They are studying gastrointestinal infections.

The report was distributed.

A total of 36 valves were operated in May 2003.

A total of 0 business properties have been checked for backflow preventors in May 2003 for a total of 1 in 2003.

Kim stated that the Highway 10 project is going well. They shut off the south 16" main and made the connection to the 24" yesterday. The north 16" main was shut of this morning and it will be capped tomorrow.

Kim also stated that the Ellis Street construction project will start next Monday.

The new water tower will be starting next Monday also. Greg stated that they are having discussions on what trees will need to be cut.

6. Report on water supply operation.

Our pumpage in May was 223,426,000 gallons, a decrease of 2,556,000 gallons of water from May 2002.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on Whiting's cost effectiveness evaluation of abandoning their wastewater plant and discharging to the City's plant.

Jim Kleinschmidt from Strand Associates, Inc. provided the Commissioners with a summary of the re-rating letter and the impact of accepting wastewater from the Village of Whiting.

Jim stated that the reason for the re-rating was due to the fact that the wastewater treatment plant was approaching the design levels and as a result the points received on the CMAR were increasing.

Jim recommends that the letter be submitted to the Department of Natural Resources for their review. Strand Associates, Inc. recommends a re-rating with no modifications to the plant.

Jim stated that we have seen a significant drop in the loadings to the treatment plant in the last six months and believe that the UWSP is handling their food operations differently. Greg stated that they are probably scraping their plates.

The Commissioners approved the re-rating letter be submitted to the DNR for their review.

Jim stated that Greg wanted them to take a look at what would be the impact of accepting wastewater from the Village of Whiting. There is adequate capacity in the facility to handle the wastewater from the Village of Whiting, so no significant capital improvements will be necessary.

Paul Adamski stated he would send a letter to Jerry Walters and Chuck Kell offering this report for their information suggesting that we would entertain discussions on this matter and encourage them to look at this as a cost effective alternative.

8. Report on sewage treatment operations.

Eric stated the plant is running well.

B.O.D. (3.34 ppm), Phosphorus (0.751 ppm) and Suspended Solid (4.26 ppm), limits were met for the month of May 2003.

Ann Shannon asked if staff had been in communication with the UWSP regarding the results we have been seeing. Greg stated that Kim, Eric & I had a meeting with John Jury and Larry Beck of the UWSP regarding the loadings.

Paul suggested that we send a letter to the UWSP thanking them for taking the initiative in helping us decrease the loadings to the treatment plant. Paul also suggested that we send them some charts showing them the positive results we have had.

Greg stated that staff will discuss sampling them again.

Next month's meeting will be held on Tuesday, July 8, 2003 at 12:00 p.m.

V. ADJOURNMENT

Paul informed the Commission that Ann Shannon tendered her resignation effective today because she is taking on some additional responsibilities with the City. Paul thanked Ann for her studiousness. Ann stated that she will now be on the Planning Commission.

Motion made by Ann Shannon, seconded Eugene Tubbs to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:32 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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