

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, September 8, 2003, 12:00 P.M. PRESENT: Eugene Tubbs, Dave Eckholm, Ed Bancker and John Wandrey.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, and Joel Lemke.

EXCUSED ABSENCE: Paul Adamski

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I. ADMINISTRATION

1. Approval of minutes of the July 17, 2003 meeting.
2. Retirement notice from Greg Disher.

II. ACCOUNTING

3. Consideration of claims for the Water and Sewage Treatment Utilities.
4. Report on Springbrook software installation.

III. WATER OPERATIONS

5. Consideration of Focus on energy survey report.
6. Report on water distribution operations.

7. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

8. Discussion on letter from Whiting concerning their discharging of wastewater to our wastewater plant.

9. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the July 17, 2003 meeting.

Motion made by John Wandrey, seconded by Ed Bancker to approve the minutes of the July 17, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Retirement notice from Greg Disher.

The Commissioners congratulated Greg on announcing his retirement and thanked him for his years of service.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for August. The balance on hand after the August 8, 2003 meeting was \$1,388,440.90; the bank deposits since then were \$(Not available at this time). Checks issued since the August 8, 2003 meeting numbered 37615 through 37673 were in the amount of \$1,831,323.17. Checks numbered 37674 through 37699 for \$216,371.20 were presented for action on September 8, 2003. The net balance on hand September 8, 2003 was \$(Not available at this time).

Motion made by John Wandrey, seconded by Dave Eckholm to approve the water utility claims for the month of August as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for August. The balance on hand after the August 8, 2003 meeting was \$1,238,255.65; the bank deposits since then were \$(Not available at this time). Checks issued since the August 8, 2003 meeting numbered 23187 through 23230 were in the amount of \$90,799.28. Checks numbered 23231 through 23250 for \$16,476.99 were presented for action on September 8, 2003. The net balance on hand September 8, 2003 was \$(Not available at this time).

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

Ayes all. Nays none. Motion carried.

4. Report on Springbrook software installation.

Kim stated we received an implementation schedule from Springbrook. Barb has been working with Springbrook and Sentry exchanging information. Training is scheduled for October; test run in November; and a live run in December.

Kim also stated once this project is completed customers will be able to make payments on line; and have debit and credit card capabilities, all customer conveniences.

Network Associates will be here next week to install the server.

III. WATER OPERATIONS

5. Consideration of Focus on energy survey report.

Greg and Kim will be meeting with Mike Rusch from Wisconsin Public Service regarding some of the recommendations in the energy survey report.

John Wandrey would like Greg and Kim to find out what the costs involved would be to replace the existing motors on Wells 5 - 9 and the reservoir with energy efficient motors as recommended in the report.

Greg stated we will bring this item back at next months meeting with prices for motors for Wells 5 - 9 and the reservoir.

Thomas Electric Service, Inc. prepared a quote for occupancy sensors and light fixtures, two of the recommendations listed in the energy survey report.

Motion made by John Wandrey, seconded by Dave Eckholm to approve the quote from Thomas Electric Service, Inc. for occupancy sensors and light fixtures for the water garage and Well 9 in the amount of \$3,985.00.

Ayes all. Nays none. Motion carried.

6. Report on water distribution operations.

Greg stated construction is complete as far as water services.
Greg introduced our new construction manager Joel Lemke.

The report was distributed.

A total of 0 valves were operated in August 2003.

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

7. Report on water supply operation.

Greg explained to the Commissioners the steps that are being taken to clean up the gas leak at the Sentry Airport.

Well 6 is currently down because the softstart went out on it.

Our pumpage in August was 311,358,000 gallons, an increase of 38,761,000 gallons of water from August 2002.

IV. SEWAGE TREATMENT OPERATIONS

8. Discussion on letter from Whiting concerning their discharging of wastewater to our wastewater plant.

Greg stated we are waiting to hear from the DNR regarding the rerating of the sewage plant before anything else will be done.

9. Report on sewage treatment operations.

Eric stated the plant ran well in July and August.

B.O.D. (4.88 ppm), Phosphorus (0.476 ppm) and Suspended Solid (4.23 ppm), limits were met for the month of August 2003.

Next month's meeting will be held on Monday, October 13, 2003 at 12:00 p.m.

V. ADJOURNMENT

Motion made by Dave Eckholm, seconded Ed Bancker to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:55 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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