

Meeting Minutes

Board of Water and Sewage

Commissioners Meeting Minutes

Wednesday, October 15, 2003, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, and John Wandrey.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, John Gardner - Community Development Director, Chuck Kell - Portage County Planning & Zoning/President of the Village of Whiting, and Ray Schmidt - Portage County Planning & Zoning.

EXCUSED ABSENCE: Ed Bancker

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I. ADMINISTRATION

1. Approval of minutes of the September 8, 2003 meeting.
2. Consideration of proposed amendments to the Wellhead Protection Overlay District 23-02 (4) (E).
3. Ratification of Union Contract.

II. ACCOUNTING

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

III. WATER OPERATIONS

6. Report on water distribution operations.
7. Report on water supply operations.

IV. SEWAGE TREATMENT OPERATIONS

8. Discussion on a letter from the DNR regarding the re-rating of the plant.
9. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the September 8, 2003 meeting.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve the minutes of the September 8, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of proposed amendments to the Wellhead Protection Overlay District 23-02 (4) (E).

John Gardner gave a presentation on the existing Wellhead Protection Ordinance and the proposed changes. The proposed changes include clarification of the language or making it conditional use.

John stated that the Plan Commission members are concerned about changing the ordinance and referred it to the Water & Sewage Commission.

Greg suggested to the Commission to clarify the language only, as did the Mayor and John Gardner.

The Commission took no action on the proposed amendments. They would like staff to discuss a cost sharing study to determine what person or company could enlighten the Mayor, Commission, the Plan Commission, and the Council on these amendments to the Wellhead Protection Ordinance and give them a recommendation regarding that. They would also like to see a brief outline of what John Gardner would envision the conditional use process to be.

3. Ratification of Union Contract.

It was reported to the Commission that the Personnel Committee did not ratify the contract.

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 September. The balance on hand after the September 8, 2003 meeting was \$1,961,090.83; the bank deposits since then were \$391,142.08. Checks issued since the September 8, 2003 meeting numbered 37697 through 37748 were in the amount of \$287,101.42. Checks numbered 37749 through 37769 for \$13,318.56 were presented for action on October 15, 2003. The net balance on hand October 15, 2003 was \$2,051,812.93.

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

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for September. The balance on hand after the September 8, 2003 meeting was \$1,315,422.59; the bank deposits since then were \$142,200.05. Checks issued since the September 8, 2003 meeting numbered 23251 through 23296 were in the amount of \$119,796.55. Checks numbered 23297 through 23316 for \$85,280.55 were presented for action on October 15, 2003. The net balance on hand October 15, 2003 was \$1,252,545.54.

Motion made by Eugene Tubbs, seconded by John Wandrey to approve the sewage utility claims for the month of September as audited and read.

Ayes all. Nays none. Motion carried.

5. Report on Springbrook software installation.

Kim reported they have sent us the file to review and that training for utility billing will take place next week.

Dave Eckholm asked about how the bills will be mailed in the future and asked that a sample copy be provided to the Commission at the next meeting.

III. WATER OPERATIONS

6. Report on water distribution operations.

Greg stated the last two services on Phase IV were completed last week.

Greg also stated the construction digging will be done on the 24th of October.

The report was distributed.

A total of 6 valves were operated in September 2003.

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

7. Report on water supply operation.

Our pumpage in September was 279,073,000 gallons, an increase of 22,381,000 gallons of water from September 2002.

IV. SEWAGE TREATMENT OPERATIONS

8. Discussion on letter from the DNR regarding the re-rating of the plant.

The Commission discussed the letter which included a comment about Stevens Point being able to accept Whiting's wastewater with no additions to the plant.

The Commission recommended that Paul write a letter to the Village of Whiting stating our willingness to work with them.

9. Report on sewage treatment operations.

Eric stated the plant ran well.

B.O.D. (5.23 ppm), Phosphorus (0.354 ppm) and Suspended Solid (4.08 ppm), limits were met for the month of September 2003.

Next month's meeting will be held on Monday, November 10, 2003 at 12:00 p.m. and the December meeting will be held on Friday, December 5, 2003 at 12:00 p.m..

V. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:20 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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