

Meeting Minutes

Board of Water and Sewage

Commissioners Meeting Minutes

Friday, December 5, 2003, 12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, and John Wandrey.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, and Barb Zinda.

EXCUSED ABSENCE: Ed Bancker

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the November 10, 2003 meeting.
2. Consideration of Izaak Walton League to use part of Patch Street property.
3. Consideration of employee's attending out of state training and conferences.

II. ACCOUNTING

4. Consideration of claims for the Water and Sewage Treatment Utilities.
5. Report on Springbrook software installation.
6. Consideration and action on capital improvements and maintenance schedule: computer, desk and replace flooring in Wastewater office.

III. WATER OPERATIONS

7. Consideration and action on quote from L&S Electric for replacement motors for booster station and wells.
8. Discussion and action on color and design of water tower paint.
9. Report on water distribution operations.
10. Report on water supply operation.

IV. SEWAGE TREATMENT OPERATIONS

11. Consideration of hiring Virchow Krause for establishment of bulk sewage treatment rate.
12. Consideration of Focus on Energy saving considerations.
13. Report on sewage treatment operations.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the November 10, 2003 meeting.

Motion made by John Wandrey, seconded by Dave Eckholm to approve the minutes of the November 10, 2003 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of Izaak Walton League to use part of Patch Street property.

Paul Adamski stated he has been a member of the Izaak Walton League for approximately 26 or 27 years. Paul also stated the Izaak Walton League provides a Certificate of Insurance so there are no liability issues and they always clean up when finished.

Motion made by John Wandrey, seconded by Eugene Tubbs to approve of the Izaak Walton League using part of the Patch Street property contingent upon providing the City of Stevens Point a Certificate of Insurance.

Ayes all. Nays none. Motion carried.

3. Consideration of employee's attending out of state training and conferences.

Kim stated there is a user group meeting in Portland every year for the new billing software that was purchased. Kim would like two of the office employees to rotate going on an annual basis.

The Commissioners would not guarantee that two office employees would be able to go every year but felt maybe every other year would be more appropriate depending on how beneficial attending the user group turns out to be. Therefore, this item will have to be evaluated annually.

This item is also a request to approve of management attending national conferences.

Motion made by John Wandrey, seconded by Dave Eckholm to approve employee's attending out of state training and conferences and management attending national conferences.

Ayes all. Nays none. Motion carried.

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 November. The balance on hand after the November 10, 2003 meeting was \$1,710,699.91; the bank deposits since then were (Not available at this time). Checks issued since the November 10, 2003 meeting numbered 37848 through 37893 were in the amount of \$234,919.40. Checks numbered 37894 through 37909 for \$4,071.94 were presented for action on December 5, 2003. The net balance on hand December 5, 2003 was (Not available at this time).

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve the water utility claims for the month of November as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for November. The balance on hand after the November 10, 2003 meeting was \$1,359,912.83; the bank deposits since then were (Not available at this time). Checks issued since the November 10, 2003 meeting numbered 23361 through 23399 were in the amount of \$3,046.51. Checks numbered 23400 through 23416 for \$3,046.51 were presented for action on December 5, 2003. The net balance on hand December 5, 2003 was (Not available at this time).

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve the sewage utility claims for the month of November as audited and read.

Ayes all. Nays none. Motion carried.

5. Report on Springbrook software installation.

Kim stated that we are currently offline with Sentry's system and using Springbrook.

Barb Zinda gave an update to the Commission on the conversion process.

This month will be the first live billing using Springbrook software.

Kim also stated online payments, debit and credit card capabilities will be coming soon and we are also looking into budget billing.

The Commissioners requested to see a report annually comparing the costs of using Springbrook vs. Sentry in order to see the payback.

The Commissioners also requested they be provided an update on the billing at next months meeting.

6. Consideration and action on capital improvements and maintenance schedule: computer, desk and replace flooring in Wastewater office.

Greg stated we are requesting to hire an engineering firm to design a chemical room at Well 9. The cost would be approximately \$150,000. The current room is 8 x 30 and is holding three chemicals and it is only designed to hold one. There are also chlorine cylinders that are currently stored outside the building.

Greg also stated that last Sunday the locks were cut on the main gate and on the gate into Well 9 where the chemicals are located.

Kim stated this has also been a recommendation in our Master Plan that was completed by Earth Tech in 2001.

Greg stated that Eric is requesting the replacement of the influent rag removal system in the amount of \$350,000. If the influent rag removal system was replaced the digesters would only have to be pumped out every seven years compared to every five years.

Eric stated this new system would be stainless steel and would last a long time and that other competitors could install a similar system for \$40,000 less but would have plastic parts that would not last.

Greg stated a consulting engineer would also have to be hired for this project.

Motion made by Dave Eckholm, seconded by John to approve the Water and Wastewater Capital Improvements as follows: WATER: Leak Detection 3 year contract - \$6,200; Office computers, software updates, and new software approx. \$12,000; Update & build chemical room at Well 9 approx. \$150,000; and Replace water main Second St. No. - Maria to Northpoint - Estimated cost \$570,000. SEWER: Replace influent rag removal system approx. \$350,000; Replace DAF piston pump approx. \$14,500; Computer & desk approx. \$1,700; and Replace rubber flooring in Wastewater office approx. \$3,500.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

7. Consideration and action on quote from L&S Electric for replacement motors for booster station and wells.

This item is tabled until next month's meeting.

8. Discussion and action on color and design of water tower paint.

Kim showed the Commissioners examples of different color and design schemes for the water tower and explained to them what was included in the original price.

The Commission decided on a design shown to them. Kim will forward the design chosen to the painting company and request paint chips that can be decided on at a later date.

Kim stated the tower would not be painted until spring.

9. Report on water distribution operations.

The report was distributed.

A total of 33 valves were operated in November 2003.

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

10. Report on water supply operation.

Our pumpage in November was 201,219,000 gallons, an increase of 24,184,000 gallons of water from November 2002.

IV. SEWAGE TREATMENT OPERATIONS

11. Consideration of hiring Virchow Krause for establishment of bulk sewage treatment rate.

Greg called Virchow Krause and asked John Andres to give us a bulk rate for outside customers. The estimated fee for this would be approximately \$1,500 to \$2,500.

Paul Adamski suggested we hire Virchow Krause to do this that way there are no uncertainties in regard to costs for outside customers.

Motion made by John Wandrey, seconded by Eugene Tubbs to hire Virchow Krause to establish a bulk sewage treatment rate at a cost not to exceed \$2,500.

Ayes all. Nays none. Motion carried.

12. Consideration of Focus on Energy saving considerations.

Eric requested to purchase a Downsized Compressed Air System and a Channel Air System Timer recommended in the Focus on Energy Survey completed on the Wastewater Treatment Plant.

Motion made by Dave Eckholm, seconded by John Wandrey to approve the Downsized Compressed Air System in the amount of \$10,709 and a Channel Air System Timer in the amount of \$450.

Ayes all. Nays none. Motion carried.

13. Report on sewage treatment operations.

Paul commended Eric on the Wastewater Treatment Plant getting rated a "5" the highest rating allowed by the EPA System on the Annual Wastewater Treatment Plant Inspection.

Eric stated due to the early meeting date the graphs were not available but that the plant is running well.

Next months meeting will be held on Monday, January 12, 2004 at 12:00 p.m.

V. ADJOURNMENT

Motion made by Eugene Tubbs, seconded John Wandrey to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:19 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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Bottom of Form