

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, February 11, 2002

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

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Jaime Zdroik, and Tony Patton - resident of Stevens Point.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the January 14, 2001 meeting.
2. Election of Commission officers.

II. ACCOUNTING

3. Consideration of claims for the Water and Sewage Treatment Utilities.
4. Consideration of chemical bids.
5. Discussion and possible action on Well 9 chemical and sanitary waste system improvements.
6. Discussion on new elevated water tower.
7. Consideration of 2002 Schedule of Charges.

III. WATER OPERATIONS

8. Report on water distribution operations.
9. Report on water supply operations.
10. Report on Automated Meter Reading (AMR) System.
11. Report on Geographic Information System (GIS) System.

IV. SEWAGE TREATMENT OPERATIONS

12. Discussion and action on charges for holding tank and septage waste.
13. Consideration of Compliance Maintenance Resolution.
14. Report on sewage treatment operations.

I. ADMINISTRATION

1. Approval of minutes of the January 14, 2002 meeting.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve the minutes of the January 14, 2002 meeting.

Ayes all. Nays none. Motion carried.

2. Election of Commission officers.

Motion made by Dave Eckholm, seconded by Ann Shannon for the current officers to retain their positions, Paul Adamski, President and Eugene Tubbs, Secretary.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Paul Adamski presented the statement of claims for the Water Utility for January. The balance on hand after the January 14, 2002 meeting was \$1,027,807.31; the bank deposits since then were \$508,212.08. Checks issued since the January 14, 2002 meeting numbered 36190 through 36252 were in the amount of \$412,308.31. Checks numbered 36253 through 36278 for \$28,067.35 were presented for action on February 11, 2002. The net balance on hand February 11, 2002 was \$1,095,643.73.

Motion made by, Eugene Tubbs, seconded by Ed Bancker to approve the water utility claims as audited and read.

Ayes all. Nays none. Motion carried.

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for January. The balance on hand after the January 14, 2002 meeting was \$949,708.80; the bank deposits since then were \$290,467.25. Checks issued since the January 14, 2002 meeting numbered 22209 through 22254 were in the amount of \$44,011.90. Checks numbered 22255 through 22277 for \$16,153.41 were presented for action on February 11, 2002. The net balance on hand February 11, 2002 was \$1,180,010.74.

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

Ayes all. Nays none. Motion carried.

4. Consideration of chemical bids.

Motion made by Dave Eckholm, seconded by Ann Shannon to accept the low bids from Hydrite Chemical for 60 cylinders - 150# of Chlorine for \$3,465.00; 1,400 gals. of Sodium Hypochlorite for \$5,313.60; 6,000 gals. of Hydroflousilicic Acid for \$10,320.00, and 2,000lbs of Caustic Potash Flake 90% for \$1,360.00.

Ayes all. Nays none. Motion carried.

Motion made by Eugene Tubbs, seconded by Ed Bancker to accept the low bid from Eaglebrook, Inc. for 8,000 gals. of Ferric Chloride in the amount of \$4,828.80.

Ayes all. Nays none. Motion carried.

5. Discussion and possible action on Well 9 chemical and sanitary waste system improvements.

This item was tabled.

6. Discussion on new-elevated water tower.

The Commissioners received a packet a week prior to the meeting that contained all previous discussions and handouts regarding the elevated water tower for their review.

Discussion was held.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to authorize staff to contact engineering firms to provide proposals for the construction of a new water tower.

Greg asked if any of the Commissioners would like to be on the committee with Kim and himself to help decide which engineering firm should complete the design. Ann Shannon volunteered.

Ayes all. Nays none. Motion carried.

7. Consideration of 2002 Schedule of Charges.

Kim stated that the cost to install water services increased \$50.00 so we are requesting that the cost be increased from \$1,700.00 to \$1750.00. **The frozen meter cost would increase from \$60.25 to \$66.50 (cost of installing new 5/8 meter instead of repairing the 5/8 meters) and the cost to repair the 3/4 meter would be \$71.00.**

Motion made by Paul Adamski, seconded by Dave Eckholm to approve the recommended changes to the schedule of charges effective January 1, 2002.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

8. Report on water distribution operations.

The report was distributed.

A total of 0 valves were operated in January 2002.

A total of 70 new business properties have been checked for backflow preventors in January 2002 for a total of 70 in 2002.

Greg stated that the inspector is checking all the backflow preventors. Greg stated that we want to make sure that all the backflow preventors are being inspected and worked on a yearly basis.

9. Report on water supply operation.

Our pumpage in January was 183,694,000 gallons, a decrease of 346,000 gallons of water from January 2001.

10. Report on Automated Meter Reading (AMR) System.

Tony Patton, a resident of Stevens Point, addressed the Commission with concerns regarding possible costs to the customers in regards to the delays in the implementation of the AMR system and the cost to replace the meters that are malfunctioning.

Paul stated that WPS significantly underestimated what the costs would be to implement the AMR system due to the fact that we were one of the first communities to implement this system in Wisconsin. The issue of overages was worked out between the Commission, the City attorney, and WPS, and we feel even though we agreed to pay an amount that was more than our original contract it was substantially less than the actual cost. The effect it would have on our rates would be miniscule.

Kim stated that we have less than 500 meters that need to be exchanged yet. We started with approximately 7700 meters to wire with approximately 2,400 to exchange.

Kim also stated that we had requested a new contract for the large meters, but we have not received that yet. WPS should be here next month to discuss the large meter contract.

11. Report on Geographic Information System (GIS).

Kim stated that we decided not to do the demonstration on the laptops this month due to the length of the meeting but that the laptops are in the trucks and they are working.

Greg stated we spent \$1,800 to help organize the computers and wires in the back room.

IV. SEWAGE TREATMENT OPERATIONS

12. Discussion and action on charges for holding tank and septage waste.

Kim stated that during the rate review Clifton Gunderson omitted this part. It was not on the previous rate review and that is how it was overlooked it.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the proposed charges for the acceptance of holding tank and septage from licensed disposers previously omitted in the rate review. The charges will increase for Holding Tank from \$20.51 per 1,000 gallons to \$24.05 and Septage from \$72.65 per 1,000 gallons to \$79.83.

Ayes all. Nays none. Motion carried.

13. Consideration of Compliance Maintenance Resolution.

The Compliance Maintenance Annual Report (CMAR) documents to the DNR, the Commission, and the Common Council the performance and condition of the Wastewater Treatment Facility. The CMAR helps plan ahead to maintain the financial investment and the treatment performance **which will prevent effluent limit violations. The point system is as follows 0 - 70 points voluntary range, 71 - 120 points DNR recommendation range, and @121 points DNR action range.**

Our points occurred in the following manner 10 points for exceeding 90% of the design loading for B.O.D. for six months, 40 points for four months of exceeding the design B.O.D. loading and nine points for age of the plant from the last construction. Our point total was 59 so we are still in the voluntary range.

Ann Shannon asked if there is a written policy for continuing education for employees. Don stated in order to keep our certification up to date we are required to go to continuing education classes every year. Every two years continuing education slips have to be sent in proving we attended these classes. Don thought the requirement is 18 hours every two years.

Greg stated that there is no written policy but we have to maintain our licenses by going to classes and conferences.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the Compliance Maintenance Resolution.

Ayes all. Nays none. Motion carried.

14. Report on sewage treatment operations.

B.O.D. (5.77 ppm), Phosphorus (1.03 ppm) and Suspended Solid (6.51 ppm), limits were met for the month of January 2002.

Greg stated that we did not purchase the pallet lift that was \$4,000. Don did not feel that it would perform well in the snow. So since we also belong to the Wisconsin Federal Property Program, we went there and purchased an electric forklift for \$2,625.00. The training for the electric forklift will be held in April.

V. ADJOURNMENT

Motion made by Dave Eckholm, seconded by Ann Shannon to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:03 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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