

Meeting Minutes

Board of Water and Sewage Commissioners

Friday, May 10, 2002

11:30 A.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, Ann Shannon, Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Jaime Zdroik, Jim Chaffee & Pat Planton of Earth Tech, Tom Nennig, Mark Maederer & Mark Roufs of Bonestroo, and John Andres & Aimee Jaeger of Virchow Krause & Co.

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The next Water and Sewage Commission meeting will be held on June 10, 2002.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the April 8, 2002 meeting.

Motion made by Eugene Tubbs, seconded by Ann Shannon to approve the minutes of the April 8, 2002 meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Paul Adamski presented the statement of claims for the Water Utility for April. The balance on hand after the April 8, 2002 meeting was \$1,010,553.26; the bank deposits since then were \$744,225.84. Checks issued since the April 8, 2002 meeting numbered 36417 through 36466 were in the amount of \$1,035,036.80. Checks numbered 36467 through 36498 for \$66,735.87 were presented for action on May 10, 2002. The net balance on hand May 10, 2002 was \$653,006.43.

Motion made by Ed Bancker, seconded by Eugene Tubbs 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 April. The balance on hand after the April 8, 2002 meeting was \$1,298,125.23; the bank deposits since then were \$327,162.29. Checks issued since the April 8, 2002 meeting numbered 22367 through 22410 were in the amount of \$955,063.49. Checks numbered 22411 through 22427 for \$16,078.70 were presented for action on May 10, 2002. The net balance on hand May 10, 2002 was \$654,145.33.

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

Ayes all. Nays none. Motion carried.

3. Discussion and action on Water and Sewage Department audits.

John Andres and Aimee Jaeger from Virchow Krause & Co. presented the financials for the Water & Sewer Departments.

John presented the financials for the Sewage Department first. The presentation covered these areas: Operating Revenues - have decreased; Operation & Maintenances - increased about 3%; Operating Income - down 80,000; Debt Coverage - short \$202,000 because of the Clean Water Fund requiring 110% debt coverage - steps have been taken to address the shortage by increasing the sewage rates; Cash Flows; Balance Sheet - unrestricted cash & restricted cash (in compliance); and Liabilities.

John Andres also presented the Water Department financials. Areas covered were: Revenue - pumpage down, but operating revenues increased due to the rental fees from cellular phone companies using space on the elevated tank for their antenna's; Operation & Maintenances - increased; Rate of Return - governed by the Public Service Commission - down a little from last year - possible rate increase; Debt - 1.8 million; and Cash Flows - down.

Recommendations: Agreement with Sentry to do billing; customer accounts receivable need to be reconciled monthly; manually recompute some bills monthly; and late payment penalty be recorded as revenue when billed; safeguarding assets - software for inventory; and be aware of identity theft for customers.

They were pleased to see that the recommendations made last year were implemented.

They also covered accounting changes for example GASB#33 and GASB#34 and how they will affect the utility.

Motion made by Ann Shannon, seconded by Eugene Tubbs to accept the audit report completed by Virchow Krause & Co.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Greg stated that there is a problem at Well 4. Iron bacteria are growing on the screen causing three quarters of it to plug up. Greg stated that in order to correct this, they will have to acidize the well and then probably super-chlorinate it. Paul stated that Greg and Kim have been in contact with him on a weekly basis regarding this issue and they wanted to make sure that the rest of the Commissioners are also kept up to date. On May 8 and May 9 Layne-Northwest utilized their bore blast process on the well which is an air shock procedure to clean the well screen.

The report was distributed.

A total of 8 valves were operated in April 2002.

A total of 0 business properties have been checked for backflow preventors in April 2002 for a total of 152 in 2002.

5. Report on water supply operation.

Our pumpage in April was 225,874,000 gallons, an increase of 50,327,000 gallons of water from April 2001.

Greg stated that we participated in an AWWA study. The report from the biomonitoring laboratory states that there are no steroidal hormones found in our water.

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

Kim stated that they are setting up appointments to exchange the large meters.

7. Report on Geographic Information System (GIS).

Kim stated that the project is complete and that Earth Tech and their staff did a great job. Kim also commended Billie, Jaime and everybody who worked on this project.

8. Consideration of proposals for engineering services related to elevated storage improvements.

Paul stated that the committee, which consisted of Greg, Kim and Ann, narrowed it down to two engineering firms Bonestroo, Rosene, Anderlik & Associates and Earth Tech.

Tom Nennig, Mark Maederer, and Mark Roufs of Bonestroo gave the Commission a presentation explaining the engineering services they would provide for the elevated storage tank project. Their presentation covered these topics; Design Concept Definition; Water Tower & Watermain Design; Bidding Services; and Construction Inspection. The Commissioner's asked several questions for example; prior projects that have not come in on schedule or within budget; average costs for the project; how many composite tanks have they built, etc.

Jim Chaffee, and Pat Planton of Earth Tech also gave a presentation to the Commission. Jim Chaffee stated that their area of expertise is in drinking water services. Jim also stated that Earth Tech has already had several meetings with the utility over the last five or six years regarding the construction of a new elevated storage tank. Earth Tech did not go over the technical issues and the schedule of the project, instead they allowed the Commissioner's to ask them several questions regarding their proposal. Earth Tech ended the presentation explaining the benefits they would bring by using their firm for this project. Some of the benefits explained were; Earth Tech in Canada has built 11 composite tanks and Earth Tech in Stevens Point has access to their knowledge; local access; knowledge of utility through past years of working experience; the project team has experience in building composite tanks; specialized expertise; relationship with staff; community based business, etc.

Paul requested that Earth Tech prepare a matrix with specific engineering fees and bring that back to the Commission.

Earth Tech came back later in the meeting and provided the Commissioners with the requested information.

Motion made by Paul Adamski, seconded by Ed Bancker to accept the proposal from Earth Tech in the amount of \$65,000 for engineering services related to the construction of a new elevated storage tank.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

9. Report on sewage treatment operations.

This item was postponed until next month.

V. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:39 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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