

Meeting Minutes

Board of Water and Sewage Commissioners

Tuesday, August 13, 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 Eric Niffenegger.

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the July 10, 2002 meeting.
2. Consideration of resolution for Kim Halverson to make investments and maintain all accounts for the Water and Sewage Departments to include sale of Principle Financial Group Insurance stock which was acquired through demutualization.

II. ACCOUNTING

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

III. WATER OPERATIONS

- 4 Report on water distribution operations.
- 5 Report on water supply operation.

IV. SEWAGE TREATMENT OPERATIONS

- 6 Report on sewage treatment operations.
- The next Water and Sewage Commission meeting will be held on August 13, 2002.

V. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the July 10, 2002 meeting.

Motion made by Eugene Tubbs, seconded by Dave Eckholm to approve the minutes of the July 10, 2002 meeting.

Ayes all. Nays none. Motion carried.

Greg introduced Eric Niffenegger to the Commissioners as Don Ceplina's replacement.

2. Consideration of resolution for Kim Halverson to make investments and maintain all accounts for Water and Sewage Departments to include Sale of Principle Financial Group Insurance stock which was acquired through demutualization.

Paul stated that the auditors had requested that we adopt a resolution annually authorizing Kim to make investments and maintain all accounts for the Water & Sewage Departments. Therefore, he recommends that the Commission adopt this resolution in the same form that it was adopted last year excluding the phrase "to include Sale of Principle Financial Group Insurance stock which was acquired through demutualization."

Motion made by Dave Eckholm, seconded by Ann Shannon to adopt the amended resolution.

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 July. The balance on hand after the July 10, 2002 meeting was \$715,208.47; the bank deposits since then were \$762,676.69. Checks issued since the July 10, 2002 meeting numbered 36644 through 36697 were in the amount of \$482,351.16. Checks numbered 36698 through 36711 for \$33,740.56 were presented for action on August 13, 2002. The net balance on hand August 13, 2002 was \$961,793.44.

Motion made by Ann Shannon, 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 July. The balance on hand after the July 10, 2002 meeting was \$700,793.12; the bank deposits since then were \$322,177.35. Checks issued since the July 10, 2002 meeting numbered 22531 through 22558 were in the amount of \$101,236.08. Checks numbered 22559 through 22573 for \$11,480.87 were presented for action on August 13, 2002. The net balance on hand August 13, 2002 was \$910,253.52.

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

Ayes all. Nays none. Motion carried.

Paul asked what the status was on finding a new billing program. Greg stated that Kim and staff prepared a bullet list with everything they would like to see in the new program. Greg reviewed the list that was created and requested that staff define each bullet point on the list. Once that is completed Greg will send out Request for Proposals.

Dave asked if Greg or Kim had talked to any other municipalities to see what software they were using. Greg and Kim stated that they checked with Madison, Waukesha, and Wausau.

III. WATER OPERATIONS

4. Report on water distribution operations.

The report was distributed.

A total of 83 valves were operated in July 2002.

A total of 0 business properties have been checked for backflow preventors in July 2002 for a total of 254 in 2002.

Greg stated that all of the side streets between Clark St. and Main St. will be started after Labor Day. This is in preparation for the 2003 Highway 10 project.

Motion made by Ed Bancker, seconded by Eugene Tubbs to approve the water distribution report.

Ayes all. Nays none. Motion carried.

Greg stated that copper and lead testing has to be done every three years. The highest copper testing result was 775 mg/l and the limit for copper is 1300 mg/l. The highest lead testing result was 14.8 ppb and the limit for lead is 15 ppb. The testing was done using tap water from homes. The homes where the majority of the samples were taken from are the same residences we have been using since 1988.

5. Report on water supply operation.

Our pumpage in July was 323,144,000 gallons, an increase of 23,949,000 gallons of water from July 2001.

Motion made by Eugene Tubbs, seconded by Ed Bancker to approve the water supply report.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on sewage treatment operations.

B.O.D. (4.00 ppm), Phosphorus (0.41 ppm) and Suspended Solid (4.45 ppm), limits were met for the month of July 2002.

Don stated that we met our discharge permit for the month of July and that the plant is running nicely. Don also stated that we went over our limit a few times for BOD's and suspended solids and that we are generating several points on the CMAR because of it.

Dave Eckholm asked what the status was on the process of trying to decide what to do with the chippers at the University. Greg stated that he had talked to CPC Engineering a couple of months ago regarding the data on the samples they had taken at the University. Greg told CPC Engineering that their data was suspect and that the numbers should be checked. Greg stated that if they don't install the chippers, that the next step will be that he will write the University a letter requesting sampling manholes be installed at the Debot Center and the University Center. Greg stated that we would then start taking samples there every week like it is done at the Point Brewery.

Paul Adamski requested that Greg write a letter to the University including these three points:

A response from CPC Engineering in regards to the data they compiled being invalid; A decision by the end of the year on whether or not that they will be installing the food chippers; and if we don't receive an answer or no action is taken by the end of the year that sampling manholes will be installed and also include the costs that are involved with that process.

The Commission thanked Don for all his years of service.

Paul requested that we adopt a resolution of accomplishment for Don during the September meeting.

V. ADJOURNMENT

The meeting for September will be changed to Friday, September 6, 2002 at 12:00 p.m.

Motion made by Paul Adamski, seconded by Ann Shannon to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:26 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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