

Meeting Minutes
Board of Water and Sewage Commissioners
Friday, September 6, 2002
12:00 P.M.PRESENT: Paul Adamski, Dave Eckholm, Ann Shannon and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, and Don Ceplina.

EXCUSED ABSENCE: Eugene Tubbs

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the August 13, 2002 meeting.
2. Discussion on Billing Software Request for Proposals (RFP).
3. Commendation for Don Ceplina.

II. ACCOUNTING

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

III. WATER OPERATIONS

5. Report on water distribution operations.

6. Report on water supply operation.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.

V. PERSONNEL

8. Adjourn to closed session pursuant to Wisconsin Statutes, section 19.85 (1)(c) to discuss management job audits, wages, and benefits.

9. Closed session: Discussion pertaining to management job audits, wages and benefits.

10. Reconvene in open session for possible action on the above.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the August 13, 2002 meeting.

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

Ayes all. Nays none. Motion carried.

2. Discussion on Billing Software Request for Proposals (RFP).

Paul requested that we put the top 15 most important items off of the RFP into a matrix form in order to be able to see everything more clearly. Paul also stated that once we get to the point when we will be approaching the Commission with recommendations, that it would be helpful to see it in matrix form.

Dave requested that we look into more of a web-based application.

Kim stated that we would rank the vendors and have the top three to five of the vendors give demonstrations of their software.

Greg stated that the RFP's will be sent out to 25 vendors.

Dave suggested that we ask the vendors to supply us with cost structures and support structures, for example: package costs, annual maintenance costs, and costs involved with customizing the software. Paul stated that we should find out if there are costs involved with possible supplies that would be needed on a regular basis.

Dave suggested that credit/debit card capabilities not be listed as a "future" capability but that it should be viewed as a "now" capability.

The deadline for the RFP's is October 31, 2002.

3. Commendation for Don Ceplina.

Paul Adamski read the resolution as follows:

Resolved that the Board of Water & Sewage Commissioners takes this opportunity to commend Don Ceplina, the Stevens Point Wastewater Superintendent, for 35 years of dedicated service to the citizens of Stevens Point. His continuous efforts helped make sure the treatment plant was efficiently operated and met all of the standards of the Wisconsin Pollutant Discharge Elimination System. The Board takes this time to thank Don for a job well done, congratulate both you and Betsy and extend our sincere hopes that you enjoy your retirement years to their fullest.

Motion made by Dave Eckholm, seconded by Ed Bancker to adopt the Resolution of Commendation for Don Ceplina.

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 August. The balance on hand after the August 13, 2002 meeting was \$961,793.44; the bank deposits since then were (Not available at the time). Checks issued since the August 13, 2002 meeting numbered 36712 through 36769 were in the amount of \$233,492.63. Checks numbered 36770 through 36791 for \$43,687.70 were presented for action on September 6, 2002. The net balance on hand September 6, 2002 was (Not available at this time).

Motion made by Dave Eckholm, seconded by Ann Shannon 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 August. The balance on hand after the August 13, 2002 meeting was \$910,253.52; the bank deposits since then were (Not available at this time). Checks issued since the August 13, 2002 meeting numbered 22574 through 22607 were in the amount of \$104,821.17. Checks numbered 22608 through 22621 for \$13,523.28 were presented for action on September 6, 2002. The net balance on hand September 6, 2002 was (Not available at this time).

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

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

5. Report on water distribution operations.

Greg stated that the Radioactivity Analyses is done every three years as per the Clean Water Act. Greg also stated that the results for Gross Alpha were kind of high and that those results were sent to the DNR. He has not had a response from the DNR yet.

The report was distributed.

A total of 98 valves were operated in August 2002.

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

Greg stated that Hunter Oaks construction has started again and that the side streets between Clark St. and Main St. will be started on September 16. The Kennedy Drive project is complete. Kennedy Drive is a very small subdivision with approximately three homes.

Greg also stated that Larry Slusarski our construction inspector gave notice that he will be retiring on January 4, 2003.

6. Report on water supply operation.

Our pumpage in August was 272,597,000 gallons, a decrease of 2,754,000 gallons of water from August 2001.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.

B.O.D. (3.93 ppm), Phosphorus (0.48 ppm) and Suspended Solid (4.41 ppm), limits were met for the month of August 2002.

Eric stated that all of the permit requirements were met and that the plant is running great.

Greg stated that he asked John Jury from the UWSP if he had seen the study completed by CPC Engineering. The study recommended that the University do nothing at this time. Greg told John Jury that if they do not do anything, they will have to install three sampling manholes. John Jury called Greg back after reviewing the study and would like to set up a meeting to discuss what the University should do.

V. PERSONNEL

8. Adjourn to closed session pursuant to Wisconsin Statutes, section 19.85 (1) (c) to discuss management job audits, wages, and benefits.

Motion made by Dave Eckholm, seconded by Ann Shannon to adjourn into closed session at 12:32 p.m.

Roll Call: Ayes: Paul Adamski, Dave Eckholm, Ann Shannon, and Ed Bancker.

Nays: None

9. Closed session: Discussion pertaining to management job audits, wages and benefits.

Discussion was held in closed session pertaining to management job audits, wages and benefits.

The Commission decided to table this item until next months meeting and requested the Personnel Specialist, Lisa Jakusz, to supply the Commissioners with information pertaining to how the wages were determined and supply a salary scale to them.

10. Reconvene in open session for possible action on the above.

Motion made by Ann Shannon, seconded by Dave Eckholm to reconvene into open session.

Roll Call: Ayes: Paul Adamski, Dave Eckholm, Ann Shannon, and Ed Bancker.

Nays: None

No action taken.

VI. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:49 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

PAUL ADAMSKI, PRESIDENT

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Bottom of Form