

Meeting Minutes
Board of Water and Sewage Commissioners
Friday, October 14, 2002
12:00 P.M. PRESENT: Eugene Tubbs, Dave Eckholm, Ann Shannon and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Eric Niffenegger, Jaime Zdroik, and Lisa Jakusz-Personnel.

EXCUSED ABSENCE: Paul Adamski

Index of these Minutes:

I. ADMINISTRATION

1. Approval of minutes of the September 6, 2002 meeting.
2. Consideration of financial sponsorship and or in-kind assistance with the Central Wisconsin Mercury Reduction Program.

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 operations.
6. Report on Elevated Water Storage Tank Project.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.
8. Consideration of leachate contract with Portage County Landfill.

V. PERSONNEL

9. Adjourn to closed session pursuant to Wisconsin Statutes, section 19.85 (1) (c) to discuss management job audits, wages, and benefits.
10. Closed session: Discussion pertaining to management job audits, wages and benefits.
11. Reconvene into open session for possible action on the above.

The next Water and Sewage Commission meeting will be held on November 11, 2002.

VI. ADJOURNMENT

I. ADMINISTRATION

1. Approval of minutes of the September 6, 2002 meeting.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the amended minutes of the September 6, 2002 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of financial sponsorship and or in-kind assistance with the Central Wisconsin Mercury Reduction Program.

Greg stated he would find out exactly what they wanted from the Water & Sewage Departments and bring it back at next months meeting.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for September. The balance on hand after the September 6, 2002 meeting was \$989,273.66; the bank deposits since then were \$335,428.59. Checks issued since the September 6, 2002 meeting numbered 36792 through 36850 were in the amount of \$315,042.19. Checks numbered 36851 through 36888 for \$40,570.26 were presented for action on October 14, 2002. The net balance on hand October 14, 2002 was \$969,089.80.

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.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for September. The balance on hand after the September 6, 2002 meeting was \$963,407.40; the bank deposits since then were \$148,193.52. Checks issued since the September 6, 2002 meeting numbered 22622 through 22660 were in the amount of \$169,897.66. Checks numbered 22661 through 22690 for \$19,026.64 were presented for action on October 14, 2002. The net balance on hand October 14, 2002 was \$922,676.62.

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

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

The report was distributed.

A total of 117 valves were operated in September 2002.

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

Greg stated the side streets on Highway 10 West and East are completed and now all we are waiting for is curb and gutter to be replaced. Greg also stated they were to start paving the first three streets today.

5. Report on water supply operation.

Our pumpage in September was 256,692,000 gallons, an increase of 47,254,000 gallons of water from September 2001.

6. Report on Elevated Water Storage Tank Project.

Greg stated an artist rendition drawing and survey will be taken to the Planning & Zoning Committee next month. Greg also stated the plans and specifications should be completed in December.

IV. SEWAGE TREATMENT OPERATIONS

7. Report on sewage treatment operations.

B.O.D. (3.013 ppm), Phosphorus (0.69 ppm) and Suspended Solid (5.09 ppm), limits were met for the month of September 2002.

Eric stated even though the loadings are still up, the plant is handling it. Eric also stated all permit requirements were met for the month of September.

8. Consideration of leachate contract with Portage County Landfill.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the leachate contract with the Portage County Landfill.

Ayes all. Nays none. Motion carried.

V. PERSONNEL

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

Motion made by Ann Shannon, seconded by Ed Bancker to adjourn into closed session at 12:20 p.m.

Roll Call: Ayes: Eugene Tubbs, Dave Eckholm, Ann Shannon, and Ed Bancker.

Nays: None

10. 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.

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

Motion made by Ann Shannon, seconded by Ed Bancker to reconvene into open session at 12:50 p.m.

Roll Call: Ayes: Eugene Tubbs, Dave Eckholm, Ann Shannon, and Ed Bancker.

Nays: None

Motion made by Ann Shannon seconded by Ed Bancker to approve the recommendation of the Personnel Specialist concerning the job audit, wages and benefits for the Director and Administrative Services Manager.

Ayes all. Nays none. Motion carried.

VI. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:53 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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