

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, January 8, 2001

12:00 P.M. PRESENT: W. Scott Schultz, Eugene Tubbs, Dave Eckholm, Paul Adamski and Ann Shannon.

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Jaime Zdroik, Joe Behlen - Department of Natural Resources, Roger Huchthausen - Strand Associates, John Gardner - Director of Planning & Community Development, and Al Trzebiatowski - Plumbing Inspector.

I. ADMINISTRATION

1. Approval of minutes of the December 11, 2000 meeting.

Motion made by Dave Eckholm, seconded by Paul Adamski to approve the minutes of the December 11, 2000 meeting.

Ayes all. Nays none. Motion carried.

2. Election of Commission officers.

Motion made by Dave Eckholm, seconded by Paul Adamski to nominate Scott Schultz for President and Eugene Tubbs for Secretary of the Commission.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Scott Schultz presented the statement of claims for the Water Utility for December. The balance on hand after the December 11, 2000 meeting was \$955,680.89; the bank deposits since then were \$(Unavailable). Checks issued since the December 11, 2000 meeting numbered 35088 through 35130 were in the amount of \$625,708.61. Checks numbered 35131 through 35150 for \$34,444.56 were presented for action on January 8, 2001. The net balance on hand January 8, 2001 was unavailable due to not receiving bank statements yet.

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

Ayes all. Nays none. Motion carried.

Scott Schultz also presented the statement of claims for the Sewage Treatment Utility for December. The balance on hand after the December 11, 2000 meeting was \$823,936.70; the bank deposits since then were (Unavailable). Checks issued since the December 11, 2000 meeting numbered 21427 through 21461 were in the amount of \$76,011.89. Checks numbered 21462 through 21473 for \$15,186.83 were presented for action on January 8, 2001. The net balance on hand January 8, 2001 was unavailable due to not receiving bank statements yet.

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

Ayes all. Nays none. Motion carried.

4. Consideration of purchasing computer equipment and software.

Motion made by Dave Eckholm, seconded by Paul Adamski to accept the lowest quote for the Hewlett Packard Workstations, software & labor, in the amount of \$23,820.00 and the Novell File Server Conversion to Windows NT, software & labor, in the amount of \$7,345.00.

Ayes all. Nays none. Motion carried.

5. Consideration of management attending National Conferences.

Paul Adamski stated that by giving management the opportunity to attend the National Conferences, the Water & Sewage departments have benefited in the past by what was learned while they were there.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve of management attending the National Conferences.

Ayes all. Nays none. Motion carried.

6. Consideration of schedule of charges.

Greg stated that there are two items that need to be changed, the cost of the water services installed by the Water Department went up \$100.00 to \$1,700.00 and the Replacement of Frozen Meters which went up \$3.25 to \$60.25.

Motion made by Paul Adamski, seconded by Ann Shannon to approve the changes to the schedule of charges.

Ayes all. Nays none. Motion carried.

7. Consideration of updating water system master plan.

Every five years Earth Tech has updated the water system master plan and reviewed changes that might effect the water system. The items they will be investigating are SENA consumption & system impact; nitrate levels at Well 5; declining yields at Well 8; C-value changes since 1991; the flow carrying capacity of 30" wellfield transmission main; and the chemical room needs at Well 9.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve of Earth Tech updating the water system master plan in the amount of

\$26,000.00.

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 December 2000.

A total of 0 new business properties have been checked for backflow preventors in December 2000 for a total of 23 in 2000.

The 30" main at the wellfield has not been finished because we were having trouble getting a pressure test on it. Van Stratton Construction will be **coming back next week to try to get a pressure test on it and if they can't, they will be hiring a leak locating firm to check the line.**

Two leaks were repaired, one on Walker Street and one on Division Street.

9. Report on water supply operation.

Our pumpage in December was 174,791,000 gallons, a decrease of 9,485,000 gallons of water from December 2000.

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

Kim stated they are under 300 installations for the month. We will be meeting with Wisconsin Public Service tomorrow.

11. Report on Geographic Information System (GIS).

The new digital phone company has provided us with phones to try. Earth Tech will now work on setting up the wireless pilot that was approved last month.

Earth Tech would also like to do a GIS demonstration at next month's meeting that would include an ortho photo demonstration.

A temporary employee was hired to help with correcting the errors found in the comparisons.

The Commissioners decided to change next month's meeting to 11:30 a.m., Friday, February 9, 2001 so that all Commissioners could be present for the demonstration.

IV. SEWAGE TREATMENT OPERATIONS

12. Report on Annual Wastewater Treatment Plant Inspection.

Joe Behlen from the Department of Natural Resources stated that the sewage plant was very proactive by installing the sludge thickener.

The Commissioners commended Don on his involvement with initiating the installation of the sludge thickener.

13. Report on Operation Needs Review.

Roger Huchthausen from Strand Associates reported on what has been accomplished on the Operation Needs Review.

No definitive solution has been determined for the high loadings. From the data that has been collected, it has been determined that there are high loads in certain areas. To determine exactly where it is coming from, manholes would have to be installed in order to sample those areas.

Roger also talked about how two other communities have handled similar situations through ordinances and suggested we look into implementing something similar and continue the sampling process.

It was suggested that we look at restaurants and other food preparation businesses with high water consumption and try to sample the strength of their wastewater.

Paul Adamski suggested that in the future we consider the following:

1. An ordinance for the installation of sampling manholes for new businesses
2. Generate a list of criteria for existing businesses for possible sampling manhole installations
3. Request that management check into trends regarding strengths with other communities and at conferences they attend.

Greg will bring this item back in March or April.

14. Report on sewage treatment operations.

B.O.D. (6.22 ppm), Suspended Solid (6.17 ppm), and Phosphorus level (1.14) limits were met for the month of December 2000.

V. PERSONNEL

15. Consideration of management salary increase.

Motion made by Paul Adamski, seconded by Ann Shannon to recommend to the Mayor that the cities standard policy for management employees be applied to our management employees.

Ayes all. Nays none. Motion carried.

VI. ADJOURNMENT

Motion made by Paul Adamski, seconded by Dave Eckholm to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:30 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

W. SCOTT SCHULTZ, PRESIDENT

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