

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, April 9, 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, Al Herrman Wisconsin Public Service, and Pat Planton - Earth Technology
I. ADMINISTRATION

1. Approval of minutes of the March 12, 2001 meeting.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve the minutes of the March 12, 2001 meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Scott Schultz presented the statement of claims for the Water Utility for March. The balance on hand after the March 12, 2001 meeting was \$685,228.10; the bank deposits since then were \$512,760.90. Checks issued since the March 12, 2001 meeting numbered 35333 through 35378 were in the amount of \$218,536.71. Checks numbered 35379 through 35408 for \$107,493.11 were presented for action on April 9, 2001. The net balance on hand April 9, 2001 was \$871,959.18.

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 March. The balance on hand after the March 12, 2001 meeting was \$1,267,029.18; the bank deposits since then were (Not available at time of meeting). Checks issued since the March 12, 2001 meeting numbered 21611 through 21642 were in the amount of \$86,418.54. Checks numbered 21643 through 21658 for \$855,699.76 were presented for action on April 9, 2001. The net balance on hand April 9, 2001 was \$324,910.88.

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.

3. Consideration of change order for Phase II of Wireless Intranet GIS.

The Commission approved Phase I - Wireless Pilot at the December 2000 Commission meeting. The Phase I - Wireless Pilot was completed proving that we could access the GIS server through wireless cellular phone. Phase II - Implementation of the Wireless Intranet GIS was to be tabled until Phase I - Wireless Pilot was successfully completed.

Motion made by Ann Shannon, seconded by Paul Adamski to approve the change order for Phase II of Wireless Intranet GIS in the amounts of \$34,410 for Implementation; \$4,690 for Software License Requirements; and \$26,900 for Hardware Requirements.

Ayes all. Nays none. Motion carried.

4. Consideration of contract change proposal for WPS concerning Automated Meter Reading System (AMR).

Al Herrman from Wisconsin Public Service was present to explain the contract change proposal. Jay Vancampenhout also from Wisconsin Public Service joined in the meeting via conference call. Al apologized on behalf of WPS for all of the delays with the AMR System. Al distributed three handouts. The first handout explained the number of water, electric, and gas meters that were completed, not completed, roughed-in, etc. The second handout was regarding a meeting held in February with Greg and Kim which covered these key findings; Badger meters not operating as expected; team will refocus on deployment issues, develop new deployment plan, and reducing average installation costs; customer communications; and local supervision of installation process. It also covered the future plans which are; the Water Department and WPS to focus on the turn-back list and non-completed electric installations; WPS hiring an AMR municipal project coordinator and client analyst; weekly coordination meetings with WPS, Sargent and the Water Department; and WPS and the Water Department making appointments with the customers. The third hand out outlined the expenses that WPS has incurred with the AMR system. Al stated our contract capped out at \$40.00 for the wiring of each meter. WPS figured the average cost is currently \$83.82. WPS is requesting that we pay \$55.00 per meter for wiring and that WPS would cover installation costs above and beyond the \$55.00.

The Commission would like to see a letter as an addendum to the contract showing all figures; written commitment stating that WPS will absorb additional costs above and beyond the \$55.00, a revised payment schedule showing what we would be saving with no interest being calculated into the payment schedule; estimated payback based on the alteration of the cost; and the opportunity to meet with the City Attorney in a closed session prior to the start of the next Commission meeting in May in order to review the addendum to the contract.

The next Commission meeting will be changed to May 7th in order for all Commissioners to be present.

III. WATER OPERATIONS

5. Report on water distribution operations.

The report was distributed.

A total of 23 valves were operated in March 2001.

A total of 0 new business properties have been checked for backflow preventors in March 2001 for a total of 0 in 2001.

Greg stated that the project on Minnesota between Clark St. and Main St. is going along fine. Twenty-two valves were shut off for this project and

in that process a 16 valve was broken that will be fixed sometime this week. No flushing will be done this spring due to the location of the construction. Greg did not want to take the chance of having any part of the water system break. An advertisement was placed in the paper explaining the possibility of dirty water due to the construction project.

6. Report on water supply operation.

Our pumpage in March was 190,923,000 gallons, a decrease of 5,109,000 gallons of water from March 2000.

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

Discussed in Agenda Item No. 4.

8. Report on Geographic Information System (GIS) & Demonstration.

We will be getting started on Phase II Implementation of Wireless Intranet GIS. We should also be receiving a CD from Earth Tech with water distribution coverage files that will be integrated with the Portage County parcel maps.

IV. SEWAGE TREATMENT OPERATIONS

9. Consideration of sewage rate review as per Clean Water Fund Requirements.

Kim stated that the sewage rates have to be reviewed every two years. Kim also stated that in the past the Commission said it would be ok to hire Virchow, Krause & Company as long as their quote did not exceed the last contract price by 10%. Kim received a quote from Virchow, Krause & Company, which was only a 3% increase from the previous quote prepared in 1999.

The Commission would like to see quotes from other companies.

This item will be brought back next month.

10. Report on sewage treatment operations.

B.O.D. (6.30 ppm), Phosphorus (0.81 ppm) and Suspended Solid (7.59 ppm), limits were met for the month of March 2001.

A letter was received from the D.N.R. stating that they are going to require continued monitoring for copper and zinc in the effluent from the treatment plant.

V. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:06 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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