

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, December 10, 2001

12:00 P.M. PRESENT: Paul Adamski, Eugene Tubbs, Dave Eckholm, Ann Shannon, and Ed Bancker.

ALSO PRESENT: Greg Disher, Kim Halverson, Jaime Zdroik, Billie Jo Sturm, Jim Chaffee and Pat Planton of Earth Tech, and Barbara Martin - Stevens Point Journal.

I. ADMINISTRATION

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

Motion made by Ed Bancker, seconded by Eugene Tubbs to approve the minutes of the November 12, 2001 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of management attending national conferences.

Motion made by Eugene Tubbs, seconded by Ed Bancker to approve of management attending national conferences.

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 November. The balance on hand after the November 12, 2001 meeting was \$1,192,107.81; the bank deposits since then were not available at time of meeting but are \$536,502.09. Checks issued since the November 12, 2001 meeting numbered 36045 through 36088 were in the amount of \$223,040.48. Checks numbered 36089 through 36120 for \$36,390.07 were presented for action on December 10, 2001. The net balance on hand December 10, 2001 was \$1,428,148.08.

Motion made by, Dave Eckholm, seconded by Eugene Tubbs 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 November. The balance on hand after the November 12, 2001 meeting was \$859,497.41; the bank deposits since then were \$187,421.69. Checks issued since the November 12, 2001 meeting numbered 22096 through 22136 were in the amount of \$85,373.72. Checks numbered 22137 through 22157 for \$29,081.94 were presented for action on December 10, 2001. The net balance on hand December 10, 2001 was \$932,463.44.

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

Ayes all. Nays none. Motion carried.

4. Consideration of purchasing a pallet lift.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve purchasing a pallet lift in the amount of \$4,000.00.

Ayes all. Nays none. Motion carried.

5. Discussion and action on Geographic Information System (GIS) Equipment.

Billie explained to the Commissioners the new process of the Wireless Intranet GIS instead of using 4 phone lines and a digiboard with modems, they would dial in from the field using cell phones through a dedicated (S)DSL line.

Motion made by Ann Shannon, seconded by Ed Bancker to approve the purchasing of Virtual Private Network; 4 laptops; and laptop accessories in the amount of \$35,085.00.

Ayes all. Nays none. Motion carried.

6. Discussion and action on AMR contract changes.

A letter was received from Wisconsin Public Service accepting our offer to pay an additional \$5.00 per wiring hook-up to help offset the higher wiring costs under the contract. However, since this offer is less than what WPS was originally requesting they are rescinding the extended time option for payments and will instead issue invoices for work completed to date.

Motion made by Eugene Tubbs, seconded by Ann Shannon to approve the Automated Meter Reading contract changes at an additional \$5.00 per wiring hook-up increasing the cost cap from \$40.00 to \$45.00, as stated in the letter dated November 8, 2001 from Wisconsin Public Service.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

7. Report on water distribution operations.

The report was distributed.

A total of 0 valves were operated in November 2001.

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

8. Report on water supply operation.

Our pumpage in November was 185,300,000 gallons, a decrease of 1,191,000 gallons of water from November 2000.

9. Discussion and possible action on Water Utility Master Plan.

Pat Planton from Earth Tech presented to the Commission the Water System Master Plan Update. The topics covered were as follows:

Service Area population projections

Projected Water Needs pumpage demand for the City and SENA

Existing System well performance

Water Quality very good compared to Primary Drinking Water Standards; issues for the water quality for the City is the nitrates at Well 5 and iron and manganese levels at Wells 6, 7, & 8

System Evaluation no significant problems for system pressures or system fire flows; additional supply projected to be needed by 2010; Well performance concerns; additional elevated storage capacity needed now; and the system water treatment needs are the nitrate levels at Well 5 and the manganese levels at Wells 6 & 7

Special Evaluations SENA water consumption impact; Well 5 nitrate concerns; Well 8 performance concerns; Well 9 chemical room needs; condition of existing airport wellfield transmission main; distribution system c-value changes since 1991; and supply needs without the Airport Wellfield.

Recommendations well site investigation to replace Well 8; monitor consumption by SENA; monitor nitrate levels Well 5; determine useful life Well 8 & possibly construct new well near Well 8; Well 5 nitrate blending project; 2nd tower to be located on the Waste Water Treatment Plant property with a new transmission main to be included; utilizing emergency connection if needed; Airport transmission main and South Business 51 transmission main.

Paul Adamski requested that staff make a list of all the short, intermediate and long-term recommendations, prioritize them, and also provide the Commission with the reasons why they were placed in that order of importance.

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

Kim stated that they are still working on getting the meters exchanged and that the project is approximately 2/3 complete.

IV. SEWAGE TREATMENT OPERATIONS

11. Report on sewage treatment operations.

B.O.D. (4.23 ppm), Phosphorus (0.54 ppm) and Suspended Solid (5.17 ppm), limits were met for the month of November 2001.

Eugene Tubbs stated that he observed from the charts provided that there is a pattern during the week where there are high B.O.D. s and suspended solids.

Greg stated that he has tried to pattern this in the past. Greg also stated the he is waiting to hear the results of the sampling done by CPC Engineering at the UWSP Debot Center.

Paul Adamski requested that Greg bring these observations to Don s attention and ask Don to comment on this at next months meeting. Paul asked for Greg to provide a status on the results of the sampling done by CPC Engineering.

V. PERSONNEL

12. The Commission did not adjourn to closed session to discuss 2001 management performance evaluations and 2002 wages and benefits.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve a .4% increase for 2001 and a 3.4% increase in 2002 for all non-represented employees as stated in the memorandum from Mayor Wescott to the Personnel Committee dated October 29, 2001.

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

1:23 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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