

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, January 10, 2000

12:00 P.M. PRESENT: Scott Schultz, Paul Adamski, Dave Eckholm, Eugene Tubbs and Richard Letto.

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Jaime Zdroik, Billie Sturm, Jim Chaffee and Scott Beduhn of Earth Tech, Al Herrman and John Wandrey of Wisconsin Public Service, Tom Polacek of Virchow, Krause & Company, Neal Nealis of the 9TH Ward, and Alton McDonald of the 4TH Ward.

INDEX TO MINUTES

I. ADMINISTRATION

1. Approval of minutes of the December 13, 1999 meeting.
2. Election of Commission Officers.
3. Discussion and possible action on Automatic Meter Reading (AMR) System.

II. ACCOUNTING

4. Consideration of claims for the Water & Sewage Treatment Utilities.
5. Consideration of purchasing a vibratory compactor.
6. Consideration of changes to Schedule of Charges.
7. Consideration of management attending national conferences.

III. CUSTOMER SERVICE

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IV. WATER OPERATIONS

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11. Report on Well #4
12. Consideration of GIS Implementation Recommendations.

V. SEWAGE TREATMENT OPERATIONS

13. Discussion and action on Sewer Rate.
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VI. PERSONNEL

15. Consideration of management salary increase.

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MINUTES

I. ADMINISTRATION

1. Approval of minutes of the December 13, 1999 meeting.

Motion made by Eugene Tubbs, seconded by Richard Letto to approve the minutes of the December 13, 1999.

Ayes all. Nays none. Motion carried.

2. Election of Commission Officers.

Dave Eckholm nominated Scott Schultz to retain the President position for the year 2000.

Motion made by Dave Eckholm, seconded by Paul Adamski to approve Scott Schultz for President of the Commission for the year 2000.

Richard Letto nominated Eugene Tubbs to retain the Secretary position for the year 2000.

Motion made by Richard Letto, Seconded by Dave Eckholm to approve Eugene Tubbs for Secretary of the Commission for the year 2000.

Motion made by Dave Eckholm, Seconded by Paul Adamski to close the nominations.

Ayes all. Nays none. Motions carried.

3. Discussion and possible action on Automatic Meter Reading (AMR) System.

Metron would like us to install 25 of their meters so we could see the accuracy of their meters compared to our existing meters. If we purchase the 25 meters, Metron will sell us the Scan Packs that read the large meters for \$145.00 each. If we don't purchase the 25 meters and do the pilot study they will charge us \$350.00 each.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve Option #1 of the Metron Proposal initiating a 25 meter pilot study in the amount of \$2,500.00.

Ayes all. Nays none. Motion carried.

Al Herrman from Wisconsin Public Service explained the cost increases on the Proposal and the Payment Schedule. The changes on the Proposal that increased the cost were 50 meters were moved from residential and small commercial to industrial at \$185.00 each and the wiring went from \$.05 a foot to \$.08 a foot.

Sargent Electric and Public Service would start the wiring and the meter installations March 1, 2000 and they would like Stevens Point completed by October 2000.

Greg contacted more places where the DCSI System is being used and received positive feedback.

Motion made by Paul Adamski, seconded by Dave Eckholm to incorporate the new Automatic Meter Reading System in the amount of \$613,413.00, with the understanding that a quarterly report would be done showing the number of new households in relationship to the number of employees on staff.

Ayes all. Nays none. Motion carried.
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II. ACCOUNTING

4. 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 13, 1999 meeting was \$1,685,383.19; the bank deposits since then were \$434,219.18. Checks issued since the December 13, 1999 meeting numbered 34046 through 34080 were in the amount of \$507,763.78. Checks numbered 34081 through 34116 for \$177,257.57 were presented for action on January 10, 2000. The net balance on hand January 10, 2000 is \$1,434,581.02.

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

Ayes all. Nays none. Motion carried.

Mr. Schultz also presented the statement of claims for the Sewage Treatment Utility for December. The balance on hand after the December 13, 1999 meeting was \$1,128,353.11; the bank deposits since then were \$162,571.47. Checks issued since the December 13, 1999 meeting numbered 20675 through 20703 were in the amount of \$70,321.42. Checks numbered 20704 through 20724 for \$15,989.82 were presented for action on January 10, 2000. The net balance on hand January 10, 2000 was \$1,204,613.34.

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

Ayes all. Nays none. Motion carried.

5. Consideration of purchasing a vibratory compactor.

Motion made by Paul Adamski, seconded by Richard Letto to approve the purchase of the Wacker Up 1550A in the amount of \$1,547.00.

Ayes all. Nays none. Motion carried.

6. Consideration of changes to Schedule of Charges.

Kim requested that the cost to Replace Frozen Meter be changed from \$55.00 to \$57.00.

Motion made by Dave Eckholm, seconded by Richard Letto to approve the changes to the Schedule of Charges.

Ayes all. Nays none. Motion carried.

7. Consideration of management attending national conferences.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve management attending national conferences.

Ayes all. Nays none. Motion carried.
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III. CUSTOMER SERVICE

8. Report on metering and billing.

There were 6 outside readers installed in December for a total of 90 in 1999.

There were 2,933 meters read and billed in December 1999.

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IV. WATER OPERATIONS

9. Report on water distribution operations.

The report was distributed.

A total of 101 valves were operated in December 1999 for a total of 760 in 1999.

A total of 0 new business properties have been checked for backflow preventors in December 1999 for a total of 0 in 1999.

10. Report on water supply operation.

Our pumpage in December was 184,276,000 gallons, an increase of 11,220,000 gallons of water from December 1998, another record high.

11. Report on Well #4.

We took control of Well #4 from Eagle Construction on January 4, 2000.

12. Consideration of GIS Implementation Recommendations.

Greg contacted Ruckert & Mielke and CH2MHILL to see what their services would cost to do a Value Engineering Study to evaluate Earth Tech's Needs Assessment. Ruckert & Mielke quoted \$1,950.00 and CH2MHILL quoted \$2,800.00. The Commission decided that to have someone evaluate Earth Tech's Needs Assessment would not be necessary for a project of this size. We have worked with Earth Tech for years now and both Greg and the Commission feel they have always been fair.

The Commission would like to see Annual Maintenance Expenses, Final Project Costs, Cash Flows and an updated Capitol Improvements Plan.

No action was taken at this time.

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V. SEWAGE TREATMENT OPERATIONS

13. Discussion and action on Sewer Rate.

Discussion was led by Tom Polacek from Virchow, Krause & Company regarding the sewer rate study. It was Tom Polacek's recommendation that no change in rates be made at this time.

Motion made by Paul Adamski, seconded by Eugene Tubbs to keep the sewer rates the same.

Ayes all. Nays none. Motion carried.

14. Report on sewage treatment operations.

B.O.D. (7.19 ppm), Suspended Solid (7.84 ppm), and Phosphorus level (.81) limits were met for the month of December 1999.

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VI. Personnel

15. Consideration of management salary increase.

Motion made by Paul Adamski, seconded by Richard Letto to approve the management salary increase at 3.5%.

Ayes all. Nays none. Motion carried.

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VII. ADJOURNMENT

Motion made by Paul Adamski, seconded by Richard Letto to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:25 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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