

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, February 14, 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 Pat Planton of Earth Tech, and Joseph & Beverly Swan.

INDEX TO MINUTES

I. ADMINISTRATION

1. Approval of minutes of the January 10, 2000 meeting.
2. Consideration of bill sent to Joseph L. Swan.

II. ACCOUNTING

3. Consideration of claims for the Water & Sewage Treatment Utilities.
4. Consideration of installing a 30" parallel transmission main from Well 8 to E. Maria Dr.
5. Consideration of Chemical Bids.
6. Consideration of Trailer Bids.

III. CUSTOMER SERVICE

7. Report on metering and billing.

IV. WATER OPERATIONS

8. Report on water distribution operations.
9. Report on water supply operation.
10. Consideration of change orders #4 and #5 for Well #4 (fee increase for additional days of construction administration).
11. Report on Well #4.
12. Report on Well #10.
13. Consideration of GIS Implementation Recommendations.
14. Report on Automatic Meter Reading (AMR) System.

V. SEWAGE TREATMENT OPERATIONS

15. Consideration of the 1999 Compliance Maintenance Annual Report (CMAR) and the resolution concerning the CMAR.
16. Report on sewage treatment operations.

VI. ADJOURNMENT

MINUTES

I. ADMINISTRATION

1. Approval of minutes of the January 10, 2000 meeting.

Motion made by Dave Eckholm, seconded by Richard Letto to approve the minutes of the January 10, 2000 meeting.

Ayes all. Nays none. Motion carried.

2. Consideration of bill sent to Joseph L. Swan.

A request was made by Joseph & Beverly Swan to waive the \$30.02 fee for an after hours call placed on December 23, 1999. Joseph Swan called the emergency number on December 23 regarding running the water on his property at 1316-18 Fremont St. to prevent freeze up as part of the Operation Deep Freeze Program. Mr. Swan was told to by our on-call service man to call the office on Monday. As part of our normal procedure, an after hours charge was billed to Mr. Swan for calling the emergency number for a non-emergency situation.

Mr. Swan was not aware that there was a charge for calling the emergency number and that we were not open that day as part of the Christmas holiday per our union contract.

Motion made by Dave Eckholm, seconded by Paul Adamski to waive the \$30.02 after hours charge billed to Joseph & Beverly Swan.

The Commissioners requested that our answering service, Tele-Serv make all customers aware that there is the possibility of an after hours charge.

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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 January. The balance on hand after the January 10, 2000 meeting was \$1,434,581.02; the bank deposits since then were \$680,569.93. Checks issued since the January 10, 2000 meeting numbered 34117 through 34180 were in the amount of \$449,338.89. Checks numbered 34181 through 34223 for \$83,909.58 were presented for action on February 14, 2000. The net balance on hand February 14, 2000 is \$1,581,902.48.

Motion made by Richard Letto, seconded by Paul Adamski 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 January. The balance on hand after the January 10, 2000 meeting was \$1,204,613.34; the bank deposits since then were \$332,412.33. Checks issued since the January 10, 2000 meeting numbered 20725 through 20766 were in the amount of \$29,801.46. Checks numbered 20767 through 20801 for \$33,920.12 were presented for action on February 14, 2000. The net balance on hand February 14, 2000 was \$1,473,304.09.

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

Ayes all. Nays none. Motion carried.

4. Consideration of installing a 30" parallel transmission main from Well 8 to E. Maria Dr.

Greg requested a 30" parallel transmission main from Well 8 to E. Maria Dr. be installed in reference to the Recommended Capital Improvements Plan done by Earth Tech in 1996. The installation of the 30" parallel transmission main would increase the volume of water coming out of the Airport Wellfield, and would allow all the wells to pump water out more efficiently. Right now the Airport Wellfield is depending on the reliability of only one 30" main for the water supply and if something happened to that main there would be problems getting water to the City.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve the installation of a 30" parallel transmission main from Well 8 to E. Maria Dr. at an estimated cost of \$630,000.00.

Ayes all. Nays none. Motion carried.

5. Consideration of Chemical Bids.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to accept the bid from Hydrite Chemical for Chlorine - \$3,555.00 for 60 cylinders, Sodium Hypochlorite - \$1,211.00 for 1,400 gals., Hydroflousilic Acid - \$7,380.00 for 6,000 gals., and Caustic Potash Flake - \$1,220.00 for 2,000 lbs. and the bid from PVS Technologies Inc. for Ferric Chloride - \$12,000.00 for 20,000 gals.

Ayes all. Nays none. Motion carried.

6. Consideration of Trailer Bids.

Motion made by Paul Adamski, seconded by Richard Letto to approve the bid from D&S Trailer sales in the amount of \$1,335.00.

Ayes all. Nays none. Motion carried.

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III. CUSTOMER SERVICE

7. Report on metering and billing.

There was 1 outside reader installed in January 2000.

There were 2,580 meters read and billed in January 2000.

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IV. WATER OPERATIONS

8. Report on water distribution operations.

The report was distributed.

A total of 0 valves were operated in January 2000.

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

9. Report on water supply operation.

Our pumpage in January was 189,668,000 gallons, an increase of 3,011,000 gallons of water from January 1999, another record high.

10. Consideration of change orders #4 and #5 for Well #4 (fee increase for additional days of construction administration).

Motion made by Paul Adamski, seconded by Richard Letto to reimburse Earth Tech for work being performed until completion and to collect fees and liquidated damages from Eagle Construction.

Ayes all. Nays none. Motion carried.

11. Report on Well #4.

The High-Lift Pump was taken out of service on Friday and sent to L&S Electric because it was running at 284 degrees and should only run at 184 degrees. The production well pump has also been taken out for repair.

12. Report on Well #10

Collector Wells International gave the low quote on the Horizontal Collection Well inspection at \$11,190.00. Divers from Collector Wells will be

checking the laterals at Well #10. This is something typically done about every 5 years and Well #10 has been running since 1995.

13. Consideration of GIS Implementation Recommendations.

Motion made by Richard Letto, seconded by Eugene Tubbs to implement the GIS System at a cost of \$193,934.20.

The Commission would like a Task Chart showing the project from start to finish and a monthly report on its progress. The Commission would also like it noted that if the City of Stevens Point decides to implement the GIS System that if any baseline information we have paid to create is going to be used by them that they be charged for it.

14. Report on Automatic Meter Reading (AMR) System.

A meeting was held with Al Herrman from Wisconsin Public Service and Sargent Electric last week. They were given our meter routes and all meter reading devices that we have and Sargent Electric was going to look at them to make sure there would be no problems.

Greg has asked the City Attorney for an opinion on the question, do the people that will be changing the meters need to have any type of plumbing license? The City Attorney is looking in to that now. 2500 meters will be ordered from either Metron, Badger or Schlumberger and Sargent Electric will probably start changing the meters in April.

There will be an open house on March 1, 2000 from 2:00 p.m. to 5:00 p.m. at the Wisconsin Public Service Office in Plover for all public officials regarding the Automatic Meter Reading (AMR) System.

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V. SEWAGE TREATMENT OPERATIONS

15. Consideration of the 1999 Compliance Maintenance Annual Report (CMAR) and the resolution concerning the CMAR.

Greg will bring this back at next months meeting.

16. Report on sewage treatment operations.

B.O.D. (8.52 ppm), Suspended Solid (9.94 ppm), and Phosphorus level (1.35) limits were met for the month of January 2000.

The sludge thickener is on-site and we are waiting for DNR approval to install it.

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VI. ADJOURNMENT

Motion made by Eugene Tubbs, seconded by Dave Eckholm 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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