

Meeting Minutes

Board of Water and Sewage Commissioners

Monday, October 9, 2000

12:00 P.M.

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

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, and Jaime Zdroik.

INDEX TO MINUTES

I. ADMINISTRATION

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

2. Consideration of Green Circle Trail Agreements.

II. ACCOUNTING

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

4. Consideration of purchasing a pickup truck.

III. CUSTOMER SERVICE

5. Report on metering and billing.

IV. WATER OPERATIONS

6. Report on water distribution operations.

7. Report on water supply operation.

8. Report on Well #4.

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

10. Report on Geographic Information System (GIS).

V. SEWAGE TREATMENT OPERATIONS

11. Report on Operation Needs Review.

12. Report on sewage treatment operations.

VI. ADJOURNMENT

MINUTES

I. ADMINISTRATION

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

Motion made by Paul Adamski, seconded by Dave Eckholm to approve the minutes of the September 11, 2000 meeting with the correction that Ann Shannon was present.

Ayes all. Nays none. Motion carried.

2. Consideration of Green Circle Trail Agreements.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to approve entering into the Green Circle Trail Agreements with the understanding that the following sentence be added to Page 2 of the special conditions: Before any trees are removed permission must be given by the Administrator of the Water and Wastewater Departments.

Ayes all. Nays none. Motion carried.

Back to Index

II. ACCOUNTING

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

W. Scott Schultz presented the statement of claims for the Water Utility for September. The balance on hand after the September 11, 2000 meeting was \$1,363,203.82; the bank deposits since then were \$413,631.43. Checks issued since the September 11, 2000 meeting numbered 34814 through 34866 were in the amount of \$191,926.63. Checks numbered 34867 through 34891 for \$48,059.57 were presented for action on October 9, 2000. The net balance on hand October 9, 2000 is \$1,536,849.05.

Motion made by Dave Eckholm, 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 September. The balance on hand after the September 11, 2000 meeting was \$787,643.17; the bank deposits since then were \$155,310.50. Checks issued since the September 11, 2000 meeting numbered 21237 through 21274 were in the amount of \$94,156.89. Checks numbered 21275 through 21289 for \$25,470.31 were presented for action on October 9, 2000. The net balance on hand October 9, 2000 was \$823,326.47.

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

Ayes all. Nays none. Motion carried.

4. Consideration of purchasing a pickup truck.

The City Garage noticed that the truck had a cracked frame when the truck was in for an oil change. The truck is unsafe to drive and since we will be purchasing new trucks next year, it does not pay to try to repair the damage. There are no extra trucks right now and we need one for the inspector to drive.

Motion made by Paul Adamski, seconded by Eugene Tubbs to approve purchasing a pickup truck.

Ayes all. Nays none. Motion carried.

Back to Index

### III. CUSTOMER SERVICE

#### 5. Report on metering and billing.

There were 7 outside readers installed in September 2000.

There were 3,182 meters read and billed in September 2000.

Back to Index

### IV. WATER OPERATIONS

#### 6. Report on water distribution operations.

The report was distributed.

A total of 64 valves were operated in September 2000.

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

They should be completing the 12" main underneath the Clark Street bridge sometime this week.

The Lands End project is about three quarters complete.

Water samples taken from the Clark St. and Second St. water mains tested safe, so we are now disconnecting the businesses and residences from house to house.

The water main project by the well field should be started by November 1, 2000.

#### 7. Report on water supply operation.

Our pumpage in September was 219,575,000 gallons, a decrease of 40,358,000 gallons of water from September 1999.

#### 8. Report on Well #4.

Pat Planton of Earth Tech informed Greg that not all of the sub-contractors have sent in their final lien-waivers to Earth Tech. Eagle Construction agreed to the liquidated damages that were imposed by the Water Department.

#### 9. Report on Automatic Meter Reading (AMR) System.

Kim stated that they have only 977 meters wired. They are having trouble with retaining personnel and scheduling times with the customers to get into their homes. They are approximately 13% complete. Kim talked to Public Service about re-adjusting the payment schedule to work on a percentage complete basis and they agreed to that.

There is going to be a meeting held with Public Service on Wednesday. The Commissioners suggest that we discuss the issues of how they are contacting the customers to schedule appointments and about possibly doing more to inform the customers of this project and the procedures that are involved. The Commissioners also suggested that we could possibly ask the customers to call to schedule their own appointments when it was convenient for them by notifying them through mailers in their billing.

#### 10. Report on Geographic Information System (GIS).

Kim stated it is going along well. The temporary employees that we have hired now are doing a great job. The discrepancies in the hydrant comparisons were corrected and have been sent back to Earth Tech. We are now working on the valve comparisons. Earth Tech should start scanning next week. Billie and Jaime were sent to Minnesota for additional software training.

The County should have the parcel mapping done by the end of this year.

We also went to see a demonstration of a Global Positioning System (GPS). We will be budgeting \$35,000.00 to go in half with the City on a GPS unit next year.

Back to Index

### V. SEWAGE TREATMENT OPERATIONS

#### 11. Report on Operation Needs Review.

We have not received any information back from Envirosan. As soon as that information is received from Envirosan it will be sent to Strand Associates and they will prepare a report.

We will start interviewing restaurants at the end of this month.

12. Report on sewage treatment operations.

B.O.D. (4.90 ppm), Suspended Solid (4.32 ppm), and Phosphorus level (.62) limits were met for the month of September 2000.

Don stated that the thickener is now in full operation. The phosphorus levels jumped up as a result of that but we are within the limits. We are noticing a substantial decrease in storage in the tanks already. We are required to have 180 day storage and that will probably be increased to 250 day storage. Sludge hauling to farmers will begin around the 15th of October.

[Back to Index](#)

#### VI. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

#### MEETING ADJOURNED

12:35 pm

#### BOARD OF WATER AND SEWAGE COMMISSIONERS

W. SCOTT SCHULTZ, PRESIDENT

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Bottom of Form