

Meeting Minutes
Board of Water and Sewage Commissioners
Monday, December 11, 2000
12:00 P.M.
PRESENT: Eugene Tubbs, Dave Eckholm, Paul Adamski and Ann Shannon.

ALSO PRESENT: Greg Disher, Kim Halverson, Don Ceplina, Jaime Zdroik, Louie Molepske - City Attorney, and Jim Chaffee of Earth Tech.

ABSENT: W. Scott Schultz
I. ADMINISTRATION

1. Approval of minutes of the November 13, 2000 meeting.

Motion made by Dave Eckholm, seconded by Paul Adamski to approve the minutes of the November 13, 2000 meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

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

Eugene Tubbs presented the statement of claims for the Water Utility for November. The balance on hand after the November 13, 2000 meeting was \$1,217,917.64; the bank deposits since then were \$349,942.54. Checks issued since the November 13, 2000 meeting numbered 34980 through 35054 were in the amount of \$191,567.38. Checks numbered 35055 through 35087 for \$420,611.91 were presented for action on December 11, 2000. The net balance on hand December 11, 2000 is \$955,680.89.

Motion made by Dave Eckholm, seconded by Ann Shannon to approve the water utility claims as audited and read.

Ayes all. Nays none. Motion carried.

Eugene Tubbs also presented the statement of claims for the Sewage Treatment Utility for November. The balance on hand after the November 13, 2000 meeting was \$769,346.27; the bank deposits since then were (Not available at time of Meeting). Checks issued since the November 13, 2000 meeting numbered 21353 through 21399 were in the amount of \$79,222.13. Checks numbered 21400 through 21426 for \$13,062.81 were presented for action on December 11, 2000. The net balance on hand December 11, 2000 was \$677,061.33.

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

Ayes all. Nays none. Motion carried.

3. Consideration of Capital Improvement Maintenance Plan for both departments.

All items listed on the Capital Improvement and Maintenance Plans will be brought to the Commission for approval as needed.

4. Consideration of audit services.

We received a quote from Virchow Krause. No other requests were received from the advertisements placed in the Stevens Point Journal and the Portage County Gazette.

Motion made by Paul Adamski, seconded by Ann Shannon to approve the quote from Virchow Krause for audit services to be performed for the years of 2000 through 2002 in the amounts of \$6,000 - 2000; \$6,300 - 2001; and \$6,600 - 2002.

Ayes all. Nays none. Motion carried.

5. Consideration of purchasing a Global Positioning System with City.

Personnel from the City Engineering Department and the Water Department participated in demonstrations on GPS equipment.

The Water Department would like to partner with the City Engineering Department on the purchase of a Global Positioning System. The Global Positioning System can be tied in with the GIS(Geographic Information System) providing us with more accurate locations of our hydrants, valves, services, and mains. The antenna would be placed on City Hall, but we would each have our own equipment to use.

Motion made by Dave Eckholm, seconded by Paul Adamski to approve the purchase of a Global Positioning System with the City. **The Water Department s share will be \$35,000.00.**

Ayes all. Nays none. Motion carried.

6. Consideration of purchasing a Digital Ortho Photograph with City.

Greg will bring this back at next months meeting with more information.

7. Consideration of purchasing water and treatment pickup trucks with City.

Greg stated that this would be bid out by the City sometime in January. The City will be purchasing approximately 40 or 50 pickup trucks at one time and we are included in that.

Motion made by Ann Shannon, seconded by Paul Adamski to approve purchasing new pickup trucks for the Water and Sewage Departments.

Ayes all. Nays none. Motion carried.

8. Consideration of purchasing a dehumidifier for Booster Station.

The existing dehumidifier in the Booster Station is not operating properly.

Motion made by Paul Adamski, seconded by Ann Shannon to approve purchasing a new dehumidifier for the Booster Station in the amount of \$1,695.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

9. Report on water distribution operations.

The report was distributed.

A total of 4 valves were operated in November 2000.

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

We received the Preliminary Drinking Water Requirements from the Department of Natural Resources. Greg stated that besides the regular testing for coliform bacteria, flouride, nitrate and TTHM we need to sample for Gross Alpha (Radioactivity Form).

The 30 inch main that was installed at the Wellfield Road Project is being pressure tested. Once that is completed we will sample the new pipe for coliform bacteria, and if it is o.k., we will bring the new main on line.

Greg is looking into using a flow-control meter for the chemical pumps. The Department of Natural Resources does not like the system we are currently using to measure the chemicals we inject into the system.

10. Report on water supply operation.

Our pumpage in November was 186,491,000 gallons, an increase of 8,176,000 gallons of water from November 1999.

11. Report on Well #4- Decision on lien claimants and discussion of forfeiture monies.

A letter was received from the attorney for Haza Mechanical, Inc., a sub-contractor hired by Eagle Construction, requesting payment for the portion of the bill Eagle Construction still owes them.

Motion made by Paul Adamski, seconded by Ann Shannon to accept the recommendation by Louie Molepske, City Attorney, to deny the claim by Haza Mechanical.

Ayes all. Nays none. Motion carried.

The City Attorney explained the new statute regarding the Water & Sewage Commission that will be going into effect January 1, 2001.

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

Kim stated 3300 meters have been completed. Wisconsin Public Service read some of our meters, that have been converted to the AMR System, for the first time and everything worked out o.k.

13. Report on Geographic Information System (GIS).

Kim stated that we received the service card comparison back from Earth Tech that the temporary employees had input. Billie and Jaime are working on correcting the errors found in the comparison.

A letter summarizing Earth Tech's recommendations for upgrading our workstations and a Change Order amending the Scope of Services to include "Wireless Intranet GIS" was handed out.

Jim Chaffee, from Earth Tech, explained Phase 1- Wireless Pilot and Phase 2 - Wireless Intranet GIS from the Change Order. Phase I would consist of Earth Tech testing to see if it would be possible to access the GIS server through wireless cellular phone. Phase 2 would actually be the implementation of the Wireless Intranet GIS.

The Commissioners requested to see a schedule listing the break down of \$27,048 for Phase 2; savings incurred from the original approval of the GIS contract on training costs; and also to incorporate the hardware costs involved.

Motion made by Dave Eckholm to approve Phase 1 and Phase 2 of the Change Order.

Further discussion was held and the motion was amended.

Amended motion made by Paul Adamski, and seconded by Ann Shannon to approve Phase 1 - Wireless Pilot in the amount of \$13,924 and to table Phase II until next month.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

14. Report on Operation Needs Review.

Greg stated that the restaurant surveys have been completed. They found that the Debot Center, College of Professional Studies, and St. Michael s Hospital all use food grinders. This information will be shared with Strand Associates. Greg is looking into finding a location to install manhole sampler in the sewer line at the hospital. Greg believes that all three locations will eventually be required to install sampling manholes unless they take their waste food to the garbage.

15. Report on sewage treatment operations.

B.O.D. (5.46 ppm), Suspended Solid (5.59 ppm), and Phosphorus level (.57) limits were met for the month of November 2000.

Don stated that the Department of Natural Resources did an inspection of the Sewage Plant last week and they will be sending us a report. Don also stated they are trying to find a way to get the polymer costs down for the sludge thickener by trying different polymers.

V. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:35 pm

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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