

Meeting Minutes  
Board of Water and Sewage Commissioners  
Monday, February 8, 1999  
12:00 P.M.  
MINUTES  
I. ADMINISTRATION

1. Approval of minutes of the January 11, 1999 meeting.

Motion made by Richard Letto, seconded by Scott Schultz to approve the minutes of the January 11, 1999 meeting.

Ayes two. Nays none. One abstention. Motion carried.

2. Consideration of letter from Josh O'Keefe.

City property owner Josh O'Keefe contested a letter he received from the City Clerk's office stating that he was being charged \$1,115.54 for service work that was performed on his property due to damages caused by a contractor hired by Mr. O'Keefe. The contractor was to remove a stump on Mr. O'Keefe's property. During this process, damage was done causing a leak to the service line from the manhole to the house. Mr. O'Keefe felt that the city should have gone after the contractor himself or else both he and the contractor. The contractor, Tony's Landscaping and Backhoe Service, caused a leak in the street next to the water main. Gary Kuplic, the Water Department's construction foreman, brought in the damaged service pipe and explained how the pipe was damaged. The Water Department tried unsuccessfully to settle with the contractor's insurance company, West Bend Mutual, so it then became a debt with the city against the property owner. Mr. O'Keefe still protested the way the debt is being collected. Mr. Molepske stated that based on the evidence that is why this method was chosen and he did not feel it should be collected any different.

Scott Schultz suggested that since the City could not go after a third party, Mr. O'Keefe should file a Notice of Claim with the contractor's insurance company. He also offered the evidence to be available and suggested that he also ask for legal fees. Greg stated that the parts will be kept.

Mr. O'Keefe said he appreciated our sympathizing with his situation. The correct amount to be collected is \$2,523.04. The amount from the City Clerk is incorrect.

3. Consideration of Anniversary Recognition Program.

Greg stated that Gene was in favor of this item. Dave felt that the dollar amounts were too rich and thought we should consider something more modest. Greg and Rich received catalogs with different items. A suggestion was made by Kim to maybe consider a Portage County Gift Certificate. Scott suggested that some more thought go into this and we could bring it up at next months meeting. Dave will review the dollar amounts for next month.

4. Report on Y2K - letter from Dynamic Systems Inc.

Greg stated that he didn't know if there were any glitches regarding Y2K. He said that we need to know from Dynamic if the SCADA system is Y2K compliant. Dynamic equipment obtains the data and then sends it back to the master station. Dave felt that the letter was just covering themselves and was concerned with the value of their services. Greg stated that he wants a dependable company to be chosen. Don stated that no other company can get into this program. He also stated that our new upgrade is compliant. Greg stated that he felt we would be in great shape afterward.

Motion made by Richard Letto, seconded by Dave Eckholm to accept Dynamic Systems proposal for \$550.00.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

5. 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 11, 1999 meeting was \$816,341.36; the bank deposits since then were \$550,814.26. Checks issued since the January 11, 1999 meeting numbered through 33163 were in the amount of \$419,742.94. Checks numbered 33164 through 33187 for \$27,495.06 were presented for action on February 8, 1999. The net balance on hand February 8, 1999 is \$919,917.62.

Mr. Schultz also presented the statement of claims for the Sewage Treatment Utility for February. The balance on hand after the January 11, 1999 meeting was \$987,823.78; the bank deposits since then were \$270,689.03. Checks issued since the January 11, 1999 meeting numbered 19987 through 20025 were in the amount of \$30,710.15. Checks numbered 20026 through 20045 for \$15,887.37 were presented for action on February 8, 1999. The net balance on hand February 8, 1999 was \$1,211,915.29.

A check for \$130.00 for training listed was questioned by Richard Letto. He was pleased that we provide this to our employees. Greg Disher stated that our employees are required to have so many hours of training per year.

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

Ayes all. Nays none. Motion carried.  
Consideration of chemical bids.

6. Motion made by Dave Eckholm seconded by Rick Letto to accept the bids from Hydrite Chemical for Chlorine, HFS, Sodium Hypochlorite and Caustic Potash and the bid from Wausau Chemical for Ferric Chloride.

Ayes all. Nays none. Motion carried.

### III. CUSTOMER SERVICE

#### 7. Report on metering and billing

There were 5 outside readers installed in January 1999 for a total of 5 in 1999.

There were 2,573 meters read and billed in January 1999.

### IV. WATER OPERATIONS

#### 8. Report on Automated Meter Reading (AMR) in conjunction with Wisconsin Public Service (WPS).

Greg stated that he met with Al Herrman of WPS on the Automated Meter Reading (AMR) system. Al explained to Greg that WPS is doing a pilot study with 120,000 meters. The thought is to start in Oshkosh then move to Stevens Point and Wausau and have a completed project by the end of 1999. The meter costs from Itron, Inc. are not known at this time, but we should have some numbers by the March Commission Meeting. The head end equipment that is the network control units and associated equipment costs still have to be discussed. The discussion will be about capital costs and usage costs. The AMR system for the first two years will be a drive by system until the fixed system is in place. Al Herrman will be at the March meeting to discuss/explain the AMR project.

Consideration of proposals for inspection of elevated tank.

Greg Disher suggested that we hire Liquid Engineering, a firm that also provided services to Plover and Whiting. Greg stated that he will phone them to inquire about inspection and cleaning.

Motion made by Dave Eckholm, seconded by Rick Letto to approve Liquid Engineering for the inspection and possible cleaning of the elevated tank at an amount not to exceed \$4,750.00.

Ayes all. Nays none. Motion carried.

#### 10. Report on water distribution operations.

The report was distributed.

A total of 11 valves were operated in January of 1999 for a total of 11 in 1999.

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

#### 11. Report on water supply operations.

Our pumpage in January was 186,657,000 gallons, an increase of 13,601,000 gallons of water from December 1998.

A report from Scott Schultz and Greg on the Riverview Avenue bridge project was given. Scott received a call from John Kedrowski, an Alderman who also works for the WI DOT. His concern was that the City has not made preliminary preparations for having utilities in place before concrete is placed in the abutments. Scott wants Greg to talk with the Director of Public Works to ensure that everything that was scheduled to be completed is completed.

#### 12. Report on Well #4.

Jeff Galbraith from Earth Tech reported that there was talk about a time extension due to the weather, but this is not a factor at this time. Eagle is working on the backwash tanks.

### V. SEWAGE TREATMENT OPERATIONS

#### 13. Report on sewage treatment operations.

Don Ceplina reported that our phosphorus levels are going down. We are now at .6. Ferric Chloride was being used, but now has been discontinued. The month of February we will exceed the limits, but we are heading in the right direction. The DNR has stated that everything is O.K.

#### 14. Consideration of sewage rate review as per CWF requirements.

Kim Halverson stated that Virchow Krause is working on a continuing property record contract but we will need an additional contract. Scott Schultz said to hire them for the rate review if their price did not exceed their last contract price by 10%. If it did he told Kim to get quotes.

### VI. ADJOURNMENT

Motion made by Dave Eckholm, seconded by Richard Letto to adjourn.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:20 PM

BOARD OF WATER AND SEWAGE COMMISSIONERS

W. SCOTT SCHULTZ, PRESIDENT

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