

Meeting Minutes
Board of Water and Sewage Commissioners
Monday, December 13, 1999
12:00 P.M.
MINUTES
I. ADMINISTRATION

1. Approval of minutes of the November 8, 1999 meeting.

Motion made by Richard Letto, seconded by Paul Adamski to approve the minutes of the November 8, 1999.

Ayes all. Nays none. Motion carried.

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

Greg contacted a few cities that are using the Automatic Meter Reading System and received positive feedback. Greg had also talked to Al Herrman from Wisconsin Public Service regarding a payment schedule. Initially in the year 2000 they would require payment of 15 to 20 percent. Then in the year 2001 during the first six months they would require 20 percent and another 20 percent the last six months. In the year 2002 they would like remaining amount plus interest of six to ten percent. Greg suggested that we pay as we go then there would be no interest.

DCSI is still working with their engineers and Metron to see if our Metron meters would be compatible with the DCSI system.

The Commissioners would like to see an annual report that documents the cost of implementation and the calculated payback. The Commissioners would also like more reference checking to be done.

No action was taken.

3. Consideration of amendment to Chapter 13 Water and Sewage Ordinance-13.12 Building Sewers and Connections.

The state is recommending that mandated sewer hookup language be removed from the code. With this change the city has the ability to mandate sanitary sewer hookup to newly annexed buildings. Greg recommended that the following be inserted into Chapter 13.12 Water and Sewage Ordinance.

1.) When public sewers approved by the Department of Natural Resources become available to the premises served within the territorial boundaries of the City of Stevens Point, the use of the private sewage system shall be discontinued within that period of time required by order, but not to exceed one year. The building sewer shall be disconnected from the private sewage system and be connected to the public sewer.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to amend the Chapter 13 Water and Sewage Ordinance - 13.12 Building Sewers and Connections.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

4. Discussion and possible action on Disconnection Policy.

Disconnection notices are now sent to any customer with arrears of \$150.00. Kim requested that we change the policy to say that any customer with arrears of \$150.00 or three-quarters past due would be subject to disconnection.

Motion made by Richard Letto, seconded by Paul Adamski to change the Disconnection Policy to state three quarters or \$150.00 past due.

Ayes all. Nays none. Motion carried.

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

Scott Schultz presented the statement of claims for the Water Utility for November. The balance on hand after the November 8, 1999 meeting was \$1,668,552.22; the bank deposits since then were \$338,010.49. Checks issued since the November 8, 1999 meeting numbered 33947 through 34003 were in the amount of \$246,224.81. Checks numbered 34004 through 34045 for \$74,954.71 were presented for action on December 13, 1999. The net balance on hand December 13, 1999 is \$1,685,383.19.

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 November. The balance on hand after the November 8, 1999 meeting was \$1,100,749.87; the bank deposits since then were \$125,869.56. Checks issued since the November 8, 1999 meeting numbered 20605 through 20648 were in the amount of \$86,566.77. Checks numbered 20649 through 20674 for \$11,699.55 were presented for action on December 13, 1999. The net balance on hand December 13, 1999 was \$1,128,353.11.

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.

6. Consideration of Capitol Improvement and Maintenance Plan for both departments.

The Commission requested a revised version of the Water Departments Capital Improvement and Maintenance Plan annualizing the Engineering Technology Intern, eliminating the Grounds Keeper and including the GIS System for the year 2000.

The Wastewater Treatment Department Year 2000 Capital Improvement and Maintenance Plan was also presented to Commission. The

Wastewater Department requested the purchase of a Notebook Computer; Hot Water Pressure Washer; and one Century 2000 Sampler for lab.

Motion made by Paul Adamski, seconded by Richard Letto for the purchase of a Notebook Computer for - \$2,000.00; Hot Water Pressure Washer for - \$3,000.00; and one Century 2000 Sampler for - \$2,000.00.

Ayes all. Nays none. Motion carried.

7. Consideration of purchasing 4 Portable Radios.

Motion made by Richard Letto, seconded by Eugene Tubbs for the purchase of 4 Portable Radios in the amount of \$3,000.

Ayes all. Nays none. Motion carried.

8. Consideration of purchasing Test Bench for 2" Meters.

Motion made by Richard Letto, seconded by Eugene Tubbs for the purchase of a Test Bench for 2" Meters in the amount of \$15,000.

Ayes all. Nays none. Motion carried.

III. CUSTOMER SERVICE

9. Report on metering and billing.

There were 7 outside readers installed in November for a total of 84 in 1999.

There were 2,715 meters read and billed in October 1999 and 2,674 meters read and billed in November 1999.

IV. WATER OPERATIONS

10. Report on water distribution operations.

The report was distributed.

A total of 124 valves were operated in November 1999 for a total of 659 in 1999.

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

11. Report on water supply operation.

Our pumpage in November was 178,315,000 gallons, an increase of 4,507,000 gallons of water from November 1998.

12. Report on Well #4.

The Hi-Lift pump at Well #4 only pumps 1200 to 1300 gallons per minute. The pump needs to pump at least 1500 gallons per minute before the building will be accepted as complete. Greg is now waiting to hear from Eagle Construction and PACO, the pump manufacture on how this is going to be done.

13. Consideration of hiring Earth Tech to determine best technology cycle stop valves vs Variable Frequency Drive System.

The cycle stop valves or the Variable Frequency Drive System could possibly eliminate the need for building a second water tower. The information Greg received from both companies contradicted each other so he decided it would be a good idea to consider hiring Earth Tech to determine which technology would be best.

Motion made by Dave Eckholm, seconded by Richard Letto to hire Earth Tech to determine the best technology, cycle stop valves vs Variable Frequency Drive System in the amount of \$12,500.00.

Ayes all. Nays none. Motion carried.

14. Consideration of GIS Implementation Recommendations.

Clare Weaver from Earth Tech presented a two year GIS Implementation Cost Estimate covering the Conversion Tasks, Software & Applications, File Card Key Entry and Laptop Computers. The total cost was estimated at \$185,340.00. A lot of things that are now done manually with paper files could all be done electronically by the GIS System, for example; the updating of all maps and Digger's Hotline locates, etc.

The Commission requested to see comparable proposals from other consulting firms along with a Value Engineering Study. Greg will work on getting all information requested and bring this back at next months meeting.

V. SEWAGE TREATMENT OPERATIONS

15. Consideration of engaging Strand Associates for assistance in the reissuance of WPDES Permit.

Motion made by Dave Eckholm, seconded by Eugene Tubbs to hire Strand Associates for assistance in the reissuance of WPDES Permit.

Ayes all. Nays none. Motion carried.

16. Report on sewage treatment operations.

B.O.D. (6.10 ppm), Suspended Solid (7.63 ppm), and Phosphorus level (.26) limits were met for the month of November 1999.

We are sampling various parts of the city and certain businesses to see if they are exceeding the 250 milligrams per liter for BOD and Suspended Solids. The BOD has risen 20 percent compared to five years ago.

VI. ADJOURNMENT

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

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:38 pm

December 15, 1999

The City Attorney changed the Water and Sewer Ordinance from number 13.12 to 13.10.

BOARD OF WATER AND SEWAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY

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