

Board of Water and Sewerage Commissioners

Monday, April 14, 2014

12:00 P.M.

MINUTES

PRESENT:

Paul Adamski, Eugene Tubbs, Jim Cooper, and Carl Rasmussen.

ALSO PRESENT:

Joel Lemke, Jeremy Cramer, Gary Kuplic, Rob Molski, Mary Klesmith, and Jaime Zdroik.

Excused Absence:

Mae Nachman

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ADMINISTRATION

1. **Approval of minutes of the March 10, 2014 meeting.**

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the minutes of the March 10, 2014 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Consideration and possible action on issuing RFP's for architectural/design services for a new garage and Class "A" Biosolids/Nutrient Harvesting Facility.**

The Biosolids/Nutrient Harvesting Facility has been slated on the Capital Improvements Plan a few years out. Joel stated it will cost nothing to request RFP's and get responses back on these items. After we would get responses back they would be brought back to the Commission for possible approval. Part of the reason they were requesting RFP's for both is because building space is limited. There is property that isn't immediately adjacent to Wastewater facilities which we may end up using. Joel stated part of the reason for building the biosolids/nutrient harvesting facility is due to regulatory issues that will be coming. With our next permit renewal our effluent limits will be affected and when that happens our ability to apply our biosolids on the fields we currently do will probably be affected in a large way which leaves us with fewer options. One option is a Class "A" product which we could possibly sell. Jeremy stated the last upgrade to the WWTP was in 1993. When upgrading the plant, they determined that at some point within 20 years, another sludge storage tank would need to be built. They designed it for 3 sludge storage tanks but only built 2 at that time. The biosolids study that was done showed the area around Stevens Point is not the best for land application. West of the river we have poor soils and high ground water and East of the river is sandy soils but is all food crop and biosolids can't be applied in those areas. There is also a huge wellhead protection area that really limits area as well, so we have very few areas where biosolids can be applied. If the effluent limit is reduced then the phosphorous ends up in our biosolids at the same time the State is making farmers more responsible for their phosphorous. So what happens is we will have biosolids really high in phosphorous that can't be applied to those farmers' fields and our hauling costs would increase greatly.

The Commission would like to see cost-justifications for both projects along with the responses received from the RFP's.

Jeremy stated we would look at options to try to make money off of selling the phosphorous/fertilizer but it would have to be a Class "A" product in order to this.

The existing Water Garage was built in 1984, since then we have taken on two new departments, Collections and Storm Water, therefore we have grown and are in need of more garage space. The old building could become a cold-storage facility and the staff would then move to the new garage.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve issuing RFP's for architectural/design services for a new garage and Class "A" Biosolids/Nutrient Harvesting Facility along with a more detailed cost-justifications for both projects.

Ayes all. Nays none. Motion carried.

II. **ACCOUNTING**

3. **Discussion and possible action on the following:**

a. Claims for the Water Department.

Paul Adamski presented the statement of claims for the Water Utility for March. The balance as of March 1, 2014 was \$5,031,912.69; the bank deposits recorded in March 2104 was \$599,061.17. Checks issued since the March 2014 meeting numbered 47781 through 47868 were in the amount of \$520,440.39. The net balance on hand April 14, 2014 was \$5,110,533.47.

Motion made by Eugene Tubbs, seconded by Carl Rasmussen to approve the Water Utility claims for the month March 2014 as audited and read.

Ayes all. Nays none. Motion carried.

b. Claims for the Wastewater Department.

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for March. The balance as of March 1, 2013 was \$5,605,433.71; the bank deposits recorded in March 2014 were \$261,459.12. Checks issued since the March 2014 meeting numbered 30212 through 30263 were in the amount of \$386,267.61. The net balance on hand April 14, 2014 was \$5,480,625.22.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the Sewage Utility claims for the month of March 2014 as audited and read.

Ayes all. Nays none. Motion carried.

c. Claims for Stormwater Department.

Paul Adamski also presented the statement of claims for the Stormwater Utility for March. The balance as of March 1, 2014 was \$420,772.35. The bank deposits recorded in March 2014 were \$76,224.75. Checks issued since the March 2014 meeting numbered 1128 through 1138 were in the amount of \$18,488.51. The net balance on hand April 14, 2014 was \$478,508.59.

Motion made by Carl Rasmussen, seconded by Eugene Tubbs to approve the Stormwater Utility claims for the month March 2014 as audited and read.

Ayes all. Nays none. Motion carried.

d. Establishing an internally restricted fund in the Storm Water Dept. for future replacement costs of back-hoe and televising trailer.

These have been created in the past to put money aside and be able to track funds for some of our larger equipment so when replacement cycles come up we would have the money to do this.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve establishing an internally restricted fund in the Storm Water Department for future replacement costs of back-hoe & televising trailer.

Ayes all. Nays none. Motion carried.

e. Purchasing new copier/printer/scanner for office.

The Wastewater Department's current copier isn't functioning well and needs to be replaced. Instead of getting a new one for their office, our current copier/printer/scanner would be a good fit for them and due to the volume the Water Department does the new equipment would stay here.

Krebs Business Machines provided us with quotes for two different machines very similar in price.

Motion made by Carl Rasmussen, and seconded by Eugene Tubbs to transfer old copier/printer/scanner to the Wastewater Department and purchase a new one for the Water Department in an amount not to exceed \$9,495.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. Report on water distribution operations.

Gary stated the crew has been dealing with frozen services, mains, leaks etc. and besides that everything is going well. We still have three frozen water mains and the number of frozen services has slowed down.

The water operation reports were distributed and reviewed.

A total of 18 valves have been operated in 2014.

5. Report on water supply operations.

Our pumpage in March was 147,561,000 gallons, an increase of 6,224,000 gallons of water from March 2013.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

Rob stated everything is going well. Had a few frozen sewer mains but those have decreased as well.

The sewer report for the month of March was reviewed by the Commission.

7. Report on sewage treatment operations.

Jeremy stated a new graph showing RAW B.O.D. lbs/day has been included. This graph shows the spike in B.O.D.'s when the Stevens Point Brewery is sending loads to the plant. This is one of the reasons we are coming to you for RFP's for a Class "A" Biosolids/Nutrient Harvesting Facility.

B.O.D. (7 average ppm), Phosphorus (0.466 average ppm) and Suspended Solid (7.84 average ppm) limits were met for the month of March 2014.

8. **Consideration and possible action on purchasing new televising equipment.**

Joel stated we have been putting money aside for replacing the televising equipment but it wasn't on the Capital Improvements Plan approved for 2014. This televises both sanitary and storm sewers. The new one will accommodate televising the storm sewers because the camera has a lift option and the ability to steer. This equipment was demoed and staff approved.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve purchasing new televising equipment in an amount not to exceed \$133,087.00.

Ayes all. Nays none. Motion carried.

9. **Consideration and possible action on awarding the Influent Pumping & pH Control Project to Staab Mechanical.**

Joel stated these go to Public Works for approval because of the statutory method in how we work but he wanted the Commission's approval. The low bid came from Staab Mechanical. The influent building has two huge screw pumps and is set up for three but instead of installing another screw pump they would install a submersible pump that can pump our average day flow on a lower horsepower, saving energy. This would also include installing a bypass channel around our fine screens so they don't get damaged. The pH control is a regulatory item that was in our last permit renewal stating we need to have a method of controlling the effluent pH going out of the plant.

Motion made by Eugene Tubbs, seconded by Jim Cooper to approve awarding the Influent Pumping & pH Control Project to Staab Mechanical in the amount of \$410,100.00.

Ayes all. Nays none. Motion carried.

10. **Consideration and possible action on amending the Engineering Services Agreement with Donohue & Associates to include bidding assistance and selected construction phase engineering services to the Influent Pumping & pH Control Project.**

Joel stated the initial agreement only took us through design. Since the project was just approved in order to get us through construction we asked for an

amendment to the initial agreement to include bidding assistance and selected construction phase items.

Motion made by Carl Rasmussen, second by Jim Cooper to approve amending the Engineering Services Agreement with Donohue & Associates to include bidding assistance and selected construction phase engineering services to the Influent Pumping & pH Control Project in an amount not to exceed \$64,040.00.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

11. **Report on Stormwater operations.**

Nothing to report.

VI. DIRECTOR'S REPORT

12. **Verbal Report.**

Nothing to report.

The next Water & Sewerage Commission meeting will be on Monday, May 12, 2014 at noon.

VII. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:44pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

EUGENE TUBBS, SECRETARY