

City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, February 13, 2017
12:00 P.M.

MINUTES

PRESENT: Paul Adamski, Carl Rasmussen, Ray Schmidt and Anna Haines

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim, Jaime Zdroik and Jenny Schmeiser.

EXCUSED ABSENCE: Mae Nachman

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ADMINISTRATION

1. Approval of minutes of the January 9, 2017 meeting.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the minutes of the January 9, 2017 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Discussion and possible action on approval of department claims.

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for January. The balance as of January 1, 2017 was \$4,671,329.44; the bank deposits recorded in January 2017 were \$1,332,088.75. Checks issued January 2017 numbered 50826 through 50903 were in the amount of \$853,984.44. The net balance on hand January 31, 2017 was \$5,149,433.75.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for January. The balance as of January 1, 2017 was \$6,455,289.32; the bank deposits recorded in January 2017 were \$539,786.39. Checks issued January 2017 numbered 32216 through 32264 were in the amount of \$108,794.14. The net balance on hand January 31, 2017 was \$6,886,281.57.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for January. The balance as of January 1, 2017 was \$1,581,727.56. The bank deposits recorded in January 2017 were \$182,836.53. Checks issued January 2017 meeting numbered 1818 through 1833 were in the amount of \$37,034.45. The net balance on hand January 31, 2017 was \$1,727,529.64.

Motion made by Ray Schmidt seconded by Anna Haines to approve the department claims for the month of January 2017 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Discussion and possible action on engagement letter from Baker Tilly to complete a Water and Sewer Rate Study.**

Motion made by Carl Rasmussen seconded by Ray Schmidt to approve the engagement letter from Baker Tilly to complete a Water and Sewer Rate Study in the amount of \$32,000.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

4. **Report on water distribution operations.**

The water operation report was distributed and reviewed for the month of January. Eric stated that our service guys are clearing hydrants and checking for freezing. Operation Deep Freeze is currently in operation.

A total of 8 valves have been operated in 2017.

5. **Report on water supply operations.**

Our pumpage in January was 140,438,000 gallons, an increase of 9,382,000 gallons of water from January 2016.

IV. SEWAGE TREATMENT OPERATIONS

6. **Report on Collection System Maintenance.**

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

7. **Report on sewage treatment operations.**

Chris explained that we met all permit requirements, due to four days of being shut down on the biogas generator because of a computer part failure, we still produced 83% of power that was consumed and utilized excess biogas for 76% of all of our heating needs. The Wastewater Chief Operator left to take a new position so they will be short-handed until it gets filled.

B.O.D. (8 average ppm), Phosphorus (.738 average ppm) and Suspended Solid (9.08 average ppm) limits were met for the month of January 2017.

8. **Discussion and possible action on a proposal for design services from Donohue & Associates for the WWTP Upgrade Project.**

Joel explained that on page 9 part 3 of the proposal it shows \$1.28 million, we are estimating \$13 million for the whole project, 8-12% of that typically would be on engineering. The difference with this number is that it includes construction phase services, which is usually another 3 or 4%. This puts us a little under 10% including the construction phase which is an onsite representative. Joel feels very comfortable with this number. Joel would like the ability to adjust it. So he is asking for approval of the contract in an amount not to exceed \$1.28 million

Motion made by Anna Haines seconded by Carl Rasmussen to approve the proposal for design services from Donohue & Associates for the WWTP Upgrade Project in an amount not to exceed \$1.28 million.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. **Report on Stormwater operations.**

The stormwater operations report was reviewed by the commission.

VI. DIRECTOR'S REPORT

10. **Verbal Report.**

The next Water & Sewerage Commission meeting will be on Monday, March 13, 2017 at noon.

VIII. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:27 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY