

City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, April 10, 2017
12:00 P.M.

MINUTES

PRESENT: Carl Rasmussen, Mae Nachman, Ray Schmidt and Anna Haines

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Rob Molski, Eric Southworth and Jaime Zdroik.

EXCUSED ABSENCE: Paul Adamski

	Index	Page
I.	ADMINISTRATION	
	1. Approval of minutes of the March 13, 2017 meeting.	2
II.	ACCOUNTING	
	2. Discussion and possible action on approval of department claims.	2
III.	WATER OPERATIONS	
	3. Report on water distribution operations.	3
	4. Report on water supply operations.	3
	5. Update on utility garage construction (<i>Attached-2 sheet plan</i>)	3
IV.	SEWAGE TREATMENT OPERATIONS	
	6. Report on Collection System Maintenance.	3
	7. Report on sewage treatment operations.	3-4
	8. Award of 2017 Sanitary Sewer Lining Project #17-10 to Visu-Sewer, Inc. out of Pewaukee, WI in the amount not to exceed \$216,656.55.	4
V.	STORMWATER OPERATIONS	
	9. Report on storm water operations.	4
VI.	DIRECTOR'S REPORT	
	10. Verbal report.	4
VII.	ADJOURNMENT	5

ADMINISTRATION

1. Approval of minutes of the March 13, 2017 meeting.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the minutes of the March 13, 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

Carl Rasmussen presented the statement of claims for the Water Utility for March. The balance as of March 1, 2017 was \$4,809,130.80; the bank deposits recorded in March, 2017 were \$837,697.07. Checks issued March 2017 numbered 50983 through 51076 were in the amount of \$1,314,743.50. The net balance on hand March 31, 2017 was \$4,332,084.37.

WASTEWATER DEPARTMENT

Carl Rasmussen also presented the statement of claims for the Sewage Treatment Utility for March. The balance as of March 1, 2017 was \$6,550,874.77; the bank deposits recorded in March 2017 were \$300,915.85. Checks issued March 2017 numbered 32312 through 32361 were in the amount of \$756,919.20. The net balance on hand March 31, 2017 was \$6,094,871.42.

STORMWATER DEPARTMENT

Carl Rasmussen also presented the statement of claims for the Stormwater Utility for March. The balance as of March 1, 2017 was \$1,483,680.99. The bank deposits recorded in March 2017 were \$85,531.65. Checks issued March 2017 numbered 1850 through 1867 were in the amount of \$158,084.25. The net balance on hand March 31, 2017 was \$1,411,128.39.

Motion made by Mae Nachman seconded by Anna Haines to approve the department claims for the month of March 2017 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Report on water distribution operations.

Eric stated March was slow but construction will be picking up now in April.

The water operations report was distributed and reviewed for the month of March.

4. Report on water supply operations.

Our pumpage in March was 139,881,000 gallons, an increase of 8,692,000 gallons of water from March 2016.

5. Update on utility garage construction.

Joel explained the preliminary plans for the new utility garage.

Joel stated that management and staff toured some facilities to look at different layouts in order to see what would work best for us and serve the needs of the utility for a long time. The building will be larger than anticipated to accommodate the possibility of more employees and trucks in the future. Joel felt that if the building was completed and vehicles were still being parked outside, the project would have been a failure.

Joel wanted to provide the Commissioners with an update in order to let them know the garage will be larger and of the additional costs involved with that. The projected cost for the utility garage was originally 2 million, now it's looking like the cost will be 4.5 to 5 million.

Joel will bring this item back again next month.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

Rob stated everything is going well. The crew is finishing up winter maintenance and will now be cutting roots and jetting sewers in April.

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

7. Report on sewage treatment operations.

Chris stated all permit levels were met for March. The treatment plant produced 92% of their own electricity and 84% of their heat. Adam Clark was promoted to Chief Operator and they are currently working on filling the operator position.

B.O.D. (8 average ppm), Phosphorus (.761 average ppm) and Suspended Solid (13.90 average ppm) limits were met for the month of March 2017.

8. **Award of 2017 Sanitary Sewer Lining Project #17-10 to Visu-Sewer, Inc. out of Pewaukee, WI in the amount not to exceed \$216,656.55.**

Joel stated this item is on the agenda for the Public Works meeting tonight but he also wanted the Commission's approval as well.

Joel stated we had four bidders. Visu-Sewer, Inc. was low bidder at \$216,656.55 with a 15% contingency. This was close to what Rob estimated the project would cost so management is comfortable with this bid.

Rob explained that the project would consist of lining 1,557 linear feet of a 30" diameter sanitary sewer. Starting at where they left off last year through Schmeekle Reserve, down Northpoint to the west in front of Sentry.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve awarding the 2017 Sanitary Sewer Lining Project #17-10 to Visu-Sewer, Inc. in the amount not to exceed \$216,656.55.

Ayes all. Nays none. Motion carried.

V. STORMWATER OPERATIONS

9. **Report on Stormwater operations.**

Rob stated they are working on spring maintenance, cleaning catch basins and storm sewers.

Joel stated they will be having a public informational meeting April 25th at Washington Elementary at 6:30pm to discuss the swaling project.

The stormwater operations report was reviewed by the commission.

VI. DIRECTOR'S REPORT

10. **Verbal Report.**

Nothing to report.

The next Water & Sewerage Commission meeting will be on Monday, May 8, 2017 at noon.

VIII. ADJOURNMENT

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:45 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

A handwritten signature in cursive script, appearing to read "Carl Rasmussen".

CARL RASMUSSEN, SECRETARY