

City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, May 8, 2017
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Rob Molski, Eric Southworth
Jason Draheim, Jaime Zdroik and Angel Gebeau-AECOM.

Index		Page
I.	ADMINISTRATION	
1.	Approval of minutes of the April 10, 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
IV.	SEWAGE TREATMENT OPERATIONS	
5.	Report on Collection System Maintenance.	3
6.	Report on sewage treatment operations.	3
V.	STORMWATER OPERATIONS	
7.	Report on storm water operations.	3-4
VI.	DIRECTOR'S REPORT	
8.	Verbal report.	4
VII.	PERSONNEL	4
9.	Discussion and possible action on creating an additional position - Equipment Operator, Stormwater	4
VIII.	ADJOURNMENT	5

ADMINISTRATION

1. Approval of minutes of the April 10, 2017 meeting.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the minutes of the April 10, 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 April. The balance as of April 1, 2017 was \$4,267,111.55; the bank deposits recorded in April, 2017 were \$1,217,845.14. Checks issued April 2017 numbered 51077 through 51159 were in the amount of \$878,696.73. The net balance on hand April 30, 2017 was \$4,606,259.96.

WASTEWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for April. The balance as of April 1, 2017 was \$6,115,125.69; the bank deposits recorded in April 2017 were \$500,584.98. Checks issued April 2017 numbered 32362 through 32419 were in the amount of \$129,053.78. The net balance on hand April 30, 2017 was \$6,486,656.89.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for April. The balance as of April 1, 2017 was \$1,417,689.88. The bank deposits recorded in April 2017 were \$184,103.57. Checks issued April 2017 numbered 1868 through 1885 were in the amount of \$45,480.50. The net balance on hand April 30, 2017 was \$1,556,312.95.

Motion made by Carl Rasmussen seconded by Ray Schmidt to approve the department claims for the month of April 2017 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. Report on water distribution operations.

Eric stated last week they flushed hydrants. There were only 9 dirty water calls and one leak while flushing. The leak detecting company is here this week.

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

4. Report on water supply operations.

Our pumpage in April was 142,367,000 gallons, an increase of 6,883,000 gallons of water from April 2016.

IV. SEWAGE TREATMENT OPERATIONS

5. Report on Collection System Maintenance.

Rob stated the crew has been working on general maintenance items and everything has been going well.

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

6. Report on sewage treatment operations.

Chris stated all permit levels for April were met. Biosolids hauling is complete. 1.4 million gallons were hauled and spread over 208 acres. They haven't received any complaints yet.

They produced 90% of their own heat and greater than 95% of their own power.

Anna Haines complimented Chris on the tour of the treatment plant that he did for her class.

B.O.D. (6 average ppm), Phosphorus (.716 average ppm) and Suspended Solid (8.98 average ppm) limits were met for the month of April 2017.

V. STORMWATER OPERATIONS

7. Report on Stormwater operations.

Rob stated that a public informational meeting was held in regards to the upcoming swale and shouldering projects. They had a good turn out and mostly favorable responses.

The crew is working on general maintenance items.

The stormwater operations report was reviewed by the commission.

VI. DIRECTOR'S REPORT

8. Verbal Report.

Joel just stated he'd like to update Paul, like he did the other Commissioners, on the status of the garage project.

VII. PERSONNEL

9. Discussion and possible action on creating an additional position – Equipment Operator, Stormwater

Joel stated back in 2001 and prior the Commission used to act on Personnel items. In the future, Personnel items will be brought here and to the Personnel Committee for approval. Then the Council would consider the items as well.

The additional employee would be designated primarily for Stormwater. The Stormwater utility was created January 1, 2013 and we were very conservative in the hiring for this utility when it was first created. There are two employees, one foreman and one operator. Typically construction crews are crews of three for safety reasons alone. Rob oversees two crews Storm and Collections. The Collections crew consists of three employees and getting the Storm crew to three would help with coverage for vacations, sick leave etc.

The Stormwater Utility can financially support another employee.

Paul stated Joel has not asked for a new position since he has been the director and he is in favor of the additional employee.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve creating an additional position – Equipment Operator, for the Stormwater Utility.

Ayes all. Nays none. Motion carried.

The next Water & Sewerage Commission meeting will be on Monday, June 12, 2017 at noon.

VIII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:21 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY