

**City of Stevens Point**  
**Board of Water and Sewerage Commissioners**  
**Monday, December 11, 2017**  
**12:00 P.M.**

**MINUTES**

**PRESENT:** Carl Rasmussen, Ray Schmidt and Anna Haines

**ALSO PRESENT:** Joel Lemke, Mary Klesmith, Rob Molski, Chris Lefebvre, Eric Southworth  
Jason Draheim, Jaime Zdroik, Dave Ladick-Stevens Point Pilot Assoc. &  
AOPA Airport Support Rep. and Angel Gebeau-AECOM

**EXCUSED ABSENCE:** Paul Adamski and Mae Nachman

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## **ADMINISTRATION**

### **1. Approval of minutes of the November 13, 2017 meeting.**

**Motion made** by Anna Haines, seconded by Ray Schmidt to approve the minutes of the November 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 November. The balance as of November 1, 2017 was \$5,625,331.63; the bank deposits recorded in November, 2017 were \$600,969.00. Checks issued November 2017 numbered 51673 through 51763 were in the amount of \$611,010.44. The net balance on hand November 30, 2017 was \$5,615,290.19.

#### **WASTEWATER DEPARTMENT**

Carl Rasmussen also presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2017 was \$7,135,383.36; the bank deposits recorded in November 2017 were \$288,608.04. Checks issued November 2017 numbered 32756 through 32806 were in the amount of \$541,816.59. The net balance on hand November 30, 2017 was \$6,882,174.81.

#### **STORMWATER DEPARTMENT**

Carl Rasmussen also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2017 was \$1,821,987.77. The bank deposits recorded in November 2017 were \$81,844.66. Checks issued November 2017 numbered 2013 through 2033 were in the amount of \$80,287.56. The net balance on hand November 30, 2017 was \$1,823,544.87.

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

*Ayes all. Nays none. Motion carried.*

3. **Discussion and possible action on the 2018 Capital Operations & Maintenance Plan.**

Joel summarized the 2018 Capital Operations & Maintenance Plans for each department.

WATER DEPARTMENT- Capital Spending Items for 2018: ¾ ton crew truck with utility box; Chemical scales at Well 4; Inspection services Well 4; Reconstruction of Isadore St.; Lead service line replacement; ½ of new utility garage; 1/3 of arrow board trailer; ¼ of new aerial photo; Well 11 tank inspections; Well 11 actuator valve replacement; Well rehab; Tower 1 cathodic protection repair; GIS improvements & Hydrant painting. **COMPUTERS & SOFTWARE:** Accela annual maintenance fees; Accela upgrade; 1/3 asset management software; 1/3 server upgrade – GIS; and ESRI annual maintenance. **TRAINING & EDUCATION:** Misc. travel & education.

WASTEWATER DEPARTMENT – Capital Spending Items for 2018: Equipment procurement (first payment); Remainder of Biosolids Project; Liftstation Rehab/Replace on Echo Dells; Liftstation Rehab/Replace on Della; \*DAFT skimmer replacement; Digester heating boiler controls; Digester heating boiler rehab; \*Ferric chloride feed pumps; Concrete tank rehab; Sewer lining project; Manhole grouting project; Reconstruction of Isadore St.; ¼ of new utility garage; 1/3 of arrow board trailer; ¼ of new aerial photo; GIS improvements; and ½ of new televising equipment. **COMPUTERS & SOFTWARE:** Accela Annual Maintenance Fees; Accela upgrade; GIS Annual Maintenance Fees; 1/3 asset management software; 1/3 server upgrade –GIS. **TRAINING & EDUCATION:** Misc. travel & education.

STORMWATER DEPARTMENT – Capital Spending Items for 2018: ¾ ton crew truck with utility box; Reconstruction of Isadore St.; Swale reinstatement project; 18" storm sewer lining project; Ditch maintenance/mowing contract; ½ of new aerial photo; ¼ of new utility garage; 1/3 of Arrow board trailer; ½ of new televising equipment; and GIS improvements. **COMPUTERS & SOFTWARE:** Accela annual maintenance; Accela upgrade; ESRI Annual Maintenance; 1/3 asset management software; and 1/3 server upgrade-GIS. **TRAINING & EDUCATION:** Misc. travel & education.

**Motion made** by Ray Schmidt, seconded by Anna Haines to approve the 2018 Capital Operations & Maintenance Plans for the Water Department in the amount of \$3,667,120.00; Wastewater Department in the amount of \$13,967,980.00; and the Stormwater Department in the amount of \$2,053,025.00. The *motion* was amended by Ray Schmidt, seconded by Anna Haines to include an additional capital item for a new vehicle for the Water Department in the amount of \$30,000.0.

*Ayes all. Nays none. Motion carried.*

### **III. WATER OPERATIONS**

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

Carl asked about the crew pumping the Patch Street well. Joel stated this is done annually.

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

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

Eric stated pumpage is up from last November.

Our pumpage in November was 137,452,000 gallons, an increase of 11,429,000 gallons of water from November 2016.

### **IV. SEWAGE TREATMENT OPERATIONS**

#### **6. Report on sewage treatment operations.**

Chris stated the treatment plant met all permit requirements for the month of November. The biogas generator is up and running. We produced 87% of our electricity and 80% of our heat. As of next Monday we will be fully staffed.

B.O.D. (4 average ppm), Phosphorus (.44 average ppm) and Suspended Solid (4.45 average ppm) limits were met for the month of November 2017.

### **V. STORMWATER OPERATIONS**

#### **7. Report on Stormwater operations.**

Rob stated everything is going well.

The stormwater operations report was reviewed by the commission.

### **VI. DIRECTOR'S REPORT**

#### **8. Verbal Report.**

Joel stated we are getting \$650,000.00 in grant monies for the Sewage Treatment Plant upgrade project through the Clean Water Fund process and financing for the project will be at 1.76%.

Joel stated they did meet with Teamsters regarding the labor union contract.

*The next Water & Sewerage Commission meeting will be on Monday, January 8, 2018 at noon.*

## **VII. ADJOURNMENT**

**Motion made** by Ray Schmidt to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:31 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY