

**City of Stevens Point**  
**Board of Water and Sewerage Commissioners**  
**Monday, March 12, 2018**  
**12:00 P.M.**

**MINUTES**

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

**ALSO PRESENT:** Joel Lemke, Mary Klesmith, Rob Molski, Chris Lefebvre, Eric Southworth and Jenny Schmeiser

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	16. Adjourn into closed session (approximately 12:40p.m.) pursuant to Wisconsin Statutes 19.85 (1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following:	7
	A. Purchase of land for wellhead protection.	
	B. Land for a utility corridor	
	17. Reconvene into open session (approximately 1:00p.m.) for possible action Referenced closed session item.	7
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## **ADMINISTRATION**

### **1. Approval of minutes of the February 12, 2018 meeting.**

**Motion made** by Ray Schmidt, seconded by Anna Haines to approve the minutes of the February 12, 2018 Water & Sewerage Commission meeting with corrections.

*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 February. The balance as of February 1, 2018 was \$5,810,031.93; the bank deposits recorded in February, 2018 were \$559,787.25. Checks issued February 2018 numbered 51932 through 52013 were in the amount of \$532,856.10. The net balance on hand February 28, 2018 was \$5,836,963.08.

#### **WASTEWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Sewage Treatment Utility for February. The balance as of February 1, 2018 was \$6,998,130.39; the bank deposits recorded in February 2018 were \$241,774.83. Checks issued February 2018 numbered 32916 through 32969 were in the amount of \$384,890.42. The net balance on hand February 28, 2018 was \$6,855,014.80.

#### **STORMWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Stormwater Utility for February. The balance as of February 1, 2018 was \$1,491,053.00. The bank deposits recorded in February 2018 were \$97,851.89. Checks issued February 2018 numbered 2075 through 2093 were in the amount of \$212,786.22. The net balance on hand February 28, 2018 was \$1,376,118.67.

**Motion made** by Ray Schmidt seconded by Anna Haines to approve the department claims for February 2018 as audited and read.

*Ayes all. Nays none. Motion carried.*

3. **Discussion and possible action on the creation of one common accounting structure for the three utility funds.**

Joel stated we are looking to consolidate the three accounting structures into one common structure for efficiency.

**Motion made** by Mae Nachmann seconded by Ray Schmidt to approve the creation of one common accounting structure for the three utility funds.

*Ayes all. Nays none. Motion carried.*

### III. WATER OPERATIONS

4. **Discussion and possible action on awarding the low bid for the Water Department Utility Garage Project #13220 to Miron Construction in an amount not to exceed \$5,890,883.00 as recommended by Donohue & Associates.**

**Motion made** by Carl Rasmussen seconded by Ray Schmidt to approve awarding the low bid for the Water Department Utility Garage Project #13220 To Miron Construction in an amount not to exceed \$5,890,883.00.

*Ayes all. Nays none. Motion carried.*

5. **Report on water distribution operations.**

Eric stated they have been working on cleaning tanks that hold the water at Well 11 to get ready for a five-year inspection.

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

6. **Report on water supply operations.**

Our pumpage in February was 132,869,000 gallons, an increase of 9,558,000 gallons of water from February 2017.

7. **Introduction to lead service line replacement program.**

Joel stated a more formal proposal will be discussed next month regarding looking into grants and loans that will be available to homeowners. An option which includes a grant portion as well as an assessed or borrowed portion will be presented in April.

#### IV. SEWAGE TREATMENT OPERATIONS

8. **Consideration and possible action on Amendment 2 to WWTP Engineering Services Agreement with Donohue and Associates.**

Joel stated that this is regarding the big upgrade project for the Wastewater Treatment Plant and it is a \$28,000 amendment to a \$1.3 million contract. It was decided now is the time to take care of some extra safety measures. There were a few approaches that could have been taken but this was the one that would keep the employees the safest.

**Motion made** by Anna Haines seconded by Carl Rasmussen on the Amendment 2 to WWTP Engineering Services Agreement with Donahue & Associates.

*Ayes all. Nays none. Motion carried*

9. **Report on Collection System Maintenance.**

Report for February was provided to the Commission.

10. **Report on sewage treatment operations.**

Chris stated that the treatment plant met all of its permit requirements for February. The generator was down for 7 days due to the starter and electrical issues but still produced 63% of their own electricity and 77% of their own heat on site.

B.O.D. (7 average ppm), Phosphorus (.737 average ppm) and Suspended Solid (6.70 average ppm) limits were met for the month of February 2018.

11. **Discussion and possible action on awarding the 2018 Sanitary Sewer & Storm Sewer Lining Project #18-10 to Insituform Technologies of Chesterfield, MO in an amount not to exceed \$286,857.61.**

**Motion made** by Mae Nachman seconded by Carl Rasmussen to approve the 2018 Sanitary Sewer & Storm Sewer Lining Project #18-10 to Insituform Technologies of Chesterfield, MO in an amount not to exceed \$286,857.61

*Ayes all. Nays none. Motion carried.*

12. **Discussion and possible action on an engineering agreement with Donohue & Associates.**

Joel stated that they are looking to replace some lift stations and Donohue came back with the best proposal.

Chris stated the reason we are looking to replace instead of fix is because most of the lift stations are old and failing plus there are not parts available.

**Motion made** by Ray Schmidt seconded by Anna Haines to approve the possible action on an engineering agreement with Donahue & Associates to replace failing lift stations.

*Ayes all. Nays none. Motion carried.*

## **V. STORMWATER OPERATIONS**

13. **Report on Stormwater operations.**

The stormwater operations report for February was reviewed by the commission.

14. **Discussion and possible action on easement/agreement with Nsight for construction/placement of fiber optic facilities.**

Joel stated that Nsight applied for a right of way permit for putting conduit in the ground. Since they are running a route that we will be running fiber out to we would like to work with them. We will be granting easement for a telephone style building in exchange for the construction facilities.

**Motion made** by Mae Nachman seconded by Carl Rasmussen to approve the possible action on easement/agreement with Nsight for construction/placement of fiber optic facilities.

*Ayes all. Nays none. Motion carried.*

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

15. **Verbal Report.**

16. **Adjourn into closed session (approximately 12:40p.m.) pursuant to Wisconsin Statutes 19.85 (1) (e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following:**

**Motion made** by Ray Schmidt, seconded by Carl to adjourn into closed session at 12:51p.m.

**Roll Call:** Ayes: *Paul Adamski, Carl Rasmussen, Anna Haines, Ray Schmidt and Mae Nachman*

*Nays: None Motion carried.*

- A. Purchase of land for wellhead protection.**
- B. Land for utility corridor**

17. **Reconvene into open session (approximately 1:00p.m.) for possible action on the above referenced closed session item.**

**Motion made** by Anna Haines, seconded by Carl Rasmussen to reconvene into open session at 1:10p.m.

*The next Water & Sewerage Commission meeting will be on Monday, April 9, 2018 at noon.*

## **VII. ADJOURNMENT**

**Motion made** by Ray Schmidt to adjourn the meeting.  
*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
1:10 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY