

City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, August 13, 2018
12:00 P.M.

MINUTES

PRESENT: Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Mary Klesmith, Rob Molski, Chris Lefebvre, Eric Southworth, Jaime Zdroik, Corey Ladick-Comptroller/Treasurer, Angel Gebeau-AECOM and Pete Arntsen - resident

EXCUSED ABSENCE: Carl Rasmussen & Paul Adamski

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ADMINISTRATION

1. **Approval of minutes of the July 9, 2018 meeting.**

Motion made by Ray Schmidt, seconded by Anna Haines to approve the minutes of the July 9, 2018 Water & Sewerage Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on renaming of the department for accounting purposes.**

Joel said quite a while back the Commission acted on and approved an effort to combine our accounting structure for the Water, Wastewater and Stormwater utilities. The next step in getting this accomplished is an official name change from the “City of Stevens Point Water Dpt” to “City of Stevens Point Public Utilities”. This would allow us to apply for a separate new tax ID number.

Ray questioned whether “Public” should be part of the name. Ray doesn’t want any confusion with Public Works and Public Utilities. Joel addressed Ray’s question and stated we’ve already informally changed our name a while ago and doesn’t feel it will be an issue because it will only replace wherever City of Stevens Point Water Dpt was shown.

Motion made by Anna Haines, seconded by Ray Schmidt to approve renaming the department to City of Stevens Point Public Utilities for accounting purposes.

Ayes all. Nays none. Motion carried.

3. **Discussion and possible action on an ordinance amendment allowing municipal water connections in certain areas outside the City, with conditions.**

Joel stated they are looking for a flexible way to address areas that are not directly annexable, but are adjacent to municipal water infrastructure and want to connect to the City, other than the addresses already listed in the amendment for the Town of Hull and Park Ridge.

Joel stated it is in the best interest of the utility to have these places connect especially in areas up-gradient from Well 11 in regards to ground water.

Motion made by Ray Schmidt, seconded by Anna Haines to allow the ordinance amendment allowing municipal water connections in certain areas outside the City, with conditions.

Ayes all. Nays none. Motion carried.

Pete Arntsen, resident-member of City Plan Commission, made comments in reference to the importance of municipal cooperation.

II. ACCOUNTING

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

WATER DEPARTMENT

Mae Nachman presented the statement of claims for the Water Utility for July. The balance as of July 1, 2018 was \$5,113,262.06; the bank deposits recorded in July, 2018 were \$2,189,380.48. Checks issued July 2018 numbered 52369 through 52465 were in the amount of \$2,162,776.05. The net balance on hand July 31, 2018 was \$5,139,866.49.

WASTEWATER DEPARTMENT

Mae Nachman presented the statement of claims for the Sewage Treatment Utility for July. The balance as of July 1, 2018 was \$6,376,556.90; the bank deposits recorded in July, 2018 were \$675,976.98. Checks issued July 2018 numbered 33205 through 33264 were in the amount of \$405,200.88. The net balance on hand July 31, 2018 was \$6,647,333.00.

STORMWATER DEPARTMENT

Mae Nachman also presented the statement of claims for the Stormwater Utility for July. The balance as of July 1, 2018 was \$1,376,392.71. The bank deposits recorded in July 2018 were \$187,402.52. Checks issued July 2018 numbered 2192 through 2222 were in the amount of \$103,505.86. The net balance on hand July 31, 2018 was \$1,460,289.37.

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

Ayes all. Nays none. Motion carried.

5. Discussion and possible action on Water Rate Adjustment.

The final rate design was provided to the Commission with their packets. Joel stated the public hearing on the rates was held on August 1, one business was in attendance to state their concerns.

A rate comparison was also presented to the Commission and we are in line with surrounding utilities.

Joel is requesting the Commission approve the water rates with an effective date of September 1, 2018.

Joel explained the reason the decrease of the base rate for large residential 5/8" meter size is because this structure removes the steps for residential classes, they are all flat rates. No declining steps based on usage like in years prior.

Ray questioned why we bill differently for different size meters. Joel explained that the

costs of the meters are different depending on their size and that is why.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the Water Rates as presented with an effective date of September 1, 2018.

Ayes all. Nays none. Motion carried.

6. **Discussion and possible action on Sewer Rate Adjustment.**

Joel explained the upgrade project for the WWTP was completed, final project costs have been calculated and the end result is a need for a 15% increase in sewer rates. The increase is proposed to be implemented evenly to all areas, base fees & volume charges.

The new rates need to be made effective as of September 1, 2018 in order for the Clean Water Fund to finance this project.

It's been 8 years since the rate increase for sewer.

Paul Adamski, even though he is not here, is support of the rate adjustments.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the Sewer Rates as presented with an effective date of September 1, 2018.

Ayes all. Nays none. Motion carried.

7. **Discussion and possible action on the purchase of new server equipment and related services.**

Joel explained that we'd like to replace our main server with a two server set up that will allow a more durable, redundant and high availability environment.

We are having version issues currently and are not able to upgrade certain components. We aren't able to do back-ups for individual files, also meaning individual files can't be restored, we have to actually take a snap shot the entire server.

This is also needed in order to run our new work order/asset management software that was previously approved by the Commission.

Joel is requesting the ability to modify the 2018 Capital request to include the purchase and services related to upgrading our server/backup/virtualization environment.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the quote from RMM Solutions in the amount of \$60,146.35 for the purchase of new server equipment and related services.

Ayes all. Nays none. Motion carried.

8. **Discussion and possible action on a software upgrade for billing software.**

Joel explained we have been evaluating different software options. Currently our financials as a whole are in Springbrook/Accela. Springbrook has been incredibly unresponsive to our questions and stated we are too customized to upgrade to their newest version.

Upgrading just the billing software would be taking the billing component out of Springbrook entirely and for now keeping the remaining financials in. Our inventory/work order is moving to Citiworks as well. Removing the billing component alone will lower our annual maintenance to Springbrook by eight or nine thousand dollars.

We just can't grow with the current system.

No action needs to be taken at this point.

III. WATER OPERATIONS

9. Report on water distribution operations.

Eric stated it has been a busy summer with the construction. The Isadore Street project started in July. They are about 25% done with utilities.

The Water Street water tower is currently offline and drained for inspection and repairs which is done every 5 years and should be up and filled by the weekend.

The water operation report was distributed and reviewed for the month of July.

10. Report on water supply operations.

Eric stated pumpage is in line.

Our pumpage in July was 240,487,000 gallons, an increase of 37,670,000 gallons of water from July 2017.

11. Discussion and possible action on Utility Garage change orders.

Joel provided the Commission with a handout summarizing the change orders.

Joel stated the installation of solar was previously discussed in the design phase and was originally estimated at \$280,000 but came back as \$310,000 and is still inside the contingency of the project. We would be getting a grant from Focus on Energy for \$70,000 for this.

Joel is requesting the approval of change orders 1-7 and approval to move forward with change order #8 at a price comparable to the draft price of \$310,000, and approval for change orders in the course of construction needed to complete the project up to the construction authorization amount of \$6,269,500 plus a 10% contingency to total \$6,869,450.00.

Motion made by Anna Haines, seconded by Ray Schmidt to approve change orders 1 - 7 and draft of #8 comparable to the \$310,000 draft price, bringing current contract to \$6,269,492.01 plus 10% contingency.

Ayes all. Nays none. Motion carried.

12. **Discussion and possible action on an agreement for water service with the Village of Park Ridge.**

The agreement identifies how we have access to the system and how we are going to operate that system because we don't own the mains.

Motion made by Ray Schmidt, seconded by Anna Haines to approve an agreement for water service with the Village of Park Ridge.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

13. **Report on Collection System Maintenance.**

Rob stated everything is going well. The crew is concentrating on cutting and cleaning mains.

A report for the month of July was provided to the Commission.

14. **Report on sewage treatment operations.**

Chris stated the plant produced 70% of its electricity and 98% of its heat.

Chris stated the WWTP did not meet all of its permit requirements for July due to a biological upset that started back on Memorial Day weekend. We exceeded our suspended solids permit the third week in July due to high suspended solids so we did violate of Phosphorus limits for the month. The DNR will not take any enforcement action on this.

Chris said Miron will be doing site work on the project this week.

There will be a public hearing on the new permit on August 24th.

B.O.D. (8 average ppm), Phosphorus (1.176 average ppm) and Suspended Solid (24.65 average ppm) limits were met for the month of July 2018.

V. STORMWATER OPERATIONS

15. **Report on Stormwater operations.**

Rob stated the crew has been staying ahead of construction projects, currently they are

working on storm mains/ditching on W. Karner and W. Pearl to put some ditch/pipe in before the roundabout opens.

Joel said discussions are still happening in regards to the swale restoration project by Washington School. It was a terrible summer for grass so we are looking at some efforts with other contractors in order to get it restored to something that is acceptable.

The stormwater operations report for July was reviewed by the Commission.

VI. DIRECTOR 'S REPORT

16. Verbal Report.

Nothing to report.

The next Water & Sewerage Commission meeting will be on Monday, September 10 , 2018 at noon.

VII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:13 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY