

**City of Stevens Point
Public Utilities
Monday , September 10 , 2018
12:00 P.M.**

MINUTES

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

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

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ADMINISTRATION

1. **Approval of minutes of the August 13, 2018 meeting.**

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the August 13, 2018 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 August. The balance as of August 1, 2018 was \$5,138,367.80; the bank deposits recorded in August, 2018 were \$612,682.10. Checks issued August 2018 numbered 52466 through 52571 were in the amount of \$1,770,502.98. The net balance on hand August 31, 2018 was \$3,980,546.92.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for August. The balance as of August 1, 2018 was \$6,631,971.18; the bank deposits recorded in August, 2018 were \$325,931.17. Checks issued August 2018 numbered 33265 through 33327 were in the amount of \$209,967.64. The net balance on hand August 31, 2018 was \$6,747,934.71.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for August. The balance as of August 1, 2018 was \$1,475,420.58. The bank deposits recorded in August 2018 were \$84,517.70. Checks issued August 2018 numbered 2223 through 2250 were in the amount of \$97,654.28. The net balance on hand August 31, 2018 was \$1,462,284.00.

Motion made by Ray Schmidt seconded by Mae Nachman to approve the department claims for August 2018 as audited and read.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

3. **Report on water distribution operations.**

Eric stated the crews are still in construction season mode trying to get everything done before winter. They just finished large meter testing. We finished the quarterly sampling for the D.N.R.

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

4. **Report on water supply operations.**

August of 2018 consumption is high. It was warm and dry in August.

Our pumpage in August was 225,280,000 gallons, an increase of 46,072,000 gallons of water from August 2017.

5. **Discussion and possible action on the purchase of new billing software.**

Joel stated we talked at prior Commission meetings about looking into the possibility of monthly billing and better interfaces for the customers to access their accounts etc. The monthly billing component would help in those instances where there are leaks at a property as well. Having a billing software that would integrate easily with the meter reading system would also help accomplish converting from quarterly billing to monthly billing, which at some point we will probably be required to do by the P.S.C.

Our current software company, Springbrook/Accela, stated we have too many customized items in our current version of the software to upgrade to the newest. Springbrook/Accela has been unresponsive to our inquiries about what we could do to upgrade, so we decided to look into new billing software. The utility billing module in Springbrook/Accela is the module with the customized items they are referring to, therefore we'd eliminate that module and still use Springbrook/Accela software modules for Payroll, General Ledger, Bank Reconciliation, Accounts Payable, Accounts Receivable and Clearing House.

We have not done a utility billing software upgrade since 2003 when we first went on to Springbrook/Accela.

Joel explained that we evaluated several software companies and everyone agreed the Starnik billing software was the best. Starnik would streamline the billing process, making it easier to transition from quarterly to monthly billing if/when we decide to go that route, and it integrates with our current and future meter reading system, AMR and AMI. This software is also cloud based eliminating the future costs of having to upgrade the server.

Joel explained the costs involved with converting from Springbrook/Accela to Starnik and the future subscription amounts with Starnik. Explaining that we would still be paying annual maintenance fees to Springbrook/Accela for the modules we would be continuing to use.

Paul questioned whether there are other utilities in Wisconsin using Starnik and Joel stated we weren't provided any references from utilities in Wisconsin.

Joel stated the querying ability of the Starnik software is what impressed all of us the

most, meaning we should be able to get any data/report out of this software that we will need for the P.S.C. when required. There is willingness by Starnik to make things standard that we would need. Things are updated monthly so we won't be falling behind in versions like we did in Springbrook/Accela.

Joel explained to the Commission that the increase in annual software costs would be approximately \$36,000.00 because we have to take into consideration that we would no longer have to pay Springbrook/Accela annual costs for their utility billing/inventory-work order modules saving approximately \$15,000.00.

Joel also explained we did not rehire after the most recent retirement so we are down one employee. The functionality of the Starnik software will help simplify things and will make us function better with the staff we currently have.

Motion made by Mae Nachman, seconded by Anna Haines to approve the purchase of new billing software from Starnik in the amount of \$98,880.00 which is comprised of a \$39,900.00 one-time implementation and training fee and then ongoing annual license subscription of \$58,980.00.

Ayes all. Nays none. Motion carried.

6. **Discussion and possible action on Reciprocal Emergency Water Agreement with the Village of Whiting.**

Joel stated we are connected with the Village of Whiting in order to provide the Village water in the event of an emergency. The last agreement is expired so we need a new one signed.

The Commission questioned if the time frame of 24 hours' notice, stated in item 9 of this agreement, of the discontinuation of service is really a feasible time frame.

The Commission believes in future agreements this time frame should be extended.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Reciprocal Emergency Water Agreement with the Village of Whiting.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

7. **Report on Collection System Maintenance.**

Rob stated everything is going well. They are working on cutting, cleaning and jetting.

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

8. **Report on sewage treatment operations.**

Chris stated all permit requirements were met for August, we did not meet requirements in July. The plant is running much better now and things are under control. The biogas generator had the main control computer fail and a gasket chiller failure as well so we did not operate it most of August. We produced 4% of our own electricity and 60% of our own heat. Construction has started on the project and things are going well. We will be doing two biosolid applications this fall and the first one will start next week Monday.

B.O.D. (3 average ppm), Phosphorus (.290 average ppm) and Suspended Solid (5.97 average ppm) limits were met for the month of August 2018.

V. STORMWATER OPERATIONS

9. **Report on Stormwater operations.**

They installed 700' of perforated pipe along Division Street. They have installed approximately 300' of perforated pipe on W. Karner, the whole project in total would be about 800-900'. Joel stated all of the work on the West side is really helping.

The stormwater operations report for August 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, October 8, 2018 at noon.

VII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:03 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY