

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

**MINUTES**

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

**ALSO PRESENT:** Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Rob Molski, Jaime Zdroik and Ethan Heinecke - resident

	<b>Index</b>	<b>Page</b>
I.	ADMINISTRATION	
	1. Approval of minutes of the October 8, 2018 meeting.	3
II.	ACCOUNTING	
	2. Discussion and possible action on approval of department claims.	3
	3. Consideration and possible action on engagement letter with Baker Tilly.	4
III.	WATER OPERATIONS	
	4. Report on water distribution & water supply operations.	4
IV.	SEWAGE TREATMENT OPERATIONS	
	5. Report on Collection System Maintenance.	4
	6. Report on sewage treatment operations.	4-5
V.	STORMWATER/CAN OPERATIONS	
	7. Report on stormwater/CAN operations.	5
VI.	DIRECTOR'S REPORT	
	8. Verbal report & update on current projects.	5
VII.	ADJOURNMENT	6

## **ADMINISTRATION**

### **1. Approval of minutes of the October 8, 2018 meeting.**

**Motion made** by Ray Schmidt, seconded by Mae Nachman to approve the minutes of the October 8, 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 October. The balance as of October 1, 2018 was \$3,537,845.19; the bank deposits recorded in October, 2018 were \$1,654,912.39. Checks issued October 2018 numbered 52630 through 52735 were in the amount of \$3,126,803.13. The net balance on hand October 31, 2018 was \$2,065,954.45.

#### **WASTEWATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for October 1. The balance as of October 1, 2018 was \$7,307,291.37; the bank deposits recorded in October, 2018 were \$608,903.55. Checks issued October 2018 numbered 33368 through 33444 were in the amount of \$1,303,291.15. The net balance on hand October 31, 2018 was \$6,612,903.77.

#### **STORMWATER DEPARTMENT**

Paul Adamski also presented the statement of claims for the Stormwater Utility for October. The balance as of October 1, 2018 was \$1,496,808.52. The bank deposits recorded in October 2018 were \$207,988.34. Checks issued October 2018 numbered 2267 through 2305 were in the amount of \$322,111.48. The net balance on hand October 31, 2018 was \$1,382,685.38.

**Motion made** by Carl Rasmussen seconded by Ray Schmidt to approve the department claims for October 2018 as audited and read.

*Ayes all. Nays none. Motion carried.*

### **3. Consideration and possible action on engagement letter with Baker Tilly.**

Joel explained the engagement letter is similar to previous years.

**Motion made** by Anna Haines, seconded by Mae Nachman to approve the three-year contract with Baker Tilly Virchow Krause, LLP for auditing services for all three departments: Water 2018-\$8,150 2019-\$8,300 2020-\$8,600; Wastewater 2018-\$6,400 2019-\$6,600 2020-\$6,700 and Stormwater 2018-\$6,400 2019-\$6,600 2020-6,700.

*Ayes all. Nays none. Motion carried.*

### III. WATER OPERATIONS

#### 4. Report on water distribution & water supply operations.

Eric stated Isadore St. project is complete. Pumpage is down a little from last year. Eric stated the Commission will probably see an expense for a VFD for Well 8 next month. Focus on Energy has an incentive that runs out December 7<sup>th</sup>, they doubled their incentive for dollar per horsepower. We could end up getting the full cost of the VFD paid for. There will also be one going in at Well 11.

Joel notified the Commission that we are working with the DNR and investigating the results of a sample taken in our distribution system. Additional samples are being taken.

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

Our pumpage in October was 148,186,000 gallons, a decrease of 3,692,000 gallons of water from October 2017.

### IV. SEWAGE TREATMENT OPERATIONS

#### 5. Report on Collection System Maintenance.

Rob stated the crew is working on cutting, cleaning sewers now that the roots have stopped growing. Everything is going well.

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

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

Chris stated all permit requirements were met for October. They are still waiting on their new permit. Chris stated we produced 64% of our own electricity and we utilized 93% of heat produced on site.

The underground site work on the WWTP upgrade should be finished this week.

We are also doing biosolids application again. We can haul until the ground is frozen but have to wait until farmers get corn off of fields for it to be applied. During hauling, there was a spill in Waupaca County on Cty C but it was cleaned up and reported properly.

B.O.D. (5 average ppm), Phosphorus (.391 average ppm) and Suspended Solid (9.26 average ppm) limits were met for the month of October 2018.

## **V. STORMWATER/CAN OPERATIONS**

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

Rob stated they finished up on the west side storm water project on W. Karner and W. Pearl. They also worked on repairing structures on Centerpoint Drive where concrete patches were being done. The redid structures on Prentice St. west of the new Sentry building.

Joel said with the school referendum being successful it is likely that in 2019 we will be responding for the schools request to connect to our network (CAN). We are working on getting a spin number which makes us an authorized contractor for things proposed to be paid for using erate dollars.

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

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

### **8. Verbal report & update on current projects.**

Joel stated the crews will be moving into the new utility garage probably at the end of the year around Christmas time. There will probably be a small press event and ribbon cutting. They will be highlighting the Solar array because it is one of the biggest in central Wisconsin, 130KW. This was installed to offset the electric bill.

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

## VII. ADJOURNMENT

**Motion made** by Carl Rasmussen to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED

12:25 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

A handwritten signature in black ink, appearing to read "Carl Rasmussen". The signature is written in a cursive, flowing style.

CARL RASMUSSEN, SECRETARY