

**City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, December 10, 2018
12:00 P.M.**

MINUTES

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

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

EXCUSED ABSENCE: Mae Nachman

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ADMINISTRATION

1. Approval of minutes of the November 12 , 2018 meeting.

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

Ayes all. Nays none. Motion carried.

2. Discussion and possible action on credit card payment option.

Joel explained that we can currently process credit/debit card payments for our customers when requested but the Public Service Commission states the costs of using the card needed to be absorbed by the customer using the card.

Joel stated recent rulings by the PSC now state we can recoup the costs involved of customers using credit/debit card payments through the rates. Due to us being close to going live with our new billing software, which will now allow the customer to make payments through the customer portal, we need to know if the Commission would like us to pursue this or just keep charging the customer the costs involved with making a credit/debit card payment.

Discussion was held regarding the potential costs the department would incur, how many customers currently use credit/debit cards to make payment and how many customers do we think would start using credit/debit cards if we decided to not charge the customer the fees.

Paul explained that it probably isn't fair for the rate payers who don't want to use their credit/debit cards to have the costs recouped through the rates. He also feels that customers are accustomed to being charged fees.

The Commissioners would like to know the percentage of customers who use credit/debit cards currently.

Joel stated we will do some additional data gathering and in the mean time we will continue to charge the fees to the customers whom choose to use their cards.

II. ACCOUNTING

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

WATER DEPARTMENT

Paul Adamski presented the statement of claims for the Water Utility for November. The balance as of November 1, 2018 was \$1,939,231.12; the bank deposits recorded in November, 2018 were \$1,515,498.38. Checks issued November 2018 numbered 52736 through 52824 were in the amount of \$1,324,834.36. The net balance on hand November 30, 2018 was \$2,129,895.14.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for November 1. The balance as of November 1, 2018 was \$6,761,251.91; the bank deposits recorded in November, 2018 were \$1,532,591.56. Checks issued November 2018 numbered 33445 through 33506 were in the amount of \$1,763,379.94. The net balance on hand November 30, 2018 was \$6,530,463.53.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2018 was \$1,411,523.53. The bank deposits recorded in November 2018 were \$64,501.48. Checks issued November 2018 numbered 2306 through 2334 were in the amount of \$105,424.44. The net balance on hand November 30, 2018 was \$1,370,600.57.

Motion made by Carl Rasmussen seconded by Anna Haines to approve the department claims for November 2018 as audited and read.

Ayes all. Nays none. Motion carried.

4. Discussion and possible action on 2019 Capital Operations & Maintenance Plan.

Joel explained the previous year's Capital Operations & Maintenance Plans which he typically includes for comparison was not provided this month. This will be revisited in the next couple months. He wanted to at least get the proposed 2019 out there.

Joel stated there will be over a mile of full reconstruction done in 2019 which is a lot more than what's been done in the past but it's where we need to be. Even doing this we still aren't near our 100-year term.

The remaining items listed on the Water Department Capital Operations & Maintenance plan are pretty standard items.

The Commission would like additional quotes for the Well 11 roof repair. Eric explained the reason Well 11 needs roof repair.

Joel explained the items on the Wastewater 2019 Capital Operations & Maintenance Plan, the reconstruction costs and liftstation replacements are the bigger expenses for 2019.

Joel also explained the Stormwater 2019 Capital Operations & Maintenance Plan. Due to the costs involved with the reconstruction projects, we might have to look at increasing the stormwater rates in the next couple of months. The Stormwater rates have not increased since the utility was created in 2013. Also there will be other large facilities that will have to be built after the five year planning phase of our permit runs out and we know what enhancements need to be made to the stormwater system throughout the City.

Paul wanted to know how the reconstruction projects are determined annually. Joel explained there are several meetings held between the Utilities and Public Works. The criteria to see which streets are eligible for reconstruction are based on the age of the utilities/mains any that are 60 to 70 years old, combined with streets that have a low pacer rating. We need to get through the City once every 100 years due to the fact that the life expectancy of the utilities is 100 years.

No action taken at this time. The 2019 Capital Operations & Maintenance Plan will be brought back next month along with the previous year's Capital for approval.

III. WATER OPERATIONS

5. Report on water distribution & water supply operations.

Eric stated there was a problem with the exporting of our well information for reporting and that's why the pumpage information was not available for packets. The total pumpage in November was 133,317,000 gallons; a 4,135,000 decrease from 2017; 5,183,000 peak pumping occurred on 11/27/18; 3,425,000 low pumping occurred on 11/28/18, and 630 gals/kwh.

Ray asked for an update on Well 4. Joel explained we will be getting samples from private wells in the area to see if it will provide more information on what we are experiencing at Well 4. Well 4 is still offline.

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

The pumpage information for November was not available.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

Everything is going well. The crew has been cleaning out lift stations before it gets too cold.

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

7. Report on sewage treatment operations.

Chris stated the plant met all its permits for the month of November. We produced 95% of our own power and 90% of our own heat. Last meeting, we were land applying biosolids and in a race with mother nature to get the biosolids spread before the ground froze. Due to the weather, the farmers didn't get their crops off the fields so we are short on storage approximately 250,000 gallons and if we continue to take in trucked in waste we could be short 1.1 million gallons/storage. Chris called other local municipalities to see if they could help us out and most are in the same situation or they are just too

small. Milwaukee and Green Bay can help but it would be high trucking costs. So we looked into finding offsite storage locally and working with the County and the DNR we found out we can utilize non-used manure pits, pits on farms that have been shut down. Chris was able to secure a 400,000-gallon site for our facility use. We are looking into the feasibility 1.5-million-gallon tank in the Amherst area so we can help out other people in the community with their trucked in waste. Their tipping fees would have to get us to a break-even level. No monetary exchange for use of the pit, just offering biosolids for fertilizer and we to have the pit cleaned out prior to us using it.

Paul asked what caused this to happen. Chris explained that this has never happened before. He said we had a really bad Spring for getting material out, we got 28 inches of snow in April and lost acreage for applying our biosolids to in early March. So we didn't get completely empty during Spring. We had a haul in the Summer and this Fall we were ready to go but the farmers couldn't get the crops off the field and as of yesterday there is still corn on those fields.

Joel said this is why we are doing the WWTP project to avoid this exact thing from happening.

B.O.D. (4 average ppm), Phosphorus (.303 average ppm) and Suspended Solid (4.99 average ppm) limits were met for the month of November 2018.

V. STORMWATER /CAN OPERATIONS

8. Report on Stormwater /CAN operations.

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

Joel said we will have our first CAN customer Mid-State and then we will be bidding out a project next year to respond to the school district's request for extending our fiber to their buildings.

VI. DIRECTOR 'S REPORT

9. Verbal report & update on current projects .

Joel said we will be going live with our new billing software Starnik soon.

The next Water & Sewerage Commission meeting will be on Monday, January 14 , 2019 at noon.

VII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:58 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY