

**City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, February 11, 2019
12:00 P.M.**

MINUTES

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Eric Southworth, Chris Lefebvre, Rob Molski, Jason Draheim, Angel Gebeau –AECOM, Marion Flood-resident and Jaime Zdroik

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ADMINISTRATION

1. Approval of minutes of the January 14, 2019 meeting.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the minutes of the January 14, 2019 Water & Sewerage Commission meeting with correction in Item 2 – Stormwater Department, the checks issued in December 2018 were in the amount of \$165,248.33, not \$1,165,248.33.

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 January. The balance as of January 1, 2019 was \$1,847,902.53; the bank deposits recorded in January, 2019 were \$1,619,268.36. Checks issued January 2019 numbered 52913 through 52989 were in the amount of \$1,004,948.17. The net balance on hand January 31, 2019 was \$2,462,222.72.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for January. The balance as of January 1, 2019 was \$5,121,343.51; the bank deposits recorded in January, 2019 were \$3,766,092.43. Checks issued January 2019 numbered 33563 through 33616 were in the amount of \$1,357,176.63. The net balance on hand January 31, 2019 was \$7,530,259.31.

STORMWATER DEPARTMENT

Paul Adamski also presented the statement of claims for the Stormwater Utility for January. The balance as of January 1, 2019 was \$1,290,801.27. The bank deposits recorded in January 2019 were \$193,228.35. Checks issued January 2019 numbered 2361 through 2384 were in the amount of \$450,700.21. The net balance on hand January 31, 2019 was \$1,033,329.41.

Motion made by Ray Schmidt seconded by Anna Haines to approve the department claims for January 2019 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Consideration and possible action on the most recent payment applications and change orders for the Utility Garage Project and the WWTP Upgrade Project.**

Joel summarized both payment applications covering original contract sums, net sum by changes orders, current payment due and balance to finish project.

The Commission would like to see change order summary and pay applications for each project until complete.

Motion made by Ray Schmidt seconded by Carl Rasmussen to approve the payment requests and change orders for the Utility Garage Project and the WWTP Upgrade Project.

Aye all. Nays none. Motion carried.

III. WATER OPERATIONS

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

Our pumpage in January was 142,263,000 gallons, a decrease of 4,943,000 gallons of water from January 2018.

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

Eric stated operation deep freeze started in early January. The Cityworks Implementation started and they will be here in two weeks for implementation in house and training. Only one service leak in January on Division St. We are also getting ready to move into the new garage and working on designing, reviewing reconstruction projects for 2019.

5. **Consideration and possible action on destructive paint testing for Well 11.**

Joel stated after further investigation, it was determined that the paint coating inside the filter cells that was to act as a vapor barrier to separate the filter cells from the roof is actually responsible for the destruction of the roof.

We have sought a proposal to perform destructive paint testing on the painted surface to determine the thickness of the paint applied and its conformity to our specifications on the Well 11 project.

Discussion was held on whether it could have also been a design issue as well.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the proposal in an amount “not to exceed” \$3,200 for destructive paint testing at Well 11, with the understanding that another engineering firm other than S.E.H. due to possible conflict of interest.

Ayes all. Nays none. Motion carried.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

Rob stated everything is going well. We had one blockage on Falcons Cove but our crews took care of problem quickly and no homes got backed up.

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

7. Report on sewage treatment operations.

Chris said all permit requirements were met for January. If you look at your sewage plant monthly average chart, due to a change in our permit the spreadsheet had to be rearranged so two columns are blank, those will populate as we go.

We produced 96% of our own power in January. Our gas meter is not reading so we do not know how much gas we are using.

We are currently hauling biosolids to our off-site manure pit.

Our back-up generator failed, it's from 1952 and it was on our Capital Improvements & Maintenance Plan for replacement.

B.O.D. (4 average ppm), Phosphorus (.195 average ppm) and Suspended Solid (4.08 average ppm) limits were met for the month of January 2019.

V. STORMWATER/CAN OPERATIONS

8. Report on Stormwater/CAN operations.

Rob stated due to the unusual rain storm in January the crew had to vac up water throughout the City.

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

9. **Review of the technical memorandum “Hydrologic and Hydraulic Analysis for Flood Control” document.**

This scope of services was done in order to determine what modifications are needed in order to alleviate some of the flooding problems, like the June 2017 storm that flooded areas on the north side of the City.

Joel summarized the memorandum prepared by Brown and Caldwell. The June event was somewhere between a 10-year and 100-year storm event.

Joel explained the four alternatives provided and the graphics/maps showing the sites and the modeling results for each alternative, showing existing conditions and with proposed storm sewer improvements.

Joel stated no action needs to be taken at this time. This document will be used to help coordinate construction activities in the future.

Joel explained they will also work with City Engineering when planning reconstruction projects in the future as it pertains to these issues.

10. **Review of Stormwater Management Plan Update. (distributed by email)**

Joel summarized the Stormwater Management Plan Update. The 2018 Plan describes recommendations on how best to move forward with stormwater permit compliance.

The MS4 permit tells us we need to do two things, sediment reduction and phosphorus reduction. We are doing well with sediment removal it's the reduction in phosphorus that we need to focus on improving. Joel explained the 3 TMDL reachsheds where improvement is needed.

We received \$70,000 in grant money to update the Stormwater Management Plan.

This Stormwater Management Plan Update was submitted to the DNR as required for our MS4 permit.

11. **Consideration and possible action on a scope of services to respond to an E-Rate RFP.**

Joel explained that the school district is going to release an RFP which will ask for prices on the cost of leased dark fiber. The City needs to know the costs involved to construct this in order to respond to the RFP.

The quote from MCE would help us facilitate a response to the RFP by preparing bidding documents.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the scope of services from MCE (Multimedia Communications & Engineering, Inc.) in the amount of \$4,850.00.

Ayes all. Nays none. Motion carried.

12. **Consideration and possible action on allowing the department to respond to an E-Rate RFP for the school district.**

Motion made by Mae Nachman, seconded by Carl Rasmussen to allow the department to respond to an E-Rate RFP for the school district.

Ayes all. Nays none. Motion carried.

VI. DIRECTOR'S REPORT

13. **Verbal report & update on current projects.**

Nothing discussed.

The next Water & Sewerage Commission meeting will be on Monday, March 11, 2019 at noon.

VII. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

1:36 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY