

**City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, May 13, 2019
12:00 P.M.**

MINUTES

PRESENT: Paul Adamski, Carl Rasmussen, Anna Haines and Ray Schmidt
ALSO PRESENT: Joel Lemke, Jason Draheim, Eric Southworth, Chris Lefebvre, Rob Molski, Mary Klesmith and Jaime Zdroik
EXCUSED ABSENCE: Mae Nachman

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ADMINISTRATION

1. Approval of minutes of the April 10, 2019 meeting.

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the minutes of the April 10, 2019 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 April. The balance as of April 1, 2019 was \$2,773,849.08; the bank deposits recorded in April 2019 were \$1,572,137.73. Checks issued April 2019 numbered 53135 through 53223 were for \$1,836,664.06. The net balance on hand April 30, 2019 was \$2,509,322.75.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for April. The balance as of April 1, 2019 was \$6,476,585.36; the bank deposits recorded in April 2019 were \$2,179,859.93. Checks issued April 2019 numbered 33741 through 33800 were for \$1,267,788.20. The net balance on hand April 30, 2019 was \$7,388,657.09.

STORMWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Stormwater Utility for April. The balance as of April 1, 2019 was \$689,908.82. The bank deposits recorded in April 2019 were \$193,223.06. Checks issued April 2019 numbered 2440 through 2462 were for \$65,907.51. The net balance on hand April 30, 2019 was \$817,224.37.

Motion made by Carl Rasmussen seconded by Anna Haines to approve the department claims for April 2019 as audited and read.

Ayes all. Nays none. Motion carried.

3. Consideration and possible action on the purchase of new switching equipment.

Joel explained the network switching equipment that handles the data and phone traffic for the department is in need of being replaced. The original switches were installed in 2009 and are at end of life.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the purchase of new switching equipment in an amount not to exceed \$37,000.00.

Ayes all. Nays none. Motion carried.

4. **Consideration and possible action on change order summaries for the Utility Garage and Wastewater Treatment Plant Upgrade Projects.**

The Utility Garage has a current change order total of \$518,760.56, which amounts to 8.8% of the project total of \$5,890,883. This project is nearly complete and we are at 98% paid to date for project payments. The remaining payments pertain to retainage and site restoration.

The WWTP Project has a current change order total of \$91,027.94 or .52% of the awarded job. We are approximately 53% done with the payments on this project with total paid to date being 9.2M of the total 17.3M.

Paul Adamski would like to see a spreadsheet showing payments made, date of payments and a broad definition of what the payments were made for.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the change orders for both the Utility Garage Project and the WWTP Project.

Ayes all. Nays none. Motion carried.

5. **Consideration and possible action on the purchase of department workstations that are still running Windows 7.**

Joel explained that the Utilities Department has 10 workstations that are still running on Windows 7. As of January 2020, Microsoft will not be supporting that operating system which can cause a security concern.

Carl would like Joel to look into purchasing Office 365.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the purchase of 10 department workstations for an amount not to exceed \$12,000.00.

Ayes all. Nays none. Motion carried.

III. WATER OPERATIONS

6. Report on water distribution & water supply operations.

Eric stated that hydrant flushing is this week. The crew moved a hydrant for the City sidewalk project; installed a couple valve manhole assemblies for new homes and replaced a main line valve that broke this winter. Pumpage is up slightly.

Our pumpage in April was 135,713,000 gallons, an increase of 2,475,000 gallons of water from April 2018.

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

7. Report on the performance of the solar photovoltaic improvements on the new Utility Garage.

Joel showed a brief presentation/chart to the Commission showing the power usage at the new Utility Garage. Joel stated the WPS bill he last reviewed we would have used about \$1,400 worth of electricity but we were only billed approximately \$180.00.

The Commission would like to see a spreadsheet with 3 columns showing what we actually paid, what we would have paid and the total savings. They would like an average of 2 years of data.

IV. SEWAGE TREATMENT OPERATIONS

8. Report on Collection System Maintenance.

Rob stated they are getting into spring maintenance and doing more cutting. The crew attended some training for their certifications in the month of April.

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

9. Report on sewage treatment operations.

Chris stated all permit requirements were met for the month of April. We produced 60% of our own electricity because of the biogas generator and 90% of our own heat. Biosolids hauling was done in April and we hauled 1.9 million gallons out of our facility and applied it on approximate 200 acres of farmland. They are currently working on emptying the manure pit that was used for winter storage.

Suspended solids jumps up every year around this time due to higher flows. Chris said there was also a sampler issue and skewed the numbers as well.

B.O.D. (4 average ppm), Phosphorus (.255 average ppm) and Suspended Solid (4.33 average ppm) limits were met for the month of April 2019.

V. STORMWATER/CAN OPERATIONS

10. Report on Stormwater/CAN operations.

Joel stated the project for us to construct the infrastructure for the school district has been awarded, so this probably will not start until the end of this year. TDS is coming to town and we will be trading infrastructure.

The Stormwater operations report for April was reviewed by the Commission.

11. Consideration and possible action on Spill Response Kits.

As part of creating the stormwater pollution prevention plan for different facilities around the City, we are in need procuring some spill response kits. Obtaining these would bring us up to the latest standards for WDATCP and WOPPRS.

Jason explained what is in the spill response kits.

This is a proactive step to help protect groundwater and other resources.

VI. DIRECTOR'S REPORT

12. Verbal report & update on current projects.

The real estate closing will be occurring soon for the land purchased for wellhead protection. There is discussion with the county on updating the wellhead protection ordinance.

We are also working on an ordinance amendment for the installation of grinder pumps.

The next Water & Sewerage Commission meeting will be on Monday, July 8, 2019 at noon. **There will not be a Commission meeting held in June. **

VII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:43 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY