

City of Stevens Point
Board of Water and Sewerage Commissioners
Monday, December 9, 2019
12:00 P.M.

MINUTES

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

ALSO PRESENT: Joel Lemke, Eric Southworth, Chris Lefebvre, Mary Klesmith, Jason Draheim, Jaime Zdroik, Joshua Creautz-resident and Alyson Kauffman-resident

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ADMINISTRATION

1. Approval of minutes of the November 11, 2019 meeting.

Carl stated there is a typo in Item 9 of November meeting minutes; it should read Joel showed the Commission how our solar panel production is working.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the minutes of the November 11, 2019 Water & Sewerage Commission meeting with the above correction.

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 November. The balance as of November 1, 2019 was \$2,676,248.73; the bank deposits recorded in November 2019 were \$609,562.04. Checks issued November 2019 numbered 53749 through 53849 were for \$497,518.38. The net balance on hand November 30, 2019 was \$2,788,292.39.

WASTEWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for November. The balance as of November 1, 2019 was \$5,557,202.46; the bank deposits recorded in November 2019 were \$2,209,360.22. Checks issued November 2019 numbered 34173 through 34241 were for \$579,518.09. The net balance on hand November 30, 2019 was \$7,187,044.59.

STORMWATER DEPARTMENT

Paul Adamski presented the statement of claims for the Stormwater Utility for November. The balance as of November 1, 2019 was \$740,624.42. The bank deposits recorded in November 2019 were \$69,731.40. Checks issued November 2019 numbered 2638 through 2665 were for \$103,621.33. The net balance on hand November 30, 2019 was \$706,734.49.

Motion made by Anna Haines seconded by Mae Nachman to approve the department claims for the month of November 2019 as audited and read.
Ayes all. Nays none. Motion carried.

3. **Discussion and possible action on the 2020 Capital Operations & Maintenance Plan.**

Motion made by Ray Schmidt, seconded by Carl Rasmussen to table this item until next month's meeting.

4. **Discuss and possible action on utility rate adjustments.**

Joel summarized what was already discussed at last month's meeting.

We are looking to increase rates in order to maintain the same level of reconstruction that we have been experiencing the past couple years.

Sewer Utility – staff is proposing a 4% rate increase to the fixed meter charge and 4% to the volumetric charge, for example an average single-family using 2500 CU FT/qtr, their bill would increase \$5.18 per quarter. A medium sized office building using 700 CU FT/qtr with a ¾ inch meter would increase \$2.63 per quarter.

Stormwater Utility – staff is also proposing a rate increase of 19% per ERU. The rate increase would help keep up with reconstruct and for the new debt issuance for the Stormwater portion of the utility garage. The current annual ERU rate is \$59.08 to \$70.31. For example, a single-family household bill would go from a quarterly charge of \$14.77 to \$17.58, an increase of \$2.81 per quarter. A medium sized office building or small strip-style development with approximately 10 ERUs with 33,640 square feet would go from a quarterly bill of \$147.70 to \$175.78 an increase of \$28.08 per quarter.

The Stormwater rates have not increased since the utility was created 1/1/2013.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to give staff permission to draft ordinance amendments that reflect the "proposed rate increase".

Ayes all. Nays none. Motion carried.

III. **WATER OPERATIONS**

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

Eric stated the Patch Street well has been properly abandoned as per DNR requirements. Crews are working on plowing and hydrant maintenance/greasing Office staff are reviewing plans for next year's reconstruction projects.

Our pumpage in November was 135,482,000 gallons, an increase of 2,165,000 gallons of water from November 2018.

IV. SEWAGE TREATMENT OPERATIONS

6. Report on Collection System Maintenance.

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

7. Report on sewage treatment operations.

Chris stated the WWTP met all permit requirements for November. Staff is still being trained on the new equipment and procedures involved with the project. Digester #4 is operational and online. The Digesters 1, 2, and 3, are shut down for the winter. With those digesters down, we won't be able to get biogas to the co-gen system and so that system has been properly winterized. They are doing another dryer set up this week.

The lift station project should be starting up within the next month, they are waiting for some dewatering permits, then we will get a start date.

B.O.D. (5 average ppm), Phosphorus (.692 average ppm) and Suspended Solid (6.58 average ppm) limits were met for the month of November 2019.

V. STORMWATER/CAN OPERATIONS

8. Report on Stormwater/CAN operations.

CAN Operations:

Joel stated our fiber was hit last Friday. The school project is still in progress. They are doing a lot of building type work currently for this project, as to where the fiber will come in etc.

VI. DIRECTOR'S REPORT

9. Verbal report & update on current projects.

Joel stated he didn't want the Commission to think they have forgotten about giving tours of the projects to the Commissioner's. We aren't ready for that yet at the WWTP but once that is ready then we will do both the Utility Garage and the WWTP. Paul suggested the tours be done when weather is better.

The next Water & Sewerage Commission meeting will be on Monday, January 13, 2020 at noon.

VII. ADJOURNMENT

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:35 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS

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

CARL RASMUSSEN, SECRETARY