

**City of Stevens Point**  
**Board of Water and Sewerage Commissioners**  
**Monday, January 13, 2020**  
**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, Craig Czaikowski, Jaime Zdroik, Angel Gebeau of AECOM and Jeremy Roberts – MSA Professional Services.

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## **ADMINISTRATION**

### **1. Approval of minutes of the December 9, 2019 meeting.**

**Motion made** by Ray Schmidt, seconded by Mae Nachman to approve the minutes of the December 9, 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 December. The balance as of December 1, 2019 was \$2,652,402.69; the bank deposits recorded in December 2019 were \$748,948.25. Checks issued December 2019 numbered 53840 through 53924 were for \$1,528,175.81. The net balance on hand December 31, 2019 was \$1,873,175.13.

#### **WASTEWATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Sewage Treatment Utility for December. The balance as of December 1, 2019 was \$7,081,972.63; the bank deposits recorded in December 2019 were \$3,498,728.48. Checks issued December 2019 numbered 34242 through 34297 were for \$4,504,309.33. The net balance on hand December 31, 2019 was \$6,076,391.78.

#### **STORMWATER DEPARTMENT**

Paul Adamski presented the statement of claims for the Stormwater Utility for December. The balance as of December 1, 2019 was \$700,050.79. The bank deposits recorded in December 2019 were \$1,694,740.78. Checks issued December 2019 numbered 2666 through 2690 were for \$1,808,294.47. The net balance on hand December 31, 2019 was \$586,497.10.

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

*Ayes all. Nays none. Motion carried.*

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

Joel summarized the 2020 Capital Operations & Maintenance Plans for each department. He explained that last year we started rolling over anything that was not completed to the current year.

**WATER DEPT: Capital Spending Items:** Reconstruction projects-\$854,000; 1/3 of scissor lift -\$7,000; 1/3 track loader, tools, trailer-\$29,000; 1/3 Business 51 Design Services (AECOM)-\$74,000; Readiness/Vulnerability/Risk Assessment-\$37,000; Well 5 abandonment & demolition-\$75,000; Well 4 resite and design of new well-\$115,000; Tower 2 inspection-\$5,000; Chlorine analyzer-\$5,000; Pulsar mixing for towers-\$25,000; Well 7 Rehab/Inspection/Repipe/Mag Meter-\$80,000; Lawn Mower Wellfield-\$20,000; and Hydrant painting-\$25,000. **Computers & Software:** City Works annual maintenance-\$6,667; ESRI annual maintenance-\$8,334; Starnik annual maintenance-\$18,860; Accela annual maintenance-\$22,000. **Training & Education:** Travel & education-\$25,000.00 for a grand total of \$1,306,861.00.

**SEWER DEPT: Capital Spending Items:** Reconstruction projects-\$580,000; Aeration Basin #1 restoration-\$132,000; Primary scum tank restoration-\$18,000; Liftstation replacement-five stations-\$1,876,625; Liftstation trailer generator-\$50,000; WWTP roofing UV/Influent buildings-\$115,000; Lab dishwasher-\$7,500; OER Planning efforts (permit requirement)-TBD; 1/3 track loader, tools, trailer-\$29,000; 1/3 Business 51 Design Services (AECOM)-\$74,000; 1/3 of scissor lift-\$7,000. **Computers & Software:** Accela Annual Maintenance Fees-\$4,550; City Works Annual Maintenance-\$6,667; ESRI Annual Maintenance-\$8,334; Starnik Annual Maintenance-\$18,860. **Training & Education-**Travel & education-\$15,000 for a grand total of \$2,355,736.00. Joel explained that some of the items are eligible to be paid for out of the replacement fund.

**STORMWATER DEPT: Capital Spending Items:** Reconstruction projects-\$842,830; Swale reconstruction projects-\$200,000; 1/3 of scissor lift-\$7,000; 1/3 track loader, tools, trailer-\$29,000; 1/3 Business 51 Design Services (AECOM)-\$74,000. **Computers & Software:** Accela Annual Maintenance-\$4,925; City Works Annual Maintenance-\$6,667; ESRI Annual Maintenance-\$8,334; Starnik Annual Maintenance-\$18,860. **Training & Education:** Travel & education-\$15,000 for grand total of \$1,206,616.00.

**Motion made** by Carl Rasmussen, seconded by Anna Haines to approve the 2020 Capital Operations & Maintenance Plan for the Water Department in the amount of \$1,306,861.00; Sewage Department in the amount of \$2,355,736.00 and the Stormwater Department in the amount of \$1,206,616.00.

*Ayes all. Nays none. Motion carried.*

### III. WATER OPERATIONS

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

Eric stated they are working on the latter half of the planning for 2020 reconstruction and resurfacing projects with the City.

We have started looking into our lead gooseneck replacement program and writing an ordinance for this program.

Joel explained that there is a State statute now stating that if an ordinance is written you can do either funding through the way of grant or loaning as long as we are consistent with our customers. We currently have 102 lead goosenecks in our system. Appleton for instance has 7,000 in their system.

Our pumpage in December was 146,329,000 gallons, an increase of 3,005,000 gallons of water from December 2018.

### IV. SEWAGE TREATMENT OPERATIONS

#### 6. Report on Collection System Maintenance.

Since the last meeting, Rob Molski has retired and Craig Czaikowski is now acting as the Interim Superintendent.

Joel explained we have been helping out Junction City and we do bill that to them.

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

#### 7. Report on sewage treatment operations.

Chris stated the WWTP met all the permit requirements for the month of December. The solids project has a substantial completion date of June 1<sup>st</sup> but that could change. They will break ground on the Della Street liftstation on February 3, they will start dewatering the last week in January.

B.O.D. (6 average ppm), Phosphorus (.819 average ppm) and Suspended Solid (7.02 average ppm) limits were met for the month of December 2019.

### V. STORMWATER/CAN OPERATIONS

#### 8. Report on Stormwater/CAN operations.

Nothing to report on Stormwater.

**CAN Operations:** Joel stated the school district project is still moving forward.

## VI. DIRECTOR'S REPORT

### 9. Verbal report & update on current projects.

Joel provided the Commission with a graph showing the progress on the WWTP Project.

*The next Water & Sewerage Commission meeting will be on Monday, February 10, 2020 at noon.*

## VII. ADJOURNMENT

**Motion made** by Ray Schmidt to adjourn the meeting.

*Ayes all. Nays none. Motion carried.*

MEETING ADJOURNED  
12:39 pm

BOARD OF WATER AND SEWERAGE COMMISSIONERS



CARL RASMUSSEN, SECRETARY