

**City of Stevens Point**  
**Board of Water and Sewerage Commissioners**  
**April 12, 2021 - 12:00 PM**  
**Meeting will be held via a Zoom Meeting URL to connect:**  
**<https://us02web.zoom.us/j/82026885705>**  
**URL Dial in number: (301) 715-8592**  
**Meeting ID: 820 2688 5705**

## **MINUTES**

### **Discussion and Possible Action on:**

**1. Roll Call.**

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

**Staff Present:** Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim and Jaime Zdroik

**Also Present:** Angel Gebau-AECOM

**2. Approval of Minutes of the March 8, 2021 meeting.**

**Motion** made by Ray Schmidt, seconded by Carl Rasmussen to approve the March 8, 2021 meeting minutes of the Board of Water & Sewerage Commission.

***Ayes all. Nays none. Motion carried.***

**3. Approval of Department Claims**

**Motion** made by Mae Nachman, seconded by Ray Schmidt to approve the department claims for the month for March 2021 as audited and read.

***Ayes all. Nays none. Motion carried.***

**4. To award the 2021 Street Improvements Project #21-01 to Gerke Excavating, Inc. in the amount not to exceed \$7,175,149.71 - Joel Lemke**

The 2021 Capital Operations and Maintenance Plan for 2021 included the large reconstruction project on the north side of the City. The estimated amount on the Capital Operations & Maintenance for 2021 for each enterprise came in at a total of \$4,340,000, the actual bid amounts came in at \$4,139,422.00, that would be our portion of the \$7,175,149.71 for the entire project.

**Motion** made by Carl Rasmussen, seconded by Anna Haines to support the bid award for the 2021 Street Improvements Project #21-01 to Gerke Excavating, Inc. in the amount not to exceed \$7,175,149.71 including a 15% contingency.

***Ayes all. Nays none. Motion carried.***

## **5. Credit card processing fees - *Joel Lemke***

The PSC allowed utilities to not charge fees for credit card payments due to the pandemic. So now we are getting close to ending these special rules that were in place for the pandemic and we also have new billing software with different fee options. With the new billing software, we have two options, either we charge fees to everyone whether they are making an Echeck payment or a credit card payment or we don't charge any fees to anyone regardless of payment type. Joel explained that when there isn't a fee it gets adopted more by the customers and also in turn streamlines work related to payment processing. The total processing fee we pay is approximately couple hundred dollars to a few hundred dollars for all payments taken. Joel would like to bill all cycles in the new software and then review the costs we've incurred to make a decision as to how we proceed in the future. At that time he would bring this item back to the Commission.

Paul stated its not worth bad will with the customers for that minimal of costs.

Joel also explained we are trying to get more of an online presence, with online payments, automatic payments etc. and it also streamlines payment processing and helps with the delinquency process as well. So he feels it is worth the money as long as costs stay under control.

Paul would like Joel to keep track of this on a monthly, quarterly basis over a basis of two to five years.

Carl questioned whether there is a dollar/payment limit amount that can be set on this site so the utility does incur high processing fees in regards to the bill amounts of our larger customers. Joel/Mary are going to look into whether payment limits can be set.

## **6. Water Supply and Distribution Reports - *Eric Southworth***

Eric stated pumpage is up this month. Eric stated new radios on the mills meters so we can data log the meters whenever needed. The servicemen are now logging in the large customers into a spreadsheet so Eric has access to it from his desk anytime. May 6th we have our triannual DNR Sanitary Survey. Hydrant flushing week is May 10 through May 13th. After the flushing is done our leak detection will be done as well.

## **7. Sewage Treatment Operations Report - *Chris Lefebvre***

Chris stated the WWTP met all permit limits for the month of March. The plant has come back nicely from the upset over the winter. We produced 40% percent of our electricity and 55% of our own heat for the month of March. As the weather starts to warm up we will be working on the homemade odor control for the dryer in hopes to mitigate the odors for the neighbors.

## **8. Construction and Maintenance Report - *Craig Czaikowski***

Craig stated we will be flushing hydrants soon. Crews have been working on cleaning out catch basins with the vac haul. We try to vac out one third of our catch basins during the spring/summer every year. TDS when installing their fiber they bored through some of our services so we are fixing and billing them.

**9. Community Area Network Report - Joel Lemke**

The school district did issue another RFP for fiber to Kennedy School in Junction City. We did respond to that RFP and that has been accepted.

**10. Directors Report - Joel Lemke**

We have an offer out to fill a vacancy for the Utility Operator position. We still have one more vacancy to hire for. Dan Ryskoski will be retiring on May 3 after 36 years with the WWTP so Joel wanted to thank him for his service and congratulate him publicly.

**11. Adjournment.**

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

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:29PM**