

Our intention is to have in-person meetings going forward. We will hold meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Board of Water and Sewerage Commissioners
September 13, 2021 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (301) 715-8592

Meeting ID: 820 268805705

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. Wellhead protection ordinance amendments - *Joel Lemke*
5. Utility rate adjustments - *Joel Lemke*
6. Report on monthly fee tracking - *Joel Lemke*
7. Water Supply and Distribution Reports - *Eric Southworth*
8. Sewage Treatment Operations Report - *Chris Lefebvre*
9. Construction and Maintenance Report - *Craig Czaikowski*
10. Community Area Network Report - *Joel Lemke*
11. Update on solar performance at Utility Garage - *Joel Lemke*
12. Directors Report - *Joel Lemke*
13. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, October 11, 2021 at noon.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Board of Water & Sewerage Commission Meetings are on file at the Admin Office of the Water & Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Board of Water and Sewerage Commissioners
August 9, 2021 - 12:00 PM**

**Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (301) 715-8592

Meeting ID: 820 268805705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Mae Nachman

STAFF PRESENT: Joel Lemke, Mary Klesmith, Chris Lefebvre, Eric Southworth, Craig Czaikowski, Jason Draheim and Jaime Zdroik

ALSO PRESENT: Jodi Dobson-Baker Tilly

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the July 12, 2021 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. 2020 Audit Presentation by Baker Tilly, Jodi Dobson

Jodi Dobson of Baker Tilly summarized the 2020 Audit for the Water, Wastewater and Storm Departments.

The complete audit process was done remotely and wanted to thank management and staff for getting us the information needed to do this.

Jodi explained the auditors' responsibilities, management responsibilities, audit approach and explained that the financial statements received an unmodified opinion. Which is the highest level of assurance they can give.

Internal Control Matters: Similar to prior years, they did assist with preparation of year end adjustments and financial statements and they have to report this as a material weakness but very few governments have the staff to dedicate the time once a year to do this.

Required Communications: No new accounting standards or any concerns or policies, account estimates-no concerns, no difficulties, audit findings or issues, no disagreements, unusual transactions or consultations, and identified material adjustments during the audit which can be found in Appendix C under Reporting & Insights. No non-compliance, fraud or going concern was noted.

WATER UTILITY:

The Actual Rate of Return for the current year and prior year was just slightly below the authorized rate of return of 3.5%, so it makes sense to start looking at filing for a simplified rate case increase.

There's a very consistent margin between revenues and expenses during the last five years.

Unrestricted Case Reserves - minimum required cash on hand is 3 months and we have 7.30 months of cash on hand

Debt Coverage - required to have 1.10 and the actual is 3.84

At the end of 2020 only 22% of the capital assets are financed by outstanding debt. We like to see this under 50% debt.

WASTEWATER UTILITY:

Relatively consistent margin in operating revenues and expenses.

Unrestricted cash on hand is at 2.07 months is a little below the benchmark. It has been drawn down over the years due to projects. Need to look at building that back up.

Debt Coverage - required to have 1.25 and the actual is 1.64

At the end of 2020, 49% of the capital assets are financed by outstanding debt so below the 50% benchmark, understandable with the significant projects being done at the WWTP

STORMWATER UTILITY:

In the past five years there have been some ups and downs with this type of utility. Due to the rate adjustments, in 2020 revenues did outpace expenses.

Unrestricted cash on hand is at 3.35, cash reserves were drawn down but has stayed consistent the last couple of years.

Debt Coverage - required to have 1.10 and actual is 5.16.

At the end of 2020, 9% of the capital assets are financed by outstanding debt.

AIRPORT:

We look at operating revenues and what makes up those operating revenues. The City and other local subsidies have been a significant portion of the revenues. Maybe a little larger portion with the grant funding. Both operating revenues and expenses had decreased in 2020 due to the operational impact of the Covid 19 pandemic.

Unrestricted cash on hand is at 11.62, operating costs were lower so it looks higher but it actually has been pretty consistent.

Carl stated on page 20 it states that we do not have a formal investment policy. Do we need one? Jodi explained that if you have an investment policy it needs to be disclosed. The City has a formal investment policy which follows state statutes and should cover the utilities. Page 25 it says the investment policy does address this, but we do not have an investment policy.

Anna Haines asked if Jodi was going to go over the Fiber Dept. Jodi because it is so new they didn't have any trend information to go through. Anna asked if there was anything to be concerned about. Jodi stated there are cash and investment reserves. The bulk of the equity or net position comes from capital assets. Page 3 slight operating loss and the largest driver of that is depreciation. It is still in the building phase at this point.

Paul does not see the need for a specific investment policy because we follow the City's investment policy. Corey Ladick explained that it does cover all of the funds of the City. The City investment policy follows state statutes. They will note we are following the City-wide investment policy in the next audit.

Carl asked why there was a significant increase in land and land rights under capital assets and wanted to know why. Joel explained that was due to the property purchase from Kyle Kluck on Torun Road for wellhead protection.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the 2020 audit prepared by Baker Tilly.

Ayes all. Nays none.

4. Filing with the PSC for a simplified rate case to adjust water rates - Joel Lemke

Joel stated the last time we did a full rate case with the PSC. At that time, we discussed when we were eligible again to do a simplified rate increase through the PSC which generally comes back with a 3 to 3.5% rate increase. One of the ways to do maintenance to the rates, rather than do big adjustments. We had to wait a year from the last rate case before we could file a simplified rate case.

Joel would like approval to file the application with the PSC.

Motion made by Anna Haines, seconded Ray Schmidt to approve filing an application with the Public Service Commission for a simplified rate case.

Ayes all. Nays none. Motion carried.

5. Evaluating the need for rate adjustment for storm and wastewater rates - Joel Lemke

Joel said at the same time we are evaluating the water rates, we will also be reviewing the storm and wastewater rates. Joel said when we get the results back from the simplified rate case we will bring information back to the Commission on the storm and wastewater rates.

6. Approval of Department Claims

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the month of July 2021 as audited and read.

Ayes all. Nays none. Motion carried.

7. Water Supply and Distribution Reports - Eric Southworth

Eric stated water usage is up again this month.

8. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated the WWTP met all permit requirements for the month of July. We were able to replace the variable frequency drive on the gas treatment skid that provides fuel for our biogas engine. So, mid month we were able to get that back up and running. We produced 8% of our own electricity and 62% of our heat utilized on site.

Anna asked Joel how much electricity the solar panels on the garage roof produce for us? Joel said he will bring this item back for next month's meeting and maybe provide a year's worth of data for the Commission to review.

9. Approval to replace building heat boilers at the Wastewater Treatment Plant - Chris Lefebvre

Chris explained the two building heat boilers were originally installed in 1992 and have reached the end of their life cycle. The replacement of the boilers was an item on the 2021 Capital Operations and Maintenance Plan without a dollar value when the plan was accepted by the Commission in January 2021. Two quotes have already been received and we are waiting on at least one more before a final

selection is made. Chris is requesting the Commission approve the use of a maximum of \$50,000 of replacement fund money for this project.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the use of replacement fund money, not to exceed \$50,000.00 to replace building heat boilers.

Ayes all. Nays none. Motion carried.

10. Construction and Maintenance Report - Craig Czaikowski

Craig stated the Water Service Crew replaced 19 lead service lines this year and plan on getting 6 more replaced in 2021. The Storm sewer crew finished up a project on Echo Dells and the homeowners are happy with the outcome. The construction project on Coye Drive is coming along well. The north side project is moving very slowly. They are looking at closing First Ave this week or next week.

11. Community Area Network Report - Joel Lemke

Joel stated they will be getting out bids for more work for current and potential customers. These would be pass through costs. They are looking at secondary connections to Wisnet to make the system more robust in the time of an outage.

12. Directors Report - Joel Lemke

Nothing to report.

13. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:34PM

REPORT TO THE SEPTEMBER 13, 2021
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of August 1, 2021

Bank deposits recorded in August 2021

\$	4,082,921.44
\$	364,905.42
\$	4,447,826.86

CHECKS ISSUED AUGUST 2021:

55726	Mae Nachman	Salaries	55.70
55727	Community Foundation of Central WI	Employee Contribution	10.00
55728	United Way Of Portage County	United Way	13.00
55731	American Asphalt Of WI	Patching material	109.40
55732	Aramark	Uniform	45.97
55734	AT&T	Utility Garage Phone Charges	423.00
55736	Bauernfeind Business Technologies	Quarterly Maintenance Agreement-Printer	165.20
55737	County Materials Corp	Speedcrete	48.17
55738	Fastenal Company	PPE-Hearing Protection	107.10
55739	Ferguson Waterworks #1476	6" meter, meter gaskets, inventory	3,474.48
55740	First Supply LLC -Plover	Inventory	7,203.79
55741	Franks Hardware Co Inc	Supplies	257.25
55742	H&S Protection Systems Inc	Annual Monitoring - Wellfield	495.66
55743	L.W. Allen, LLC	Rescale Holding Tank Transducer @ Well 9, Well #11 Pump Troubleshooting	606.24
55746	Springbrook Holding Company LLC	July Civic Pay Fees	873.00
55749	Water & Environmental Analysis Lab	Monitoring Well Samples	2,499.00
55751	Advanced Disposal	Dumpster Service	91.72
55752	CDW Government	Cisco Flex Licensing	625.04
55753	Complete Office of WI	Office Supplies	81.83
55755	Dolce Digital Imaging	Printing of meter test cards	147.00
55756	Donna's Cleaning Service	Water Office & Utility Garage - Cleaning Service	300.00
55757	Fastenal Company	Caution tape	9.76
55759	Hawkins Inc	Chemicals	2,564.64
55760	Heartland Business Systems, LLC	IT Support Charges, IT Support-Server Upgrade, Monthly Managed Services	1,071.03
55761	Idexx Laboratories Inc	Lab supplies	1,442.29
55764	Mastercard	Insulation, plotter paper, charging cables	1,382.30
55765	Pomp's Tire Service, Inc.	Lawn mower tire repair, replacement lawn tractor tires	90.05
55766	Spectra Print	Delinquent notices	374.66
55767	Kristopher J Spindler	Uniform Reimbursement	87.78
55768	Strand Associates Inc	Professional Services - Well 4 Replacement	2,949.67
55769	Teamsters Union Local 662	Union Dues	1,531.00
55770	Tokay Software	Cross Connection - Software Upgrade	790.00
55772	Wi State Laboratory of Hygiene	Fluoride Testing	26.00
55773	Community Foundation of Central WI	Green Circle donation	10.00
55774	United Way Of Portage County	Employee donations	13.00
55775	Aramark	Rug Service	25.78
55776	AT&T	Phone Charges	636.76
55778	CDW Government	CISCO Smartnet	3,770.78
55779	City Of Stevens Point	Retirement, fuel & employee deductions, concrete work	50,743.25
55781	F&F Properties	Refund Check 037267-000, 1632 Division St.	75.02
55782	Ferguson Waterworks #1476	Inventory, meter registers	7,226.01
55783	First Supply LLC -Plover	Inventory	282.86
55785	Heartland Business Systems, LLC	Troubleshoot issue with lockout-Eric & Monthly managed services	502.37
55786	INFOSEND INC	Statement printing & postage	1,569.83

55787	John Fabick Tractor Co	Maint on back hoe	1,773.22
55788	Vincent Lafe	Refund Check 011287-000, 2016 Michigan Ave	18.93
55789	Northern Lake Services Inc	3rd qtr. nitrate samples	337.00
55790	Kristina Perkinson	Refund Check 019159-000, 1717 Maria Dr Apt 206	59.14
55791	Pomp's Tire Service, Inc.	Tube for lawn mower tires	43.90
55792	SEH INC	Water Tower Engineering - Sprint	143.18
55794	Spectra Print	Postage & printing charges for disconnect notices	336.74
55796	Staples Credit Plan	Office supplies	134.94
55798	Mastercard	Field Guide - lead services, parts for sand blast cabinet, flowers for funeral, seminar registrations, replacement motor for skid steer, conference - hotel, replacement mat for front door	1,675.51
55801	American Asphalt Of WI	Hot mix	130.11
55802	AnSer	After hours answering service	110.00
55804	Aramark	Uniform Polo	55.97
55805	Central States H & W Fund	Health Insurance Premiums	27,724.31
55806	City Of Stevens Point	2021 Street Projects, Workers Comp Insurance Premium	506,435.81
55808	Ferguson Waterworks #1476	Inventory & Meters	1,741.24
55809	First Supply LLC -Plover	Inventory	4,145.58
55811	Heartland Business Systems, LLC	IT Support Charges	52.50
55814	Martelle Water Treatment	Chemicals	4,950.95
55817	Petty Cash	Postage	4.00
55818	Rasmussen Plumbing & Heating	Repair leak in heating system	393.40
55819	Total Energy Systems LLC	Well 11 Generator Repairs	2,188.60
55821	Grace Wendels	Refund Check 019009-000, 1717 Maria Drive Apt 101	51.66
55823	Community Foundation of Central WI	Employee Contribution	10.00
55824	United Way Of Portage County	Employee Contribution	13.00
	Payroll	August Payroll	81,096.35
	IRS PR Tax	Payroll Taxes - Federal	31,164.61
	DOR PR Tax	Payroll Taxes - State	7,609.08
	Verizon Cell & iPad Charges	Phone & iPad Charges	476.37
	WPS - Gas & Electric Utility Charges	Utilities	21,486.22
	DOR Garnishment	Garnishment	9.05
	HRA Admin Fees	Admin Fees	55.00
TOTAL EXPENSES LISTED			\$ 789,233.76
BALANCE ON HAND AUGUST 31, 2021			\$ 3,658,593.10
Balance on Hand			\$ 3,658,593.10
Plus uncleared checks			\$ 33,091.66
Less checks previously written clearing this month			\$ (74,544.06)
Ending Cash Balance matching Bank			\$ 3,617,140.70
Less Restricted Funds			\$ (1,198,688.88)

REPORT TO THE SEPTEMBER, 2021
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of August 1, 2021

Bank Deposits recorded in August 2021

\$	5,936,746.27
\$	405,129.08
\$	6,341,875.35

CHECKS ISSUED IN AUGUST 2021:

55730	Airgas USA, LLC	Nitrogen	819.52
55733	Aramark	Rug Service	179.90
55735	Atlas Copco Compressors LLC	Aeration Tank Equipment Repair	1,227.73
55737	County Materials Corp	Speedcrete	48.17
55738	Fastenal Company	Supplies	66.25
55741	Franks Hardware Co Inc	Supplies	183.64
55744	Motors And Controls of Wisconsin LLC	Repairs	59.74
55745	NCL of Wisconsin Inc	Lab supplies	942.27
55748	Unison Solutions Inc	VFD with program set-up	3,218.80
55751	Advanced Disposal	Dumpster Service	91.72
55752	CDW Government	Cisco Flex Licensing	625.04
55754	Cooper Oil Company Inc	Fuel	9.40
55756	Donna's Cleaning Service	Monthly cleaning - Utility Garage	25.00
55758	Grainger	Rubber roll	853.02
55759	Hawkins Inc	Chemicals	495.18
55760	Heartland Business Systems, LLC	IT Support-Server Upgrade, Monthly Managed Services, IT Support	1,123.52
55762	NAPA	Lube	248.97
55763	Norlab, Inc.	Tracing dye	228.00
55764	Mastercard	Plotter paper	34.46
55765	Pomp's Tire Service, Inc.	Lawn mower tire repair	33.53
55771	UW Stevens Point	Intern Wages	2,943.17
55775	Aramark	Rug Service	154.12
55776	AT&T	Phone Charges	850.60
55777	Brenntag Great Lakes LLC	Ferric chloride	7,967.97
55778	CDW Government	CISCO Smartnet	1,120.77
55779	City Of Stevens Point	Retirement, fuel & employee deductions, concrete work	10,165.91
55781	F&F Properties	Refund Check 037267-000, 1632 DIVISION ST	37.15
55784	Harter's Fox Valley Disposal	Dumpster Service	361.10
55785	Heartland Business Systems, LLC	Managed Services	232.37
55788	Vincent Lafe	Refund Check 011287-000, 2016 MICHIGAN AVE	15.97
55790	Kristina Perkinson	Refund Check 019159-000, 1717 MARIA DR APT 206	78.06
55793	Solenis LLC	Praestol	16,213.20
55795	Spee Dee Deliver Service Inc.	Shipping charges	32.30
55798	Mastercard	Replacement motor for skid steer, supplies, Collections Seminar Registration,	1,003.74
55799	Stevens Point Airport	Airport portion of CC rebate	35.81
55800	All-Lift Systems Inc	Lift repairs	2,900.00
55803	Aquachem of America Inc.	Chemicals	8,625.00
55805	Central States H & W Fund	Health Insurance Premiums	13,075.50
55806	City Of Stevens Point	2021 Street Projects, Workers Comp Insurance Premiums	356,719.62
55807	Envirotech Equipment	Parts for televising camera	124.37
55810	Grainger	Hole saw, filters	175.98
55813	Lou's Gloves	Nitrile Gloves	1,752.00
55816	NCL of Wisconsin Inc	Lab supplies	96.98
55820	Transit Department	Transit's portion of CC rebate	61.87
55821	Grace Wendels	Refund Check 019009-000, 1717 MARIA DR APT 101	53.32
	Verizon Charges	Verizon Charges	349.05
	Shared Operating Costs	Sewer Portion	41,208.15

WPS Utility Charges	Gas & Electric	23,202.38	
HRA	Admin Fees	20.00	
Sewer Payroll	Payroll	48,029.01	
Payroll Taxes	Payroll Taxes	3,032.13	
TOTAL OF EXPENSES LISTED		<u>\$ 551,151.46</u>	<u>\$ 551,151.46</u>
BALANCE ON HAND AUGUST 31, 2021			<u>\$ 5,790,723.89</u>
	Balance on Hand		<u>\$ 5,790,723.89</u>
	Plus uncleared checks		<u>\$ 24,802.52</u>
	Less checks previously written clearing this month		<u>\$ (19,936.20)</u>
	Ending Cash Balance matching Bank Statements		<u><u>\$ 5,795,590.21</u></u>

<u>Less Restricted Balance</u>	\$ (4,239,657.63)
TOTAL	\$ 1,555,932.58

***Additional restricted cash of \$250,000.00 is invested in CDs.

REPORT TO THE SEPTEMBER 2021
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of August 1, 2021

\$ 1,304,677.08

Bank deposits recorded in August 2021

\$ 74,550.53

\$ 1,379,227.61

CHECKS ISSUED AUGUST 2021:

55729	Advance Auto Parts	Hand cleaner & towels	28.45		
55731	American Asphalt Of WI	Patching material	153.15		
55737	County Materials Corp	Speedcrete	48.16		
55738	Fastenal Company	PPE-Hearing & Eye Protection	48.13		
55740	First Supply LLC -Plover	Adhesive	800.00		
55741	Franks Hardware Co Inc	Supplies	57.66		
55747	Stuczynski Trucking	Sand & stone	1,494.00		
55750	Advance Auto Parts	Antifreeze	15.81		
55751	Advanced Disposal	Dumpster Service	91.72		
55752	CDW Government	Cisco Flex Licensing	625.04		
55756	Donna's Cleaning Service	Monthly cleaning - Utility Garage	25.00		
55757	Fastenal Company	Safety glasses	34.55		
55760	Heartland Business Systems, LLC	IT Support Charges, Monthly managed services & server upgrade	992.25		
55764	Mastercard	Charging cables	47.39		
55779	City Of Stevens Point	Concrete work, 2021 Street Sweeping Charges, Retirement, fuel & employee deductions	102,691.49		
55780	County Materials Corp	Speedcrete	289.00		
55781	F&F Properties	Refund Check 037267-000, 1632 Division St.	18.47		
55785	Heartland Business Systems, LLC	Managed Services	232.37		
55788	Vincent Lefe	Refund Check 011287-000, 2016 Michigan Ave.	7.93		
55797	Transit Department	Lawn maintenance	190.91		
55798	Mastercard	Replacement motor for skid steer, Collections Seminar Registration	712.66		
55801	American Asphalt Of WI	Hot mix	86.72		
55805	Central States H & W Fund	Health Insurance Premiums	8,372.99		
55806	City Of Stevens Point	2021 Street Projects, Workers Comp Insurance Premiums	613,014.98		
55812	John Fabick Tractor Co	Back hoe maintenance	534.62		
55815	Mid-State Truck Service Inc	Repairs-Vac truck	437.71		
55820	Transit Department	Groundskeeping Work	185.30		
	Verizon	Ipad & cell phone charges	338.88		
	Fiber	Fiber	240.76		
	Aug Shared Operating Costs	Storm Portion	23,556.95		
	Payroll	Payroll	22,315.60		
	IRS	Payroll Taxes	2,284.23		
	WPS	Monthly Utility Charges	22.27		
TOTAL OF EXPENSES LISTED			\$ 779,995.15	\$ 779,995.15	
BALANCE ON HAND AUGUST 31, 2021				\$ 599,232.46	
			Balance on Hand	\$ 599,232.46	
			Plus checks written after the end of this month		
			Plus uncleared checks	\$ 8,558.29	
			Less checks previously written clearing this month	\$ (13,227.07)	
Ending Cash Balance matching Bank Statements				\$ 594,563.68	



September 9, 2021

Water and Sewerage Commissioners:

For approximately three years there has been discussion/meetings/action taking place at different committees of the County related to the modification of the wellhead protection ordinance. The language/mapping proposed by the Planning and Zoning Committee did not meet the needs of the municipal drinking water systems as proposed. That same proposal did not get approved by the County Board, so it is appropriate that the municipal water suppliers propose appropriate modifications to the existing ordinances in order to properly protect the groundwater resources.

Because we already have a wellhead protection ordinance in Stevens Point, what we are proposed are changes to that ordinance, not a new ordinance. The information attached consists of the following:

1. **The current wellhead protection map.** (This is the map that we currently use in the City).
2. **The proposed wellhead protection map.** (This map shows existing and proposed lines for the three zones. Note that zone c is a zone that only existed previously in County zoning, not City. Since we have a three-mile extraterritorial review space, zone c is being proposed as provided).
3. **Proposed language for adding zone c to the districts.** (Because we already have zone a and zone b described in ordinance, we only have to add zone c at this time.)

You will notice that the existing map as well as the proposed map shows Plover and Whiting wells. It is important that we are all on the same page in these management efforts. All three municipalities have supported these changes at many meetings.

In future months it would be appropriate to bring back a few more changes as it relates to updated definitions, citations etc., but this proposed map and the addition of zone c to our ordinance is proposed as the first step in the process by staff.

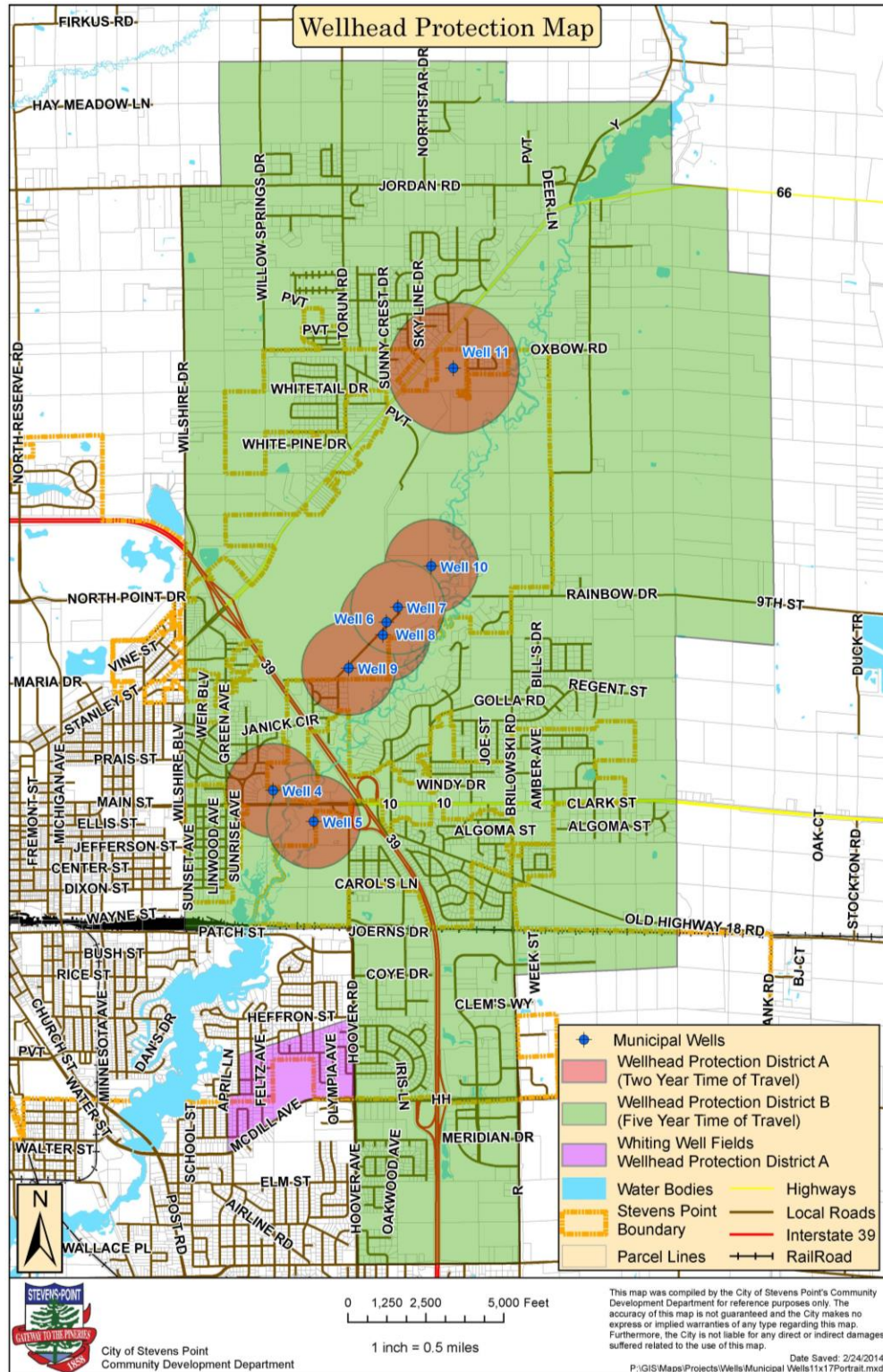
Any actions taken by the Water and Sewerage Commission would be forwarded to the City Plan Commission for action and incorporation into the zoning ordinances before final approval by City Council.

Thank you for your consideration, I look forward to talking through the proposed ordinance amendment.

Sincerely,

Joel Lemke
Director of Public Utilities

3.0 Map



Proposed Changes to the Wellhead Protection Ordinance

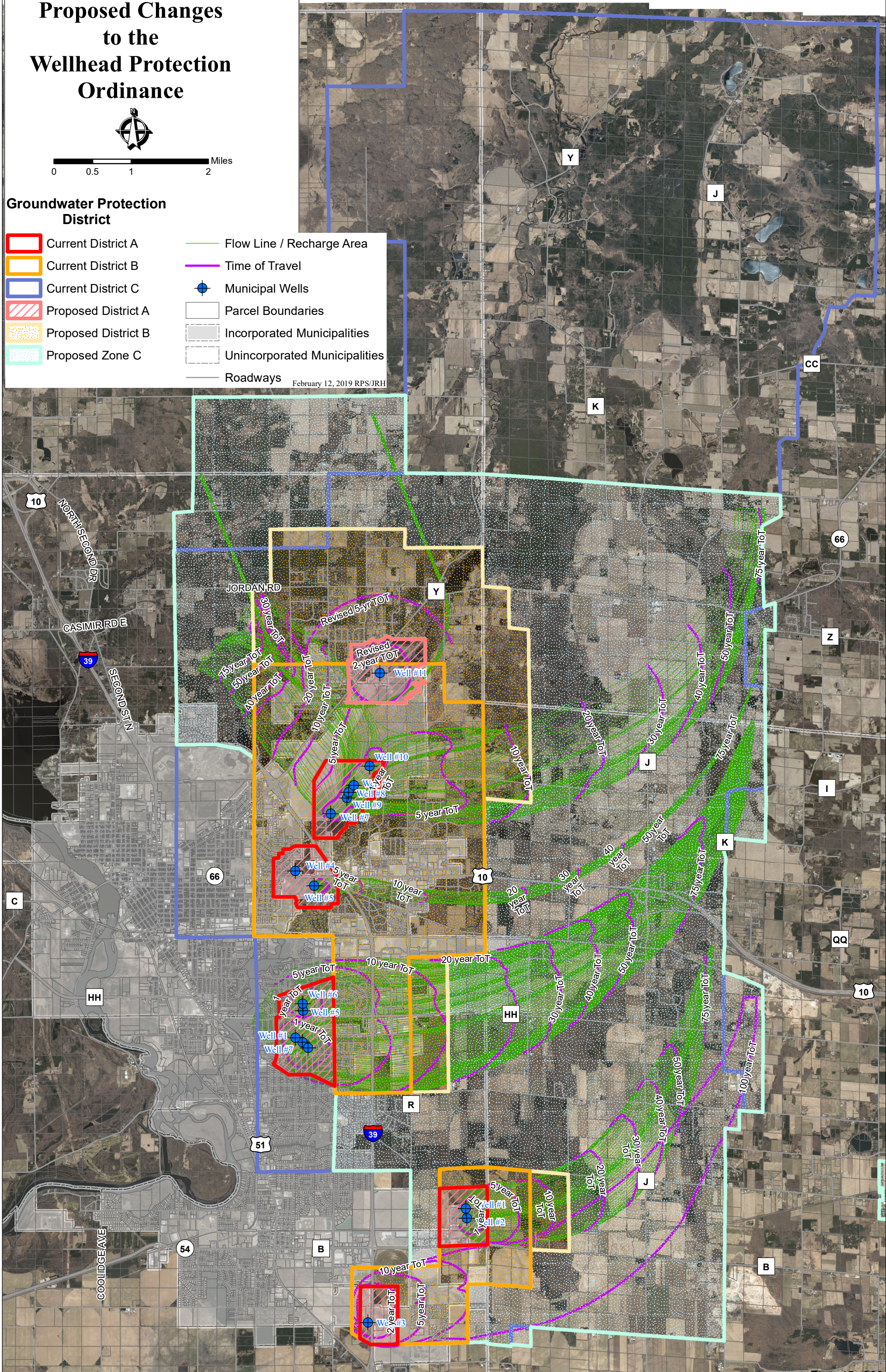


0 0.5 1 2 Miles

Groundwater Protection District

- Current District A
- Current District B
- Current District C
- Proposed District A
- Proposed District B
- Proposed Zone C
- Flow Line / Recharge Area
- Time of Travel
- Municipal Wells
- Parcel Boundaries
- Incorporated Municipalities
- Unincorporated Municipalities
- Roadways

February 12, 2019 RPS/JRH



PROPOSED LANGUAGE FOR:
GROUNDWATER PROTECTION OVERLAY DISTRICT C

INTENT

District C of the groundwater protection overlay district is the area of land which contributes water to the municipal well starting at the line which delineates the ten year time of travel and ends at the line delineating the twenty year time of travel. Management measures in this District are the least restrictive of the recharge districts. Agricultural Best Management Practices (BMP) minimizing use of pesticides and fertilizers are strongly encouraged.

PERMITTED USES

The following uses are permitted within Groundwater Protection Overlay District C, provided that such uses are subject to minimum separation distances of chapter NR 811.12(5)(d) Wisconsin Administrative Code. Uses not listed here or in "Special Exceptions" below are considered prohibited uses unless a determination of similarity to a permitted or special exception use (based on potential for groundwater contamination) is made by the Plan Commission.

- (1) All uses permitted in Groundwater Protection Overlay Districts A and B.
- ~~(2) Salt and deicing storage, including sand salt combinations.~~
- ~~(3) Aboveground hydrocarbon and petroleum product storage tanks accessory to a permitted use or special exception use.~~
- (4) Unsewered residential uses, subject to the conditions in the "Design and and Performance Standards" section of Overlay District B.

SPECIAL EXCEPTIONS

The following uses may be allowed as special exceptions within Groundwater Protection Overlay District C, provided that such uses are subject to minimum separation distances of chapter NR 811.12(5)(d) Wisconsin Administrative Code.

- (1) ~~Above or~~ Below ground hydrocarbon, petroleum, or hazardous chemical bulk storage tank
- ~~(2) Salt and deicing storage, including sand salt combinations.~~
- ~~(2)(3)~~ Animal confinement facilities
- ~~(3)(4)~~ Any unsewered commercial, manufacturing and/or industrial use
- ~~(4)(5)~~ Any commercial, manufacturing, or industrial use where hazardous chemicals are an integral part of such use including but not limited to:
 - a. Bulk fertilizer and/or pesticide facilities
 - b. Dry cleaning businesses
 - c. Electroplating facilities
 - d. Exterminating businesses
 - e. Gas stations
 - f. Paint and coating manufacturing
 - g. Printing and duplicating businesses
- ~~(5)(6)~~ Asphalt and concrete products manufacturing
- ~~(6)(7)~~ Automobile, truck, agricultural implement and equipment, municipal, small engine and other vehicle repair of a commercial nature
- ~~(7)(8)~~ Bus or truck terminals
- ~~(8)(9)~~ Cemeteries
- ~~(9)(10)~~ Junk yards or auto salvage yards
- ~~(10)(11)~~ Landfills or waste disposal facilities

- ~~(11)~~(12) Nonmetallic mining
- ~~(12)~~(13) Recycling facilities
- ~~(13)~~(14) Septage and/or sewage sludge spreading
- ~~(14)~~(15) Slaughterhouses
- ~~(15)~~(16) Spray wastewater facilities
- ~~(16)~~(17) Wastewater treatment or disposal facilities that are commercial, industrial, or municipal.

DESIGN AND PERFORMANCE STANDARDS

The following standards and requirements shall apply to all uses permitted within Groundwater Protection Overlay District C.

- (1) Pesticide and fertilizer storage is permitted at the location of retail sales of these products, provided that the products are delivered in retail quantity containers and no repackaging and/or mixing is done on site.
- (2) Bulk liquid pesticide/fertilizer storage containers exceeding 55 gallons are permitted providing the containers are located within a leak proof containment area not less than 125% of the volume of the largest container. ICC approved transport containers do not require containment.
- (3) All storm drainage from commercial and industrial sites shall be retained on site or discharged to a municipally operated storm drain. If retained on site, storm water shall be discharged to settling ponds where it will percolate through at least six inches of topsoil with vegetation . Use of drywells or other subsurface drains for stormwater drainage is prohibited.
- (4) Hazardous/toxic materials storage and use. Site plan review required, including description of all materials, operational practices to prevent groundwater contamination, contingency plan for accidental discharges, and a proposed disposal plan for anticipated wastes.
- (5) Salt storage must conform to standards in Chapter Trans. 277, Wisconsin Administrative Code.
- (6) Minimum lot size for unsewered lots shall be two acres, except as provided in 7.2.5.3(1).
- (7) Fertilizer, animal waste, septage, and sewage sludge shall not be applied at rates which exceed the nutrient requirements of the crops grown on the application site as listed in the University of Wisconsin Extension publication A2809, Nutrient Application Guidelines for Field, Vegetable, and Fruit Crops in Wisconsin.
- (8) Pesticide and fertilizer storage is permitted for on-farm use by the owner or operator.
- (9) Conduct and management of agricultural activities shall be subject to a farm plan (based on the potential for groundwater contamination) utilizing best management practices and applicable federal, state, and local standards to be approved by the Land and Water Conservation section.

PROHIBITED USES

The following uses are prohibited in this district:

- (1) Hazardous/toxic waste facilities
- (2) Radioactive waste facilities



September 9, 2021

Commissioners:

The Commission recently approved staff to pursue a simplified rate case for water utility rates with the PSC. The document generated by that process along with the official notice that was put in the Portage County Gazette is attached. If approved by the PSC, this will be a 3% rate increase.

Also approved was a look at wastewater and stormwater rates. These rates are set by the Water and Sewerage Commission and not the Public Service Commission. We have evaluated those rates and have determined that a similar 3% increase is needed and appropriate for wastewater and that a 6% increase is needed for stormwater. The largest reason for the stormwater rate increase being larger is that it is a much smaller rate base and that we are needing to issue debt on that utility to cover the high costs of construction for the 2021 and 2022 construction year. These two years are unique in the size and scope of the projects that are being done and do not represent a normal reconstruction year for the stormwater utility. The proposed increase would increase a single-family resident's storm fee from \$17.58 to \$18.64.

During the last rate increase of the utility, the Commission's preference was to evaluate rates on a more regular basis and implement small rate increases more frequently rather than large increases on a longer timeline. We believe that this is a good time to do just that and that the changes are the appropriate and timely response to capital and operational needs.

Staff respectfully requests approval to raise wastewater rates by 3% evenly across all rates and to raise stormwater rates 6% evenly across the rate classes. Additionally, we are seeking the Water and Sewerage Commission's approval to raise the water rates by 3% conditioned on the Public Service Commissions approval of the same following their review and hearing process. If anything changes during that process, we would present those changes for approval. All rates are proposed to be effective on 12/1/2021 if approved.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

Simplified Rate Case Application - Water Class AB

5690 - Stevens Point Municipal Water Utility

Note: this application is not officially submitted until it is uploaded to the Commission's Electronic Records Filing System.

Public Service Commission of Wisconsin

(filing this form out is in accordance with Wis.Stat196.193)

PO Box 7854

3011(1/1/2020)

Madison WI 53707-7854

Preparer Name: **Joel Lemke**

Preparer Phone Number: **(715)345-5266**

Preparer Email Address: **jlemke@stevenspoint.com**

Date Application will be filed with the PSC: **09/06/2021**

Notice Date to be Mailed/Published: **09/03/2021**

Newspaper Name: **Portage
County
Gazette**

Rate Effective Date: **12/01/2021**

	Annual Report Information	Page	
1	Total Sales of Water	W-1	\$4,689,938
2	Rate Increase Factor		3.0%
3	Line 1 * Line 2		\$140,698
4	Net Operating Income (Operating Revenues - Operating Expenses)	W-1	\$926,172
5	Adjusted Total Operating Income (Line 3 + Line 4)		\$1,066,870
6	Average Net Rate Base - Water Utility	F-23	\$27,963,359
7	Line 5 / Line 6		3.8%
8	Test 1 - Financial Eligibility Qualifies *		Yes
9	Adjusted Operating Income (Line 5)		
10	Total Operation & Maintenance (O&M) expense (600 and 900 accounts only)		
11	Line 9 / Line 10		
12	Test 2 - Financial Eligibility Qualifies **		

* Eligible if line 7 <= 4.90%

** Eligible if line 11 <= 6.0%

History Check

Effective Date of the Last Full Rate Case: **09/01/2018**

Rates from last full rate case have been in effect for at least one full calendar year and the current annual report has been filed. **Yes**

If Class AB, it has been 5 years or less since the last full rate case. **Yes**

Effective Date of the Last SRC:

Rates from the last SRC have been in effect for one year (12 months). **NA**

Water Meter Rates

5/8" meter rate at the last full rate case: **28.80**

Current 5/8" meter rate: **28.80**

If Class C or D, current rate is less than 40% higher than the last full rate case. **NA**

5/8" meter rate percent increase since last full rate case: **0.00%**

Notice of Rate Increase

Water Customers of the Stevens Point Municipal Water Utility

This is to give you notice that the Stevens Point Municipal Water Utility will file an application on September 6, 2021, with the Public Service Commission of Wisconsin (PSC), for authority to increase water rates. Rates for general service will increase 3.0 percent. The increase is necessary to reduce the existing deficiency in present rates. The request is being made under Wis. Stat. 196.193. Rate increases granted under this statute do not require a public hearing. The effect of the increase for some selected customers is shown below. Public Fire Protection and Wholesale rates (if applicable) will also increase 3.0 percent.

Customer Classification	Meter Size	Cubic Feet	Existing Quarterly Rate	Revised Quarterly Rate
Average Residential	5/8	1,600	\$51.20	\$52.70
Large Residential	3/4	2,500	\$63.80	\$65.66
Multifamily	2	12,200	\$278.90	\$286.84
Commercial	1	7,800	\$159.00	\$164.16
Public Authority	2	20,700	\$403.94	\$416.28

Other utility rates in Stevens Point including sewer and storm rates are being reviewed and will be acted on locally by the Stevens Point Board of Water and Sewerage Commission. This notice is for the water rates only.

This rate increase will go into effect on December 1, 2021.. If you have any questions about the rate increase request, call the Stevens Point Municipal Water Utility at (715)345-5260.

STATE OF WISCONSIN
County of Portage - ss

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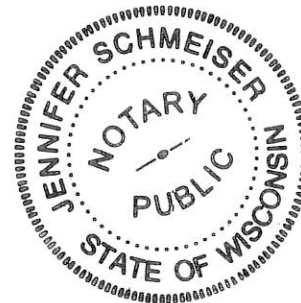
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The undersigned, being duly sworn, doth dispose and say that he/she is a principal for the **PORTAGE COUNTY GAZETTE**, which is a newspaper of general circulation published in the City of Stevens Point, and County of Portage, and State of Wisconsin, and that the annexed printed notice, taken from said newspaper, was regularly published in said newspaper 1 weeks successively, once in each week, prior to the time specified in said notice, which publication commenced on the 3 day of September A.D. 2021 and was last so published on the 3 day of September A.D. 2021.

Marion Fisher
signed

Sworn and subscribed to before me
this 3rd day of September A.D. 2021

Printer's Fees \$ 170.00



J Schmeiser
Notary Public, WIS.

My Commission expires

2/12/25



September 9, 2021

Commissioners:

During some of our software changes, we came to the Commission to gain permission to waive and assume the processing fees involved in processing credit cards on line, on the phone, or at our counter. Those fees, by month, are summarized in the data below:

Year	Month	Sales	Fees	Percentage
2021	March	\$ 52,264.08	\$ 1,156.18	2%
2021	April	\$ 115,659.29	\$ 2,229.11	2%
2021	May	\$ 133,703.55	\$ 2,979.77	2%
2021	June	\$ 157,573.70	\$ 3,201.77	2%
2021	July	\$ 116,473.84	\$ 2,452.02	2%
2021	August	\$ 102,829.04	\$ 1,975.73	2%

The Public Service Commission has approved the waiving of these fees due to offices having modified hours and availability during the COVID-19 pandemic. Currently we are still able to waive these fees and it is the desire of staff to continue doing so.

The Commission had requested periodic updates on these fees, no action is required or requested on this item.

Sincerely,

Joel Lemke
Director of Public Utilities

**STEVENS POINT, WISCONSIN
WATERWORKS REPORT**

FOR AUGUST 2021

CURRENT YEAR VS. PREVIOUS YEAR

	2020	2021	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	231,447,000	206,429,000		25,018,000	311,358,000	Aug-03	
Daily pumping average, in gallons	7,466,000	6,659,000		807,000			
Peak pumpage, gallons, (date)	9,440,000 (21ST)	8,483,000 (19TH)		957,000	12,849,000	8/3/2007	
Low pumpage, gallons, (date)	6,112,000 (2ND)	5,504,000 (8TH)		608,000	2,335,000 2,711,000	08/06/72 8/22/2014	◀Record low since 1995 when the utility started providing water to Stora Enso.
Power bill	\$20,135.20	\$19,775.09		\$360.11	\$27,859.36	Aug-12	
K.W.H's used	244,988	214,466		30,522			
Gallons pumped per K.W.H.	945	963	18				

**STEVENS POINT WATER DEPARTMENT
CONSUMPTION HISTORY**

(Pumpage x 1,000)

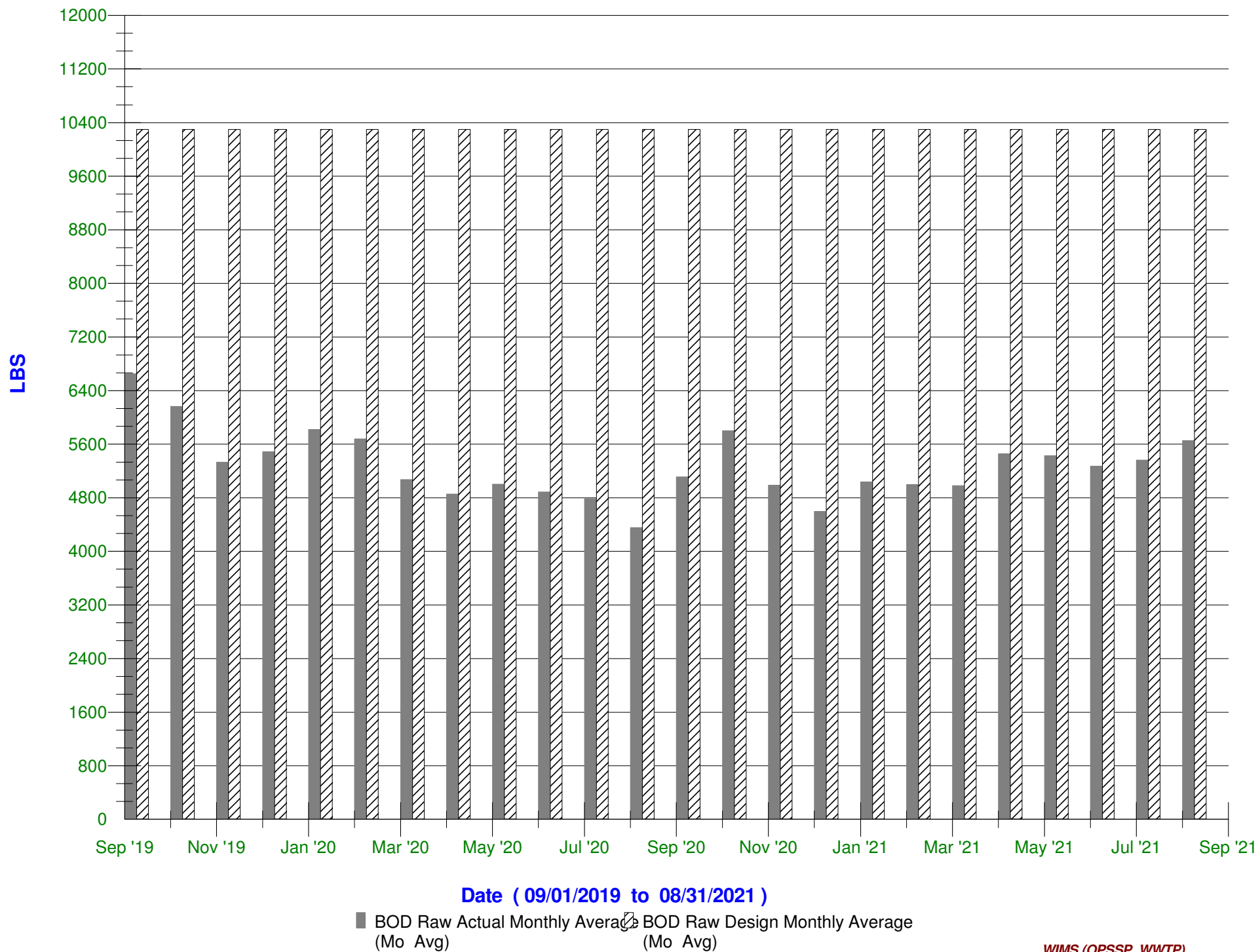
MONTH	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
JANUARY	138,644	150,622	142,263	147,206	140,438	131,056	135,295	140,095	130,487	145,393
FEBRUARY	135,391	131,127	135,573	132,869	123,311	124,330	132,142	134,021	131,003	146,311
MARCH	150,690	138,327	154,358	148,770	139,881	131,189	146,717	147,561	141,337	149,346
APRIL	146,563	127,470	135,713	133,238	142,367	135,484	145,731	154,752	145,137	152,172
MAY	174,529	149,292	154,346	168,410	141,687	175,174	173,606	151,986	167,083	194,439
JUNE	225,268	181,763	181,220	187,095	175,722	187,693	167,417	182,687	172,509	225,295
JULY	214,800	199,876	199,645	240,487	202,817	185,672	187,544	215,463	220,813	276,846
AUGUST	206,429	231,447	210,777	225,280	179,208	167,623	208,123	188,933	230,157	256,548

Final Effluent Discharge Data

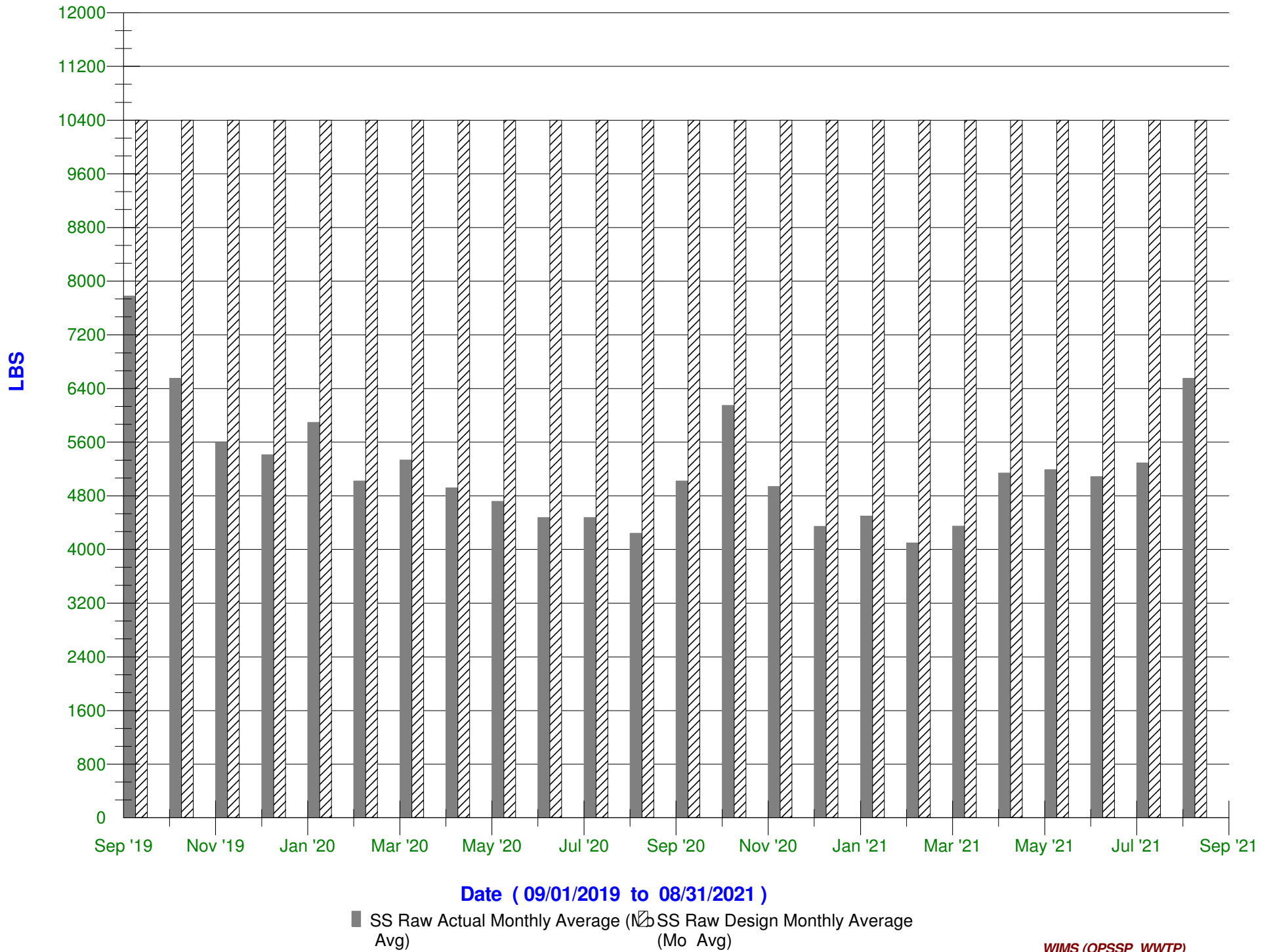
August 2021

		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
		Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	Raw	Final	Coliform	Ammonia
Date	Precip INCHES	MGD	MGD	MG/L	CBOD MG/L	Reduct.	Pounds BOD/Day	Pounds CBOD/Day	(ppm)	(ppm)	Reduct.	Pounds SS/Day	Pounds SS/Day	(ppm)	(ppm)	P/Day	P/Day	Final #/100 ml	mg/L
08/01/2021	0.48	2.303	2.791	196	3.20	98	3,765	74	216	3.96	98	4,148.72	92	9.280	0.220	178	5	44	40
08/02/2021	0.00	2.346	2.798	304	3.31	99	5,948	77	232	5.90	97	4,539.23	138	7.390	0.340	145	8		41
08/03/2021	0.00	2.312	2.742	232	3.35	99	4,473	77	260	6.50	98	5,013.34	149	8.320	0.260	160	6		38
08/04/2021	0.00	2.309	2.763	279	3.88	99	5,373	89	436	4.44	99	8,396.08	102						
08/05/2021	0.00	2.271	2.703	428	3.47	99	8,106	78	828	6.60	99	15,682.44	149						
08/06/2021	0.06	2.219	2.547	248	3.24	99	4,590	69	256	2.60	99	4,737.65	55						
08/07/2021	0.00	2.243	2.456	198	2.69	99	3,704	55	184	2.00	99	3,442.02	41						
08/08/2021	1.60	2.771	2.987	200	2.63	99	4,622	66	200	1.80	99	4,622.03	45	3.460	0.210	80	5	9	16
08/09/2021	1.25	3.076	3.272	307	14.04	95	7,876	383	416	3.14	99	10,672.00	86						
08/10/2021	0.00	2.842	2.956	252	3.05	99	5,973	75	236	2.50	99	5,593.74	62	3.750	0.220	89	5		11
08/11/2021	0.00	2.822	2.971	308	3.14	99	7,249	78	320	2.62	99	7,531.35	65						
08/12/2021	0.53	2.798	2.934	250	2.86	99	5,834	70	212	5.11	98	4,947.09	125	3.550	0.230	83	6		11
08/13/2021	0.00	2.621	2.704	238	2.87	99	5,202	65	208	3.06	99	4,546.70	69						
08/14/2021	0.00	2.380	2.426	198	3.14	98	3,930	64	224	2.35	99	4,446.22	48						
08/15/2021	0.00	2.346	2.385	170	3.55	98	3,326	71	188	5.00	97	3,678.34	99	4.640	0.220	91	4	27	15
08/16/2021	0.00	2.454	2.477	273	3.93	99	5,587	81	272	5.10	98	5,566.85	105						
08/17/2021	0.00	2.565	2.493	368	4.66	99	7,872	97	416	6.60	98	8,899.11	137	9.700	0.350	208	7		16
08/18/2021	0.00	2.412	2.619	263	5.62	98	5,291	123	236	7.14	97	4,747.39	156						
08/19/2021	0.00	2.411	2.626	312	4.87	98	6,274	107	292	7.76	97	5,871.46	170						
08/20/2021	0.00	2.367	2.607	260	4.88	98	5,133	106	392	5.40	99	7,738.39	117	5.800	0.310	114	7		37
08/21/2021	0.01	2.180	2.434	193	4.02	98	3,509	82	252	4.40	98	4,581.66	89						
08/22/2021	0.00	2.139	2.385	230	4.20	98	4,103	84	192	3.70	98	3,425.14	74					103	
08/23/2021	0.02	2.325	2.582	431	6.06	99	8,357	130	520	3.70	99	10,083.06	80						
08/24/2021	0.00	2.634	2.972	277	4.08	99	6,085	101	252	5.90	98	5,535.83	146	4.660	0.250	102	6		37
08/25/2021	1.79	2.505	2.787	251	2.88	99	5,244	67	252	2.30	99	5,264.71	53	4.040	0.190	84	4		35
08/26/2021	0.00	2.383	2.681	324	2.73	99	6,439	61	280	2.30	99	5,564.78	51						
08/27/2021	1.51	3.908	4.355	236	3.55	98	7,692	129	504	3.60	99	16,426.73	131	5.540	0.186	181	7		26
08/28/2021	2.21	4.585	5.153	137	2.61	98	5,239	112	132	2.40	98	5,047.53	103						
08/29/2021	0.82	4.815	5.361	150	2.35	98	6,024	105	152	3.07	98	6,103.88	137						
08/30/2021	0.00	4.090	4.611	206	4.52	98	7,027	174	208	4.70	98	7,095.00	181						
08/31/2021	0.00	3.763	4.121	174	3.24	98	5,461	111	292	2.74	99	9,163.96	94						
Total	10.28	85.195	93.699	7,893	123	3,051	175,306	3,060	9,060	128.39	3,051	203,112.43	3,150	70.130	2.986	1,515.063	71.046	183.000	320.800
Average	0.33	2.748	3.023	255	4	98	5,655	99	292	4.14	98	6,552.01	102	5.844	0.249	126.250	5.833	45.750	26.917
Maximum	2.21	4.82	5.36	431.00	14.04	99.19	8,357.31	383.13	828.00	7.76	99.29	16,426.73	180.74	9.70	0.35	207.50	7.93	103.00	40.70
Minimum	0.00	2.14	2.39	137.00	2.35	95.43	3,326.16	55.10	132.00	1.80	96.97	3,425.14	40.97	3.46	0.19	79.96	4.38	9.00	10.70

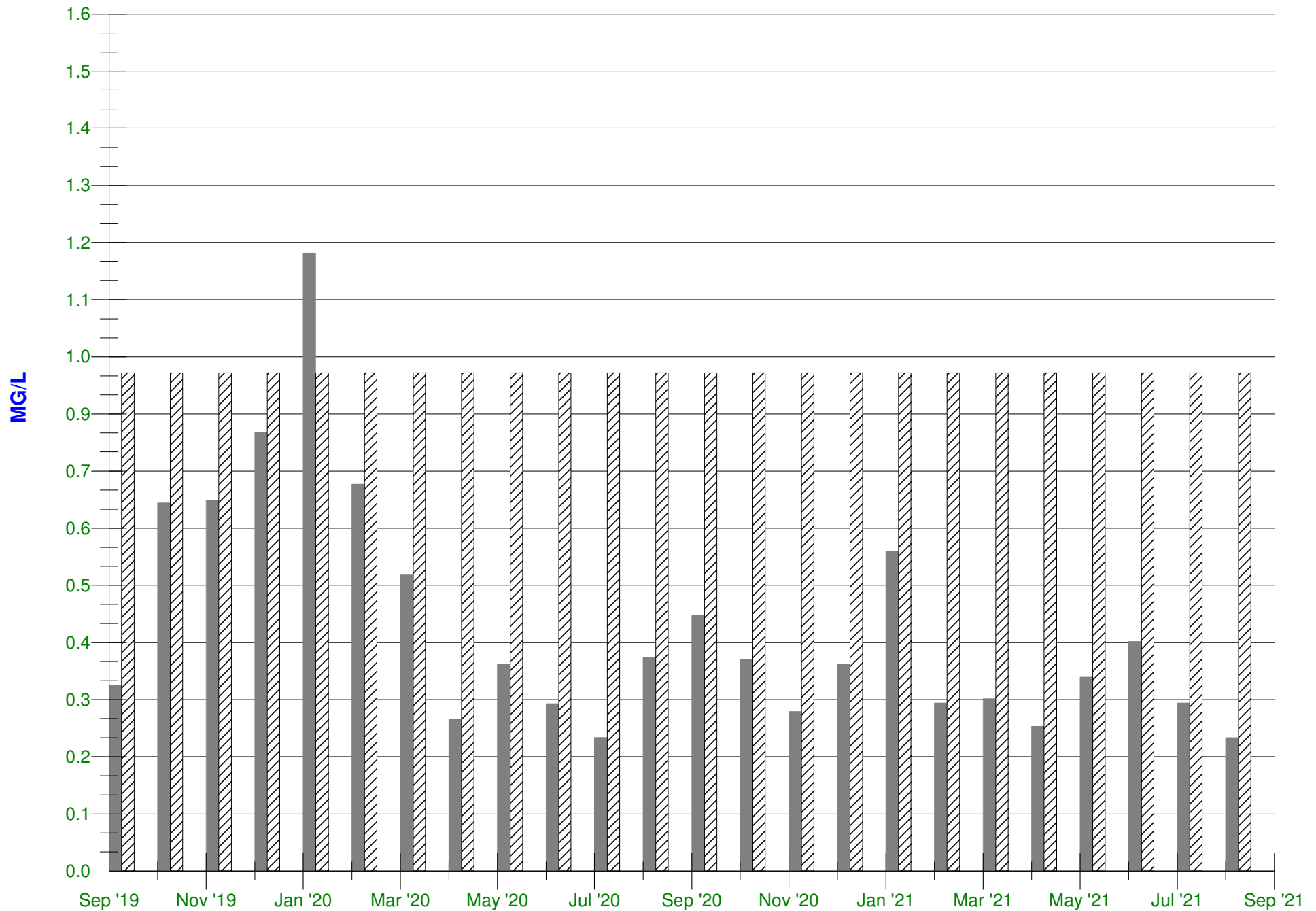
BOD Raw 2 Year History



SS Raw 2 Year History



Phosphorus mg/l 2 Year History



Date (09/01/2019 to 08/31/2021)

■ Effluent Phosphorous Total (Mo Avg) ■ Phosphorus Final Limit (Mo Avg)

Sewage Plant Monthly Average

	Temperature		Precip.	Sewage Flow		Phosphorus				BOD					Suspended Solids						Per Day	Gas
Month	Max	Min	INCHES	Influent	Effluent	Raw Influent		Final Effluent		Raw Influent		Final CBOD Eff.		Reduction	Raw Influent		Final Effluent		Reduction	Power kW	LBS BOD Removed	Production Per Day CUFT
	°F	°F		MGD	MGD	MG/L	LBS	MG/L	LBS	MG/L	LBS	MG/L	LBS	%	MG/L	LBS	MG/L	LBS	%			
Sep 2020	67	49	2.67	2.140	2.397	5.413	96	0.477	9	286	5,099	4.14	82.74	99	281	5,022	4.89	97.82	98	3,960	5,016	
Oct 2020	51	34	2.61	2.029	2.350	6.839	117	0.395	8	342	5,791	3.72	72.93	99	363	6,137	5.02	98.47	98	4,116	5,718	
Nov 2020	49	29	3.56	2.060	2.173	5.927	102	0.298	5	288	4,952	3.21	58.12	99	287	4,935	5.13	93.05	98	3,060	4,894	
Dec 2020	32	17	0.41	1.890	2.071	4.927	79	0.387	7	290	4,569	4.05	69.85	99	275	4,327	5.08	87.67	98	5,406	4,499	
Jan 2021	27	14	0.64	1.868	1.942	5.647	88	0.598	10	323	5,030	4.70	76.12	98	289	4,496	6.94	112.38	97	6,445	4,954	
Feb 2021	22	1	1.11	1.907	2.045	5.470	87	0.313	5	314	4,986	3.85	65.69	99	258	4,098	6.12	104.35	97	7,171	4,920	
Mar 2021	48	27	1.75	2.009	2.272	5.003	84	0.322	6	296	4,962	3.40	64.48	99	259	4,337	7.07	133.97	97	4,310	4,898	
Apr 2021	56	36	2.07	2.155	2.482	4.822	86	0.270	6	304	5,455	3.69	76.46	99	287	5,152	4.00	82.73	99	4,807	5,379	
May 2021	66	45	3.15	2.086	2.222	4.836	83	0.362	6	310	5,399	3.84	71.24	99	298	5,190	3.99	73.98	99	2,613	5,328	
Jun 2021	81	59	7.47	2.169	2.566	5.340	90	0.428	9	295	5,341	2.91	62.24	99	288	5,208	3.84	82.25	99	6,507	5,279	
Jul 2021	80	59	4.98	2.392	2.740	4.763	94	0.313	7	267	5,325	4.72	107.90	98	264	5,264	3.57	81.68	98	6,845	5,217	
Aug 2021	80	61	10.28	2.748	3.023	5.844	126	0.249	6	255	5,836	3.96	99.71	98	292	6,699	4.14	104.40	98	5,594	5,736	
Minimum	22	1	0.41	1.868	1.942	4.763	79	0.249	5	255	4,569	2.91	58.12	98	258	4,098	3.57	73.98	97	2,613	4,499	
Maximum	81	61	10.28	2.748	3.023	6.839	126	0.598	10	342	5,836	4.72	107.90	99	363	6,699	7.07	133.97	99	7,171	5,736	
Total	659	431	40.70	25.453	28.282	64.831	1,132	4.410	84	3,569	62,746	46.19	907.48	1,184	3,440	60,866	59.81	1,152.76	1,177	60,834	61,838	
Average	55	36	3.39	2.121	2.357	5.403	94	0.368	7	298	5,229	3.85	75.62	99	287	5,072	4.98	96.06	98	5,070	5,153	

SEWER REPORT FOR THE MONTH OF AUGUST 2021

2021	
6,250	feet of sanitary sewer flushed
16,388	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
8,338	feet of sanitary sewer jetted
300	feet of sewer main televised
-	feet of storm main televised

v.s.

2020	
25,558	feet of sanitary sewer flushed
565	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
19,449	feet of sanitary sewer jetted
2,486	feet of sewer main televised
2,408	feet of storm main televised