

Our intention is to have in-person meetings going forward. We will hold the 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**

February 13, 2023 - 12:00 PM

Stevens Point Public Utilities

300 Bliss Avenue, Stevens Point, WI

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

AGENDA

Discussion and Possible Action on:

1. Roll Call.
2. Approval of Minutes
3. Approval of Department Claims
4. 2023 Capital Operations and Maintenance Plan - *Joel Lemke*
5. Water Supply and Distribution Reports - *Eric Southworth*
6. Sewage Treatment Operations Report - *Chris Lefebvre*
7. Construction and Maintenance Report - *Craig Czaikowski*
8. Electrical usage data at the utility garage - *Joel Lemke*
9. Community Area Network Report - *Joel Lemke*
10. Directors Report - *Joel Lemke*
11. Adjournment.

The next Water and Sewerage Commission meeting will be Monday, February 13, 2023 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 & Sewage 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
January 9, 2023 - 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: (303) 715-8592

Meeting ID: 820 26885705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

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

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the November 14, 2022 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the department claims for the months of November and December 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Rate adjustments for Water, Sewer and Storm Utilities - Joel Lemke

Joel summarized the memo written to the Commission that was included in the packet. Joel stated that due to high inflation, our costs have increased. As discussed in prior years, smaller, more frequent increases are the preferred approach for increasing rates. Joel explained there are two different approaches that can be used to adjust rates on the Water Department side of things. One is a standard rate case. This process takes months to complete, starting with hiring someone to put the financial information together, then it is given to the Public Service Commission which reviews the information and tells you what the rate should be based on your current needs and the rate of return needed. The other approach is called a simplified rate case. The PSC is currently providing an increase of 4.5%. Joel is proposing the same increase of 4.5% for the Wastewater Utility.

The Stormwater Utility, because this utility has a smaller rate base and large recent projects, needs a larger adjustment to accommodate those projects and to account for the last debt issuance. Over the next two years, we will need to account for an increase of approximately 22% to maintain the needed revenue in that utility. This year we are proposing half of that amount, 11%.

An average single family household uses 2,500 cubic feet of water in a quarter. Their bill at the current rates would be \$236.49, with the proposed rates it would be \$248.34 an increase of \$11.85.

The Department is requesting permission to submit a Simplified Rate Case to the PSC and implement 4.5% rate increase for the Water and Wastewater Utilities and 11% for the Stormwater utility.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve submitting a Simplified Rate Case to the PSC and implement a 4.5% increase for the Water and Wastewater Utilities and 11% for the Stormwater Utility.

Ayes all. Nays none. Motion carried.

5. Renewal of Izaak Walton League agreement - Joel Lemke

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the renewal of the Izaak Walton League agreement.

Ayes all. Nays none. Motion carried.

6. Water Supply and Distribution Reports - Eric Southworth

Eric stated the water towers need to be inspected every 5 years. The Water Street tower and the Well 11 tanks will be cleaned and inspected along with the collector well lines as well.

Operation Deep Freeze will be starting sometime within the next couple of weeks.

Eric will provide the Commission a report showing residential consumption verses the industrial or commercial properties.

7. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated everything has been going well the last two months. Permit requirements were met in the last two months. The biogas treatment skid is back operational. We save approximately \$9,000 - \$10,000 monthly by using biogas.

8. Construction and Maintenance Report - Craig Czaikowski

Craig stated we are in the process of winter operations, checking hydrants to make sure they are not frozen etc. The new vac truck was received. They are working on the final touches determining the equipment they would like on it. The crew has been plowing and performing maintenance on equipment/trucks.

9. Community Area Network Report - Joel Lemke

Joel stated infrastructure is in the ground in regards to the recent project involving the Police, the Parks Dept and the Plover Water Utility/Rural Water. Things are going well.

10. Directors Report - Joel Lemke

Capital Operations & Maintenance will be brought to the Commission for approval in February. There are a couple things being discussed tonight at the Finance meeting involving the projects and assessments. Joel is also waiting for the 2023 projects to be fully designed.

Joel stated there will be discussion on a proposed Transportation Utility and extra revenue possibilities for the City at tonight's Finance meeting. The Transportation Utility would involve us because it would be another utility included on our quarterly bill. Paul Adamski is not happy with the possibility of the new Transportation Utility being on our quarterly bills because our Commission would look like the decision makers on this new utility when they weren't even consulted. Joel briefly summarized how the Transportation Utility would be billed.

11. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:37PM

REPORT TO THE FEBRUARY 13, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of January 1, 2023

\$ 6,834,186.09

Bank deposits recorded in January 2023

\$ 1,014,844.57

\$ 7,849,030.66

CHECKS ISSUED JANUARY 2023:

57434	Mae Nachman	Salary	57.37
57435	Community Foundation of Central WI	Employee Contribution	10.00
57436	United Way Of Portage County	United Way	111.00
57438	American Asphalt Of WI	Asphalt Patches	33,263.63
57439	Aramark	Rug Service	40.27
57440	AT&T	Phone Charges	37.02
57441	AT&T	Phone Charges	271.17
57443	Ferguson Waterworks #1476	Meter Parts	623.00
57444	First Supply LLC -Plover	Battery	199.00
57445	Franks Hardware Co Inc	Supplies	300.93
57448	Heartland Business Systems, LLC	Domain Consolidation	436.50
57453	Springbrook Holding Company LLC	Civic Pay Transaction Fee	350.34
57455	Teamsters Union Local 662	Union Dues	1,569.00
57456	USA Blue Book	Socket Flange	73.15
57458	Batteries Plus	Batteries for locators	35.78
57460	City Of Stevens Point	Retirement, fuel and employee benefits	42,982.57
57462	ESRI	Annual Software Maintenance, Annual Fee for Web App	18,447.50
57463	Hawkins Inc	Chemicals	3,191.43
57464	Mid-State Truck Service Inc	Diagnose check engine light	254.90
57467	Mastercard	Shelf, ink & supplies, continued education course, ceiling fans, ice cleats, uniforms	1,372.95
57470	Star Business Machines	Qtrly Copier Maint Agreement	81.00
57471	Strand Associates Inc	Professional Services Well 12 & 2023 Street Improvements	26,388.74
57472	Total Energy Systems Llc	Generator Maint	9,354.01
57474	USA Blue Book	Flange	15.59
57475	WI State Laboratory of Hygiene	Fluoride samples	28.00
57476	Community Foundation of Central WI	Employee Contribution	10.00
57477	United Way Of Portage County	United Way	36.00
57480	AnSer	After hours answering service	142.00
57481	Aramark	Rugs	40.83
57482	AT&T	Phone Charges	749.29
57483	Badger Heating & Air Conditioning	Utility Garage Heating System Repairs	2,824.50
57484	City Of Stevens Point	Domain renewal for GIS	66.66
57487	Diggers Hotline Inc	Pre-Payment of Locate Charges	3,005.86
57488	Donna's Cleaning Service	Cleaning service	300.00
57490	Ferguson Waterworks #1476	Battery for meter reading	209.50
57491	Jeff Garsomke	Refund Check 031881-000, 817 First St	16.99
57494	HydroCorp Meter Sales	1" Meters	8,375.55
57495	IGNA REAL ESTATE & INVESTMENTS	Refund Check 039321-000, 3616 DOOLITTLE DR	7.34
57496	Bill Cook Chapter of the Izaak Walton	Annual 1st Right of Refusal Payment	6,832.25
57498	muGrid Analytics LLC	Qtrly solar monitoring fee	75.00
57501	Petty Cash	Mileage Reimbursement, Conference Expenses &	223.52
57502	Public Serv Commission Of Wi	Charges associated with Well 12	815.76
57504	SJE	Repairs - Tower Level Display	818.38
57506	Mastercard	IT Pipes Web Fees, AWWA Wage & Rate Survey	368.35
57507	Werner Electric Supply	Hole Seal	20.62
57508	Worzellas Point Supply	Soap for shop, cleaning supplies	163.83
57511	Badger Heating & Air Conditioning	Repairs to pump at Utility Garage	1,424.02
57512	Beaver Of WI Inc	Parts for garage pressure washer	63.00
57513	Central States H & W Fund	Health Insurance Premiums	24,436.21
57514	City Of Stevens Point	Workers Comp Premiums	1,328.18
57515	Fastenal Company	Blades, supplies	215.83
57516	Ferguson Waterworks #1476	Meter Gaskets	448.87

57517	Gary's Service Center	Parts for plow	303.56		
57518	Heartland Business Systems, LLC	Domain Consolidation, Monthly ESRM Security Management, Managed IT Services	487.16		
57520	Pixelle Specialty Solutions LLC	Annual Bridge Maintenance Fee	1,000.00		
57521	Roberts Irrigation Company Inc	Parts	15.87		
57523	Nate Smolarek	Uniform Reimbursement	116.03		
57525	USA Blue Book	Hydrant Markers	881.48		
57526	Werner Electric Supply	Termination Tool	67.10		
57528	Community Foundation of Central WI	Employee Contribution	10.00		
57529	United Way Of Portage County	United Way	36.00		
	WPS	Utility Charges	32,769.26		
	Payroll	Payroll	65,300.29		
	IRS PR Tax	Payroll Taxes - Federal	31,348.53		
	DOR PR Tax	Payroll Taxes - State	6,348.96		
	Verizon Cell & iPad Charges	Phone & iPad Charges	548.45		
	DOR Garnishment	Garnishment	9.32		
	HRA Admin Fees	Renewal & Admin Fees	30.00		
	TOTAL EXPENSES LISTED			\$ 331,785.20	\$ 331,785.20
	BALANCE ON HAND JANUARY 31, 2023				
		Balance on Hand	\$ 7,517,245.46		
		Plus uncleared checks	\$ 30,350.52		
		Less checks previously written clearing this month	\$ (45,450.00)		
		Ending Cash Balance matching Bank Statements	\$ 7,502,145.98		
		Less Restricted Funds	\$ (917,170.06)		
		Cash on Hand	\$ 6,584,975.92		

REPORT TO THE FEBRUARY 13, 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of January 1, 2023
Bank Deposits recorded in January 2023

\$	8,299,064.65
\$	714,619.69
\$	9,013,684.34

CHECKS ISSUED IN JANUARY 2023:

57437	AL-CHROMA	Crack Filler	38.00
57438	American Asphalt Of WI	Asphalt Patches	2,996.44
57439	Aramark	Rug Service	182.56
57441	AT&T	Phone Charges	135.60
57442	CT Laboratories	Samples	391.00
57445	Franks Hardware Co Inc	Supplies	240.34
57447	Hach Company	Lab Supplies	264.22
57448	Heartland Business Systems, LLC	Domain Consolidation	436.50
57449	Infrastructure Technologies LLC	Software/Maintenance	7,583.33
57452	Rosemount Inc.	Dig 4 Gas Skid	251.94
57453	Springbrook Holding Company LLC	Civic Pay Transaction Fee	350.33
57454	Staab Construction Corp	Rotary Lobe Pump	14,800.00
57456	USA Blue Book	Log Book & hose shank	267.70
57459	Brenntag Great Lakes LLC	Chemicals Ferric Chloride	15,654.12
57460	City Of Stevens Point	Retirement, fuel and employee benefits	6,902.70
57461	Environmental Consulting and Testing, Inc.	Testing	900.00
57462	ESRI	Annual Software Maintenance	8,662.50
57463	Hawkins Inc	Chemicals-Azone	553.70
57466	Nick Michels & Sons, Inc.	Roof Project	28,002.50
57467	Mastercard	DNR Cert testing fee	90.00
57469	Rogan's Shoes	Boot Allowance - Adam	187.00
57471	Strand Associates Inc	Professional Services for 2023 Street Improvements	6,453.33
57473	Truckshop USA	Plow Blade	278.00
57478	Airgas USA, LLC	Tank Inspection	393.59
57479	All-Lift Systems Inc	Annual Inspection	975.00
57481	Aramark	Rugs	253.43
57482	AT&T	Phone Charges	1,134.05
57483	Badger Heating & Air Conditioning	Utility Garage Heating System Repairs	1,412.25
57484	City Of Stevens Point	Domain renewal for GIS	66.66
57485	Cooper Oil Company Inc	Gas	7.65
57486	Dakota Electric Services Inc	Troubleshoot scew pump motor & drive	183.00
57487	Diggers Hotline Inc	Pre-Payment of Locate Charges	751.47
57488	Donna's Cleaning Service	Cleaning service	25.00
57491	Jeff Garsomke	Refund Check 031881-000, 817 First St	27.69
57492	Hach Company	Lab supplies	183.80
57493	Harter's Fox Valley Disposal	Dumpster Service	581.00
57495	Igna Real Estate & Investments LLC	Refund Check 039321-000, 3616 Doolittle Dr Apt 7B	7.10
57497	MacQueen Equipment	Returned Vac Truck Parts	101.70
57498	muGrid Analytics LLC	Qtrly solar monitoring fee	37.50
57500	NCL of Wisconsin Inc	Lab supplies	741.08
57501	Petty Cash	Conference Expenses & postage	39.10
57503	Rice Lake Weighing Systems	Lab scale weights	135.00
57506	Mastercard	Fuel, Seminar, Training & Office Supplies, Fuses, AWWA Wage & Rate Surveys	869.30
57509	Xylem Water Solutions USA Inc	Pump Installation Fee	6,106.21
57510	Star Business Machines	Annual Maintenance Agreement	324.00
57511	Badger Heating & Air Conditioning	Repairs to pump at Utility Garage	712.01
57513	Central States H & W Fund	Health Insurance Premiums	16,598.51
57514	City Of Stevens Point	Workers Comp Premiums	766.41
57518	Heartland Business Systems, LLC	Domain Consolidation, Monthly ESRM Security Management, Managed IT Services	487.16
57519	MacQueen Equipment	Parts for hand spray gun	336.30

57522	The Sherwin-Williams Co	Paint - Digester Room	373.09	
57526	Werner Electric Supply	Fuses	284.64	
	Inventory	Inventory Used	\$ 5,051.64	
	HRA	Admin Fees	30.00	
	Verizon Charges	Verizon Charges	229.35	
	WPS Utility Charges	Gas & Electric	35,950.55	
	Sewer Payroll	Payroll	46,166.86	
	Payroll Taxes	Payroll Taxes	3,281.12	
	TOTAL OF EXPENSES LISTED		\$ 220,245.03	\$ 220,245.03
	BALANCE ON HAND JANUARY 31, 2023			\$ 8,793,439.31
		Balance on Hand		\$ 8,793,439.31
		Plus uncleared checks		\$ 18,369.22
		Less checks previously written clearing this month		\$ (36,743.79)
	Ending Cash Balance matching Bank Statements			\$ 8,775,064.74
		Less Restricted Balance	\$ 8,775,064.74	
		TOTAL	\$ 17,550,129.48	

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

REPORT TO THE FEBRUARY 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of January 1, 2023

\$ 4,815,219.23

Bank deposits recorded in January 2023

\$ 244,414.71

\$ 5,059,633.94

CHECKS ISSUED JANUARY 2023:

57438	American Asphalt Of WI	Asphalt Patches	631.40
57441	AT&T	Phone Charges	135.60
57445	Franks Hardware Co Inc	Supplies	141.88
57448	Heartland Business Systems, LLC	Domain Consolidation	436.50
57449	Infrastructure Technologies LLC	Software/Maintenance	7,583.33
57450	Metal Crafters Inc	Angle Iron	72.00
57451	NAPA	Silicone Spray	20.28
57453	Springbrook Holding Company LLC	Civic Pay Transaction Fee	350.33
57457	Advance Auto Parts	Hardware	3.49
57460	City Of Stevens Point	Retirement, fuel and employee benefits	4,880.46
57462	ESRI	Annual Software Maintenance	8,662.50
57465	NAPA	U-Bolt	21.52
57467	Mastercard	Uniforms	79.98
57468	Recycling Connections	Education Expense	7,800.00
57471	Strand Associates Inc	Professional Services for 2023 Street Improvements	6,453.33
57483	Badger Heating & Air Conditioning	Utility Garage Heating System Repairs	1,412.25
57484	City Of Stevens Point	Domain renewal for GIS	66.66
57487	Diggers Hotline Inc	Pre-Payment of Locate Charges	751.47
57488	Donna's Cleaning Service	Cleaning service	25.00
57491	Jeff Garsomke	Refund Check 031881-000, 817 First St	4.44
57498	muGrid Analytics LLC	Qtrly solar monitoring fee	37.50
57499	NC WI Stormwater Coalition	Annual Educational Contribution	1,500.00
57506	Mastercard	AWWA Wage & Rate Surveys	116.33
57511	Badger Heating & Air Conditioning	Repairs to pump at Utility Garage	712.01
57513	Central States H & W Fund	Health Insurance Premiums	12,294.88
57514	City Of Stevens Point	Workers Comp Premiums	519.57
57518	Heartland Business Systems, LLC	Domain Consolidation, Monthly ESRM Security Management, Managed IT Services	487.15
57524	Stevens Point Area School District	Refund Check 009957-000, 2217 Rice St	18.63
	Inventory	Inventory Used	63,174.03
	Verizon	Ipad & cell phone charges	369.62
	Payroll	Payroll	19,190.80
	IRS	Payroll Taxes	1,983.21
	WPS	Monthly Utility Charges	907.50
TOTAL OF EXPENSES LISTED		\$ 140,843.65	\$ 140,843.65

BALANCE ON HAND JANUARY 31, 2023 **\$ 4,918,790.29**

Balance on Hand	\$ 4,918,790.29
Plus checks written after the end of this month	
Plus uncleared checks	\$ 15,045.09
Less checks previously written clearing this month	\$ (9,033.15)
Ending Cash Balance matching Bank Statements	\$ 4,924,802.23

REPORT TO THE FEBRUARY 2023
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

FIBER (COMMUNITY AREA NETWORK)

FINANCES:

Bank balance as of January 1, 2023	<u>\$ 381,574.32</u>
Bank deposits recorded in January 2023	<u>\$ 56,687.50</u>
	\$ 438,261.82

CHECKS ISSUED JANUARY 2023:

57446	Graybar Electric Co	Freight for fiber port	57.47	
57462	ESRI	Annual Software Maintenance	2,887.50	
57489	Elexco	Fiber Extension	32,393.00	
57506	Mastercard	Caps for locate peds	195.46	
	Inventory	Inventory Used	54.84	
	TOTAL OF EXPENSES LISTED		<u>\$ 35,588.27</u>	<u>\$ 35,588.27</u>
	BALANCE ON HAND JANUARY 31, 2023			<u>\$ 402,673.55</u>
		Balance on Hand		<u>\$ 402,673.55</u>
		Plus checks written after the end of this month		
		Plus uncleared checks		
		Less checks previously written clearing this month		
	Ending Cash Balance matching Bank Statements			<u><u>\$ 402,673.55</u></u>

**STEVENS POINT, WISCONSIN
WATERWORKS REPORT**

FOR JANUARY 2023

CURRENT YEAR VS. PREVIOUS YEAR

	2022	2023	INCREASE	DECREASE	REC. HIGH/LOW	DATE	
Total pumpage, gallons	188,381,000	178,957,000		9,424,000	210,163,000	1/1/2005	
Daily pumping average, in gallons	6,076,810	5,773,390		303,420			
Peak pumpage, gallons, (date)	6,799,000 (15th)	6,545,000 (13th)		254,000	7,895,000	1/26/1999	
Low pumpage, gallons, (date)	5,555,000 (25th)	3,780,000 (28th)		1,775,000	1,452,000	1/15/2019	
					1,452,000	1/15/2019	◀Record low since 1995 when the utility started providing water to Stora Enso.
Power bill	\$18,161.92	\$18,791.22	629				
K.W.H's used	269,254	208,385		60,869			
Gallons pumped per K.W.H.	700	859	159				

**STEVENS POINT WATER DEPARTMENT
WELL 11 PUMPAGE HISTORY**

(Pumpage x 1,000)

MONTH	2023	2022	2021	2020	2019	2018	2017
JANUARY	88,937	88,942	83,106	82,287	82,112	88,989	89,079
FEBRUARY		80,355	80,293	83,129	80,253	80,441	80,474
MARCH		88,834	88,768	88,771	88,609	76,469	88,652
APRIL		84,742	86,110	86,022	84,640	86,223	76,187
MAY		88,861	88,978	88,891	88,880	88,968	66,836
JUNE		85,473	86,219	86,029	85,990	86,098	74,224
JULY		89,341	89,195	86,944	88,225	88,869	88,996
AUGUST		89,417	88,490	88,902	88,811	88,978	88,973
SEPTEMBER		86,525	86,109	86,044	85,974	86,010	86,157
OCTOBER		89,828	86,373	88,916	88,841	87,366	89,120
NOVEMBER		86,211	86,217	82,881	85,244	85,751	86,441
DECEMBER		89,035	89,444	88,909	88,890	87,468	72,909
Grand Total/Yr	88,937	1,047,564.00	1,039,302	1,037,725	1,036,469	1,031,630	988,048

STEVENS POINT WATER DEPARTMENT CONSUMPTION HISTORY

(Pumpage x 1,000)

MONTH	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
JANUARY	178,957	188,381	138,644	150,622	142,263	147,206	140,438	131,056	135,295	140,095
FEBRUARY		173,503	135,391	131,127	135,573	132,869	123,311	124,330	132,142	134,021
MARCH		195,466	150,690	138,327	154,358	148,770	139,881	131,189	146,717	147,561
APRIL		171,871	146,563	127,470	135,713	133,238	142,367	135,484	145,731	154,752
MAY		211,721	174,529	149,292	154,346	168,410	141,687	175,174	173,606	151,986
JUNE		238,070	225,268	181,763	181,220	187,095	175,722	187,693	167,417	182,687
JULY		261,545	214,800	199,876	199,645	240,487	202,817	185,672	187,544	215,463
AUGUST		251,597	206,429	231,447	210,777	225,280	179,208	167,623	208,123	188,933
SEPTEMBER		227,586	181,626	174,925	169,779	181,556	157,626	151,238	175,833	160,492
OCTOBER		206,986	188,859	170,759	143,805	148,186	151,878	143,498	165,156	145,722
NOVEMBER		191,454	169,636	151,193	135,482	133,317	137,452	126,023	119,924	135,922
DECEMBER		194,570	186,582	139,795	146,329	143,324	133,796	141,554	126,294	138,224
Grand Total/Yr	178,957	2,512,750	2,119,017	1,946,596	1,909,290	1,989,738	1,826,183	1,800,534	1,883,782	1,895,858

Report of a Biennial Evaluation of

Stevens Point Water & Sewage

**WI Lab # 115112
(105-227)**

301 Bliss Avenue

Stevens Point, WI 54481

on

November 7, 2022

by

Lisa J. Roskom and Mary B. Wegner, Laboratory Evaluation Officers

Wisconsin Department Of Agriculture, Trade and Consumer Protection

Division of Food and Recreational Safety / Central Office

PO Box 8911

Madison, WI 53708-8911

INTRODUCTION

The following summarizes the recent evaluation of your water testing laboratory in accordance with the requirements of the US EPA Manual for the Certification of Laboratories Analyzing Drinking Water.

DEVIATIONS AND RECOMMENDATIONS

- Item 1.2 Prior to conducting any official compliance samples, analysts should demonstrate their ability to satisfactorily process and achieve acceptable results on unknown samples for each test procedure they will run. Current annual records completed on 3/15/22 were observed to be missing the full range of test options. The unknown samples must include at least one negative sample, one total coliform positive/E.coli negative sample, and one total coliform and E.coli positive sample. In-house unknown samples can be prepared with a purchased Quanti-cult kit to cover this requirement.
- Item 3.4.2 Calibration-corrected temperatures should be recorded for each thermometer being used at least twice per day during each day the incubator is in use, with readings separated by at least 4 hours. On dates 10/6/22, 10/19/22, 11/2/22, the incubator temperature readings were observed documented twice, however, readings were not separated by at least four hours. If a temperature reading is missed, document the corrective action and review with the analyst involved. Ensure all analysts are aware of this requirement and submit one month of incubator temperature records.

PROCEDURE CERTIFIED

Enzymatic Substrate
(Colilert-18)

CONCLUSION

The procedures, facilities, and equipment in use at the time of the on-site survey were in compliance with the Primary Drinking Water Regulations. Therefore, the laboratory is certified for the microbiological analysis of drinking water. The deviations noted on this survey must be corrected and sent to the survey officer along with a letter detailing the corrections made no later than December 10, 2022 for continued certification.



Lisa J. Roskom and Mary B. Wegner
Wisconsin Laboratory Evaluation Officers
Division of Food and Recreational Safety

**City of Stevens Point
Department of
Public Utilities**



**Chris Lefebvre
Wastewater Superintendent
Phone: 715-342-4787
clefebvre@stevenspoint.com**

12/8/2022

TO: Mary B. Wegner
RE: Lab Evaluation Response

Dear Mary B. Wegner:

This letter is in response to the report from your evaluation of our drinking water laboratory on 11/7/2022. In this report you documented two deviations, Item 1.2, and Item 3.4.2. I have reviewed these items and updated our Safe Drinking Water Quality Assurance Plan accordingly. I have attached the updated plan to this document with the updates highlighted in yellow. All appropriate staff have signed off that they have read and understood the updates to the plan.

Item 1.2 references the analyst's ability to satisfactorily process and achieve acceptable results on unknown samples. This had been done with a simple positive or negative test for total coliform and E. Coli prior to your evaluation. Going forward we will have each analyst that will set up official compliance samples utilize a purchased Quanti-cult kit that contains at least one negative sample, one total coliform positive/E.Coli negative sample, and one total coliform positive/E.Coli positive sample for their annual unknown analysis. This change has been added to the "Lab Technician Determination of Capability" section of our Safe Drinking Water Quality Assurance Plan.

Item 3.4.2 references the incubator temperature readings on days that official compliance samples are being analyzed. These temperatures need to be taken twice per day that the incubator is in use, with those readings being separated by at least 4 hours. This verbiage has been clarified in the "Quality Assurance" section of our Safe Drinking Water Quality Assurance Plan and gone over with our laboratory staff. The laboratory staff has concluded that leaving the water laboratory light on from the time the samples are set up until the second temperature reading is recorded will provide a reminder that the second temperature still needs to be recorded. I have attached each of our official compliance bench sheets since the evaluation as requested in your report.

Sincerely,

Chris Lefebvre
Wastewater Superintendent

SAFE DRINKING WATER QUALITY ASSURANCE PLAN

INTRODUCTION

The water laboratory at the Stevens Point Wastewater Treatment Facility analyzes drinking water compliance samples for the City Water Department. Samples for other communities are also analyzed in emergency circumstances only. Quality assurance is necessary so decisions resulting from use of the data are based on sound scientific evidence. This plan and the manual **Certification of Laboratories Analyzing Drinking Water** are updated yearly by Chris Lefebvre. This is recorded on **Record of Yearly Updates and Tasks** (13). A copy of this form is in the appendix.

FIELD SAMPLING

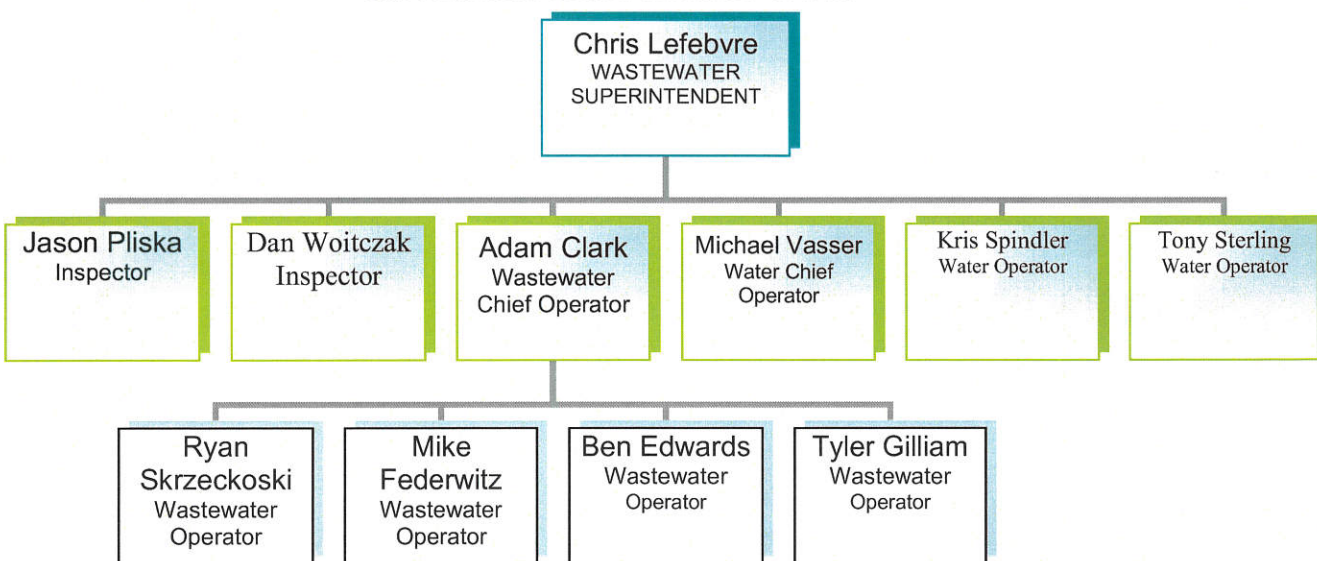
Samples are collected by department employees (who have been trained in the proper collection technique) in sterile bottles received from Idexx Laboratory Inc., telephone number 1-800-321-0207. The water is run at a high rate for at least 2 minutes and then throttled down for at least 2 minutes before the sample is taken. The **Colilert 18** test kit comes with 100ml-sterilized bottles and the media contains snap pack containers which are each sufficient for one 100ml water sample. Our lab typically orders the 200 sample test kit from Idexx. The procedure for **Colilert 18** follows in the next section.

The person who takes the sample is required to sign the laboratory **Chain of Custody** area on form (1) and fill out the **Bacteriological Water Test** information portion which is also on form (1). Also, the lab personnel receiving the sample must sign and record all necessary information in the **Chain of Custody** area of form (1). All forms must be legibly filled out and signed with ink. A copy of this form is included in the appendix.

Also if chlorination has been used to disinfect a pipe or area that the sample is being drawn from, then a chlorine residual test will need to be run. This is to make certain that the residual is not over 10 mg/L which is the limit of residual chlorine that the Idexx sample bottles will be able to remove.

If the samples cannot be setup immediately, they are placed unopened in a refrigerator that is maintained at a temperature of 2.5 - 5° centigrade until they can be setup which cannot be more than 24 hours from time received.

LABORATORY ORGANIZATION CHART



ANALYSIS

Bacteriological Analysis – Colilert 18-Hour Test Kit

PROCEDURE

1. Thoroughly wash hands and use rubber gloves. Make sure the work surfaces are clean prior to performing Colilert testing. The lab table can be wiped down with alcohol to ensure cleanliness.
2. Add the contents of one pack of media to a 100 ml sample in a sterile, transparent, non-fluorescent vessel.
3. Cap the vessel and shake vigorously 25 times.
4. If the sample is not 33-38°C, pre-warm sample in the 44.5°C water bath for a minimum of eight minutes and a maximum of 10 minutes. Record the time and date for using the pre-warm bath on the **Water Lab Pre-Warm Log (4)**. A copy of this form is in the appendix.
5. Incubate the sample at $35 \pm 0.5^\circ \text{C}$ for the remainder of 18 hours. Test is valid for 18 – 22 hours. Over 22 hours could be a false positive. If a sample displays some color development at 18 hrs incubate the sample the full 22 hours and re-check the sample. During this process record the starting temperature, the temperature at the end of the day and the ending temperature along with the respective dates and times. The form used for recording this info is the **Bacteriological Water Analysis Record (2)** which is in the appendix. After testing is complete all sample bottles are disinfected with sodium hypochlorite (bleach).

Safe Drinking Water Quality Assurance Plan

6.

RESULT INTERPRETATION TABLE

<u>APPEARANCE</u>	<u>RESULT</u>
Colorless or slight tinge ⇒	Negative for total coliforms and e-coli
Yellow equal to or greater than the comparator ⇒	Positive for total coliform
Yellow and fluorescence equal to or greater than the comparator ⇒	Positive for e-coli

Note – Fluorescence should be checked in a darkened room.

7. A **Procedure and Product Use** sheet (5) is included in the appendix.

If coliforms are present notify the Stevens Point Water Department and the District Engineer at the Department of Natural Resources.

Contacts Are: Joel Lemke, Water Dept. – (715) 345-5260
Glen Falkowski, D.N.R. – (715) 359-4522

Lab Technician Determination of Capability

All lab technicians must successfully analyze an IDEXX Quanti-Cult test series set up as a blind standard annually prior to analyzing any official compliance samples. The series must contain at least one negative sample, one total coliform positive/E.Coli negative sample, and one total coliform positive/E.Coli positive sample.

REPORTING RESULTS

1. All results are kept on file for at least 7 years.
2. The Bacti results are submitted to DNR via an internet connection. The **Data Entry of Coliform Bacteria Instructions** (12) are in the appendix and are also located at the well #9 office.

RECORD KEEPING

1. All records are kept for at least 7 years and stored in the water lab.
2. The lab will make sure there is a clear chain of custody (1) showing the complete history of samples including everyone that handled the samples, filled out legibly in ink.
3. The incubation start and finish times will be recorded on the **Bacterial Water Analysis Record** (2). A copy of this form is in the appendix.
4. Preventative maintenance checks will be done on all equipment with the repairs or adjustment results recorded on the **Water Lab Maintenance Log** (16). A copy of this form is in the appendix.

QUALITY ASSURANCE

1. Media, Reaction Vessel Sterility, Auto-florescence and Volume checks.
 - A. Each lot of media must be checked for suitability and auto-florescence before use. This should be done upon receipt of a new lot so that any lot showing auto florescence can be returned to the supplier. If the media is not used within 90 days, the media needs to be re-checked for suitability *Pseudomonas aeruginosa* (Pa), *Klebsiella pneumonia* (Kp), and *Escherichia coli* (Ec). The media should be checked at each 90 day period till either lot expires or product is all used. All of these check results must be recorded on the **Media Check** (8).
 - B. Select at least one vessel from each new lot and confirm sterility by using 25 - 100 ml of **Tryptic Soy Broth**. Record the results on the **Bottle Check** (9). A copy is included in the appendix.
 - C. Select at least one vessel (sample bottle) from each new lot and confirm 100 ml mark with a TC graduated cylinder and also check for auto-florescence. To perform the auto-florescence and volume check, fill the vessel (sample bottle) to the 100mL mark with sterile water and check for florescence using ultraviolet light and then transfer to the TC graduated cylinder. Record the results on the **Bottle Check** (9). A copy is included in the appendix.

2. Thermometers

- A. A thermometer is placed inside the incubator on the shelf in a jar of water. This is read twice a day at least four hours apart and recorded for each day the incubator is used. **To ensure this reading isn't missed the water lab technician will leave the light on in the water lab to remind the wastewater staff that testing is being done that day and the temperature needs to be recorded before the end of the day.**
- B. A thermometer is also inside the refrigerator in a bottle of water. It is read and recorded daily. The temperature is maintained between 2.5 - 5° C.
- C. A NIST certified thermometer inside the incubator will be replaced every five years or sooner if necessary. If the thermometer is outside of control limits (off by more 1° C) it will be replaced.
- D. A thermometer is located in our water bath and is read daily. The temperature is maintained between 44.3 – 44.7° C.
- E. Lab thermometers need to be checked yearly and the results recorded on the **Thermometer Calibration** (11). A copy of this form is in the appendix.

3. Laboratory Equipment and Supplies

- A. Service manuals for all equipment are kept on file and any maintenance work recorded on the **Water Lab Maintenance Log** (16). A copy is kept in the appendix.
- B. The outside supplier, Idexx company, sterilizes all media and bottles ordered. Proof of proficiency would need to be done first before using this media in bacti testing. New bottles would need to be tested for auto florescence before using in bacti testing.
- C. The comparator is also purchased from the outside supplier and the expiration date is posted on the lab calendar. Media and sealed bottles are kept on the North wall in the water lab. The lab uses an Autoclave to sterilize dilution bottles. Use is recorded on the **Autoclave Records For Non-Media Items** (10).
- D. Incubator – A thermometer is located inside the incubator in a jar of water. The upper portion is readable and outside the incubator. When samples are run the temperature is checked twice a day using this thermometer. This is recorded on the **Bacteriological Water Analysis Record** (2) in the lower portion of the sheet. A copy of this form is included in the appendix.
- E. Autoclave – Water level in the Autoclave should be checked before using and the **Autoclave Record for Non-Media Items** (10) should be filled in. A copy of this form is in the appendix.

4. Media and Chemicals

- A. Media should be ordered as needed basis. Tryptic Soy Broth is purchased premixed. All media is labeled with date received, opened, and reordered. Media is Idexx brand and is used as per direction on the container. The comparator is labeled with the date received and the expiration date is put on the lab calendar.
- B. New media is checked for suitability and auto-florescence with **Quanti-Cult** microorganisms for lab quality control. The 3 sets of organisms used are Escherichia

coli, Klebsiella pneumoniae and Pseudomonas aeruginosa. If the media is not used within 90 days, the media needs to be re-checked for suitability. The media should be checked at each 90 day period until either lot expires or product is all used. All of these check results must be recorded on the **Media Check** (8).

- C. Instructions on how to read the results is included with each **Quanti-Cult** kit. The results are recorded along with lot numbers and expiration dates on the **Media Check** (8).
- D. All media and chemical deliveries including bottles and comparator are recorded when they come in on the **Inventory Control Log** (5). A copy of this form is in the appendix.

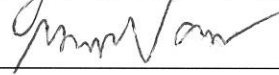
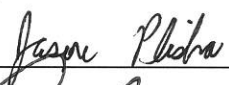
INSTRUCTION FOR QUANTI-CULT

1. Use scissors to open the foil pouch. Discard colored cap from rehydration fluid vial.
2. Transfer colorless cap onto rehydration fluid vial, discard other vial. When transferring colorless cap, make sure that the inside of the cap containing bacteria culture has not fallen into the vial that will be thrown out. The bacterial culture is the noticeably dark area inside the cap.
3. Insert rehydration fluid vial into foam rack.
4. Invert foam rack and incubate for 10 minutes at 35° +/- .5° centigrade.
5. Remove vial from rack. Shake vial vigorously to dispense microorganism.
6. Remove cap and look at the inside surface to be certain that no remaining black particles are present.
7. Add entire contents of Quanti-cult vial to 100ml of sterile water.
8. Add colilert reagent to sample from Step 7. Check for auto-fluorescence. Mix and incubate according to package insert. Read results.
9. The Quanti-Cult instruction sheet is included in the appendix.

WATER LAB SAFETY PLAN

1. Always wear rubber gloves when working in the water lab.
2. Be aware that Quanti-Cult samples have viable e. coli bacteria.
3. Always use bleach to disinfect all used sample bottles and contaminated containers. Even safe samples have the potential to later grow undesirable bacteria if not promptly disinfected. Samples need to be disinfected with Chlorine at a concentration of about 200 ppm and must sit for approximately 4 hours.

I have read and understand the Safe Drinking Water Quality Assurance Plan 2022.

Name	Signature	Date
Michael Federwitz		11-29-22
Ben Edwards		11-29-22
Tyler Gilliam		11-29-22
Adam Clark		11-29-22
Ryan Skrzeczkoski		11-29-22
Michael Vassar		12/1/22
Jason Pliska		12/5/22
Daniel Wojciech		12/5/22
Chris LeFebvre		12/5/22
Anthony Sterling		12-5-22

Bacteriological Water Analysis

Wisconsin Approved Laboratory No. 105000227

Date	Time	Sample ID	Site ID	Sample Address	Sample Type *	Free Cl2	Total Cl2	18hr Coliform (yellow)	E. Coli (Flourescence)
11/9/22	7:50 AM	927		WINTF	D	0.44		Neg (X) Pos ()	Neg (Y) Pos ()
	7:52 AM	928		town #12	D	0.43		Neg (X) Pos ()	Neg (Y) Pos ()
	8:07 AM	929		town #11	D	0.67		Neg (X) Pos ()	Neg (Y) Pos ()
	8:16 AM	930		CAP Services	D	0.71		Neg (X) Pos ()	Neg (Y) Pos ()
	8:26 AM	931		Bus Garage	D	0.40		Neg (X) Pos ()	Neg (Y) Pos ()
	8:42 AM	932		Burns castle	D	0.54		Neg (X) Pos ()	Neg (Y) Pos ()
	8:55 AM	933		Holiday Inn	D	0.47		Neg (X) Pos ()	Neg (Y) Pos ()
	9:09 AM	934		Boys and Girls Club	D	0.79		Neg (X) Pos ()	Neg (Y) Pos ()
	9:20 AM	935		eye clinic	D	0.88		Neg (X) Pos ()	Neg (Y) Pos ()
	9:41 AM	936		cell #10	D	-		Neg (X) Pos ()	Neg (Y) Pos ()
	9:54 AM	937		P.G.A.	D	0.66		Neg (X) Pos ()	Neg (Y) Pos ()

* - If the sample is type "C" or "R" reference Positive "D" sample here: Positive "D" Sample Date: / / Positive "D" Sample ID:

New Construction

Water Main Size and Location	Chlorinated? mg/L
Length of time Main was flushed	Chlorine Residual mg/L must be < 8mg/L

Chain of Custody Record

Sampler (signature)	Date/Time Relinquished	Delivery Method:
	11/9/22 10:05 AM	Hand Mail
Received by Lab (signature)	Date/Time Received	Container OK? ☒ Yes ☐ No
	11/9/22 10:05 AM	Samples Leaking? ☒ Yes ☐ No

Sample Incubation Record

Lab Setup By (signature)	Date/Time	Starting Incubation Temp	Date/Time
	11/9/22 10:05 AM	34.8°C	11/9/22 10:20 AM
Temperature Check (signature)		Mid-point Incubation Temp	Date/Time
		35.1°C	11-9-22 3:30 PM
Sample Results Read By (signature)		Ending Incubation Temp	Date/Time
		35.2°C	11/9/22 6:50 PM

Sample Types

- D - Routine Distribution
- C - Check: Same Location as Positive "D" sample
- R - Repeat: Within 5 connects of Positive "D" sample
- A - Additional D sample (month following Positive "D" 3 required)
- N - New Construction
- I - Investigation
- W - Raw Water (Well)

Comments

SAFE

Bacteriological Water Analysis

Wisconsin Approved Laboratory No. 105000227

Date	Time	Sample ID	Site ID	Sample Address	Sample Type*	Free Cl2	Total Cl2	18hr Coliform (yellow)	E.Coli (Flourescence)
11/16/22	8:00 AM	938		WATER	D	0.41		Neg (K) Pos ()	Neg (Y) Pos ()
	8:08 AM	939		Lower Hill	D	0.44		Neg (Y) Pos ()	Neg (Y) Pos ()
	8:19 AM	940		Lower Hill	D	0.87		Neg (Y) Pos ()	Neg (Y) Pos ()
	8:26 AM	941		Cap Services	D	0.74		Neg (Y) Pos ()	Neg (Y) Pos ()
	8:44 AM	942		Bus Garage	D	0.52		Neg (Y) Pos ()	Neg (Y) Pos ()
	8:58 AM	943		Business Center	D	0.61		Neg (Y) Pos ()	Neg (Y) Pos ()
	9:14 AM	944		Helix MA	D	0.62		Neg (Y) Pos ()	Neg (Y) Pos ()
	9:28 AM	945		Boys and Girls Club	D	0.50		Neg (Y) Pos ()	Neg (Y) Pos ()
	9:38 AM	946		CYC CLINT	D	0.77		Neg (Y) Pos ()	Neg (Y) Pos ()
	9:45 AM	947		P.G.A.	D	0.53		Neg (Y) Pos ()	Neg (Y) Pos ()

* - If the sample is type "C" or "R" reference Positive "D" sample here: Positive "D" Sample Date: / / Positive "D" Sample ID:

New Construction

Water Main Size and Location	Chlorinated?	mg/L
Length of time Main was flushed	Chlorine Residual	mg/L must be < 8mg/L

Chain of Custody Record

Sampler (signature)	Date/Time Relinquished	Delivery Method:
	11/16/22 10:04 AM	Hand Mail
Received by Lab (signature)	Date/Time Received	Container OK? ☒ Yes ☐ No
	11/16/22 10:04 AM	Samples Leaking? ☒ Yes ☐ No

Sample Incubation Record

Lab Setup By (signature)	Date/Time	Starting Incubation Temp	Date/Time
	11/16/22 10:04 AM	34.8°C	11/16/22 10:08 AM
Temperature Check (signature)		Mid-point Incubation Temp	Date/Time
		35.1°C	11/16/22 3:20 PM
Sample Results Read By (signature)		Ending Incubation Temp	Date/Time
		35.2°C	11/17/22 6:52 AM

Sample Types

- D - Routine Distribution
- C - Check: Same Location as Positive "D" sample
- R - Repeat: Within 5 connects of Positive "D" sample
- A - Additional D sample (month following Positive "D" 3 required)
- N - New Construction
- I - Investigation
- W - Raw Water (Well)

Comments

SAFE

Bacteriological Water Analysis

Wisconsin Approved Laboratory No. 105000227

Date	Time	Sample ID	Site ID	Sample Address	Sample Type *	Free Cl2	Total Cl2	18hr Coliform (yellow)	E.Coli (Flourescence)
12/7/22	8:00 AM	949		WWT#1	D	0.56		Neg (X) Pos ()	Neg (X) Pos ()
	8:06 AM	950		fourth	D	0.74		Neg (X) Pos ()	Neg (X) Pos ()
	8:19 AM	951		fourth	D	0.90		Neg (X) Pos ()	Neg (X) Pos ()
	8:29 AM	952		Cap Screens	D	0.75		Neg (X) Pos ()	Neg (X) Pos ()
	8:41 AM	953		Bus Garage	D	0.66		Neg (X) Pos ()	Neg (X) Pos ()
	8:54 AM	954		Bus Garage	D	0.64		Neg (X) Pos ()	Neg (X) Pos ()
	9:05 AM	955		holiday inn	D	0.67		Neg (X) Pos ()	Neg (X) Pos ()
	9:23 AM	956		Box 611 GMB Club	D	0.68		Neg (X) Pos ()	Neg (X) Pos ()
	9:40 AM	957		eye clinic	D	0.83		Neg (X) Pos ()	Neg (X) Pos ()
	9:51 AM	958		P.G. A.	D	0.66		Neg () Pos ()	Neg () Pos ()

* - If the sample is type "C" or "R" reference Positive "D" sample here: Positive "D" Sample Date: / / Positive "D" Sample ID:

New Construction

Water Main Size and Location	Chlorinated?	mg/L
Length of time Main was flushed	Chlorine Residual	mg/L must be < 8mg/L

Chain of Custody Record

Sampler (signature)	Date/Time Relinquished	Delivery Method:
	12/7/22 10:04 AM	Hand Mail
Received by Lab (signature)	Date/Time Received	Container OK?
	12/7/22 10:06 AM	See No
		Samples Leaking?
		Yes No

Sample Incubation Record

Lab Setup By (signature)	Date/Time	Starting Incubation Temp	Date/Time
	12/7/22 10:04 AM	34.90 C	12/7/22 10:24 AM
Temperature Check (signature)		Mid-point Incubation Temp	Date/Time
		34.90 C	12-7-22 3:05 PM
Sample Results Read By (signature)		Ending Incubation Temp	Date/Time
		35.30 C	12/8/22 6:17 AM

Sample Types

- D - Routine Distribution
- C - Check: Same Location as Positive "D" sample
- R - Repeat: Within 5 connects of Positive "D" sample
- A - Additional D sample (month following Positive "D" 3 required)
- N - New Construction
- I - Investigation
- W - Raw Water (Well)

Comments

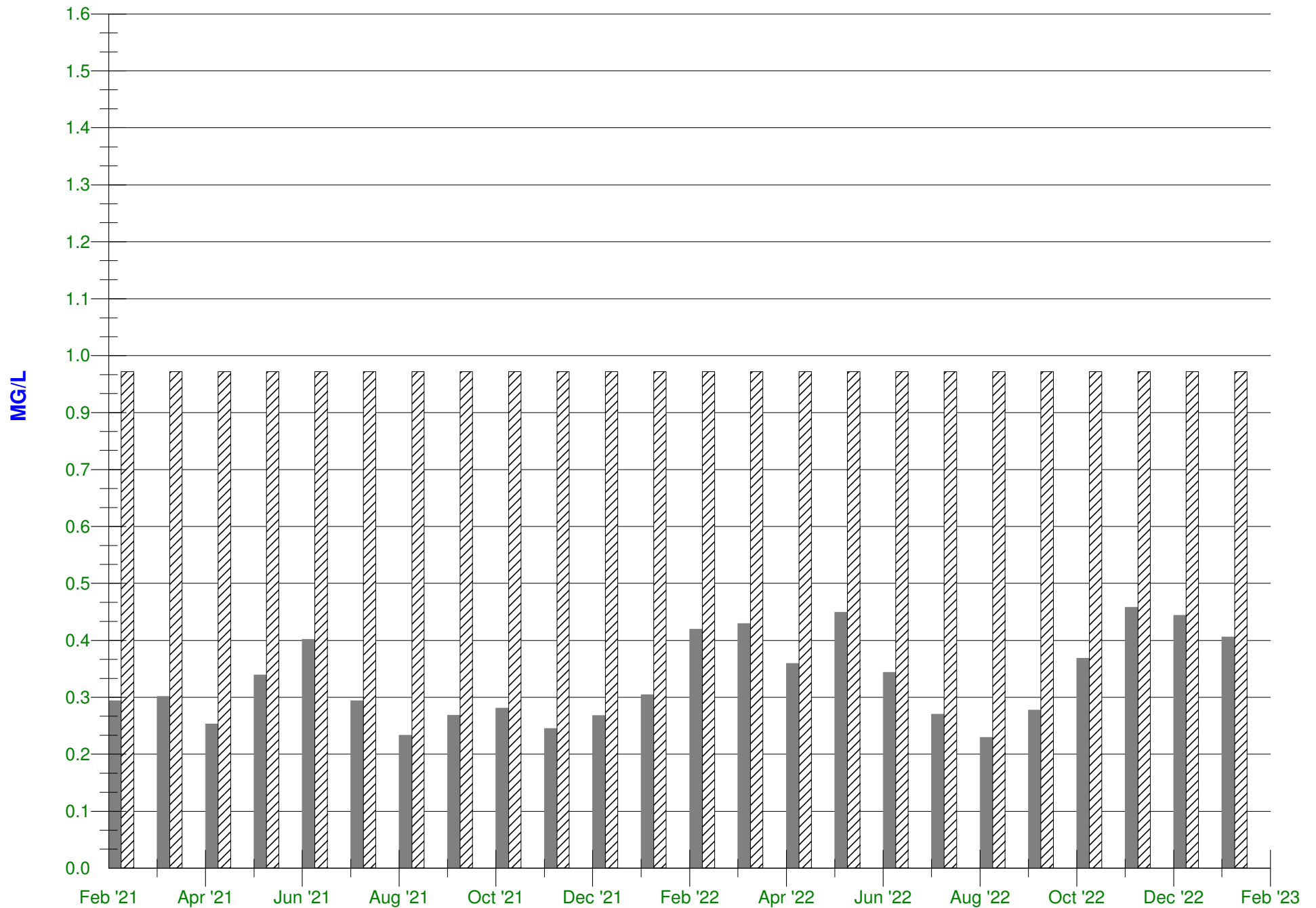
SAFE

Final Effluent Discharge Data

January 2023

		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
01/01/2023	0.00	1.874	1.987	218	2.65	99	3,407	44	176	4.00	98	2,750.73	66	4.880	0.450	76	7		9
01/02/2023	0.00	2.027	2.150	283	2.66	99	4,784	48	220	2.20	99	3,719.14	39						
01/03/2023	0.05	2.079	2.202	196	2.77	99	3,398	51	64	2.80	96	1,109.69	51	5.060	0.410	88	8		10
01/04/2023	0.14	2.124	2.468	239	2.76	99	4,234	57	100	3.00	97	1,771.42	62	6.090	0.430	108	9		17
01/05/2023	0.23	2.088	2.513	216	3.26	98	3,761	68	112	2.40	98	1,950.36	50						
01/06/2023	0.02	2.051	2.481	290	3.48	99	4,961	72	184	4.55	98	3,147.38	94						
01/07/2023	0.00	1.929	2.340	227	2.78	99	3,652	54	176	4.71	97	2,831.46	92						
01/08/2023	0.00	1.966	2.384	231	3.47	98	3,788	69	164	3.76	98	2,689.02	75		0.460		9		32
01/09/2023	0.00	2.070	2.494	263	3.09	99	4,540	64	220	4.60	98	3,798.04	96		0.530		11		31
01/10/2023	0.00	2.024	2.472	237	3.89	98	4,001	80	220	4.42	98	3,713.64	91						
01/11/2023	0.02	2.043	2.491	256	4.36	98	4,362	91	212	5.33	97	3,612.19	111						
01/12/2023	0.04	2.039	2.481	284	4.56	98	4,829	94	212	4.60	98	3,605.12	95		0.660		14		33
01/13/2023	0.01	2.032	2.462	268	3.67	99	4,542	75	180	4.26	98	3,050.44	87						
01/14/2023	0.00	1.927	2.352	231	4.06	98	3,712	80	208	5.47	97	3,342.81	107						
01/15/2023	0.00	1.986	2.428	222	3.85	98	3,677	78	172	3.47	98	2,848.88	70						
01/16/2023	0.00	2.086	2.532	276	3.44	99	4,802	73	152	4.30	97	2,644.38	91						
01/17/2023	0.42	2.088	2.499	240	3.22	99	4,179	67	200	5.30	97	3,482.78	110						
01/18/2023	0.00	2.064	2.501	284	3.74	99	4,889	78	200	5.30	97	3,442.75	111						
01/19/2023	0.33	2.050	2.496	218	3.64	98	3,727	76	188	6.50	97	3,214.24	135	5.650	0.470	97	10		45
01/20/2023	0.02	2.058	2.505	256	4.23	98	4,394	88	204	7.30	96	3,501.40	153	6.090	0.290	105	6		44
01/21/2023	0.00	1.978	2.411	164	2.98	98	2,705	60	192	6.25	97	3,167.33	126	5.150	0.340	85	7		44
01/22/2023	0.00	2.009	2.432	236	3.51	99	3,954	71	224	5.60	98	3,753.13	114						
01/23/2023	0.00	2.145	2.571	318	3.28	99	5,689	70	196	5.61	97	3,506.30	120						
01/24/2023	0.00	2.134	2.581	293	4.50	98	5,215	97	208	6.41	97	3,701.89	138	4.850	0.420	86	9		26
01/25/2023	0.00	2.126	2.582	300	3.62	99	5,319	78	280	3.99	99	4,964.64	86	5.420	0.360	96	8		28
01/26/2023	0.02	2.100	2.550	315	4.62	99	5,517	98	300	5.17	98	5,254.20	110	5.540	0.370	97	8		30
01/27/2023	0.02	2.074	2.493	281	3.45	99	4,861	72	200	3.87	98	3,459.43	80						
01/28/2023	0.03	1.960	2.368	242	2.91	99	3,956	57	188	3.63	98	3,073.12	72						
01/29/2023	0.00	2.005	2.408	241	2.61	99	4,030	52	252	4.16	98	4,213.87	84						
01/30/2023	0.00	2.117	2.489	347	2.68	99	6,127	56	264	5.15	98	4,661.13	107						
01/31/2023	0.00	2.141	2.515	306	3.36	99	5,464	70	284	4.75	98	5,071.09	100						
Total	1.35	63.394	75.638	7,978	107	3,058	136,475	2,189	6,152	142.86	3,025	105,051.97	2,923	48.730	5.190	837.413	105.005		348.990
Average	0.04	2.045	2.440	257	3	99	4,402	71	198	4.61	98	3,388.77	94	5.414	0.433	93.111	8.833		29.083
Maximum	0.42	2.15	2.58	347.00	4.62	99.23	6,126.56	98.25	300.00	7.30	99.00	5,254.20	152.51	6.09	0.66	107.88	13.66		45.20
Minimum	0.00	1.87	1.99	164.00	2.61	98.18	2,705.43	43.91	64.00	2.20	95.63	1,109.69	39.45	4.85	0.29	76.27	6.06		8.99

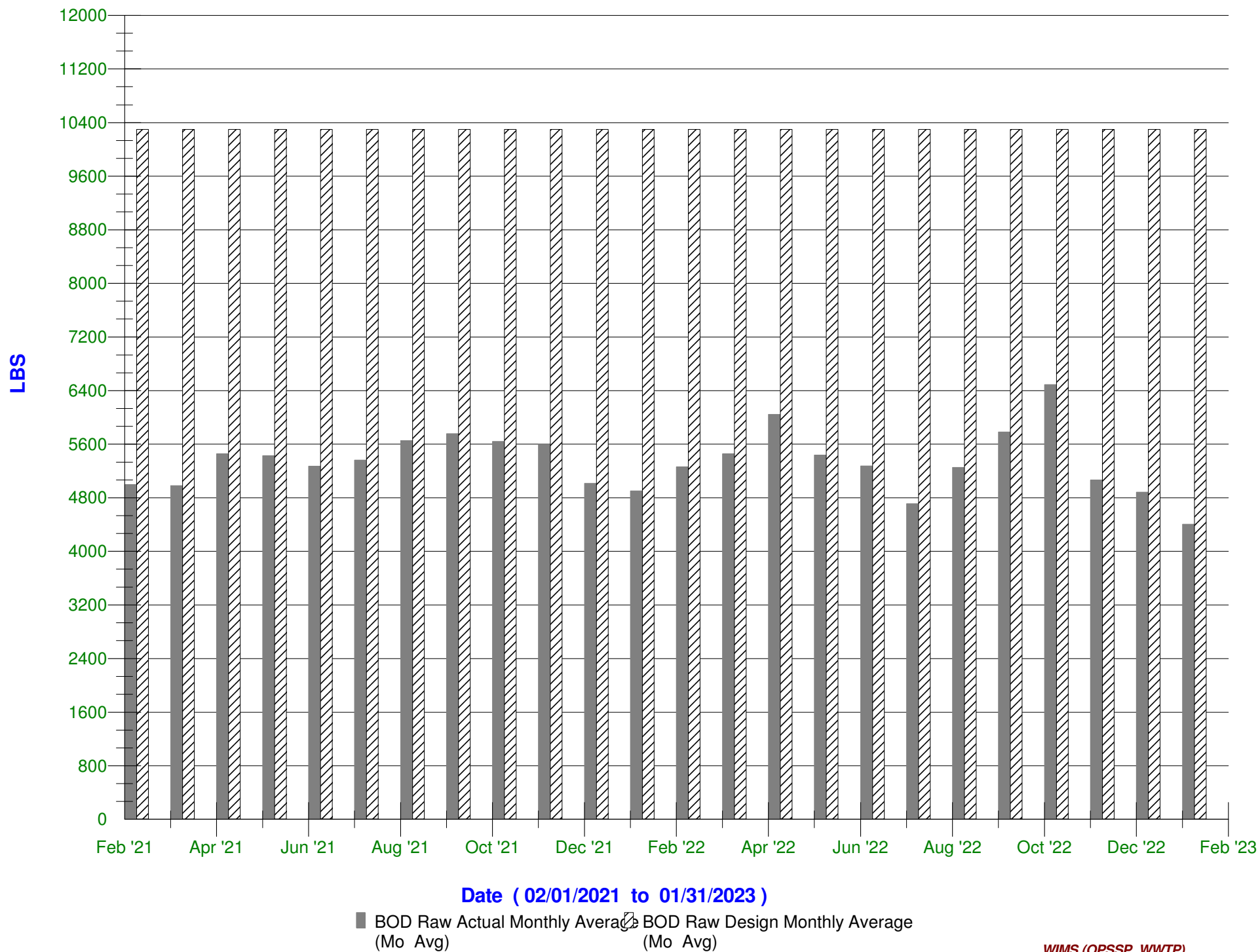
Phosphorus mg/l 2 Year History



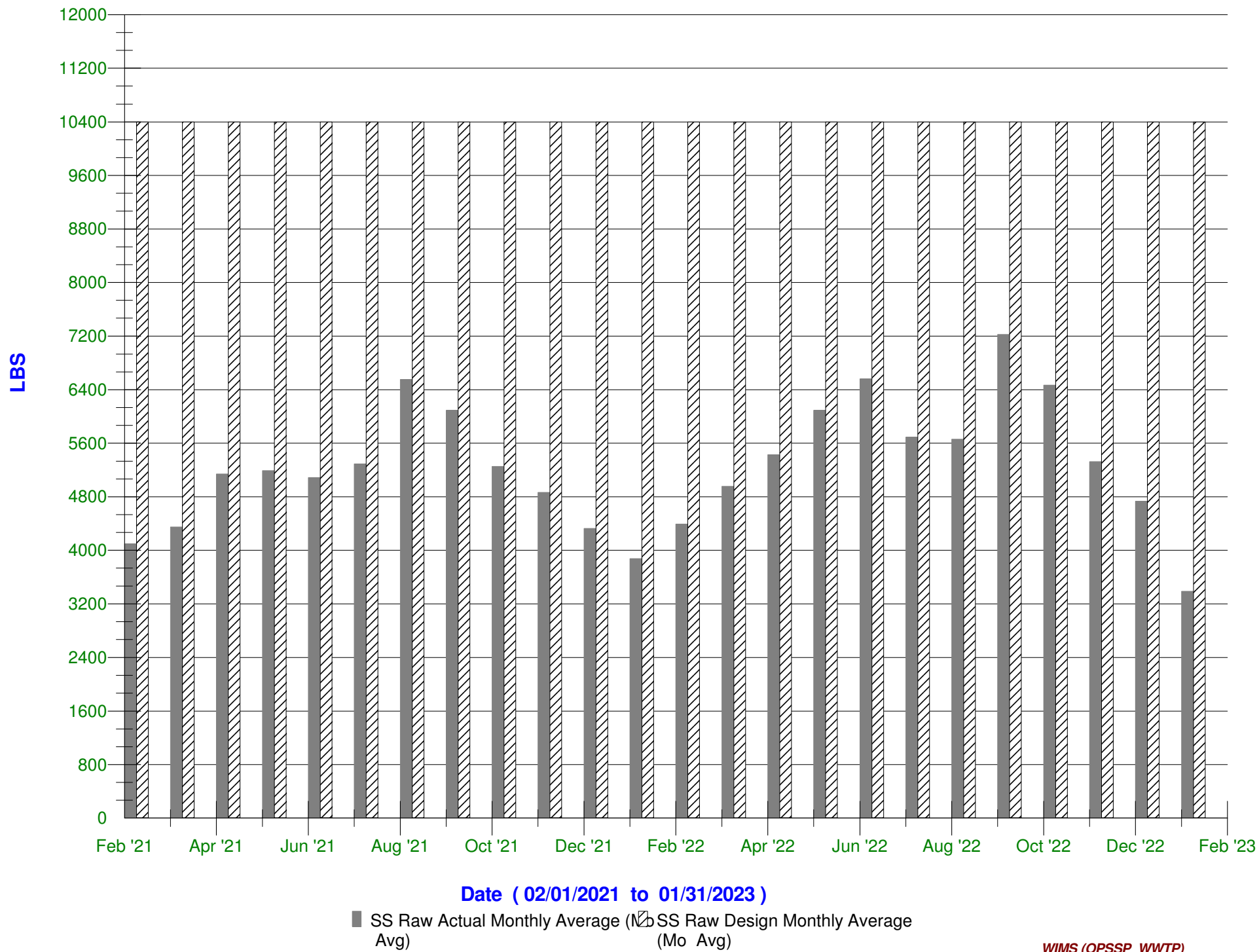
Date (02/01/2021 to 01/31/2023)

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

BOD Raw 2 Year History



SS Raw 2 Year History



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	%			
Feb 2022	25	9	0.33	1.959	1.988	6.090	98	0.448	7	321	5,250	6.04	100.23	98	268	4,380	6.31	104.70	98	3,550	5,150	
Mar 2022	38	21	2.85	2.096	2.201	6.168	103	0.458	8	312	5,448	6.68	122.66	98	284	4,970	7.69	141.18	97	3,671	5,325	
Apr 2022	46	30	2.69	2.472	2.789	4.813	98	0.383	9	291	6,008	6.86	159.48	97	263	5,413	7.39	171.90	97	4,227	5,849	
May 2022	68	47	2.97	2.293	2.647	6.378	123	0.479	11	283	5,417	6.32	139.49	98	318	6,086	5.68	125.45	98	4,935	5,278	
Jun 2022	77	54	3.25	2.101	2.459	5.276	92	0.367	8	301	5,270	3.78	77.40	99	374	6,559	3.03	62.15	99	4,880	5,193	
Jul 2022	81	59	3.63	2.089	2.460	4.991	85	0.288	6	268	4,670	4.36	89.40	98	324	5,645	4.57	93.85	99	4,955	4,580	
Aug 2022	78	59	6.51	2.168	2.476	5.495	98	0.245	5	291	5,258	5.49	113.45	98	312	5,648	4.37	90.20	99	4,335	5,145	
Sep 2022	71	50	3.58	2.262	2.606	5.951	110	0.296	6	306	5,764	4.08	88.74	99	382	7,203	3.66	79.49	99	4,707	5,676	
Oct 2022	59	36	1.38	2.098	2.356	6.594	113	0.393	8	368	6,439	3.76	73.89	99	368	6,433	3.56	69.97	99	3,987	6,365	
Nov 2022	46	21	2.92	2.129	2.428	5.290	93	0.488	10	284	5,041	3.54	71.60	99	297	5,264	3.99	80.89	99	4,433	4,969	
Dec 2022	25	13	1.85	2.027	2.248	5.591	96	0.473	9	287	4,852	3.56	66.72	99	278	4,703	3.83	71.75	99	4,667	4,785	
Jan 2023	28	19	1.35	2.045	2.440	5.414	93	0.433	9	257	4,389	3.45	70.30	99	198	3,385	4.61	93.78	98		4,319	
Minimum	25	9	0.33	1.959	1.988	4.813	85	0.245	5	257	4,389	3.45	66.72	97	198	3,385	3.03	62.15	97	3,550	4,319	
Maximum	81	59	6.51	2.472	2.789	6.594	123	0.488	11	368	6,439	6.86	159.48	99	382	7,203	7.69	171.90	99	4,955	6,365	
Total	642	417	33.31	25.739	29.099	68.050	1,202	4.751	94	3,569	63,807	57.92	1,173.38	1,180	3,667	65,690	58.70	1,185.31	1,178	48,347	62,633	
Average	54	35	2.78	2.145	2.425	5.671	100	0.396	8	297	5,317	4.83	97.78	98	306	5,474	4.89	98.78	98	4,395	5,220	

Construction & Maintenance Report-February 2023

Water Crew

- Finished checking hydrants
- Starting to rebuild hydrants
- Operation deep freeze
- Cleaning the Utility garage

Storm Crew

- Airport snow removal
- Replace the broom on the MB
- Small engine maintenance
- Manhole inspection for resurface project

Collections Crew

- Flushing dead ends and sewer mains
- Jetting sewer mains
- Televising sewer mains this past week with the warmer weather and will continue as weather permits

Upcoming Projects

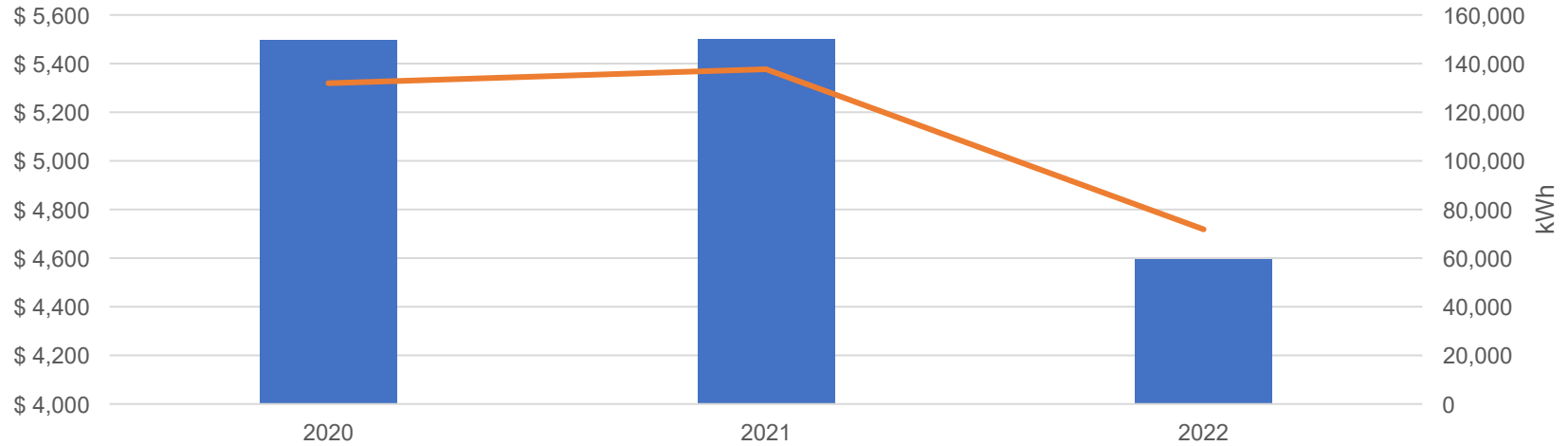
- Adding sections to sanitary manholes for the resurfacing project. (Approximately 5 Manholes)
- Adjusting water service manholes for both resurfacing projects this summer.
- Working with the City Engineering department for the extension of the storm sewer on Patch St. to eliminate the need for pumping of water in the spring and heavy rain events.
- Monitoring the outfall behind the sewage plant
- We will be possibly moving a hydrant on Ridge Road for the resurfacing project due to sidewalk installation.



Stevens Point Garage Solar Savings Analysis

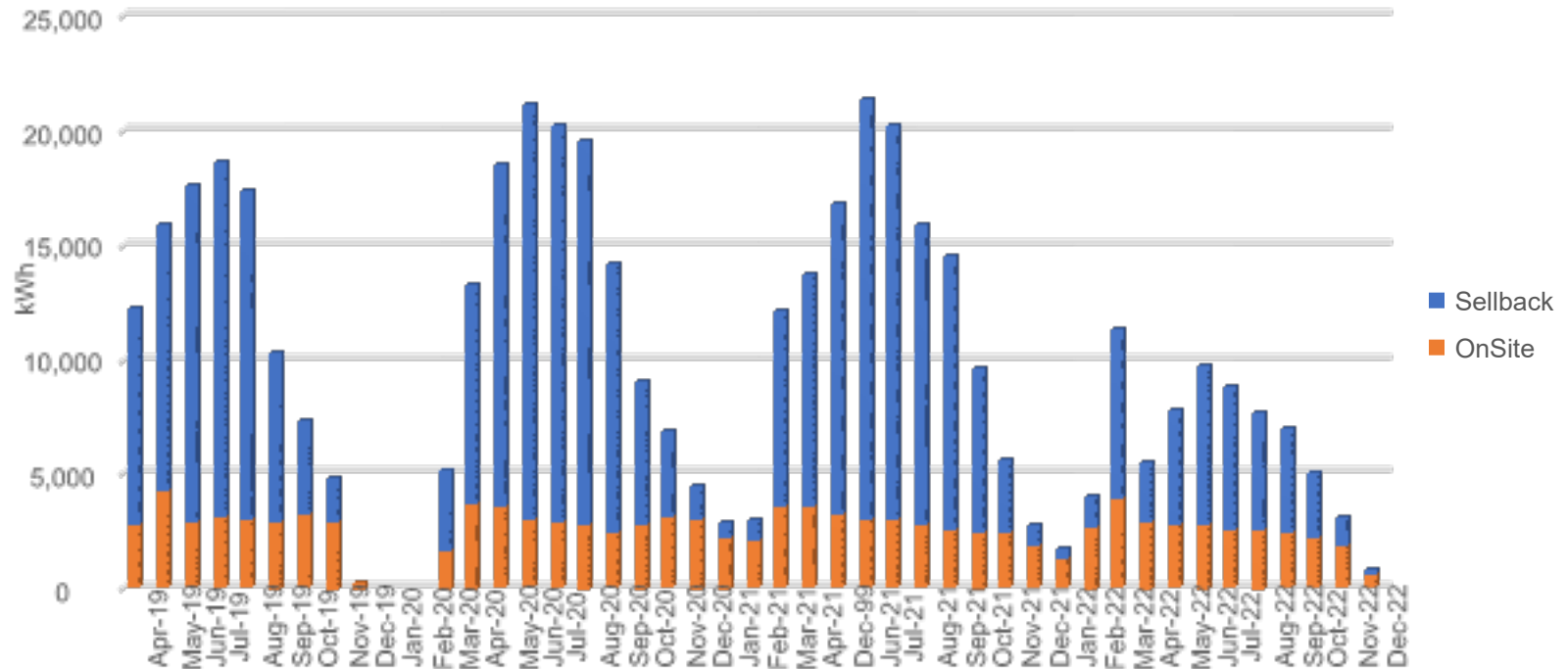
January 12, 2023 Update

Annual Savings & Solar Production

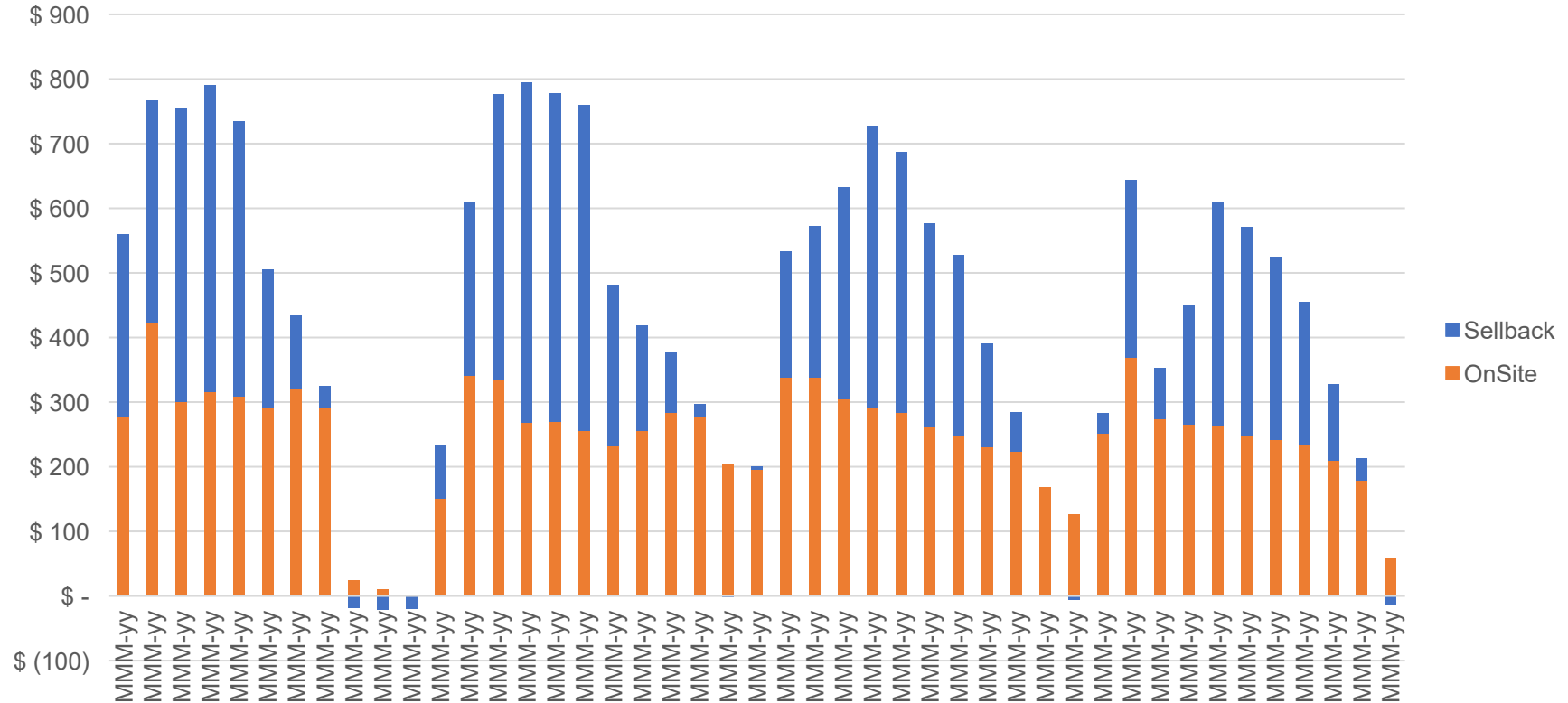


	Savings	Solar Production	Net Production
2020	\$5496	131,928 kWh	114%
2021	\$5499	137,687 kWh	119%
2022	\$4596	71,846 kWh	61%

Monthly Solar Production



Monthly Solar Savings

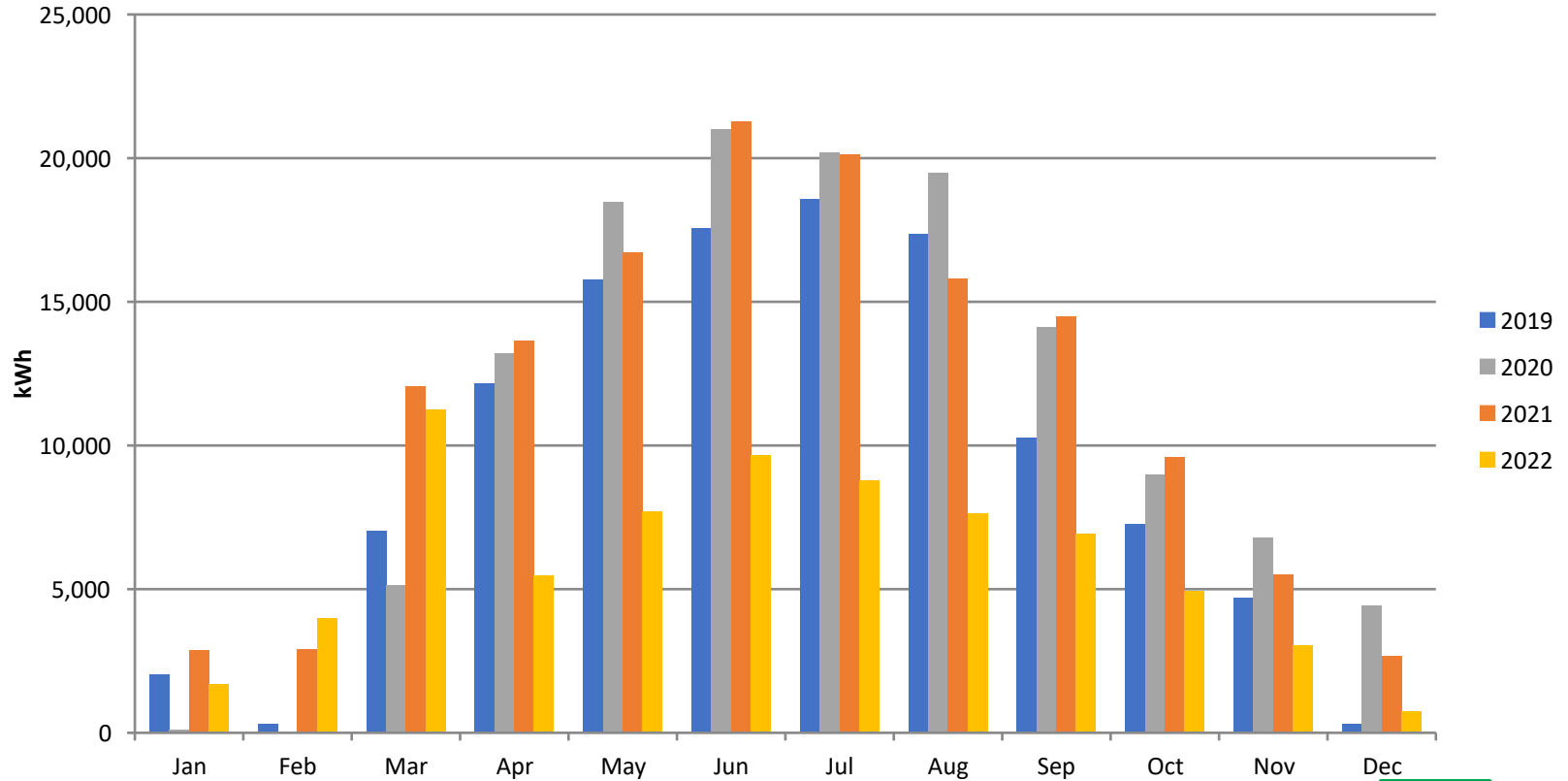


“Solar Savings” = Avoided utility costs + payments for solar sellback

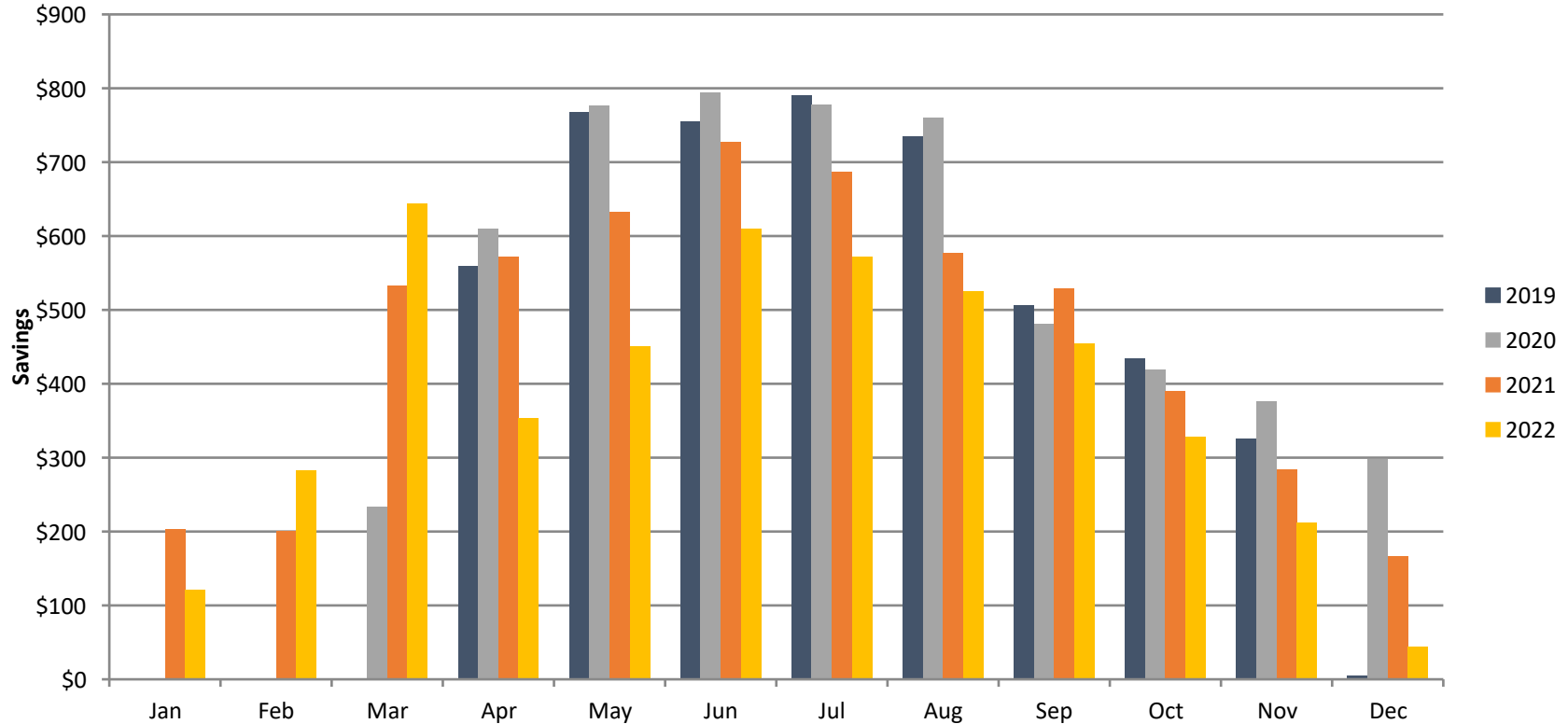
■ Grid ■ Solar ■ Sellback ■ Bldg Load



Monthly Solar Production



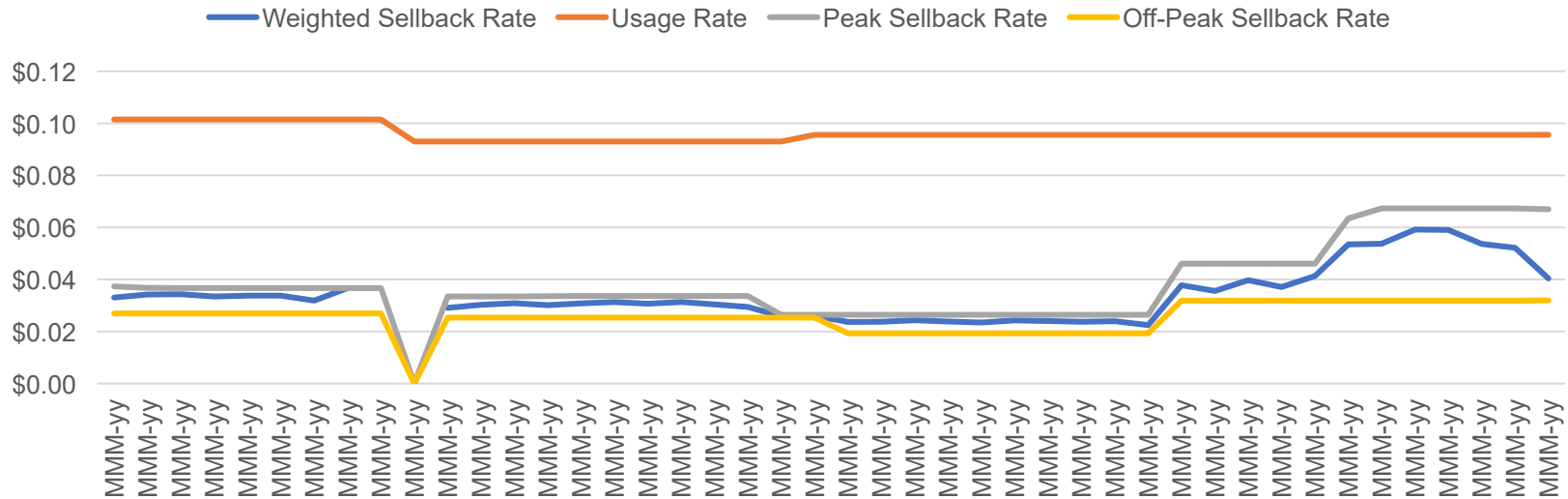
Monthly Solar Savings



“Solar Savings” = Avoided utility costs + payments for solar sellback

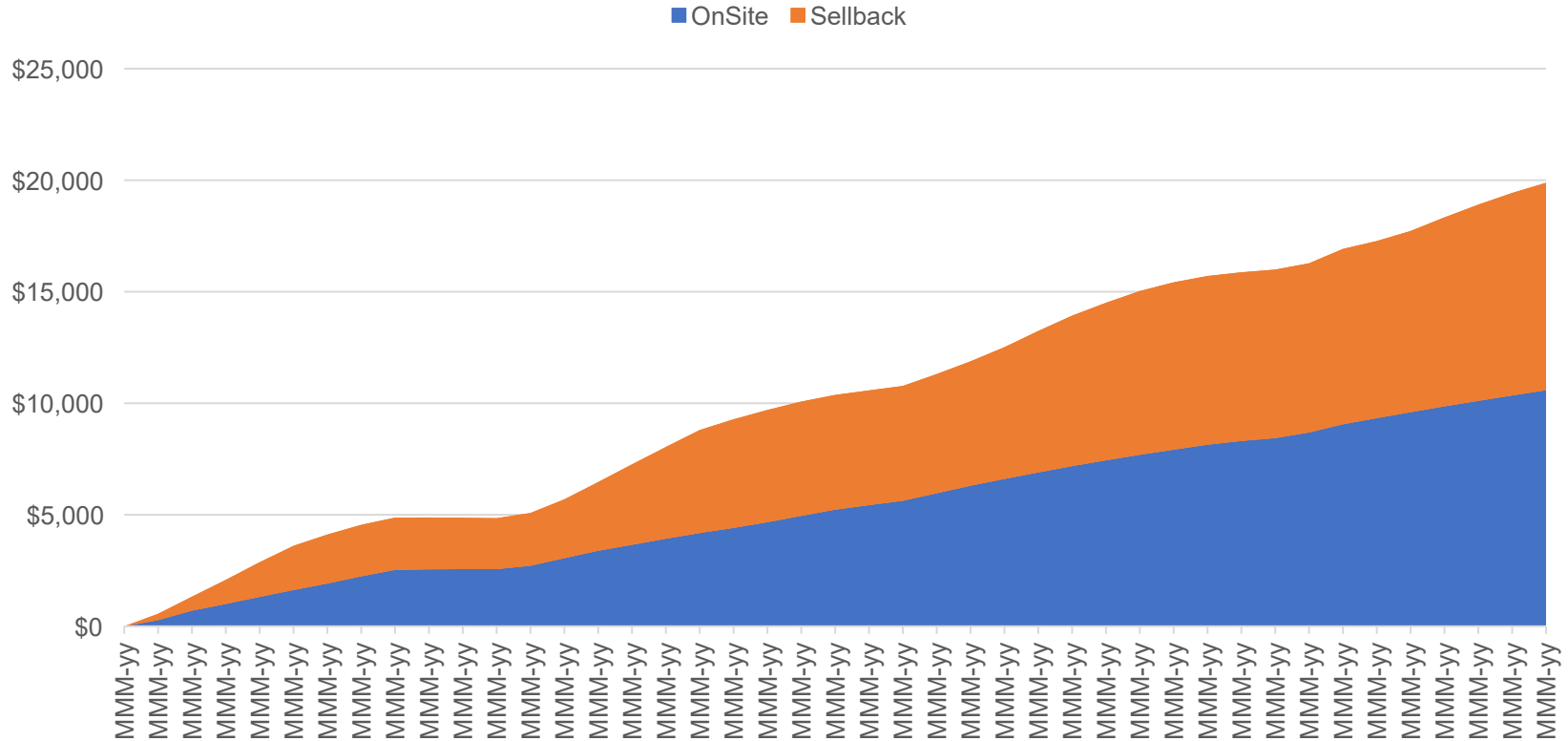
Sellback Rates

Usage Rate vs. Sellback Rate



- Sellback rate shown is weighted average of peak and off-peak sellback rates
 - Peak / Off-Peak ratio varies slightly each month depending on weather, holidays, etc
- Sellback rate is updated on November 1 (energy) and June 1 (capacity)

Lifetime Solar Savings



The solar array has saved about \$20,450 so far



Summary

- Solar production is still lower than expected
 - Savings is also still lower than expected
- Sellback Rates are starting to decline
- eGauge vs Invoice seasonal mismatch continues

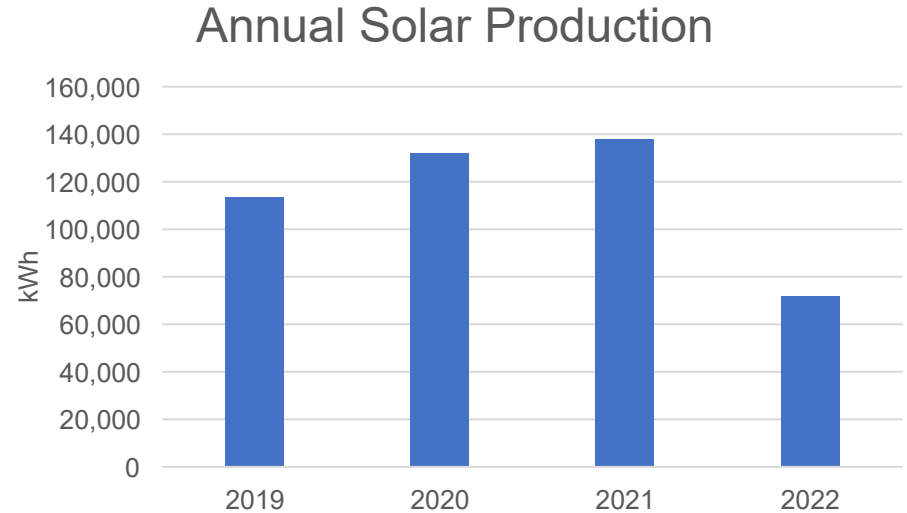
Annual Savings

- 2020: \$5496
- 2021: \$5499
- 2022: \$4596
- Avg: \$5117



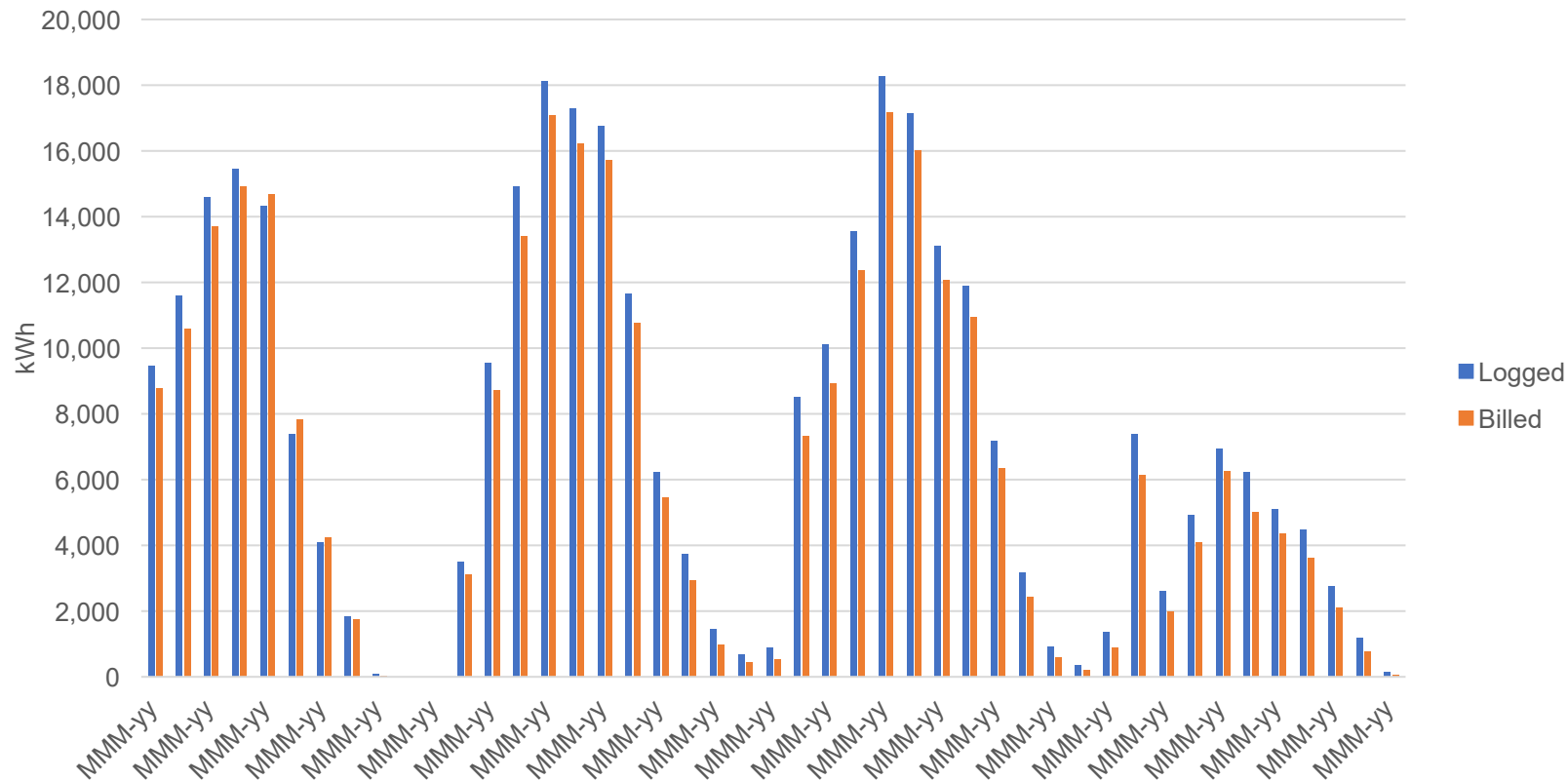
Solar Production

- 2020: 131,928 kWh
- 2021: 137,687 kWh
- 2022: 71,846 kWh
- Avg: 113,693 kWh
- PV Watts Projected:
154,000 kWh





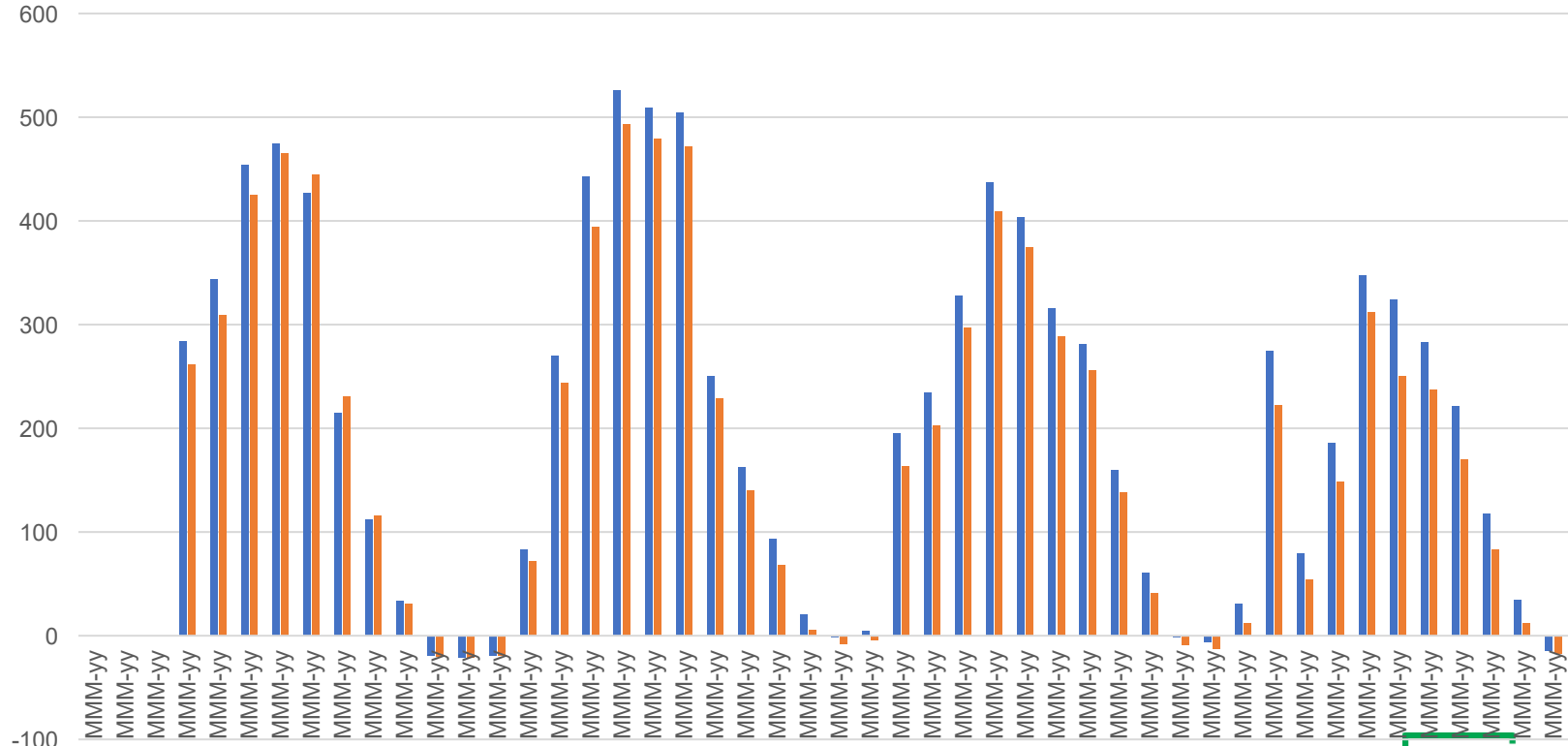
Exported Energy





Sellback Revenue

■ Logged ■ Billed





Net (Grid) Usage

