

**City of Stevens Point
Board of Water and Sewerage Commissioners
July 10, 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

MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

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

ALSO PRESENT: Joel Lemke, Mary Klesmith, Shane Kohnen, Chris Lefebvre, Jason Draheim, Alderman Sam Lang and Jaime Zdroik

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the May 8, 2023 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the department claims for the months of May and June as audited and read.

Ayes all. Nays none. Motion carried.

4. 2022 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2022 audit.

The financial statements did receive an unmodified or clean opinion. This is the highest level of assurance they can give.

WATER:

The rate of return did improve over the prior year, along with the change of the authorized rate of return. With the new rates that were put in place, that helped to increase the revenues. Very strong cash reserves at year end. The Government Finance Officers Association suggests having a minimum of three months worth of operations on hand and the Water Utility has a little over six months. The debt coverage

as it relates to the revenue bonds, requires 1.10 and we are at 3.54. Only about 15% of the utility's capital assets are financed by outstanding debt.

SEWER:

Very consistent margins over the last three years with revenues exceeding expenses.

The Sewer Utility has a little over two months' cash on hand, so a little lower than the recommended benchmark of three months. Required debt coverage is 1.25 and the utility is at 1.70. The Sewer Utility has 41% of the capital assets financed by outstanding debt, largely due to the recent project.

STORM:

The Stormwater Utility has very strong cash on hand 9.67 months. The debt coverage was met. 1.10 is required and the utility is at 1.12 so getting close but implementing the rate increase should help with this moving forward. The utility has only 20% of the capital assets financed by debt.

FIBER:

Fiber is a relatively new utility. Revenues outpaced expenses in 2022. The utility has 12.23 months of cash on hand. The utility has no debt at this point.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the 2022 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Addition of Inspection Tech Position - Joel Lemke

Joel explained the need to hire an additional inspector is due to larger annual reconstruction projects and the added responsibility of inspecting the sewer collection system, stormwater collection system and the community area network (fiber). The Inspection Tech also completes more than 400 site inspections every year pertaining to private-site stormwater management compliance.

Paul questioned if Joel expects the volume of the reconstruction projects to continue at this pace. Joel does expect it to and it has to in order to keep the replacement of our infrastructure at one percent yearly.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve hiring an additional Inspection Tech position.

Ayes all. Nays none. Motion carried.

6. Water Supply and Distribution Reports - Eric Southworth

Joel stated they increased pumping at Well 11 within the guidelines of the Well 11 Agreement with the Town of Hull. This was done due to the increased pumpage and to help the other wells recover when cycling on.

7. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated the WWTP met all permit requirements for May and June. The DNR did an inspection/audit of the WWTP. This is done every two to four years. Everything went well and Chris will bring back the written report to the Commission once he receives it.

The dryer is still down. Parts are to ship around August 25th. They come in through customs. This could take anywhere from a few days to a few weeks. Work on the dryer should start the week of August 28th.

Chris explained how the DNR inspection process works to the Commission.

8. Compliance Maintenance Annual Report - *Chris Lefebvre*

The WWTP received a 4.0 grade on the annual Compliance Maintenance Annual Report.

Motion made by Mae Nachman, seconded by Ray Schmidt approving the 2022 Compliance Maintenance Annual Report.

Ayes all. Nays none. Motion carried.

9. Expenditures related to grit washer repairs - *Chris Lefebvre*

Paul felt items 9 & 10 could be combined.

Chris stated the grit washer removes organic material from the inorganic grit, which is mostly sand. Chris stated grit needs to be removed from the plant or it will go into the pumps and wear the pumps. The gearbox failed and needs to be replaced. The gearbox was originally installed in 2003. The installed price for the new gearbox is \$7,200.

Due to lead time for the repair parts, a purchase order was sent to Energenecs on 6-12-2023.

Two check valves failed. The valves were originally installed back in 1992. The cost to purchase the check valves is \$6,078.

Joel stated these items were operationally significant so they needed to be ordered right away. Both items are eligible for replacement fund dollars.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve expenditures to repair the grit washer in the amount of \$7,200.00 and expenditures to repair the check valves in the amount of \$6,078.00.

Ayes all. Nays none. Motion carried.

10. Expenditures related to check valve repairs - *Chris Lefebvre*

Item 10 acted on in Item 9.

11. Construction and Maintenance Report - *Shane Kohnen*

Joel introduced Shane as the interim Construction and Maintenance Superintendent.

Shane stated the construction crews have been working on a few projects including Ridge Rd, adjusting manholes and relocating fire hydrants, and installed/extended conduit for future fiber on Ridge Rd. They have also been working on replacing lead services on Spruce St. which included installing a new 2" water main. They helped with moving some fiber optic lines for the Willet Arena Project. They are currently repairing manholes and catch basins on Business Park Drive in preparation for the resurfacing project.

The Collections Crew are continuing televising/inspecting the new sanitary and storm mains installed on Washington Avenue and Third Street as part of the left over project from last year. They are cleaning and televising the sanitary and storm lines for next years projects.

12. Directors Report - Joel Lemke

****Brilowski Property***

****CCR***

Joel thanked Mary and her staff on the effort put forth for the audit and to Chris and staff for effort on the CMAR.

The annual CCR report is out and available online.

We are working with UWSP on the Brilowski property regarding a forestry and recreation plan.

13. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting adjourned: 12:47PM