

City of Stevens Point
Board of Water and Sewerage Commissioners
July 13, 2020 - 12:00 PM

Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
ID: 820 2688 5705

MINUTES

Discussion and Possible Action on:

1. Approval of June 8, 2020 minutes

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

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

Motion made by Anna Haines, seconded by Mae Nachman to approve the department claims for the month of June 2020 as audited and read.

Ayes all. Nays none. Motion carried.

3. Water Supply and Distribution Reports - *Eric Southworth*

Eric stated pumpage was almost identical to June of 2019.

Eric also stated he met with a different roofing contractor that was recommended by a separate engineering firm last week at Well 11. The contractor is putting together what he found and what he recommends.

The Fremont Street project is in full swing, they are pouring curb and gutter on Fremont St. Utilities are complete on Fremont and Fourth Avenue to the north. They are installing water main on Illinois. They are ahead of schedule and should be complete with the utilities by early to mid-August.

4. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated the WWTP met all permit requirements for the month of June. The projects are all coming to a close. We have to get the roof onto the existing digester complex and that should be completed by July 24th.

Paul asked if the biogas generator is running. The biogas generator is at 50% right now. The Commission would like to know when the generator is running at 100%.

They do have the lab data in regards to odor control. The data has been given to a couple different vendors that specialize in odor control to see what we might need.

5. Collection System Maintenance Report - *Craig Czaikowski*

Craig stated everything is going fine. They are working on repairs to manholes.

6. Stormwater Operations - *Craig Czaikowski*

Craig stated they had to wait for the Echo Dells lift station to be completed in order to work on stormwater projects they need to get done there. There is also another project on the West side. The crew is currently staying very busy repairing sanitary manholes.

7. Community Area Network Report - *Joel Lemke*

Joel stated the conduit was installed for the school district project and now they are working on installing fiber through the conduit. They will have to do work inside the buildings as well.

8. Approval of an estimate for pipe work at the Industrial Park Lift Station- *Chris Lefebvre/Joel Lemke*

Chris stated that Lift Station 1 was rebuilt in 2010 but they only did the pumps and controls and did not change out piping and valves. The pumps need to be pulled and rebuilt. The valves need to hold in order to do that. The valves are not holding. The six replacement valves can be purchased for less than \$10,000 and the lowest quote we have received for the removal and installation of the valves and associated piping is \$6,750. Chris is requesting the Commission approve the replacement of the valves and associated piping at our Industrial Park Drive Liftstation #1 at a price not to exceed \$16,750.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the replacement of valves and associated piping at the Industrial Park Lift Station in an amount not to exceed \$16,750.00.

Ayes all. Nays none. Motion carried.

9. Approval of a proposal for the cost to upgrade server equipment -Joel Lemke

Joel explained this was brought to the Commission and approved awhile ago but nothing was done at that time. The City IT person received a quote from another company that ended up being \$8,000 cheaper than the other quotes.

We need to upgrade the servers to the current operating system and the newer versions would also keep us more secure as well.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the proposal from Heartland Business Systems to upgrade server equipment in an amount not to exceed \$11,053.76.

Ayes all. Nays none. Motion carried.

10. The reclassification of a Superintendent position and permission to promote from within the Department -Joel Lemke

Joel explained the request to reclassify the position of Collection System Superintendent to the modified position of Construction and Maintenance Superintendent. The new position description was given to the HR manager whom then submitted to the pay plan consultant. The previous position was a grade O. The consultant determined the appropriate rating of the new position to be grade S. The difference between these positions at step 1 of the plan is \$16,266 and at mid-range or step 6 it is \$18,616. This would be the budgetary impact, not including benefits.

There has been a lot of changes that the department has been through starting in 2008 when we took over the Collections System and in 2013 when the Stormwater Utility was created and now the fiber optic component (CAN) to it as well.

This realigns responsibilities among superintendents and this would put the new position on an even grade with the Water and Sewer superintendents.

It is the City's policy to promote from within whenever possible and Joel stated he has interested and qualified personnel on staff for this position.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the reclassification of a Superintendent position and permission to promote from within the Department.

Ayes all. Nays none. Motion carried.

**11. Approval of the annual CMAR (Compliance Maintenance Annual Report) -
Chris Lefebvre**

The WWTP received a G.P.A. of 4.00 on the 2019 CMAR.

There was one response required due to the pressure system breaking in the Eagle Point Subdivision. The damaged sewer main was repaired. Maintenance and observations will continue to prevent future overflows.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the 2019 Compliance Maintenance Annual Report.

Ayes all. Nays none. Motion carried.

12. The replacement of a hot water heater at the water treatment station on wellfield road - Eric Southworth

Eric stated the hot water heater at our water treatment station on Wellfield Road needs to be replaced. This is needed due to the requirement for eyewash stations and tepid water for an irrigation period of 15 minutes. Two quotes were received. Eric is requesting replacement of the hot water heater not to exceed \$7,951.00.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the replacement of the hot water heater at the water treatment station on wellfield road in an amount not exceed \$7,951.00.

Ayes all. Nays none. Motion carried.

13. Directors Report - Joel Lemke

Joel stated the office continues to run fine being closed to the public. Customers are getting used to it. They are continuing to use the night drop and make payments by phone or mail. Everyone has adapted really well. Staff whom have to use common meeting places have made the effort to maintain the proper social distancing. We will continue to operate this way until there would be solid evidence that something to the contrary would be appropriate.

14. Adjournment

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:40PM