

**City of Stevens Point
Board of Water and Sewerage Commissioners
May 13, 2024 - 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

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Mae Nachman, and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Jason Draheim, Ald. Lang and Jaime Zdroik

EXCUSED ABSENCE: Carl Rasmussen and Anna Haines

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the March 11, 2024 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 March and April as audited and read.

Ayes all. Nays none. Motion carried.

4. Water Supply and Distribution Reports - Eric Southworth

Eric stated last week the annual hydrant flushing was completed. Everything went well with flushing. There were a couple of dirty water calls, a couple of hydrants broken/repaired and one water main break. Our leak detection services will come in next week to see if there are any leaks in our system.

5. Award of contract 24-12, Well No. 12 Drilling - Joel Lemke

Strand Associates, the engineer for the project, recommends proceeding with awarding the contract to Municipal Well and Pump. Joel explained that we only received one bid.

Motion made by Ray Schmidt, seconded by Mae Nachman to award the low bid for contract 24-12 Well No. 12 Drilling to Municipal Well and Pump for an amount not to exceed \$407,770.00 which includes the 15% contingency fee.

Ayes all. Nays none. Motion carried.

6. Cityworks Upgrade - Joel Lemke/Eric Southworth

Joel stated this item was originally included in 2023 Capital Operations and Maintenance Plan but it was not completed in 2023. Therefore, it was not included on the 2024 Capital Operations and Maintenance Plan. We are requesting the CO&M be revised to include a \$16,000 line item for software upgrades. This would be for upgrading the software for our work order management and inventory control.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the request to add \$16,000.00 to the 2024 Capital Operations and Maintenance Plan for the purpose of upgrading our work order management and our inventory control system.

Ayes all. Nays none. Motion carried.

7. Sewage Treatment Operations Report - Chris Lefebvre

Joel stated all permit levels were met for the months of March and April.

8. Scope of services with Donohue & Associates for UV and clarifier engineering work - Joel Lemke/Chris Lefebvre

Joel explained that we have several things going on that will need engineering services. There are four big tasks listed in Part 1 of the Scope of Services; two lift stations, UV disinfection system and final clarifiers.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the scope of services with Donohue & Associates for liftstation, UV and clarifier engineering work in an amount not to exceed \$99,900.

Ayes all. Nays none. Motion carried.

9. Fine screen repair expenses - Joel Lemke/Chris Lefebvre

Joel explained what the fine screens do in the WWTP process. These were originally installed in 2005.

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the purchase of the replacement parts for the fine screen repair in an amount not to exceed \$34,060.00.

Ayes all. Nays none. Motion carried.

10. Review and resolution on 2023 Compliance Maintenance Annual Report - Chris Lefebvre/Joel Lemke

Joel explained this is an annual report. The final grade sheet was provided to the Commission in the packet. The final grade was an A.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2023 Compliance Maintenance Annual Report.

Ayes all. Nays none. Motion carried.

11. Construction and Maintenance Report - Shane Kohnen

Shane stated the Collection crew continued to cut, jet and televise as scheduled. Since concrete crews/asphalt plants are running again the Storm crew has made several catch basin/manhole repairs. They finished up on some of last year's restoration projects. The Pine Bluff project is now complete. The Water crew has repaired a couple of water main breaks and broken hydrants. The south side project is underway and the north side projects will start in a couple of weeks.

12. Rain garden reports - Joel Lemke/Shane Kohnen

Joel stated Recycling Connections does public education and outreach with regard to solid waste. So we decided to work with them. Public Education and Outreach is part of our MS4 Permit. Letters were sent to school to see if they would be interested in the program. More schools were interested than they originally thought would be, so they are doing two a year for three years. Included in the packets were the reports from the schools that participated in 2023, Ben Franklin Junior High and Spash.

13. 2023 MS4 Annual Report - Joel Lemke/Shane Kohnen

Joel stated this is our annual report for stormwater.

Motion made by Ray Schmidt, seconded by Mae Nachman to approve the 2023 MS4 Annual Report.

Ayes all. Nays none. Motion carried.

14. Directors Report - Joel Lemke

Joel stated the closing for the property on Simonis Street is scheduled for later this month. With the sale, it puts our total investment in the property needed for Well 12 at approximately \$150,000. They are working on easements for the pipes/driveway to connect Well 12 and Well 4 and have access to the property.

Public Works Day will be held at the Water Garage tomorrow. Shane and Eric will be working with 4th grade students. The Streets and Transit Departments are also involved.

Joel stated that the UWSP Forestry class discussed and presented on our Brilowski Property. They will give a formal proposal for forest management of the property.

15. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:34PM