

**City of Stevens Point
Board of Water and Sewerage Commissioners
January 13, 2025 - 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, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

ALSO PRESENT: Joel Lemke, Jenny Schmeiser, Eric Southworth, Chris Lefebvre, Shane Kohnen and Jaime Zdroik

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the November 12, 2024 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 as audited and read.

Ayes all. Nays none. Motion carried.

4. Engagement letter with Baker Tilly - Joel Lemke

Joel explained that this is an update on the fee schedule for the audits they prepare for us. Shows just slight increases every year through 2026. Joel recommends approval.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the engagement letter with Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Commission compensation - Joel Lemke

Paul explained that last year at this time we approved getting annual COLA

adjustments and recommends we continue with the COLA increase for this year as stated in Joel's memo of 3.3%.

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the Commission compensation be increased 3.3% for 2025 which is the cost of living adjustment used for general City wages.

Ayes all. Nays none. Motion carried.

6. Water Supply and Distribution Reports - Eric Southworth

Eric stated when comparing pumpage from last year to this year we pumped 100 million gallons less this year. There was more precipitation this year. Well 4/Well 12 soil borings were completed last week. Design work is in progress. Operation deep freeze started last Friday. These are customers whom laterals are shallow and we ask them to run their water so they don't freeze up.

7. Update on lateral line replacement fund - Joel Lemke

Joel's stated after the November meeting, rates went into effect as of December 1, 2024. So customers with a bill due in February will be seeing this for the first time. It will only be for one month of their billing quarter. The next will be two of the three months and then full rate after that. There will be some information placed on the website. Staff will be provided with bullet points in order to best answer customer questions.

8. Use of tower space on Bliss Avenue tower for local amateur radio - Joel Lemke

The Department was approached by some amateur radio operators who would like to put a small amount of equipment on the top of the tower. Joel stated there is already space there for this on the Bliss Ave tower. These operators serve a potentially vital role during weather events and other disasters.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the use of tower space on the Bliss Avenue tower for local amateur radio.

Ayes all. Nays none. Motion carried.

9. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated we met all permit requirements for the months of November and December. In December 2024, there is some effluent phosphorus data that is not in there yet. They are waiting for the data to come back today.

10. Construction and Maintenance Report - Shane Kohnen

Shane summarized the report included in the packet. The report highlights Construction Progress; Utility Maintenance Activities; Future Construction; Emergencies/Pager calls and Safety Training & Education.

11. Directors Report - Joel Lemke

We are in the process of transitioning from the City Works software to work orders in Springbrook from now until the end of March. The Capital Operation and Maintenance Plan will be brought to the Commission for February's meeting.

12. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:20P.M.