

**City of Stevens Point
Board of Water and Sewerage Commissioners
April 14, 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, Jennifer Schmeiser, Eric Southworth, Shane Kohnen, Chris Lefebvre, Jason Draheim, Jaime Zdroik and Ald. Shuda

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the March 10, 2025 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Ray Schmidt to approve the department claims for the month of March 2025 as audited and read.

Ayes all. Nays none. Motion carried.

4. Water and Sewer Rate Studies with Baker Tilly-Joel Lemke

Joel explained that the Public Service Commission won't allow us to request a simplified rate increase because we have not had a full water rate study completed within the last five years. There are two approaches for rate review for water by the PSC. One is the simplified rate study. This is a quick study which typically results in small increases across the board. The full rate study, which has to be done every five years in order to be able to do a simplified rate study, is more in depth and takes a few months to be completed. Several years ago, it was decided we wanted to do smaller rate increases more often, instead of a large increase, for example, every 10 years.

Since a full rate study is due for water, we've asked Baker Tilly to include scope and price on rate studies for both water and sewer. The stormwater rates will be evaluated

internally.

The Commission asked when the rate studies would be completed. Joel and Jen think they should be completed by August approximately.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve water and sewer rate studies to be completed by Baker Tilly in an amount not to exceed \$30,000 for water and \$25,000 for sewer.

Ayes all. Nays none. Motion carried.

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

Eric stated we are currently working on the year-end audit and hopefully wrapping that up this week. Eric had no significant updates for Well 4 or Well 12. May 12-14 annual hydrant flushing will be completed. That is also Public Work's week, so students will be taking tours of our facility.

6. Approval of costs for mag meter maintenance/mechanical services for Well 11-*Joel Lemke*

Joel explained his memo and provided the Commission with a picture of the mag meter and explained where it is located at Well 11. The mag meters are not very accessible. It is important to access the mag meters on a routine basis so that we can ensure they are registering accurately by cleaning the inside surface of the meter. They would like a mechanical contractor to cut in an access fitting very near both mag meters so that we can simply remove a blind flange fitting rather than having to remove the entire meter. Eric stated all of our chemical additions are based on the flow rate, so if the meters aren't reading the correct gpm we aren't dosing the chemicals correctly.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the costs involved in the mag meter maintenance/mechanical services in an amount not to exceed \$20,000.00.

Ayes all. Nays none Motion carried.

7. Sewage Treatment Operations Report - *Chris Lefebvre*

Chris stated that all permit limits were met for the month of March. Chris explained there were 3 elevated BOD days March 12-14. This was due to a glycol pipe break at the Stevens Point Brewery. Over 500 gallons of glycol went into the system, causing the spike. The brewery reported it right away, and they are putting a plan in place, so this doesn't happen again. The brewery's monthly surcharge bill will increase for March due to the break.

The UV Project will be finished shortly and will be on time for the May 1st start up.

8. Construction and Maintenance Report - *Shane Kohnen*

Shane stated we had two water main breaks on Church Street and the Commission will see that in next month's report.

Carl attended the Public Information Meeting on Dan's Drive in March and Shane handled the meeting very well, and he thanked him for that.

9. Directors Report - Joel Lemke

Joel stated the reconstruction project bids for 2025 have been received. He understands the bids came in with favorable prices as a whole. Joel will let the Commission know about the utilities portion of the projects next month.

10. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:18 P.M.