

**City of Stevens Point  
Board of Water and Sewerage Commissioners  
July 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, Anna Haines, Mae Nachman and Ray Schmidt

**EXCUSED ABSENCE:** Carl Rasmussen

**ALSO PRESENT:** Joel Lemke, Jennifer Schmeiser, Shane Kohnen, Chris Lefebvre, Jason Draheim, Jaime Zdroik and Ald. Shuda

#### **2. Approval of Minutes**

**Motion** made by Anna Haines, seconded by Mae Nachman to approve the May 12, 2025 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 Anna Haines to approve the department claims for the months of May and June 2025 as audited and read.

***Ayes all. Nays none. Motion carried.***

#### **4. 2024 Audit Presentation by Baker Tilly**

Jodi Dobson of Baker Tilly presented the 2024 Audits for Water, Sewer, Storm and Fiber.

**WATER:** Operating revenues exceed the operating expenses but margins did decrease in 2024. The rate of return for 2024 was at 1.71%. The authorized rate of return is 4.9%. We are currently working on a rate study.

The Water Utility continues to have adequate cash reserves on hand, 8.93 months. We are also continuing to meet our debt coverage, required is 1.10 and we are at 2.56.

Only 22% of the existing infrastructure is financed with outstanding debt. Well below the 50/50 benchmark.

**SEWER:** Operating revenues outpacing expenses. Operating expenses decreased in 2024 allowing for a little more income. That impacts the cash reserves. The cash reserved increased from 3.05 months of cash on hand in 2023 to 7.65 months of cash on hand. The GFOA recommends a minimum of 3 months cash on hand.

The Sewer Utility has exceeded the required debt coverage for the last five years.

40% of the existing infrastructure is financed with outstanding debt. This is not uncommon with the major upgrades done to the plant. Still below the 50/50 benchmark.

**STORM:** Operating revenues continue to exceed operating expenses. Storm had 3.66 months of cash on hand in 2024. That is down some due to some investments in capital.

Debt coverage was at 1.43 which meets the 1.10 required.

Stormwater Utility has 31% outstanding debt. Well below the 50/50 benchmark.

**FIBER:** The graphs for this utility look awkward because it is a relatively new utility. The last two years revenues exceeded expenses. The cash reserves was at 59.29 months of cash on hand.

The Fiber Utility has no debt.

Overall, the utilities are in a good financial position.

Anna questioned the internal control matters. Jodi explained the utility does not have the staff to do a complete segregation of duties. That would be the same for preparing year-end financials.

**Motion** made by Mae Nachman, seconded by Anna Haines to approve the 2024 Audit for all utilities prepared by Baker Tilly.

***Ayes all. Nays none. Motion carried.***

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

Commission reviewed reports.

#### **6. Purchase of new mowing equipment-Joel Lemke**

One of the mowers is over 20+ years old and needs to be replaced. It was not listed on the Capital Operations and Maintenance Plan because we didn't want to replace it until it was needed. Research into what it would cost to purchase a new mower that would be comparable to the two new mowers we have would be approximately \$24,000 or less. They will also see what they can get for a trade-in on the current mower.

**Motion** made by Ray Schmidt, seconded by Anna Haines to purchase a new mower in an amount not to exceed \$24,000.00.

***Ayes all. Nays none. Motion carried.***

**7. Sewage Treatment Operations Report - Chris Lefebvre**

Chris stated all permit requirements were met for the months of May and June. We received our new WPDES Permit on July 1st. No major changes, but there will be a large increase in lab analysis for the next five years with more ammonia sampling, but the big cost-wise one will be sampling for PFAS.

On June 8th, we had a hose break on the transport system for the silo. This resulted in losing approximately 4 cubic yards of biosolids on the asphalt. Normally, we could've gotten it cleaned up, but it was raining. The water seeped through the pile and ended up going into the storm drain, causing what would be considered a spill, so it was reported to the DNR. Everything was cleaned up and taken care of as directed by the DNR. We did not realize we had to notify the public, so that was missed. So we did get a notice of noncompliance for it. It is now on the City website. So we are now back in compliance. We are now looking at making that area a containment area so if that happens again, the rainwater would go into the head of the WWTP and not the storm drain. This will involve engineering and construction, so it will take some time. In the meantime, we will put a cover on storm drain to hold water there, and it can be released when we are ready to.

Last Thursday we had a fire in the biosolids dryer. The Fire Department came there and helped us handle that, and they did a phenomenal job. So the biosolids dryer is down while figure out what caused the fire. For now, the biosolids will be taken to the landfill. The biosolids dryer needs to be cleaned out so it can be inspected.

**8. Use of unspent wages on contracted services - Joel Lemke**

Joel stated we have asked to do this before on specific cases. The most recent was when we lost GIS staff. We are currently three employees down in the utilities and needing to use some contracted services to keep up on things that do get reported like catch basin cleaning.

Joel wanted to bring forward the idea that when we are short on staff that we be able to use the difference of wages and benefits on contracted services so we can keep up.

Paul asked what an approximate cost would be annually for this. Joel said it depends on a lot of things, but approximately \$50,000.00.

Staff is proposing that there be a standing allowance to use contracted services in an amount equal to the unspent wages of any vacancies that may occur to facilitate quick responses to staff shortages.

**Motion** made by Mae Nachman, seconded by Anna Haines to approve on an ongoing basis, as needed, the use of unspent wages on contracted services.

***Ayes all. Nays none. Motion carried.***

## **9. Sewer Service Area Planning Document and Resolution - Joel Lemke**

Joel stated the document was worked on by the Stevens Point Urban Area Sewer Service Advisory Committee, Portage County Planning and Zoning, and the North Central Wisconsin Regional Planning Commission.

Joel showed the Commission the map of the new sewer service area.

The boundaries changed a little.

**Motion** made by Ray Schmidt, seconded by Anna Haines to approve the Sewer Service Area Planning Document and Resolution.

***Ayes all. Nays none. Motion carried.***

## **10. Construction and Maintenance Report - Shane Kohnen**

Shane stated it has been business as usual for the crews. Repaired some leaks, working on swales on Dan's Drive and other maintenance items. Nothing more to add.

Joel stated one of the contractors on the construction projects had three or four crews working.

Paul commended Shane on his monthly reports.

## **11. Directors Report - Joel Lemke**

We are working on a rate study for water and sewer. This will be brought back to the Commission once it is completed. There will also need to be a public hearing notice as well.

Our annual Consumer Confidence Report is out, and it has its own link on the City's website. Editorial information was taken out because the Public Works Department has a website on construction progress. The CCR will be bi-annually in 2026.

We had our lead and copper inventory filed with the DNR. The inventory provided the DNR with our service laterals and their pipe material type. It also provided them with the private side of the service line for their pipe material type. We have 161 out of over 7,000 on the private side that we don't have an inventory of their service line pipe material type. So we are mailing out letters with required EPA information that state we don't know what material your service line is made of. Please call us and schedule an appointment so we can take a look and take record of it to be in compliance with the EPA.

Joel stated we might have to have another meeting on Wednesday, but he will let the Commissioners know.

## **12. Adjournment.**

**Motion** made by Ray Schmidt to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:49 P.M.**

