

City of Stevens Point
Board of Water and Sewerage Commissioners
September 14, 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) 7158592 -
Meeting ID: 820 2688 5705

MINUTES

Discussion and Possible Action on:

1. Approval of August 10, 2020 minutes.

Carl wanted a clarification of the phosphorous limits discussed in the previous month's meeting under Item 5.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the minutes of the August 10, 2020 meeting of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

The Commission would like to be notified when the last payment is made to Miron Construction and project is completely paid for. Joel will be providing graphs at next months meeting.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the department claims for the month of August 2020 as audited and read.

Ayes all. Nays none. Motion carried.

3. Presentation of the 2019 Audit by Baker Tilly.

Jodi from Baker Tilly presented the audit results for 2019 to the Commission.

Water Department:

Operating Results - Rate of return for 2019 was 3.4% and the prior year was 3.47% relatively stable and in line with 3.5% that the rates are designed to return

Unrestricted Reserves - Unrestricted Cash on hand was at 5.76 months on hand for 2019, they recommend a minimum of 3 months on hand

Debt Coverage - Requirement of the revenue bond is that the utilities earnings be 1.1 times that of the debt service and at the end of 2019 it was at 3.76 times

Investment in Capital - There was 23% of the infrastructure financed with outstanding debt. They like to see the percentage of debt be under 50%

Sewer Department:

Operating Results - Rate of return is not regulated like the Water Utility, over last five years relatively stable margin between revenues and expenses

Unrestricted Reserves - The utility had 4.46 months of cash on hand in 2019, minimum recommended is 3 months of cash on hand

Debt Coverage - Debt coverage was at 1.16 for 2019 which is below the required 1.25, might have to do a rate review if this does not increase

Investment in Capital - There was 42% of the infrastructure financed with outstanding debt. They like to see the percentage of debt be under 50%.

Stormwater:

Operating Results - In 2018-2019 the operating expenses has outpaced the operating revenues due to depreciation. Joel stated this is why we did the recent rate increase for Storm. This is also due to the amount of reconstruct.

Unrestricted Reserves - The utility had 3.54 months of cash on hand in 2019, minimum recommended is 3 months of cash on hand

Debt Coverage - Debt coverage was at 1.92 for 2019. The required amount is 1.10.

Investment in Capital - There was 9% of the infrastructure financed with outstanding debt.

Motion made by Carl Rasmussen, seconded by Anna Haines to accept the 2019 audit prepared by Baker Tilly.

Ayes all. Nays none. Motion carried.

4. Water Supply and Distribution Reports - Eric Southworth

Eric stated August was hot and dry and we had the highest pumpage since 2012. The hydrant painting capital project for 2020 has been pushed back to 2021. The Bliss Avenue Water Tower inspection has been pushed back to October. This is required every 5 years. We are hoping to have a test well for the Well 4 project to check water quality. The Well 7 re-piping project and Well 5 abandonment will be combined and hopefully completed the second or third week in October.

5. The purchase of a sub-surface locating device.-Eric Southworth

Joel summarized this is related to the fiber infrastructure we have taken over from the City. This is becoming another enterprise. Joel stated the plan is to start to locate the fiber for diggers hotline tickets as of October 1st. Staff has been looking into sub-surface locating equipment in order to do this.

Staff has trialed three different makes of this equipment and supports the purchase of equipment manufactured by Ditchwitch.

Eric did receive a quote from Ditchwitch after the packets for the Commission meeting went out on and it came in at \$4,500.00.

Joel said the service crew will be locating the fiber when locating the water, sewer and storm for diggers tickets.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the purchase of a sub-surface locating device from Ditchwitch in the amount of \$4,500.00.

Ayes all. Nays none. Motion carried.

6. Sewage Treatment Operations Report - Chris Lefebvre

Chris stated the WWTP did meet all permit requirements for the month of August. The biogas utilization system has allowed us to offset about 30% of our power usage and 60% of our natural gas usage. The biogas engine is still having some issues. Chris estimates that we will be able to fully run our drying system off of biogas.

We are currently in process of setting up odor control test for the next dryer run. We will send a portion of gas to one of the aeration basins and try to bubble it up to see if we can remove odor that way. This process has worked in other facilities.

Chris also stated we are working with the WI State Laboratory of Hygiene to start testing for Covid DNA testing on our influent. So they can track Covid DNA in the waste-stream to see how the pandemic is affecting different areas throughout the state. Data will be sent to the county health department.

7. The purchase and installation of a VFD on one of the influent screw pumps.-Chris Lefebvre

Chris explained back in December we had a new standby generator installed. Since the installation of the standby generator we have not been able to operate our influent screw pumps or backup power. It has been determined that the influent screw pumps draw an inconsistent electrical load that causes the standby generator to fault. After discussions with several electrical contractors, they all recommended installing a Variable Frequency Drive on one of the influent pumps to stabilize the power draw on the standby generator during pump start up.

Quotes were received for the VFD and installation from three contractors.

Chris is requesting the Commission approve the low quote from Current Technologies for a price of \$13,390.00.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the quote from Current Technologies in an amount not to exceed \$13,390.00 for the installation of a VFD on one of the influent screw pumps.

Ayes all. Nays none. Motion carried.

8. Construction and maintenance report - Craig Czaikowski

Craig thanked the Commission for approving the sub-surface locator because it is an important piece of equipment.

The Water Crew is replacing broken valves and performing hydrant maintenance. The Collections Crew is working on cutting and jetting of sewer mains. The Storm Crew is working on odd jobs and fixing catch basins.

Ray asked if the locator can locate all underground infrastructure. Craig explained the potential capabilities of the sub-surface locator.

A. Collection System Sewer Report

Reports were provided for the months of July and August for the Commission to review

9. Clean Water Fund application details for stormwater infrastructure and associated scope of services with Donohue & Associates.- Joel Lemke

Joel explained that we are working through final design to alleviate flooding issues on the North side during heavy rain storms. This project will be expensive, more so than a normal reconstruction year. Donohue explained that the CWF has been issuing principal forgiveness dollars for projects like this. So the combination of low interest rates and the possibility of principal forgiveness makes this a great opportunity for us. The CWF application is due October 31st.

Motion made by Ray Schmidt, seconded by Anna Haines to approve the Clean Water Fund application details for stormwater infrastructure and associated scope of services with Donohue & Associates in an amount not to exceed \$15,000.00.

Ayes all. Nays none. Motion carried.

10. Community Area Network Report - *Joel Lemke*

A. Summary of charges/payments for the school fiber project.

Joel provided the summary of charges/payments on the fiber project.

11. Directors Report - *Joel Lemke*

Joel stated we are going the process of filling vacancies. Jeff Hoffman was promoted to Foreman and we will now be looking to fill an Equipment Operator position.

12. Adjournment

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:55pm