

City of Stevens Point
Board of Water and Sewerage Commissioners
October 12, 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

AGENDA

Discussion and Possible Action on:

1. Approval of September 14, 2020 minutes
2. Approval of Department Claims
3. Water Supply and Distribution Reports - *Eric Southworth*
4. Sewage Treatment Operations Report - *Chris Lefebvre*
5. Construction and Maintenance Report - *Craig Czaikowski*
 - A. Collection System Sewer Report
 - B. Stormwater Operations
6. Community Area Network Report - *Joel Lemke*
7. Approval to add an additional "Inspection Technician" position - *Joel Lemke*
8. Approval of reallocation of consulting funds - *Joel Lemke*
9. Update on the 2020 Construction Projects - *Joel Lemke*
10. Directors Report - *Joel Lemke*
11. Adjournment

The next Water and Sewerage Commission meeting will be Monday, November 9, 2020 at noon.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Board of Water & Sewerage Commission Meetings are on file at the Admin Office of the Water & Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

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

REPORT TO THE OCTOBER, 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

WATER DEPARTMENT

FINANCES:

Bank balance as of September 1, 2020

Bank deposits recorded in September 2020

\$	4,148,417.83
\$	338,029.23
\$	4,486,447.06

CHECKS ISSUED SEPTEMBER 2020:

54595	Commissioner Wages	Commissioner Wages	48.20
54596	Community Foundation of Central WI	Green Circle - Employee Contribution	10.00
54597	United Way Of Portage County	United Way	7.00
54598	American Asphalt Of WI	Hot mix	148.96
54599	AnSer	After hours answering service	145.00
54601	Aramark	Rug Service	24.79
54602	AT&T	Long Distance Phone Charges	38.23
54603	AT&T	Local phone charges-office	378.53
54605	Central States H & W Fund	Health Insurance Premiums	33,275.50
54606	Centro Print Solutions	Check printing	207.22
54607	City Of Stevens Point	Retirement, fuel, property insurance & employee deductions	40,454.55
54608	Complete Office of WI	Disinfecting wipes	22.90
54609	Margaret Czaikowski	Refund Margaret Czaikowski - Overpayment 2032 Jefferson	51.51
54613	Taryn Feltz	Refund Taryn Feltz - Overpayment 3101 Whiting B6	97.22
54614	Ferguson Waterworks #1476	Inventory Materials, Meter Gaskets, Freight	10,293.55
54615	Katherine Gwyn	Refund Katherine Gwyn - overpayment 2625 Fourth #1	120.26
54616	April Hofmeister	Refund April Hofmeister - overpayment 924 Songbird I6	127.92
54617	Hannah Klein	Refund Hannah Klein - Overpayment 3101 Whiting B10	112.48
54618	Kramar	Annual Back Flow Inspection	231.00
54621	Manock Properties	Refund Manock Properties-overpayment 1425 Soo Marie	91.49
54622	Midstate Lock & Safe, Inc	Lock Repair - Office Door	85.00
54623	Miron Construction Co Inc	Utility Garage - Final Payment	8,655.14
54624	NAPA	Radiator Cap	6.69
54625	Allison Nelson	Refund Allison Nelson - Overpayment 924 Songbird E15	122.68
54626	John Rath	Refund John Rath - Overpayment 1824 McCulloch	100.00
54627	Roberts Irrigation Company Inc	Drive point & couplings	93.70
54628	Sioux Valley Environmental	Chemicals - poly	58.00
54629	Emily Sopa	Refund Emily Sopa - overpayment 1501 Wyatt Ave	171.49
54630	Spectra Print	Delinquent Notice - Print/Postage	442.65
54632	Starnik Systems Inc.	Utility Billing Software Annual License, Correction of payment file	59,365.80
54634	Verizon Wireless	IPad & Cell phone charges	446.61
54637	Michael Weber	Refund Michael Weber - overpayment 924 Songbird E6	108.45
54638	New Midwest Rentals LLC	Refund Mike Woyak - overpayment 3255 Howard	127.25
54641	Nathan Knitt	Refund Nathan Knitt - overpayment 924 Songbird A8	102.98
54642	Paul Lian	Refund Pau Lian - overpayment 201 Wilshire Blvd N Apt 1	35.00
54643	Mobile Small Engine Repair	Repair jumping jack	190.48
54644	Premier Real Estate	Ref Premier - overpayment 924 Songbird F11 final bill	35.16
54645	RMM Solutions Inc.	Managed Services, Veeam Annual Maintenance	1,589.08
54647	Community Foundation of Central WI	Green Circle - Employee Contribution	10.00
54648	United Way Of Portage County	United Way	7.00
54650	Aramark	Rug Service	24.79
54651	AT&T	Local Phone Charges	550.98

54653	Batteries Plus	Batteries, flashlight	27.95		
54656	Complete Office of WI	Office supplies	32.62		
54658	Corrpro Co Inc	Inspection of water tower tanks	1,800.00		
54661	Ferguson Enterprises Inc #3326	Tools	311.99		
54662	Ferguson Waterworks #1476	Inventory Materials, Freight	1,947.09		
54663	Franks Hardware Co Inc	Supplies & locate paint	643.23		
54667	Hawkins Inc	Chemicals	7,315.72		
54670	Martelle Water Treatment	Chemicals	5,117.97		
54672	NAPA	Oil filters for generators	455.92		
54674	Northern Lake Services Inc	Water samples, lead and copper analysis	532.00		
54676	Mastercard	Pump, supplies, adaptors, ice for samples	339.89		
54677	US Postmaster	20 rolls of forever stamps	1,100.00		
54678	Rasmussen Plumbing & Heating	Restore water pressure after meter exchange	191.25		
54681	Shippy Shoe Store Inc	Boot Allowance Bob T. & Jason P.	113.60		
54682	Springbrook Holding Company LLC	Professional Services - Cloud upgrade	1,341.66		
54683	Staples Credit Plan	Office supplies	35.37		
54684	Star Business Machines	Quarterly Maint Agreement	333.21		
54685	Strand Associates Inc	Professional Services - Well 4 Replacement	4,986.36		
54686	Teamsters Union Local 662	Union Dues	784.00		
54688	USA Blue Book	Roller Assembly	81.80		
54689	Werner Electric Supply	Replacement switch for office	71.33		
54690	WI Public Service	Monthly Gas & Electric Charges	9,541.86		
54691	WI State Laboratory of Hygiene	Fluoride samples	26.00		
54693	Advanced Disposal	Dumpster Service	91.72		
54694	American Asphalt Of WI	Hot mix	129.87		
54696	Donna's Cleaning Service	Water Office & Utility Garage- Cleaning Service	290.00		
54697	Ryan Ertl	Refund Overpayment - Ryan Ertl - 3101 Whiting E10	112.48		
54698	Excel Plumbing, Inc.	Repairs to toilet due to temp water	108.07		
54699	Marisa Miller	Refund Overpayment - Marisa Miller - 2604 Rice St.	110.92		
54700	New Midwest Rentals LLC	Refund Overpayment - New Midwest Rentals-2733 Stanley	120.42		
54701	Northwood Re LLC	Refund Overpayment - Northwood Re LLC-3400 Vine	52.31		
54704	Community Foundation of Central WI	Green Circle - Joel Lemke	10.00		
54705	United Way Of Portage County	United Way	7.00		
54708	AnSer	After hours answering service	106.00		
54709	Aramark	Rug Service	24.79		
54710	AT&T	Long distance phone charges	38.23		
54712	Batteries Plus	Light	10.00		
54713	Beaver Of WI Inc	GAL 375	321.25		
54714	Central States H & W Fund	Health Insurance Premiums	26,620.40		
54715	CORE & MAIN LP	3 - 2" Meters	4,237.91		
54716	Department of Natural Resources	Operator Cert. Renewal - Dan Woitczak	45.00		
54720	Ferguson Waterworks #1476	Radio Reading Devices, Inventory Materials	8,268.51		
54721	First Supply LLC -Plover	Inventory Materials	113.00		
54722	Jonathan Fox	Refund overpayment to Jonathan Fox-201 Wilshire Blvd N Apt 12	115.26		
54726	INFOSEND INC	Monthly statements printing/postage	1,695.80		
54734	Public Serv Commission Of Wi	PSC Assessment	5,071.42		
54736	Spectra Print	Delinquent Notices - Printing & Postage	457.00		
54739	Mastercard	AWWA Conference-Joel/Eric, Adobe software, cleaning supplies, power washer	390.81		
54740	USA Blue Book	Pump for Well 11, ball valve	2,613.78		
54741	Water & Environmental Analysis Lab	Nitrate Testing - Monitoring Wells	1,332.00		
54742	WI Public Service	Partial monthly utility charges	19,933.97		
	Work Done for Water Department	Work Done for Water Department	4,708.52		
	Payroll	September	50,613.87		
	Payroll	October 1st Payroll	26,626.88		
	HRA	HRA Admin Fee	50.00		
	IRS	Payroll Taxes	18,437.66		
	WI Dept of Revenue	Payroll Taxes	3,780.32	\$	371,991.23
	TOTAL EXPENSES LISTED		\$	371,991.23	\$ 4,114,455.83
	BALANCE ON HAND SEPTEMBER 30, 2020				
		Balance on Hand		\$	4,114,455.83

Plus uncleared checks	\$ 326,136.63
Less checks previously written clearing this month	\$ (6,046.22)
Ending Cash Balance matching Bank Statements	\$ 4,434,546.24
Less Restricted Funds	\$ (456,062.78)

REPORT TO THE OCTOBER, 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS
SEWAGE DEPARTMENT

FINANCES:

Bank Balance as of September 1, 2020
Bank Deposits recorded in September 2020

\$	6,065,014.71
\$	469,774.99
\$	6,534,789.70

CHECKS ISSUED IN SEPTEMBER 2020:

54600	Aramark	Uniforms - Dan	143.83
54601	Aramark	Rug Service	148.19
54604	CDW Government	Plug in switch for fiber	1,161.26
54605	Central States H & W Fund	Health Insurance Premiums	15,513.50
54607	City Of Stevens Point	Retirement, fuel, property insurance & employee deductions	32,854.37
54610	Donohue & Associates, Inc.	Engineering Services - Lift Station Replacements	460.00
54611	Dorner Company	Piping - Industrial Park Rd Lift Station	9,274.00
54612	Fastenal Company	Hardware	1.94
54618	Kramar	Annual Back Flow Inspection	539.00
54620	Lou's Gloves	Lab gloves	303.00
54627	Roberts Irrigation Company Inc.	Drive point & couplings	110.40
54631	Staab Construction Corp	Pipes & valves - Industrial Dr. Lift Station	6,750.00
54633	TeamViewer Germany GmbH	Remote View Software	1,253.34
54634	Verizon Wireless	IPad & Cell phone charges	284.25
54635	Wastewater Training Solutions	Training - Frank Suchon	370.00
54636	WDATCP	Annual Fertilizer License	89.52
54639	Aquachem of America Inc.	Polymer	5,911.00
54640	CDW Government	Engineering Services - discuss switch	90.00
54645	RMM Solutions Inc.	Managed Services, Veeam Annual Maintenance	1,589.08
54646	USA Blue Book	Lock out/Tag out, paint	627.05
54649	AFLAC	Insurance premium	26.50
54650	Aramark	Rug Service	148.19
54651	AT&T	Local Phone Charges	473.74
54652	Atlas Copco Compressors LLC	Oil & filters	729.16
54653	Batteries Plus	Batteries & flash light	264.10
54657	Cooper Oil Company Inc.	Fuel	6.74
54659	Donohue & Associates, Inc.	Engineering Services - Digestion, Dewatering & Drying Project	10,154.00
54663	Franks Hardware Co Inc.	Locate paint, supplies	360.53
54664	Grainger	Fittings	336.95
54665	Hach Company	Lab supplies	290.00
54666	Harter's Fox Valley Disposal	Dumpster Service	341.50
54667	Hawkins Inc.	Chemicals	500.85
54668	Ingersoll Rand Co	Filters, muffler & drain cast	4,358.00
54669	John Fabick Tractor Co	Wheel loader repairs	571.95
54673	NCL of Wisconsin Inc.	Lab supplies	1,223.24
54675	Pace Analytical Services Inc.	3rd qtr mercury sampling	555.00
54676	MasterCard	Adaptors, ink & ice for samples	40.00
54679	Rice Lake Weighing Systems	Calibrate lab scale	165.00
54680	Roberts Irrigation Company Inc.	Parts & gaskets, hose barb	81.65
54682	Springbrook Holding Company LLC	Professional Services - Cloud upgrade	1,341.67
54686	Teamsters Union Local 662	Union Dues	465.00
54687	Transit Department	Mowing Operations	183.20
54688	USA Blue Book	Hose, couplings, sockets	610.28
54689	Werner Electric Supply	Fuses	416.00
54690	WI Public Service	Monthly Gas & Electric Charges	17,094.27
54693	Advanced Disposal	Dumpster Service	91.72
54696	Donna's Cleaning Service	Utility Garage - Cleaning Service	25.00
54702	Travelers	Boiler & Machinery Insurance	6,101.00
54706	Airgas USA, LLC	Nitrogen	1,676.90
54707	Stevens Point Airport	Airport portion of CC rebate	26.94
54709	Aramark	Rug Service	157.43
54711	Atlas Copco Compressors LLC	Lubricant & filters	1,023.78

54714	Central States H & W Fund	Health Insurance Premiums	12,410.80		
54718	Fastenal Company	Parts	34.03		
54719	Michael Federwitz	Boot allowance	125.00		
54723	Grainger	Standby	403.65		
54725	Hach Company	Lab supplies	157.78		
54727	L.W. Allen, LLC	Service pumps	3,834.34		
54728	Londerville Steel Enterprises & Concrete Supply	Part for Truck #33	15.79		
54729	NAPA	V-belts	673.74		
54730	NCL of Wisconsin Inc.	Lab supplies	581.00		
54731	Northern Lake Services Inc.	Samples	43.00		
54732	Oshkosh Industrial Roofing & Sheet Metal	Roof for Digestion, Dewatering & Drying Project	90,175.00		
54735	Roberts Irrigation Company Inc.	Adaptor	10.92		
54737	Spee Dee Deliver Service Inc.	Shipping for sample	9.38		
54738	Transit Department	Transit portion of CC rebate	61.15		
54739	MasterCard	Software, power washer, cleaning supplies	1,535.69		
54740	USA Blue Book	Pressure Gauge, gauge & S.S. banding	350.59		
54742	WI Public Service	Partial monthly utility charges	15,831.68		
	Work done for Sewer	Work done for Sewer	1,236.06		
	Water Dept	Percent of billing	34,558.87		
	HRA	Admin Fees	20.00		
	Sewer Payroll	September Payroll	43,158.91		
	WI Dept of Revenue	Garnishment of wages	7.83		
	IRS	Payroll Taxes	11,154.70		
	WI Dept of Revenue	Payroll Taxes	2,246.82		
	TOTAL OF EXPENSES LISTED		<u>\$ 345,950.75</u>	\$	<u>345,950.75</u>
	BALANCE ON HAND SEPTEMBER 31, 2020			\$	<u>6,188,838.95</u>
		Balance on Hand		\$	<u>6,188,838.95</u>
		Plus uncleared checks			
		Less checks previously written clearing this month			
	Ending Cash Balance matching Bank Statements			<u>\$</u>	<u>6,188,838.95</u>
		Less Restricted Balance	\$	(4,522,041.38)	
		TOTAL	\$	1,666,797.57	

***Additional restricted cash of \$250,000.00 is invested in CDs.

REPORT TO THE OCTOBER 2020
MEETING OF THE BOARD OF WATER AND SEWERAGE COMMISSIONERS

STORM WATER DEPARTMENT

FINANCES:

Bank balance as of September 1, 2020

\$ 1,182,827.94

Bank deposits recorded in September 2020

\$ 99,749.88

\$ 1,282,577.82

CHECKS ISSUED SEPTEMBER 2020:

54605	Central States H & W Fund	Health Insurance Premiums	9,358.00
54607	City Of Stevens Point	Retirement, fuel, property insurance & employee deductions	5,536.94
54619	LaBlanc's Southside Motors	Chain	13.00
54627	Roberts Irrigation Company Inc	Drive point & couplings	110.40
54634	Verizon Wireless	IPad & Cell phone charges	254.38
54645	RMM Solutions Inc.	Managed Services & Veeam Annual Maint	1,589.08
54654	Bond Trust Services Corp	Interest Payment - Revenue Bonds	21,050.00
54655	City Of Stevens Point	Annual Street Sweeping Expense	70,000.00
54663	Franks Hardware Co Inc	Supplies & Locate Paint	391.85
54669	John Fabick Tractor Co	Back hoe repairs	381.61
54676	Mastercard	Adaptors, ink, ice for samples, supplies, fuel tank, detergent, conference registration	226.63
54681	Shippy Shoe Store Inc	Boot Allowance Jason P.	125.00
54682	Springbrook Holding Company LLC	Professional Services - Cloud upgrade	1,341.67
54686	Teamsters Union Local 662	Union Dues	189.00
54690	WI Public Service	Monthly Gas & Electric Charges	16.77
54692	Wimme Sand & Gravel, Inc.	Stone	677.25
54693	Advanced Disposal	Dumpster Service	91.72
54695	Aramark	Uniforms-Craig	161.87
54696	Donna's Cleaning Service	Utility Garage - Cleaning Service	25.00
54714	Central States H & W Fund	Health Insurance Premiums	7,486.40
54717	Dolce Digital Imaging	Business Cards - Craig	57.00
54733	Portage Cty Register of Deeds	Record Stormwater Maint Agreement - Doolittle Drive	30.00
54742	WI Public Service	Partial monthly utility charges	17.13
	Inventory Used	Inventory Used	
	Owed to other Depts	Owed to other Depts	1,794.84
	Water Dept	Percent of billing	19,281.14
		Fiber Checks Issued	9,818.16
		September Payroll	17,950.67
	IRS	Payroll Taxes	4,267.71
	WI Dept of Revenue	Payroll Taxes	938.37
	TOTAL OF EXPENSES LISTED		\$ 173,181.59
	BALANCE ON HAND SEPTEMBER 30, 2020		\$ 173,181.59
			\$ 1,109,396.23

Balance on Hand

\$ 1,109,396.23

Plus checks written after the end of this month

Plus uncleared checks

Less checks previously written clearing this month

Ending Cash Balance matching Bank Statements

\$ 1,109,396.23

STEVENS POINT, WISCONSIN WATERWORKS REPORT

FOR SEPTEMBER 2020

CURRENT YEAR VS. PREVIOUS YEAR

	2019	2020	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	169,779,000	174,925,000	5,146,000		279,073,000	Sep-03	
Daily pumping average, in gallons	5,659,000	5,831,000	172,000				
Peak pumpage, gallons, (date)	6,711,000 (18TH)	7,723,000 (4TH)	1,012,000		12,325,000	9/11/2003	
Low pumpage, gallons, (date)	4,228,000 (29TH)	4,743,000 (12TH)	515,000		1,585,000 3,184,000	09/06/70 9/24/1996	◀Record low since 1995 when the utility started providing water to Stora Enso.
Power bill	\$15,520.06	Not available at this time			\$23,787.78	Sep-13	
K.W.H's used	206,822						
Gallons pumped per K.W.H.	821						

**STEVENS POINT, WISCONSIN
WATERWORKS REPORT**

FOR AUGUST 2020

CURRENT YEAR VS. PREVIOUS YEAR

	2019	2020	INCREASE	DECREASE	RECORD HIGH	DATE	
Total pumpage, gallons	210,777,000	231,447,000	20,670,000		311,358,000	Aug-03	
Daily pumping average, in gallons	6,799,000	7,466,000	667,000				
Peak pumpage, gallons, (date)	7,771,000 (23RD)	9,440,000 (21ST)	1,669,000		12,849,000	8/3/2007	
Low pumpage, gallons, (date)	6,124,000 (15TH)	6,112,000 (2ND)		12,000	2,335,000 2,711,000	08/06/72 8/22/2014	◀Record low since 1995 when the utility started providing water to Stora Enso.
Power bill	\$21,087.65	\$20,135.20			\$27,859.36	Aug-12	
K.W.H's used	241,964	244,988					
Gallons pumped per K.W.H.	931	945					

STEVENS POINT WATER DEPARTMENT CONSUMPTION HISTORY

(Pumpage x 1,000)

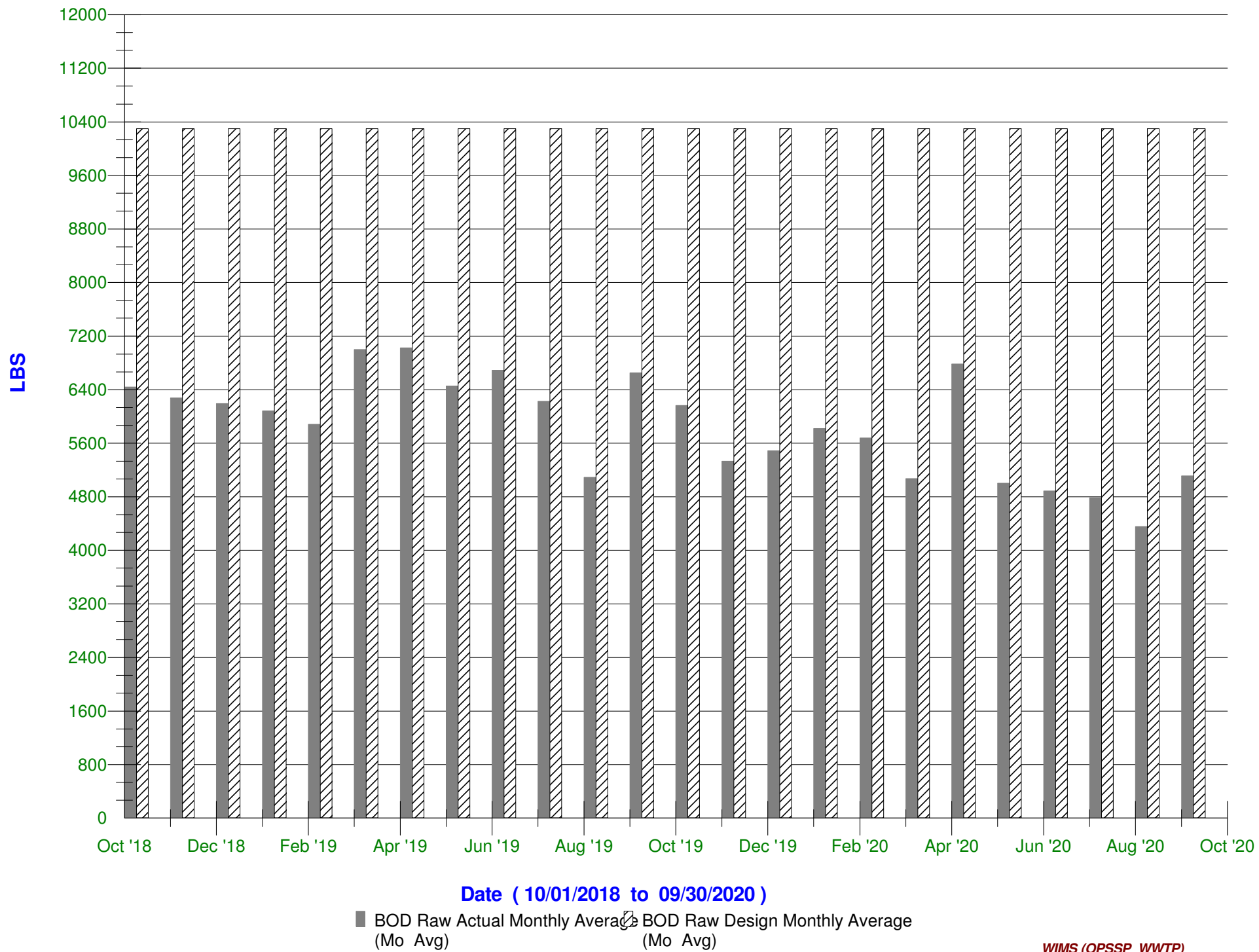
MONTH	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
JANUARY	150,622	142,263	147,206	140,438	131,056	135,295	140,095	130,487	145,393	150,360
FEBRUARY	131,127	135,573	132,869	123,311	124,330	132,142	134,021	131,003	146,311	139,446
MARCH	138,327	154,358	148,770	139,881	131,189	146,717	147,561	141,337	149,346	152,765
APRIL	127,470	135,713	133,238	142,367	135,484	145,731	154,752	145,137	152,172	148,872
MAY	149,292	154,346	168,410	141,687	175,174	173,606	151,986	167,083	194,439	167,541
JUNE	181,763	181,220	187,095	175,722	187,693	167,417	182,687	172,509	225,295	214,054
JULY	199,876	199,645	240,487	202,817	185,672	187,544	215,463	220,813	276,846	231,575
AUGUST	231,447	210,777	225,280	179,208	167,623	208,123	188,933	230,157	256,548	224,237
SEPTEMBER	174,925	169,779	181,556	157,626	151,238	175,833	160,492	201,901	196,788	193,219

Final Effluent Discharge Data

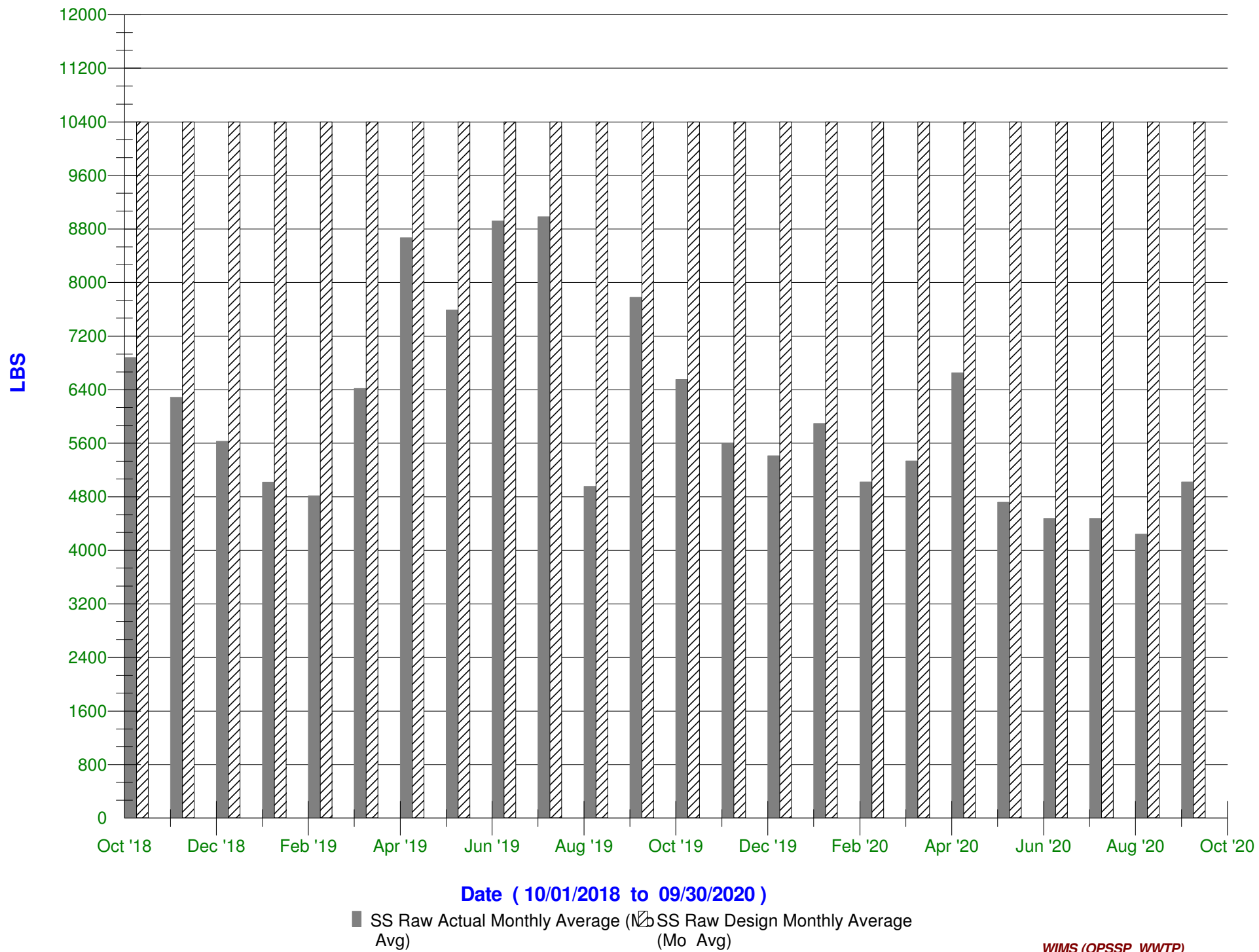
September 2020

		Sewage Flow		BOD					S.S.					Phosphorus				Fecal	Effluent
		Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	%	Raw	Final	Raw	Final	Raw	Final	Coliform	Ammonia
Date	Precip INCHES	MGD	MGD	MG/L	CBOD MG/L	Reduct.	Pounds BOD/Day	Pounds CBOD/Day	(ppm)	(ppm)	Reduct.	Pounds SS/Day	Pounds SS/Day	(ppm)	(ppm)	P/Day	P/Day	Final #/100 ml	mg/L
09/01/2020	0.23	2.148	2.877	287	3.37	99	5,141	81	304	4.95	98	5,445.95	119	5.700	0.450	102	11	86	39
09/02/2020	0.10	2.124	2.809	249	16.70	93	4,411	391	268	4.67	98	4,747.39	109	4.940	0.470	88	11		40
09/03/2020	0.00	2.131	2.819	261	3.64	99	4,639	86	280	5.40	98	4,976.31	127						
09/04/2020	0.00	2.074	2.751	274	4.53	98	4,739	104	228	5.60	98	3,943.75	128						
09/05/2020	0.01	1.851	2.516	293	4.01	99	4,523	84	296	6.20	98	4,569.45	130	3.600	0.550	56	12		48
09/06/2020	0.00	1.857	2.535	203	3.98	98	3,144	84	284	5.78	98	4,398.42	122						
09/07/2020	0.00	1.969	2.641	236	3.81	98	3,875	84	248	5.25	98	4,072.52	116						
09/08/2020	0.11	2.146	2.855	238	4.10	98	4,260	98	252	6.50	97	4,510.21	155					75	53
09/09/2020	0.28	2.240	2.812	284	4.16	99	5,306	98	220	6.63	97	4,109.95	155						47
09/10/2020	0.48	2.205	2.537	275	4.00	99	5,057	85	252	4.50	98	4,634.20	95	5.110	0.590	94	12		43
09/11/2020	0.00	2.165	2.191	307	4.27	99	5,543	78	240	5.00	98	4,333.46	91	7.180	0.620	130	11		28
09/12/2020	0.65	2.338	2.411	260	4.07	98	5,070	82	232	5.50	98	4,523.75	111						
09/13/2020	0.75	2.208	2.245	259	3.25	99	4,769	61	376	4.50	99	6,923.93	84	4.750	0.410	87	8		17
09/14/2020	0.00	2.331	2.358	304	3.51	99	5,910	69	300	4.25	99	5,832.16	84						
09/15/2020	0.00	2.328	2.377	292	3.59	99	5,669	71	288	5.00	98	5,591.67	99					164	
09/16/2020	0.00	2.247	2.306	300	4.03	99	5,622	78	340	5.00	99	6,371.59	96	5.670	0.550	106	11		16
09/17/2020	0.00	2.212	2.264	321	3.62	99	5,922	68	328	5.70	98	6,050.97	108						
09/18/2020	0.00	2.139	2.200	322	3.54	99	5,744	65	212	4.80	98	3,781.92	88	5.830	0.450	104	8		18
09/19/2020	0.00	2.047	2.100	295	3.92	99	5,036	69	252	5.32	98	4,302.14	93						
09/20/2020	0.00	2.046	2.106	262	3.86	99	4,471	68	344	5.00	99	5,869.89	88	5.020	0.440	86	8		25
09/21/2020	0.00	2.225	2.148	341	3.81	99	6,328	68	308	4.60	99	5,715.40	82						
09/22/2020	0.00	2.207	2.275	368	3.57	99	6,774	68	348	4.50	99	6,405.42	85					880	
09/23/2020	0.00	2.180	2.244	299	3.22	99	5,436	60	232	3.50	98	4,218.04	66	5.730	0.440	104	8	592	
09/24/2020	0.00	2.149	2.243	317	2.86	99	5,681	54	236	3.90	98	4,229.75	73						
09/25/2020	0.05	2.189	2.280	302	3.18	99	5,513	60	240	4.60	98	4,381.50	87	5.520	0.400	101	8	192	
09/26/2020	0.00	2.032	2.123	244	3.19	99	4,135	56	284	3.90	99	4,812.91	69	5.910	0.350	100	6		
09/27/2020	0.00	2.035	2.131	268	3.25	99	4,548	58	344	3.40	99	5,838.33	60						
09/28/2020	0.00	2.147	2.249	221	2.84	99	3,957	53	300	4.13	99	5,371.79	77						
09/29/2020	0.00	2.094	2.197	335	3.97	99	5,850	73	260	3.68	99	4,540.63	67						
09/30/2020	0.01	2.123	2.301	356	4.33	99	6,303	83	348	5.05	99	6,161.63	97						
											100								
Total	2.67	64.187	71.901	8,573	124	2,955	153,379	2,535	8,444	146.81	3,046	150,665.07	2,964	64.960	5.720	1,157.305	113.438	1,989.000	374.000
Average	0.09	2.140	2.397	286	4	99	5,113	85	281	4.89	98	5,022.17	99	5.413	0.477	96.500	9.500	331.500	34.000
Maximum	0.75	2.34	2.88	368.00	16.70	99.10	6,773.55	391.23	376.00	6.63	100.00	6,923.93	155.49	7.18	0.62	129.64	12.48	880.00	53.00
Minimum	0.00	1.85	2.10	203.00	2.84	93.29	3,143.94	53.27	212.00	3.40	96.99	3,781.92	60.43	3.60	0.35	55.57	6.20	75.00	16.00

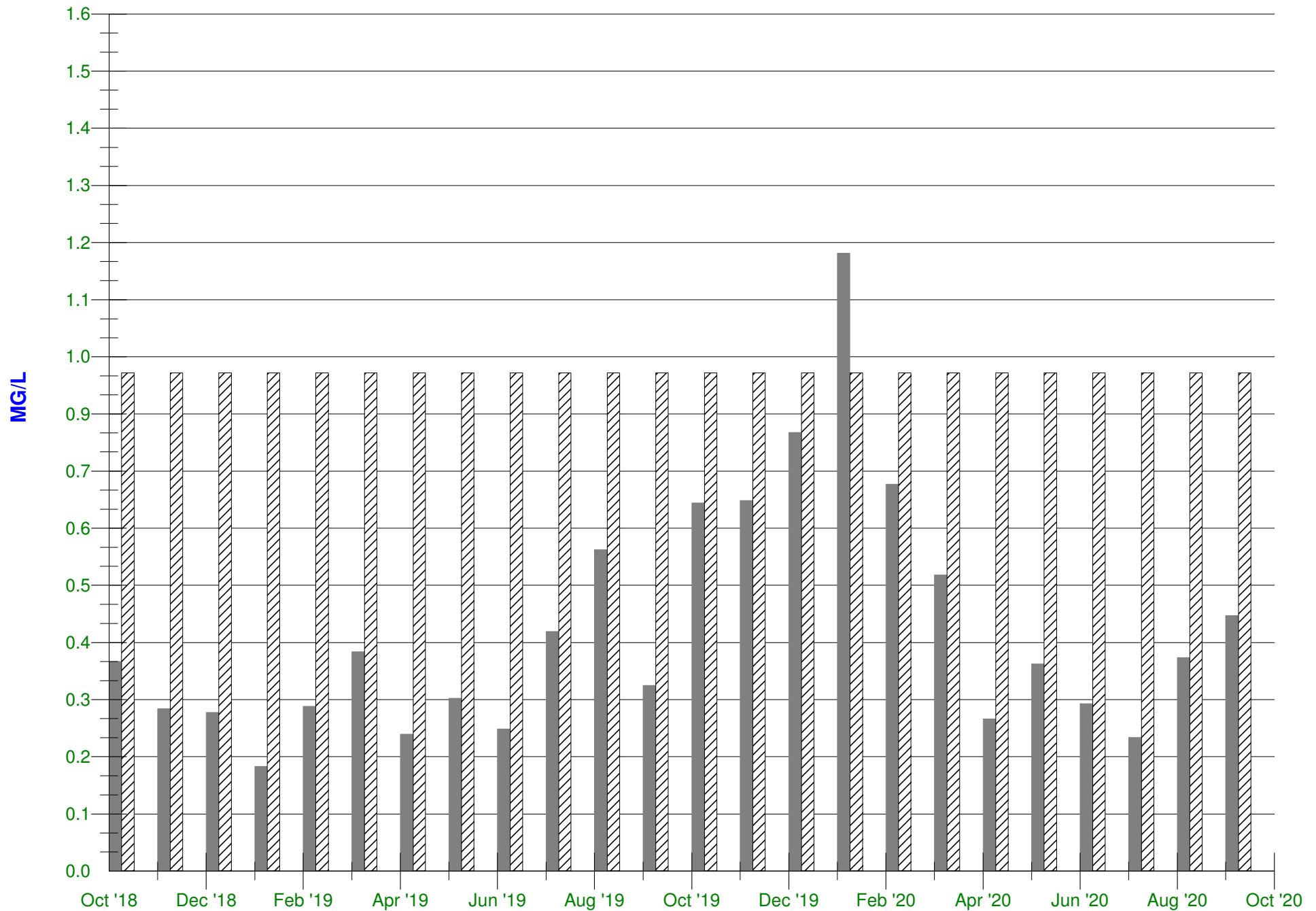
BOD Raw 2 Year History



SS Raw 2 Year History



Phosphorus mg/l 2 Year History



Date (10/01/2018 to 09/30/2020)

■ Effluent Phosphorous Total (Mo Avg) ■ Phosphorus Final Limit (Mo Avg)

Sewage Plant Monthly Average

	Temperature		Precip.	Sewage Flow		Phosphorus				BOD					Suspended Solids						Per Day	Gas
Month	Max	Min	INCHES	Influent	Effluent	Raw Influent		Final Effluent		Raw Influent		Final CBOD Eff.		Reduction	Raw Influent		Final Effluent		Reduction	Power kW	LBS BOD Removed	Production Per Day CUFT
	°F	°F		MGD	MGD	MG/L	LBS	MG/L	LBS	MG/L	LBS	MG/L	LBS	%	MG/L	LBS	MG/L	LBS	%			
Oct 2019	54	38	3.58	2.896	2.901	8.049	194	0.687	16	257	6,203	3.87	93.66	98	272	6,580	4.78	115.70	98		6,109	43,258
Nov 2019	35	23	1.90	2.294	2.557	7.451	145	0.692	15	277	5,300	5.41	115.31	98	292	5,589	6.77	144.29	98	181	5,185	33,133
Dec 2019	40	17	2.91	2.245	2.639	7.327	137	0.819	18	292	5,463	5.87	129.10	98	289	5,416	7.02	154.44	97		5,334	0
Jan 2020	29	15	1.20	2.323	2.858	6.581	127	1.153	28	301	5,836	3.30	78.62	99	306	5,920	5.43	129.44	98	5,342	5,757	
Feb 2020	30	8	1.05	2.132	2.498	6.196	110	0.722	15	320	5,690	4.30	89.62	99	283	5,035	8.81	183.62	97	6,950	5,601	
Mar 2020	43	26	3.88	2.669	2.992	5.166	105	0.553	13	232	5,163	3.69	92.18	98	242	5,388	9.10	227.07	96	6,200	5,071	
Apr 2020	51	31	2.12	3.425	3.801	3.682	76	0.284	7	235	6,720	2.79	88.34	99	238	6,806	6.93	219.66	97	4,667	6,632	
May 2020	65	45	4.78	2.294	2.766	4.608	83	0.387	8	266	5,094	3.75	86.60	99	253	4,832	6.01	138.61	97	5,362	5,007	
Jun 2020	78	57	7.57	2.698	3.229	3.828	84	0.313	8	219	4,921	3.82	102.76	98	200	4,491	4.18	112.51	98	6,347	4,818	
Jul 2020	83	63	2.91	2.407	2.876	3.658	75	0.250	6	238	4,778	2.97	71.16	99	223	4,476	4.79	114.99	98	5,800	4,707	
Aug 2020	81	59	1.83	2.081	2.487	4.929	86	0.398	8	250	4,345	3.58	74.17	99	244	4,232	5.16	107.13	98	4,613	4,271	
Sep 2020	67	49	2.67	2.140	2.397	5.413	96	0.477	9	286	5,099	4.14	82.74	99	281	5,022	4.89	97.82	98	3,960	5,016	
Minimum	29	8	1.05	2.081	2.397	3.658	75	0.250	6	219	4,345	2.79	71.16	98	200	4,232	4.18	97.82	96	181	4,271	0
Maximum	83	63	7.57	3.425	3.801	8.049	194	1.153	28	320	6,720	5.87	129.10	99	306	6,806	9.10	227.07	98	6,950	6,632	43,258
Total	656	429	36.40	29.604	34.001	66.887	1,319	6.733	152	3,173	64,613	47.48	1,104.26	1,181	3,123	63,788	73.88	1,745.29	1,170	49,421	63,509	76,391
Average	55	36	3.03	2.467	2.833	5.574	110	0.561	13	264	5,384	3.96	92.02	99	260	5,316	6.16	145.44	98	4,942	5,292	25,464

SEWER REPORT FOR THE MONTH OF SEPTEMBER 2020

2020	
22,577	feet of sanitary sewer flushed
10,846	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
22,625	feet of sanitary sewer jetted
293	feet of sewer main televised
-	feet of storm main televised

v.s.

2019	
23,861	feet of sanitary sewer flushed
15,087	feet of sanitary sewer cut
-	feet of storm sewer cut
-	feet of storm sewer jetted
27,658	feet of sanitary sewer jetted
492	feet of sewer main televised
-	feet of storm main televised

	2020	v.s.	2019
Number of service calls:	2		0

	2020	v.s.	2019
Number of calls that were the City's problem:	1		0

	2020	v.s.	2019
Number of manholes vacuumed for the Water Department:	0		2

List department and how many catch basins/drains vacuumed within city departments:

Department	# hours worked/Vac Manholes-Catch basins
Water Dept - around town/airport	10
Junction City	4
Air Release Valves	24

Other items to report: _____



October 8, 2020

MEMO

RE: Addition of a position to the Department – Inspection Technician

Water and Sewerage Commissioners:

Prior to 2008 our one full-time inspector was responsible for inspecting watermain that was constructed or reconstructed every year. These reconstructs were, by far, smaller in scope than the reconstruction projects we are doing today. In addition, we have taken over the responsibility of the sewer collection system and the stormwater collection system since that time. With the inspection responsibility of three sets of infrastructure rather than one combined with our reconstruction projects being two or three times larger, it is safe to say that there is between six and nine times the amount of inspection now versus 12 years ago.

With this in mind, we believe it is time to hire a second inspector to assist in this work. The City has adopted a reconstruction schedule that is far more aggressive than in past years, which indicates the need will continue for years to come. There are many more duties outside of construction inspection that are assigned to the position(s) of Inspection Technician that make us comfortable with keeping the staff that hold those positions productive during the winter months as well. I'd be happy to discuss more of those details with you, if desired.

The position in question will likely start at step 2 of grade L on the City pay plan. That amount in 2021 will be \$54,309 not including benefits. The wage of this position would be shared between the three utilities based on hours worked – just as our current Inspection Technician's wages are.

We respectfully request permission to hire an additional Inspection Technician in grade L of the City pay plan.

Thank you for your consideration,



Joel Lemke
Director



October 8, 2020

MEMO

RE: Request to reallocate funds

Water and Sewerage Commissioners:

The two current engineering efforts that we have with Donohue and Associates have come in under budget. The remaining funds are substantial enough to allow us to bring our next engineering effort without the need to authorize more spending.

The attached scope of services is for services related to a Facility Plan Amendment. The facility plan amendment will address recent changes in the recently approved Wisconsin River Total Maximum Daily Load phosphorus limits as well as addressing needs we have to address development in East Park Commerce Center.

The Scope will develop a comprehensive Facility Plan Amendment that outlines and prioritized capital improvements for the facility.

We respectfully request that previously authorized dollars for the WWTP upgrade project and the Lift Station Replacement project be reallocated to the attached scope for a Facility Plan Amendment.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director



October 8, 2020

MEMO

RE: 2020 Construction Projects Update

Wastewater Treatment Plant Upgrade (digestion, dewater, drying)

Contract amount: \$17,758,423.23
Paid to date: \$17,536,246.52

- This project is nearly completed, we are only holding the retainage of \$222,176.71

Lift station Replacement Project (5 lift stations)

Contract amount: \$1,886,606.89
Paid to date: \$1,744,653.05

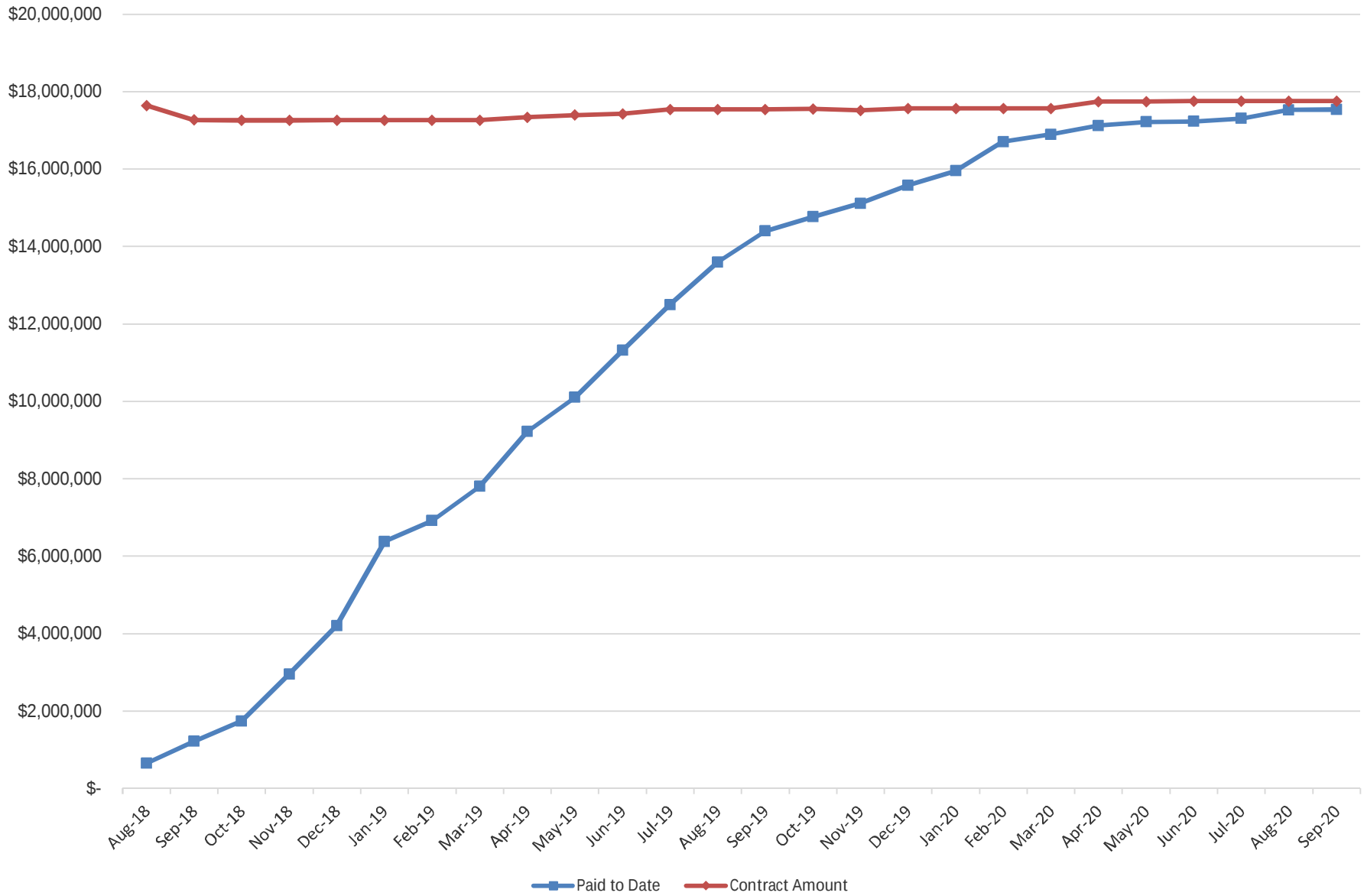
- This project is nearly completed, there is a little more than the retainage still due, but we are working through some change orders and close-out matters before it is finalized.

Please let me know if you have any questions.

Sincerely,

Joel Lemke
Director

Stevens Point WWTP Digestion, Dewatering, and Drying Improvements Project Construction Contract Payments



APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Stevens Point
1515 Strong's Ave
Stevens Point, WI
54481

FROM CONTRACTOR: Miron Construction Co., Inc.
PO Box 1372
Green Bay, WI, 54305-1372

CONTRACT FOR: Stevens Point WTP

PROJECT: Stevens Point WTP

ARCHITECT: Donohue & Associates
300 Bliss Ave
Stevens Point, WI
54481

PERIOD TO: 31-JUL-2020
PROJECT NOS.: 181760

CONTRACT DATE: 19-JUN-2018

Distribution to:
☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR

AIA Document G702

PAGE 1 OF 13 PAGES

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM	\$	17,645,500.00
2. Net change by change orders	\$	107,685.48
3. CONTRACT SUM TO DATE (Line1 +/- 2)	\$	17,753,185.48
4. TOTAL COMPLETED & STORED TO DATE	\$	17,753,185.48
5. RETAINAGE: (Column G on G703)		
6. TOTAL EARNED LESS RETAINAGE	\$	221,914.82
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 4 less Line 5 Total)		
8. CURRENT PAYMENT DUE	\$	17,309,355.84
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	221,914.82
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	531,529.29	-423,843.81
APPROVED THIS MONTH		
Number	Date Approved	
CURRENT TOTAL		
		0.00
Net Change by Change Orders		107,685.48

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ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

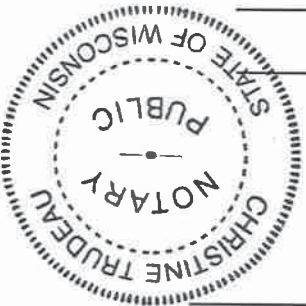
AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT : Donohue & Associates

By : _____ Date : _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

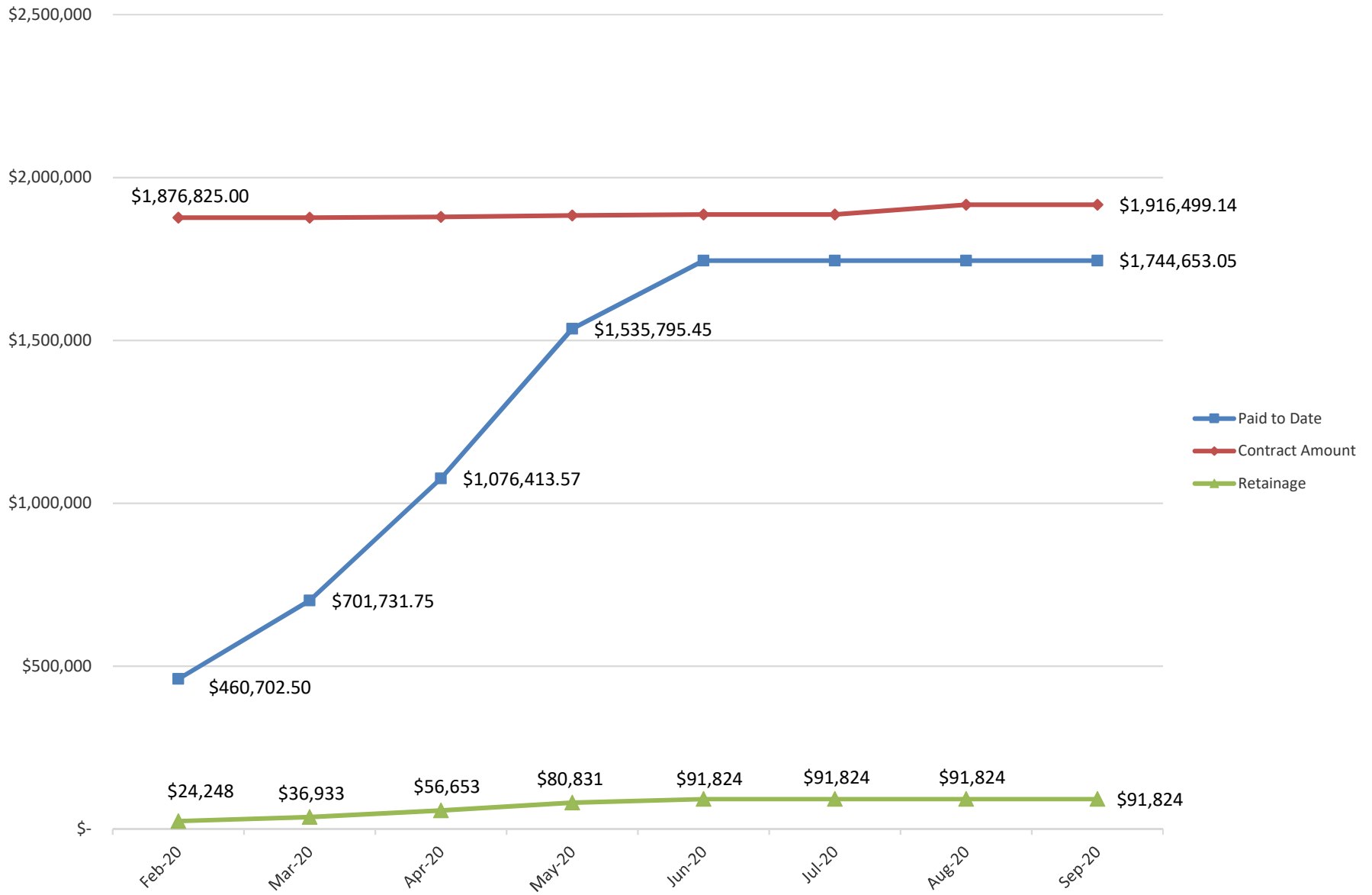


Contractor : Miron Construction Co., Inc.
By : _____ Date : August 5, 2020

State of : Wisconsin
County of : Winnebago

Subscribed and sworn to before me this 05 day of August 2020
Notary Public: _____
My Commission expires: 03-OCT-22

Stevens Point Lift Station Upgrades Project Construction Contract Payments



Contractor's Application for Payment No. <u>5</u>	
Application Period: 5/6/2020-6/2/2020	Application Date: 6/2/2020
To City of Stevens Point	From (Contractor): Pember Companies, Inc.
(Owner):	Via (Engineer): Donahue & Associates Inc.
Project: City of Stevens Point Lift Station Upgrades	Contract: \$1,876,825.00
Owner's Contract No.:	Contractor's Project No.: 19-304
	Engineer's Project No.: 13396

Application For Payment
Change Order Summary

Approved Change Orders	
Number	CO1
CO2	
CO3	
TOTALS	
NET CHANGE BY	\$9,781.89
CHARGE ORDERS	\$9,781.89

1. ORIGINAL CONTRACT PRICE	\$1,876,825.00
2. Net change by Change Orders	\$9,781.89
3. Current Contract Price (Line 1 + 2)	\$1,886,606.89
4. TOTAL COMPLETED AND STORED TO DATE	\$1,836,476.89
5. RETAINAGE:	
a. 5% X	\$91,823.84
b. X	
c. Total Retainage (Line 5.a + Line 5.b)	\$91,823.84
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$1,744,653.05
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$1,535,795.45
8. AMOUNT DUE THIS APPLICATION	\$208,857.60
9. BALANCE TO FINISH, PLUS RETAINAGE	\$141,953.84
(Column G total on Progress Estimates + Line 5.c above)	

Contractor's Certification	The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.
Contractor Signature	<i>[Signature]</i>
By	Date: 6-10-2020

Payment of:	\$ 208,857.60	(Line 8 or other - attach explanation of the other amount)
is recommended by:	<i>[Signature]</i>	(Engineer) 06/10/2020
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is approved by:		(Owner)
Approved by:		(Date)
		Funding or Financing Entity (if applicable)
		(Date)