



August 4, 2016

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **Aug 4th at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (July 13, 2016)
4. Approval of bills and disbursements – July 2016
5. Public Comment
6. 3-Reel Innerduct Trailer
7. Capacity, Management, Operation and Maintenance (CMOM) Program
8. Sanitary Sewer Televising
9. WWTP Facility Plan
10. Staff Reports
11. Communications and miscellaneous correspondence
12. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow". The signature is stylized and cursive.

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

July 13, 2016

The regular meeting of the New Richmond Utility Commission was held on July 13, 2016 at 7:30 a.m. at the Civic Center.

Pat Becker called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Dan Casey, and Pat Becker.

A motion was made by Dan Casey to approve the agenda, seconded by Bob Mullen, and carried.

A motion was made by Jerry Frey to approve the minutes of the June 1, 2016 meetings, approve bills and disbursements, seconded by Dan Casey, and carried.

Public Comment:

None

Approval of CMAR Report and Resolution:

The 2015 Compliance Maintenance Annual Report was presented to, and reviewed by the Utility Commissioners. The WWTP received a grade "A" scoring from the Department of Natural Resources. A motion was made by Bob Mullen to adopt the Compliance Maintenance Resolution, seconded by Pat Becker, and carried.

Aug 2nd Customer Appreciation Lunch and National Night Out Update:

Mike Darrow gave a brief update on the New Richmond Utility Appreciation Lunch which will take place on August 2, 2016 from 11:00 a.m. to 1:00 p.m. This will be followed by National Night Out, which will take place from 4:00 p.m. to 6:30 p.m. A small committee led by Weston Arndt is coordinating the events. Staff will have various kiosks. A flyer to inform customers of the events will be included with the July utility statements. In future years, social media resources will be used for advertising.

Public Utility Box Art:

Mike Darrow gave an overview of the art work to be displayed on public utility boxes. The purpose is to create a different small town experience. Cost for the art is approximately \$700.00 per utility box. This includes labor and supplies. Funds would come out of the WPPI Contribution Fund. The City of New Richmond is proposing to have the same art work on benches located downtown New Richmond. Discussion followed concerning the pros and cons of this project. The consensus was to get community input before a motion would be made. The discussion was tabled, and will be brought back to the Utility Commission after community input is received.

Department Reports:

Mike Darrow, Utility Manager:

Mike stated that Aldi's and Taco Bell should be completed by the end of November or the first part of December. R3 Sons, LLC should be completed by the end of the year. Culver's is in the process of purchasing additional land for parking. Additional signage will be posted with directions to the New Richmond Golf Course. Audit books were distributed to Utility Commissioners. A representative from Baker Tilly will report on the audit at the September 7, 2016 Utility Commission meeting. The budget process will begin in August. Budget teams consisting of three members are being created. The teams will consist of a department head from a different department to help get a fresh set of eyes on the budgets. A tour of various facilities will be done the end of August. It will be condensed to one night, involving the Police Department, Public Works, and the Airport. This event, taking place the end of August, will consist of a bus tour viewing areas of construction throughout the city, along with updates given by the heads of various departments. Notifications will be sent out with the specific date. Rae Ann Ailts, Finance Director, was unable to attend

today's meeting. She will give an update at the next Utility Commission meeting in August. Jeremiah Wendt will lead the August meeting, as Mike will be unable to attend.

Bob Meyer, Water Superintendent:

Construction has begun for Aldi's. New water service is in for the sprinkler system and domestic water. Two services were abandoned on Dorset Lane that will not be used. Andrea Meisner, summer help, is doing a good job painting fire hydrants. There are numerous locates. Dave Pufall is being kept busy inspecting the ongoing projects. Meter installs and cross connection inspections continue. The Water Department has begun the process of implementing our new Private Well ordinance, which affects residents with private wells on parcels served by City Water – there is a lot of follow-up on these parcels to ensure compliance. The 2015 Consumer Confidence Report has been submitted to DNR and posted. Lakeside has begun production, resulting in high water usage. The Water Department is still waiting to receive quotes for a new generator for Well #3.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Time was spent completing DNR reports, including the CMAR report. Greg Hermansen transferred from the Water Department to the Sewer Department. Ongoing training is taking place to help Greg understand and learn about the WWTP. A seal was leaking on one of the main lift station pumps. The Electric Department helped pull the pump. It is temporarily out of service for repairs. The pump should be back online next week.

Tom Rickard, Electric Superintendent:

Work continues on N Starr Ave., Hughes St., and N. Shore Drive. Work will begin soon on East and West River Drive. The Marshall area rebuild is approximately 90% complete. The new extension to Aldi's and Taco Bell will need to be completed soon. Balsam Millwork and Cabinet is expanding, requiring a need for a larger service to be installed. There were a couple of outages on West 8th Street. There is a very old primary in that area which will require rebuilding in the future as time allows. River Falls Utility requested some help due to a pole being hit. Matt Brown took the digger truck to River Falls to assist them with the repair. New service installs continue.

Jeremiah Wendt, Director of Public Works:

Jeremiah introduced Adam Jackson. Adam started working for the Water Department on July 10, 2016. On Monday night, Jeremiah updated the City Council on the Street and Utility projects. Approximately \$50,000.00 per day is being spent on the water, sewer, and street reconstruction projects. A lot of work is currently taking place on these projects requiring Jeremiah's attention. Dave Pufall is working almost full-time inspecting these projects. The cost savings for the City and Utility, opposed to paying an additional person from SEH to do the inspections, is somewhere in the vicinity of \$75,000.00. All water and sewer work has been completed on Paperjack Drive. Curb and gutter is scheduled to begin this week. Paperjack Drive is on schedule to be completed by the end of August. The water and sewer replacement/upgrade is currently underway on N. Starr Avenue. A number of homeowners on N. Starr Avenue are upgrading their water and sewer laterals during this time.

Weston Arndt, WPPI Energy Services Rep:

Absent – no report given.

There being no further business, a motion was made by Bob Mullen to adjourn, seconded by Dan Casey, and carried. The meeting adjourned at 8:17a.m.

Pat Becker, President

Gerry Warner, Secretary

New Richmond Utilities

JULY 2016 Check Register

Check #	Date	Amount	Vendor Name	Description
001179	7/7/2016	9,075.34	US BANK CORPORATE PAYMENT SYSTEM	WWTP JUNE PCARD
001180	7/8/2016	59,869.83	CITY OF NEW RICHMOND	PAYROLL 7/8/16
001181	7/19/2016	11,557.00	LOCAL GOVERNMENT INVESTMENT POOL	IMPACT FEES & SAC COLLECTIONS
001182	7/19/2016	26,527.79	WI DEPT OF REVENUE	JUN16 SALES TAX
001183	7/28/2016	648,610.79	WISCONSIN PUBLIC POWER INC	JUNE PURCHASED POWER
001184	7/19/2016	0.00	CITY OF NEW RICHMOND	VOID CHECK
001185	7/19/2016	0.00	CITY OF NEW RICHMOND	VOID CHECK
001186	7/19/2016	0.00	CITY OF NEW RICHMOND	VOID CHECK
001187	7/19/2016	0.00	CITY OF NEW RICHMOND	VOID CHECK
001188	7/19/2016	0.00	CITY OF NEW RICHMOND	VOID CHECK
001189	7/19/2016	0.00	EXPRESS EMPLOYMENT PROFESSIONALS	VOID CHECK
001190	7/19/2016	0.00	STUART C IRBY CO	VOID CHECK
001191	7/19/2016	0.00	NEW RICHMOND UTILITIES	VOID CHECK
001192	7/19/2016	0.00	WISCONSIN RURAL WATER ASSN	VOID CHECK
001193	7/19/2016	3,543.95	CITY OF NEW RICHMOND	JUN MONTHLY BILL
001194	7/19/2016	246.65	DAKOTA SUPPLY GROUP INC	SPLIT BLANKET, SLOTTED BLANKET
001195	7/19/2016	1,280.00	DIGGERS HOTLINE, INC.	2ND PREPAYMENT
001196	7/19/2016	247.49	GOLDCOM VOICE & DATA SUPPLY	KRYLON INDUSTRIAL PAINT
001197	7/19/2016	2,101.67	INFOSEND, INC	JUNE POSTAGE & BILLING
001198	7/19/2016	189.00	JOBSEQ	ADVERTISEMENT- FINANCE DIRECTO
001199	7/19/2016	3,430.94	MUNITECH INC	TEST WATER METERS
001200	7/19/2016	10.01	PAT HOWELL	SCHOOL-CROSS CONNECT-P HOWELL
001201	7/19/2016	1,824.00	TJADER & HIGHSTROM	DIRECTIONAL BORE-115TH & 7TH
001202	7/19/2016	6,500.00	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
001203	7/19/2016	4,813.77	CITY OF NEW RICHMOND	JULY INSURANCE
001204	7/19/2016	7,562.65	CITY OF NEW RICHMOND	RECYCLING
001205	7/19/2016	5,000.00	CITY OF NEW RICHMOND	RENT
001206	7/19/2016	22,752.23	CITY OF NEW RICHMOND	STORM WATER
001207	7/19/2016	5,597.18	NEW RICHMOND UTILITIES	JUNE CTC COLLECTIONS
001208	7/22/2016	58,043.34	CITY OF NEW RICHMOND	PAYROLL 7/22/16
001209	7/25/2016	101.50	CITY OF NEW RICHMOND	JUL BENEFIT EXTRAS FSA/HRA ADM
001210	7/25/2016	385.94	CITY OF NEW RICHMOND	DISABILITY INSURANCE
001211	7/25/2016	19,781.34	CITY OF NEW RICHMOND	HEALTH INSURANCE
001212	7/25/2016	39.65	CITY OF NEW RICHMOND	JULY LIFE INSURANCE
001213	7/25/2016	42,401.00	CITY OF NEW RICHMOND	JULY TAX EQUIVALENT
001214	7/25/2016	516.08	CITY OF NEW RICHMOND	RPR INSPECTIONS-D PUFALL WAGE
001215	7/25/2016	190.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
001216	7/25/2016	2,488.40	ENERGENECS, INC	SERVICE, BRUSH STRIP, CLAMP,
001217	7/25/2016	285.00	HYDRODESIGNS	CROSS CONNECT INSPECTION
001218	7/25/2016	68.48	NOAH WIEDENFELD	REIMBURSE PIZZA/GAS LEAK 7/14
001219	7/25/2016	250.92	NEW RICHMOND UTILITIES	DEPOSIT REFUND 717800-28
001220	7/25/2016	25.00	WISCONSIN STATE LAB OF HYGIENE	FLOURIDE
001221	7/26/2016	33,000.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP #5, 8, & 10 INVESTMENTS
001222	7/26/2016	81,850.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP #7, 9, 11 CAP BUDGET BIOS
034461	7/11/2016	160,917.65	A-1 EXCAVATING, INC.	APPLICATION PYMT #1
034462	7/11/2016	1,822.50	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL STATEMENT AUDIT
034463	7/11/2016	179.96	BALDWIN TELCOMM	JUNE PHONE BILL
034464	7/11/2016	1,001.39	FLEET ONE LLC	JUNE GAS BILL

034465	7/11/2016	640.97	KWIK TRIP	JUNE GAS BILL
034466	7/11/2016	17,124.87	SHORT ELLIOTT HENDRICKSON INC	JUNE STREET CONSTRUCTION
034467	7/11/2016	389.64	VERIZON WIRELESS	JUNE CELL PHONE BILL
034468	7/19/2016	817.40	AMERIPRIDE LINEN & UNIFORM SERVICES	JUN UNIFORM SERVICE
034469	7/19/2016	346.17	BORDER STATES ELECTRIC SUPPLY	PADLOCK REGULAR
034470	7/19/2016	168.00	CHAPMAN METERING, LLC	SINGLE PHASE RETIREMENT TEST
034471	7/19/2016	728.00	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE-R JORSTAD 6/29/16
034472	7/19/2016	292.45	FRONTIER COMMUNICATIONS	JUNE PHONE BILL
034473	7/19/2016	3,163.95	STUART C IRBY CO	ENCAP CABLE BLOCK
034474	7/19/2016	107.69	MY RECEPTIONIST, INC	ANSWERING SERVICE
034475	7/19/2016	14.04	NORTHERN BUSINESS PRODUCTS, INC	AILTS NAME PLATE
034476	7/19/2016	109.66	STEPHENS SANITATION LTD	APRIL & MAY GARBAGE SERVICE
034477	7/19/2016	7,377.82	WESCO RECEIVABLES CORP	URD TRIPLEX WIRE
034478	7/19/2016	582.40	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE - R JORSTAD - 7/3/16
034479	7/19/2016	17,643.15	STUART C IRBY CO	WIRE URD 15KV 1/0
034480	7/19/2016	495.00	WISCONSIN RURAL WATER ASSN	SYSTEM MEMBERSHIP RENEWAL
034481	7/20/2016	0.00	VOID CHECK	VOID CHECK
034482	7/22/2016	0.00	BERNARD'S NORTHTOWN INC	2016 DODGE 5500
034483	7/22/2016	49,685.31	BERNARD'S NORTHTOWN INC	2016 DODGE 5500
034484	7/25/2016	135.28	AARON & STACEY DILLEY	CR REF ACCT# 1483600
034485	7/25/2016	632.56	AMERCINN NEW RICHMOND	7 HOTEL ROOMS/GAS LEAK RESIDEN
034486	7/25/2016	330.00	AMERICAN WATER WORKS ASSN	MEMBERSHIP DUES 9/1/16-8/31/17
034487	7/25/2016	147.00	ANDREW & AMANDA BELL	CR REF ACCT# 1122700-21
034488	7/25/2016	365.84	AUTUMN KENNEDY	CR REF ACCT# 1620900-213
034489	7/25/2016	42.35	BRUCE L BOTTOLFSON	CR REF ACCT# 416800-20
034490	7/25/2016	299.05	CHRISTOPHER PLOURDE	CR REF ACCT# 413900-25
034491	7/25/2016	31.63	CLARICE SMITH	CR REF ACCT# 608500-20
034492	7/25/2016	30.73	CRAIG S PETERS	CR REF ACCT# 924200-22
034493	7/25/2016	28.64	DANIEL A MOE	CR REF ACCT# 625400-26
034494	7/25/2016	65.49	DAVYANN LEE	CR REF ACCT# 210900-20
034495	7/25/2016	29.19	DONALD W & ALFENA P ANDERSON	CR REF ACCT# 1025700-22
034496	7/25/2016	555.10	EXPRESS EMPLOYMENT PROFESSIONALS	WAGE - R JORSTAD 7/10/16
034497	7/25/2016	528.73	GENEVA PETERSON	CR REF ACCT# 333800-20
034498	7/25/2016	46.95	JAMES R MOORE	CR REF ACCT# 1500200-24
034499	7/25/2016	25.99	JEANETTE MELBY	CR REF ACCT# 606700-21
034500	7/25/2016	89.70	KAREN HAHN	CR REF ACCT# 1086200-23
034501	7/25/2016	29.87	LOGAN PETESEN	CR REF ACCT# 1908500-23
034502	7/25/2016	161.80	MARTIN BELLE ISLE	CR REF ACCT# 720700-21
034503	7/25/2016	145.04	RIVERTOWN NEWSPAPER GROUP	CCR REPORT AD
034504	7/25/2016	13.53	RONALD RAEDEKE	CR REF ACCT# 102000-24
034505	7/25/2016	95.58	STANLEY SKIFSTAD	CR REF ACCT# 336200-20
034506	7/25/2016	114.26	TODD BATCHELOR	CR REF ACCT# 626900-22
034507	7/25/2016	74.70	TOM & SHERRY HALONEN	CR REF ACCT# 335900-20
034508	7/25/2016	28,146.04	WEST CENTRAL WIS BIOSOLIDS FAC	JUNE BIOSOLIDS
034509	7/25/2016	256.30	XCEL ENERGY	JUNE GAS BILL

Total **\$ 1,356,196.31**

Total Checks & Wires



TO: Utility Commission

FROM: Tom Rickard, Electric Superintendent

DATE: July 28, 2016

RE: 3-Reel Innerduct Trailer

Background

Electric Department has solicited quotes for a 3-Reel Innerduct Trailer to be used in day to day operations. Quotes were received for three different model trailers. Attached are copies of the quotes.

<u>COMPANY</u>	<u>TRAILER</u>	<u>QUOTE</u>
Trenchers Plus	Brooks Brothers Trailer Model 3RT	\$16,732.00
Midwest Underground	Brooks Brothers Trailer Model 3RT	\$19,665.20
Trenchers Plus	Felling Reel Trailer Model FT-20-3	\$20,963.00
LGeorge Inc.	Felling Reel Trailer Model FT-20-3	\$23,650.00
Midwest Underground	Felling Reel Trailer Model FT-20-3	\$24,084.00
Midwest Underground	Butler Trailer Model BC-4100	\$24,654.30

Recommendation

Tom Rickard, Electric Superintendent, recommends purchasing Brooks Brothers Trailer Model 3RT from Trenchers Plus for \$16,732.00, the lowest bid.

TrenchersPlus

Underground Equipment Specialists

2309 W Hwy. 13 Burnsville, MN 55337

Ph: 952-890-6000 Fax: 952-890-4563

www.trenchersplus.com

May 27, 2016

New Richmond Electric Utilities Dept.

156 East 1st Street

New Richmond, WI 54017

Attn: Tom Rickard

Trenchers Plus is pleased to quote the following equipment.

1-New Brooks Brothers Trailer 3-Reel Trailer Model 3RT 302-10KE

CAPACITY:

23,500# GVWR-Calculated at 15% Weight Transfer to Tow Vehicles

18,500# Load Capacity

DIMENSIONS:

Overall Length: 35'

A-Frame: 5'

Cargo Bed: 30'L x 72"W x 15"H

Overall Width: 101"

Reel Size: (3) Four x 120"D x 60"W x 3" Center Hole

AXLES:

Tandem 10,000# Axles

Electric Brakes on All Wheels

(4) Four 235/75R17.5 LR-H Tires

(1) Pair Mud Flaps

REEL RACKS:

(3) Four - Fixed with Heavy Duty Bronze Bearings, Retainer Cap, Mounts for Retriever, Pull Pin & Spring Cap

(3) Four - 2 7/8" Reel Bars with Cross arm and (1) One Locking Collar

TONGUE, HITCH & JACK:

5" x 3" Tubular Steel A-Frame

6-Position Adjustable Hitch Plate (14" through 27")

2 1/2" Lunette Eye, 35K Capacity

3/8" x 36"L Galvanized Safety Chains with Safety Hooks and Anchor Shackles

12,000 lb Holland 48,000 Series Drop leg Jack

MAIN FRAME:

5" x 3" Tubular Steel Main Frame

5" x 3" Tubular Steel Cross members at Front of Cargo Bed

6" x 3" Tubular Steel Cross members at Rear of Cargo Bed

CARGO BED:

12 Gauge Smooth Steel Floor
3" C-Channel & 3" Angle Cross members on 24" Centers
Sides - 12 Gauge Steel with 3" x 3" Tubular Steel Top Rail & 5" x 3" Lower Rail
12"H x 2"W Vertical Guide Slots for Drop-in 2"W Lumber for Removable Tailgate

CATWALK:

1/8" Steel Diamond Tread, Mounted on 4" x 2" Tubular Perimeter Frame
Full Length of Cargo Bed, Fore and Aft of Fenders

FENDERS:

Fabricated 1/8" Steel Diamond Tread Plate Fenders
Integrated Construction with Catwalks

TOOLBOX:

Toolbox Dimensions: 14"H x 13"D x 78" Contoured to A Frame
Fabricated 1/8" Smooth Steel Interlarded Construction
Lift-Up Lid with Security Hasp for Padlock

12 VOLT WIRING SYSTEM:

ICC & DOT Approved Lights
Sealed Beam Rubber Mounted Stop, Turn, Tail & Marker Lights
S.O. Cable Wiring Loom, Clamped on 16" Centers with Rubber Lined Clamps
Wiring Loom Terminated in Junction Boxes
Connections Soldered & Sealed with Heat Shrink Tubing
32" Pigtail w/6-Way Aluminum Die Cast Plug, Terminated at Junction Box
Breakaway Kit with Sealed Lead Acid Battery & Trickle Charger

PAINT:

Trailer is Completely Sandblasted
Seams are Sealed with Paintable Caulk
Rust Prohibitive Two-Part Epoxy Polyamide Primer
Two-Part Acrylic Polyurethane Topcoats - White, Red, Black and Safety Yellow
Std. Colors
All Attachments Painted before Assembly & Installed with Serviceable Fasteners

Freight Setup and Delivery	\$ 19,897.00
Utility Discount	<u>(\$ 3,165.00)</u>
Total Special price	\$ 16,732.00

Tom, we appreciate the opportunity of quoting you and look forward to serving your future underground equipment needs.

Sincerely,

Pat Haines
Trenchers Plus, Inc.
952-890-6000

Brooks Brothers Trailer
Model 3RT



TrenchersPlus

Underground Equipment Specialists

2309 W Hwy. 13 Burnsville, MN 55337

Ph: 952-890-6000 Fax: 952-890-4563

www.trenchersplus.com

March 10, 2016

New Richmond Electric Utilities Dept.

156 East 1st Street

New Richmond, WI 54017

Attn: Tom Rickard

Trenchers Plus is pleased to quote the following equipment.

1-New Felling Trailer Model FT-20-3 Drop Deck Reel Trailer

Frame Type 3" Angle Iron Lip Down

Custom - **Tube Frame & Special Placing on Tube Cross Members

with Grate-on Walk-ways. Reels will Stick below the Frame.

Reel Stands are welded to the main frame.

Deck Length: Main Deck Length 15 Ft.

Appx Deck Height 22" Loaded, 24" Unloaded

Width 102" OD, 82" ID 0.00 Inches

Tie Downs D-Rings, 1" ** Straight ** 8 Rings

Brakes Electric, Dexter FSA (Fwd. Self Adj.) On All Axles

(3) Axles 7K Dexter, Straight

20,000 Lbs. GVWR

Axles, Acc. Custom - 7K Dexter, Drop 5/8" Studs, 17.5 wheels

Suspension Dexter Spring, 35" Axle Spread

Tires & Wheels 215/75R 17.5 H, 8 Bolt [17.5 x 6.75] Plate Wheel (Hercules)

2.5" Adjustable Lunette Eye/Pintle, [C] 42,000 lbs. Plate Mount, Range 17" to 26"

Jack 12K Drop Leg ** Side Wind **

Plug 7 Pole RV

Lights LED, 4 tail light system, Sealed Wiring Harness

Trailer Color Black # 16847KXX

Standard 3/8" Safety Chains, Grade 70

Standard Document Holder

Mesh Cat Walks, As Wide as the Fenders & Front and Rear of Fenders. NO LIP UP on the Edges of These.

6K Reel Stand (120" Diam. x Approx. 62" w) w/shaft and locking collars - Weld to the Main frame of the trailer. (Heaviest Reels are 5,000# and the taller / larger ones are 1,000#) These 120" Reels will sit below the frame.

Freight Setup and Delivery

\$ 24,890.00

Utility Discount

(\$ 3,927.00)

Total Special price

\$ 20,963.00

Tom, we appreciate the opportunity of quoting you and look forward to serving your future underground equipment needs.

Sincerely, 

**Pat Haines
Trenchers Plus, Inc.
952-890-6000**

612 968 6906

1106 32th St. SW
 Bondurant, IA
 50035
 515-967-5656



Quote # 645643

New Richmond Electric Utilities Dept.
 156 East 1st Street
 New Richmond, WI 54017
 Attn: Tom Rickard

QTY	ITEM #	DESCRIPTION	Specs	LINE TOTAL	
1		Butler Trailer Model BC-4100		\$21,879.00	
		GVWR	20,000 lbs.		
		Unladen Weight	1,950 lbs.		
		Tires (4) Four 235/75R17.5 LR-H Tires	(4)		
		Wheels (8-Hole Disc.)	(4)		
		Brakes (Electric)	2" x 12"		
		Axles (2) 10K GVWR	(2) 10,000		
		Springs	Multi-Leaf,		
		Reels	3		
		Reel Size (Diameter)	60"		
		Reel Width	54"		
		Overall Length	25'		
		Overall Width	96"		
		Spindle Bars & Locking Collars	(3) 2 1/2"		
		Hitch (2 5/16" Ball or Eye Adj.)	6 Position		
		Tongue Jack	Screw Type		
		Fenders	1/8" Steel		
		Paint	Enamel		
				SUBTOTAL	\$21,879.00
				Freight	\$1,490.00
				Sales Tax	5.5%
				Total	\$24,654.30

Quotation offered by: _____

Thank you for allowing Midwest Underground to quote on your equipment needs. We look forward in having the opportunity to be of service to you and your organization!

Notes/Terms:

Price is quoted FOB your facilities, and may not include applicable Taxes and/or Tag & Title fees.

Office Use Only:





TO: Utility Commission

FROM: Jeremiah Wendt

DATE: July 29, 2016

RE: Capacity, Management, Operation and Maintenance (CMOM) Program

Background

As discussed previously, WI DNR has implemented a requirement that every community wastewater collection system in the state have a Capacity, Management, Operation and Maintenance (CMOM) program in place this August. City staff have worked over the last several months to develop this written program, which provides guidance and documentation for the operation of our collection system.

By producing this document in-house, staff saved thousands in potential consultant costs, and developed a program that is custom-fit to our City's needs. The full document is over 150 pages long, but the attached summary includes the first page of each section, and provides an overview of the program.

Recommendation

Staff is recommending that the Utility Commission adopt the CMOM program as developed by staff, in conformance with WI DNR's requirement.

**CAPACITY, MANAGEMENT,
OPERATION AND MAINTENANCE
(CMOM)**

JULY 28, 2016



**CITY OF NEW RICHMOND
THE CITY BEAUTIFUL**

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Step 10: CMAR	60

Step 1: Goals

The City of New Richmond has created a Capacity, Management, Operation and Maintenance program to set and achieve goals for the sanitary collection system. This will ensure that proper preventative maintenance is being done for lift stations, sewer mains, manholes and private laterals to repair problem areas before they become an emergency. The following practices will help eliminate basement back-ups and sanitary sewer overflows and promote a more efficient and highly functioning system for the community.

- Jet 100% of sanitary collection system annually
- Televis 20% of sanitary collection system annually
- Identify problem areas for root control applications biannually
- Rehabilitate 10 manholes annually to reduce I/I and prevent future failure
- Work with Building Inspection Department to establish Grease Control Program by 2017
- Update GIS mapping annually following the completion of the construction season
- Work with Utility Commission annually during the budget season to maintain adequate funding for O&M expenses as well as capital projects
- Promote employee safety through annual training such as lock out/tag out, Confined Space, First Aid, CPR, bloodborne pathogens, excavation safety, and traffic safety
- Provide employees ample opportunity for ongoing education through memberships in trade organizations (WRWA, WWOA, WEF, CSWEA), and attendance at annual conferences and other classes
- Inform customers through the City's website, Customer Appreciation Day, bill inserts, public interactions about what to flush, sump pump and roof drain connections, and other discharge practices.
- Review sewer use ordinance for collection system every two years and revise as necessary

Step 2: Organization

Organization is essential to the city in terms of how it manages, operates and maintains the sanitary collection system. The organization of the City is summarized below and in the attached organization chart, and excerpts from the supporting City Ordinances are attached as Appendix A.

Mayor shall be the chief executive officer. He shall care that all City ordinances and state laws are observed and enforced and that all City officers, boards, committees, and commissions discharge their duties. When present, he shall preside at the meetings of the Common Council. He shall from time to time give the Council such information and recommend such measures as he may deem advantageous to the City. The Mayor shall be elected in even-numbered years for a term of two (2) years.

The City of New Richmond has six Aldermen in addition to the Mayor, who is a member of the Common Council by virtue of his office as Mayor. The Common Council is the legislative branch of City Government. Its primary business is the passage of laws in the form of ordinances or resolutions which shall prescribe what the law shall be, not only in relation to the particular facts existing at the time, but as to all future cases arising under it. The Common Council shall fix the salaries of all officers and employees of the City, and be charged with the official management of the City's financial affairs, its budget, its revenues and the raising of funds necessary for the operation of the City.

The Utilities Commission is made up of 5 members, appointed by the Mayor and approved by the Common Council. The Utility Commission is tasked with managing the three utilities operated by the City of New Richmond: Electric, Sewer, and Water. The Utility Commission oversees capital improvements to the utilities, and sets the annual budget for each of the utilities.

The Office of Administration is responsible for directing and coordinating the administration of municipal operations and serves as the Chief Administrative and Operating Officer of the City. Key responsibilities include overseeing day-to-day operations, administration of city-wide projects, budget preparation, and assisting all municipal departments including New Richmond Utilities. The City Administrator serves at the discretion of the Mayor and Common Council as well as the Utility Commission for the City of New Richmond.

Mike Darrow has served as City Administrator and Utility Manager for the City of New Richmond and New Richmond Utilities since April 2012. In addition to the City Administrator, the department also includes the Executive Assistant Office. Kari Kraft has served as the Executive Assistant since January 2014 and plays a big part in coordinating the City's Human Resources needs.

The Public Works Department is responsible for maintaining the City's streets, parks, water distribution, and wastewater collection/treatment systems. This department's staff is made up of 17 full time positions. Of these, the positions with responsibility for the collection system are the Director of Public Works, Water Superintendent, Water Foreman, Water Operators, WWTP Lead Operator and WWTP Operator, as shown on the attached organization chart (Figure 1). Job Descriptions for these positions are included in Appendix B (pg.17-25).

The organization chart below represents the teams and work interrelationships within the City of New Richmond.

Figure 1: Organization

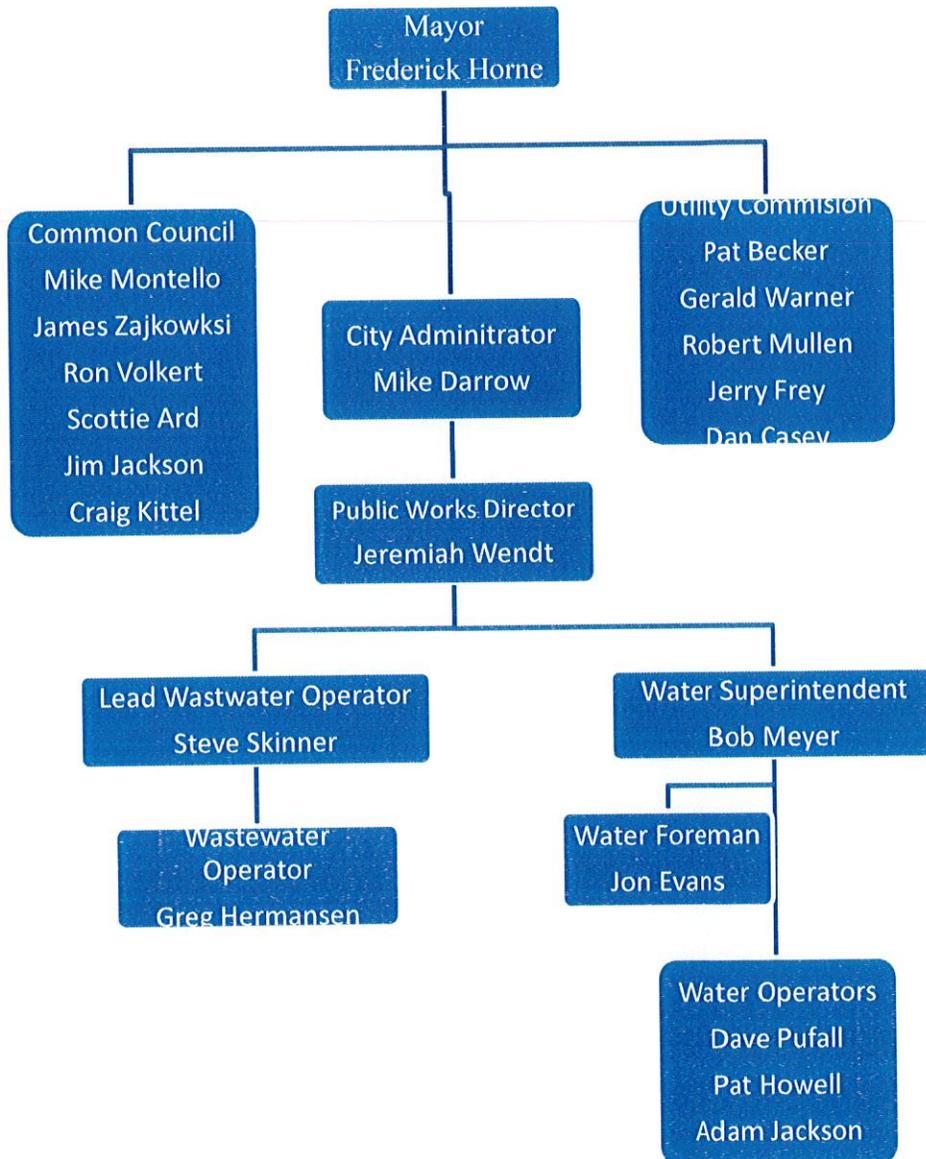


Table 1 below summarizes some key figures related to the City of New Richmond’s Sanitary Collection System:

Table 1: System Profile

Name and address	New Richmond 156 East First St. New Richmond, WI 54017
Population	8,610
Facility Name and address	1753 115 th St. New Richmond, WI 54017 WPDES No: 0021245
Average daily flow	0.746 MGD
Public works employees	17
Total annual precipitation	43.17”
Number of lift stations	16
Number of manholes	1,317
Miles of force main	4
Miles of gravity sewer	55

Public Information and Education

The City will attempt to provide the public with information and educating residents about our sanitary collection system with resources such as the City’s website, written material, presentations, customer appreciation day and other means. Doing so can help reduce the number and sanitary sewer overflows and basement back-ups thus reducing public health risks and increasing the function of the collection system. Other information that will be communicated includes user rate increases, construction or rehabilitation projects and other sewer issues.

Appendix A – New Richmond City Ordinance Excerpts - Organization

Chapter 2 - ADMINISTRATION
FOOTNOTE(S):

--- (1) ---

State Law reference – Cities generally, Wis. Stats. ch. 62; municipalities generally, Wis. Stats. ch. 66.

ARTICLE I. - IN GENERAL

Secs. 2-1—2-21. - Reserved.

ARTICLE II. - COMMON COUNCIL

FOOTNOTE(S):

--- (2) ---

Step 3: Legal Authority

Sufficient legal authority is necessary for the city to be able to manage, operate and maintain the sanitary collection system. Appendix C (see below) contains documents and regulations to describe the legal basis that is essential to the CMOM program. The Sewer Use Ordinance identifies limitations on discharges for residential and private entities to prevent harmful contaminants such as sand and grease that could potentially cause damage to the collection system or impair treatment at the wastewater facility. Key elements that are monitored when regulating discharges are biochemical oxygen demand, total suspended solids, and pH. Pretreatment requirements or a discharge permit may be required if these monitoring parameters are exceeded. Having legal authority enables the city to determine when enforcement actions need to be taken and if penalties are necessary when issues cannot be resolved.

Appendix C: Code of Ordinances

CODE OF ORDINANCES OF THE CITY OF NEW RICHMOND, WISCONSIN

Adopted June 11, 2007

Effective June 21, 2007

Published in 2007 by Order of the Common Council

Step 4: Operation and Maintenance

A preventive maintenance program is critical to keeping a sanitary sewer system in good working order that will prevent service interruptions and system failures which can result in overflows and/or basement backups. In addition to preventing service interruptions and system failures, a preventive maintenance program can protect the capital investment in the collection system.

Preventive maintenance actions ensure that:

- 1.) The collection system is routinely inspected via jetting and televising to prevent basement back-ups and identify issues in sewer mains or manholes so it can be addressed.
- 2.) Complaints are investigated and action is promptly taken to resolve any issues.
- 3.) Maintenance activities are recorded and appropriate equipment is kept in working order.
- 4.) Maintains a schedule of planned activities and updates as necessary
- 5.) A GIS base map of the sewage collection system is maintained and updated regularly
- 6.) Adequate replacement parts are kept on hand, especially critical parts

Preventive maintenance activities include:

- 1.) Planned and scheduled inspections to determine current conditions and plan for maintenance and repairs.
- 2.) Scheduling cleaning and repairs based on budgeting, goals and past history.
- 3.) Proper sealing and/or maintenance of manholes.
- 4.) Repair/replacement of deteriorating sewer lines.
- 5.) Inspection of new or repaired private sewer lateral installations and connections that tie into public wastewater collection systems.
- 6.) Any existing illegal inflow sources are addressed and the public is informed and educated about such sources.
- 7.) Jetting the entire collection system annually and the known problem areas quarterly
- 8.) Provide root treatment for approximately 2,000 linear feet of sewer main per year
- 9.) See Table 3: Sanitary Collection System Preventative Maintenance (pg. 57) for a list that identifies known problem areas and the frequency of maintenance that is performed

Step 5: Standards

Design and performance standards are codes and requirements for collection system design, construction, inspection and final approval to avoid permanent system deficiencies that could create or contribute to future overflow events, operation, or maintenance problems. These standards can be found in this section in the following order:

- The *Department of Commerce Comm 82, Wisconsin Administration Code-Design, Construction, Installation, Supervision, Maintenance and Inspection of Plumbing* is a state plumbing code that must be followed when designing and constructing residential and commercial plumbing and pipes.
- *State Sewage System Code(s) Department of Natural Resources Chapter NR110-Sewerage Systems* must be followed when designing and constructing sewage conveyance systems.
- In addition, the City of New Richmond's *Sanitary Sewer Systems, Section 02530* specs must be met for any new or rehabilitation construction projects.

Step 6: Emergency Response Plan

In the event of an emergency situation the City is prepared with backup equipment to minimize the impacts and damages that a catastrophic event could cause. Detailed records of emergencies are kept for future reference and planning. Staff is on call 24/7 to ensure that there is proper coverage and issues are addressed in a timely manner. Each lift station has a red light that is illuminated when an alarm occurs. In addition, they are monitored through telemetry with the aid of a SCADA system and dialer alarm system that notifies staff immediately of problems. Emergency situations have been identified below along with remedies to resolve them. For more detail information on emergency events that are not covered in this section, refer to the City of New Richmond Emergency Operations Program binder that can found at the Wastewater Plant or City Hall.

Sanitary Sewer Overflow (SSO):

- 1.) Upon arrival staff will identify the severity of the problem and determine the proper equipment needed to resolve issue such as jet/vac truck, portable pumps or portable generators
- 2.) Clear blockage and restore flow
- 3.) Prevent contact with public with use of barricades and cones
- 4.) Clean overflow area and dispose of solids by proper means
- 5.) Notify DNR regional wastewater staff by telephone, fax, email or voicemail within 24 hours of overflow event
- 6.) Provide written report to DNR Regional Office describing the overflow within 5 days including *Sanitary Sewage Overflow Notification Summary Report form 3400-184*
- 7.) Public notification such as the date and how it happened

Bypass:

Bypassing should only be done when it is unavoidable to prevent loss of life, personal injury, or severe property damage and there are no other feasible alternatives. When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, costs and affordability of implementation and risks to public health, the environment and the welfare of the community served.

- 1.) The permittee shall obtain prior written approval from the Department for a scheduled bypass
- 2.) A written request for Department approval of a scheduled bypass shall demonstrate that the conditions for unscheduled bypassing are met and include the proposed date and reason for the bypass, estimated volume and duration of the bypass, alternatives to bypassing and measures to mitigate environmental harm caused by the bypass
- 3.) The department may require the permittee to provide public notification for a scheduled bypass if it is determined there is significant public interest in the proposed action
- 4.) Bypassing can be done with portable pumps

Power outage:

- 1.) Temporary power outages at most lift stations can be managed with a portable generator or jet/vac truck
- 2.) 3" portable pumps will suffice for several lift stations
- 3.) The wastewater treatment plant and main lift station are equipped with on site back-up generators
- 4.) See Table 3 for lift station priorities and equipment to use

Lift station failure:

All lift stations have a redundancy of pumps and spare parts on hand. Portable pumps can be used to pump sewage from the wet well side to a gravity point when feasible. Other methods include transporting sewage via vacuum truck or local septic hauler. See Table 3 below for lift station priorities that are based on flow and wet well capacities.

Table 2: Lift Station Prioritization

Priority	Lift Station	Vacuum Truck	6" portable Godwin	3" portable pump	Portable Generator	On site Generator
1	Main	✓				✓
2	Casey	✓	✓		✓	
3	Countryside	✓	✓		✓	
4	Counter	✓	✓		✓	
5	Subway	✓		✓	✓	
6	Dowd	✓			✓	
7	Greaton	✓			✓	
8	Mallard	✓			✓	
9	Wood Duck	✓			✓	
10	North Shore NW	✓				
11	North Shore SE	✓				
12	CIP	✓				
13	Fox Run	✓		✓		
14	Nobles	✓				
15	Whispering Prairie	✓			✓	
16	WWTP	✓		✓		

Sewer blockages:

- 1.) If blockage is causing an overflow then refer to Sanitary Sewer Overflow above
- 2.) Determine where sewer main is blocked and clear with jet truck
- 3.) If problem continues to occur televise line and address issues by necessary means
- 4.) Document and keep record of the sewer blockage

Basement back-ups

- 1.) Upon arrival staff will determine if basement back-up is a result of blockage in City's sewer main by checking man holes upstream and downstream of customers service
- 2.) Staff shall not admit or disown City liability
- 3.) If blockage is in sewer main then dislodge with jet truck
- 4.) If blockage is not in sewer main, notify customer as it is their responsibility for maintaining their private lateral. Municipal employees cannot work or clean private laterals and is recommended that the customer calls a plumber
- 5.) Document and keep record of basement back-up
- 6.) The DNR should receive information on building backups as a result of a blockage in the main along with SSO occurrence that require reporting or as part the annual CMAR
- 7.) Building back-ups or individual building back-ups that occur in private laterals are exempted from the rule requirements and therefore should not be an enforcement response by the DNR

Treatment Facility Overflow (TFO)

- 1.) All feasible steps will be taken to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable
- 2.) Notify DNR regional wastewater staff by telephone, fax, email or voicemail within 24 hours of overflow event
- 3.) Provide written report to DNR Regional Office describing the overflow within 5 days including *Sanitary Sewage Overflow Notification Summary Report form 3400-184*
- 4.) Include on the Discharge Monitoring Report (DMR) in the Comment Section
- 5.) Public notification such as the date and how it happened

**CITY OF NEW RICHMOND PUBLIC WORKS EMERGENCY CONTACT
"WALK-DOWN" ROSTER**

WATER DEPARTMENT

Water Cell No. (715) 977-1214
After hours (715) 377-3164
Jon Evans (715) 410-5949
David Pufall (715) 292-1574
Pat Howell (715) 222-6223

ELECTRIC DEPARTMENT

Utility Office (715) 246-4167
Tom Rickard (Supt.) (715) 381-3959
Kevin Blader (715) 338-4679
Matt Brown (715) 338-4869
Mike Peterson (715) 338-7156
Mike Strey (715) 377-6472

WASTEWATER DEPARTMENT

Steve Skinner (651) 247-6497
Greg Hermansen (715) 781-2514
After hours (715) 377-3164

PUBLIC WORKS DEPARTMENT

Jeremiah Wendt, City Engineer, Director of Public Works
Office (715) 243-0439
Work Cell (715) 245-1101
Mike Mroz, Operations Manager (715) 781-1813
Gary Crosby (Foreman) Home (715) 246-6645 Work Cell: (715) 381-8926
Dennis Raddatz Home (715) 248-4565 Cell: (715)781-0827
Tom Meier Home (715) 246-7852 Cell: (651) 269-7443
Pat Geraghty (651) 238-7378
Mike Powers (715) 977-0748
Dave Mehls (715) 781-2211
Mike Wickham (715) 410-8308
Tim Leverty (715) 410-8307

POLICE

Craig Yehlik Home: (715) 248-4562

FIRE

Jim VanderWyst Home (715) 246-7528 Cell: (715) 377-3195

Step 7: Capacity Assurance

Having an adequate collection system that can handle the current flows and any new additional connections is vital. When determining the capacity of a collection system there are factors to consider such as lift station pump sizes, wet well capacity, flows, and sewer main diameter. Several things that may impact or restrict the flow capacity are flat sewers, bottlenecks or constrictions, excess solids or grease accumulation, heavy root growth, excessive I/I, and severe defects in manholes or sewer mains. The City has current and up-to-date GIS maps that include detailed information for the size of pipes, manhole location, lift station location and direction of flow. Detailed information pertaining to lift station O&M manuals, pumps, and wet well capacity can be found at the water shop in the file cabinet labeled "Lift Stations".

Table 3: Sanitary Collection System Preventative Maintenance

Location	Known Issues	Daily	Weekly	Quarterly	Semi-Annual	Annual
Lift stations	Grease build-up	Inspect	Pump down & inspection		Grease removal with jet truck	
Mains	Grease, roots					Jet 100%
733 N Pierce Ave	90° bend			Jet		
130 W 5 th St	Rags, wipes			Jet		
703 N Washington Ave	Roots				Inspect	Jet/root cut
Sharon Ave	Roots				Inspect	Root treatment (2015)
Marshall Rd	Roots				Inspect	Jet/root cut
N Montana & W 3 rd St	Roots				Inspect	Jet/root cut
S Montana & E 3 rd St	Roots				Inspect	Jet/root cut
E 10 th St & S Starr Ave	Roots				Inspect	Jet/root cut
E 3 rd & Oak	Roots				Inspect	Root Treatment (2015)
236 W 4 th	Roots				Inspect	Root Treatment (2015)
521 Hill Dr	Roots				Inspect	Root Treatment (2015)
235 W 6 th St	Roots				Inspect	Root Treatment (2015)
414 Rounds Ave	Roots				Inspect	Root Treatment (2015)



TO: Utility Commission

FROM: Jeremiah Wendt

DATE: July 29, 2016

RE: Sanitary Sewer Televising

Background

Staff have advertised for bids for the City's annual sanitary sewer televising program, which has been budgeted for and performed starting in 2014. The Bid Opening is scheduled for Wednesday, August 3rd.

Recommendation

Staff will provide a breakdown of the bids received, and a recommendation of award at the August 4th Utility Commission meeting.



TO: Utility Commission

FROM: Jeremiah Wendt

DATE: July 29, 2016

RE: WWTP Facility Plan

Background

In mid-2015, Staff and the Utility Commission interviewed firms for the preparation of an updated Facility Plan for the City's Wastewater Treatment Plant. The result of these interviews was the selection of MSA to do this work for the City.

At that time, the City was still awaiting greater certainty on the future effluent Phosphorus limits that we will be required to meet, and we decided to wait to finalize the contract until we had that greater certainty. Based on DNR's current position, we are ready to begin the Facility Planning process, and need to formalize our contract with MSA.

The original proposal for the contract was \$24,500. Staff have since asked MSA to add a Phosphorus Optimization analysis at an additional cost of \$1,500, bringing the total contract to \$26,000. These costs will be covered by the STH 64 Stormwater/Wastewater Coalition funds provided as part of the St. Croix Crossing project. The City's contribution will be in the form of staff time involved in the Facility Planning process.

Recommendation

Staff recommends approval of a contract with MSA for \$26,000 for the preparation of a Wastewater Facility Plan.



PROFESSIONAL SERVICES

More ideas. Better solutions.

Task Order

To: City of New Richmond
Mike Darrow
156 East First Street
New Richmond, WI 54017

Date of Issuance: June 10, 2015

MSA Project No.: 07985013

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: New Richmond Wastewater Treatment Facility Plan Update

The scope of the work authorized is: Update the City of New Richmond's Facility Planning Documents as described in our May 28, 2015 letter Proposal
Phosphorus Optimization work

The schedule to perform the work is: approximate start: July 8, 2015
approximate completion: May 2017

The lump sum fee for the work is: \$26,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

CITY OF NEW RICHMOND

MSA PROFESSIONAL SERVICES, INC.

Jeremiah J. Wendt, PE
Director of Public Works
Date: _____



Chuck Schwartz
Team Leader
Date: June 10, 2015

Attest: City Clerk

60 Plato Blvd East, Suite 140
St. Paul, MN 55107-1835
Phone: (612) 548-3141

Clerk Name: _____
Date: _____
156 East First Street
New Richmond, WI 54017
Phone: (715) 243-0401

(Attachment A: MSA Standard Rate Schedule)

ATTACHMENT A:

**RATE SCHEDULE
MARCH 2015/2016***

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects	\$125-\$151.00/hr.
Clerical	\$56-\$78.00/hr.
CAD Technician	\$47-\$103.00/hr.
Geographic Information Systems (GIS).....	\$71-\$125.00/hr.
Housing Administration	\$55-\$103.00/hr.
Hydrogeologists	\$99-\$142.00/hr.
Planners	\$83-\$160.00/hr.
Principals.....	\$142-\$175.00/hr.
Professional Engineers	\$85-\$175.00/hr.
Project Manager.....	\$62-\$170.00/hr.
Professional Land Surveyors	\$88-\$145.00/hr.
Staff Engineers.....	\$76-\$115.00/hr.
Technicians	\$47-\$103.00/hr.
Wastewater Treatment Plant Operator.....	\$71-113.00/hr.

REIMBURSABLE EXPENSES

Copies/Prints	Rate based on volume
Fax	\$1.00/page
GPS Equipment	\$40/hour
Mailing/UPS	At cost
Mileage – (currently \$0.56/mile).....	Rate set by Fed. Gov.
Nuclear Density Testing	\$25.00/day + \$10/test
Organic Vapor Field Meter	\$100.00/day
PC/CADD Machine.....	Included in labor rates
Robotics Geodimeter.....	\$30/hour
Stakes/Lathe/Rods	At cost
Total Station	Included in labor rates
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing	At cost

* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.