



January 12, 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 **January 12<sup>th</sup> 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
4. Public Comment
5. Sanitary Survey – Response to DNR
6. Closed Session per State Statute 19.81 (1)(c)(f) – “Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
7. Communications and miscellaneous correspondence
8. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow". The signature is fluid and cursive, with a large loop at the end.

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. 2<sup>nd</sup> 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.

## **December 9, 2015**

An additional meeting of the New Richmond Utility Commission was held on December 9, 2015 at 7:30 a.m. at the Civic Center. There will be no regular scheduled meeting in January of 2016.

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

Members Present: Jerry Frey, Bob Mullen, Gerry Warner, and Pat Becker.

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

A motion was made by Gerry Warner to approve the minutes of the December 2, 2015 meeting, seconded by Jerry Frey, and carried.

**Public Comment** – None

### **Closed session per State Statute 19.81 (1)(c)(f):**

A motion was made to go into closed session by Gerry Warner, seconded by Jerry Frey, and carried.

### **Approval of 2016 Budgets, Wages and Salaries:**

Mike Darrow discussed outcomes and recommendations of the Employee Suggestion Program and cost savings for 2015. A two percent wage increase was approved by the Utility Commission for utility employees. This will be done in a split, with one percent going into affect January 1, 2016 and the additional one percent on July 1, 2016. Nancy Petersen presented an overview of the proposed 2016 Electric, Water, and Sewer Budgets. A motion was made by Gerry Warner to approve the Electric, Water, and Sewer Operating Budgets for fiscal year 2016, seconded by Jerry Frey, and carried.

### **Department Reports:**

Bob Meyer, Water Superintendent:

Bob gave a brief review of the DNR Water System Inspection. Stated the inspection went well. There was also some discussion on well abandonment.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

An underground wire pull was done to repair a piece of equipment at the WWTP. Loans relating to West Central Biosolids Facility were paid in 2015, resulting in lower expenses for the WWTP in 2016. Dave Pufall and Steve Skinner passed their lab testing certification, enabling them to do in house lab testing. With the exception of a few lab tests, all lab tests will now be done at the WWTP.

Tom Rickard, Electric Superintendent:

Due to the extended fall weather, the Electric Department was able to stay on top of projects and well situated to go into the winter months. December is a transition month. The Electric Department will be working on inventory, and tree trimming. Mike Strey is focusing on the LED light conversion.

Jeremiah Wendt, Director of Public Works:

Every three years, a Water Systems Inspection is done by the DNR. The inspection was completed on December 8, 2015. The Water Department will be receiving a letter in December summarizing recommendations and issues that need to be addressed. Upon receipt of the letter, a response to those recommendations needs to be drafted, and submitted to the DNR within 45 days. Two open houses were held for the Paperjack Drive project. This project includes some sewer relocation. An open house will be held in December for the North Shore Drive project. Utility work included in this project is minimal. In January an open house will be held for the projects on East and West River Drive, and N Starr Ave. These projects focus more on utility upgrades. Jeremiah announced that Pat Howell passed the Groundwater and Distribution Operator test.

Nancy Petersen, Finance Director:

A conference call with WPPI was held to determine how to set up the utility billing software to calculate the credit for solar panel usage. Starting with the first pay period in December, New Richmond Utilities, along with the City of New Richmond, will be outsourcing payroll. Going forward, Paychex will be processing payroll. Currently a lot of time is being spent compiling the necessary documentation Paychex needs to process payroll, along with the verification process to confirm all data entered is accurate.

Weston Arndt, WPPI Energy Services Rep:

**Community Solar Update**

Individual outreach and meetings have been underway with area businesses and non-profit organizations. These have been successful and will continue through December and into January. The highlight of the visits was Westfields Hospital's commitment for 40 shares.

Through WPPI Energy Community Contribution funds, we randomly selected three non-profit organizations in the community to receive a panel. The awardees are:

The Alano Society of New Richmond

The Heritage Center

St Thomas Episcopal Church

A letter to the editor was submitted to this week's New Richmond News from Mike Darrow discussing the community solar, the efforts thus far, and a challenge to subscribe more shares than the River Falls project. River Falls will also issue a letter to the River Falls Journal.

**Holiday Light Exchange**

We're again running the holiday light exchange, in partnership with the Recycling Association of Minnesota (RAM). RAM offers jobs and services to disabled workers, making the partnership a win-win. We will collect strands at the Utility office through January.

Mike Darrow, Utility Manager:

The WPPI Contract Extension is scheduled to be formally approved by the City Council in February. The next Utility Commission meeting is scheduled for February 3, 2016 at 7:30a.m.

**Communications and miscellaneous correspondence – None**

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 8:48 a.m.

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Pat Becker, President

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Gerry Warner, Secretary

## New Richmond Utilities

DECEMBER 2015

### Check Register

Check #	Date	Amount	Vendor Name	Description
000920	12/9/2015	83,550.00	LOCAL GOVERNMENT INVESTMENT POOL	DEC15 INVESTMENT
000921	12/9/2015	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	DEC15 INVESTMENT
000922	12/7/2015	11,575.05	US BANK CORPORATE PAYMENT SYSTEM	ELECTRIC NOV PCARD BILL
000923	12/10/2015	4,215.32	CITY OF NEW RICHMOND	INSURANCE
000924	12/10/2015	7,398.04	CITY OF NEW RICHMOND	RECYCLING
000925	12/10/2015	2,500.00	CITY OF NEW RICHMOND	RENT
000926	12/10/2015	21,827.60	CITY OF NEW RICHMOND	STORM WATER
000927	12/10/2015	106.80	CITY OF RIVER FALLS	URD FAULT FINDING
000928	12/10/2015	60.93	FASTENAL COMPANY	COWHIDE GLOVES
000929	12/10/2015	760.00	HYDRODESIGNS	CROSS CONNECTION INSPECT SVC
000930	12/10/2015	2,127.96	INFOSEND, INC	NOVEMBER BILLING & POSTAGE
000931	12/10/2015	2,203.75	MUNICIPAL ELECTRIC UTIL OF WI	2015 JOB TRAINING & SAFETY
000932	12/10/2015	5,239.00	NEW RICHMOND UTILITIES	NOV CTOC COLLECTIONS
000933	12/10/2015	89.93	VARIETY OFFICE PRODUCTS	TAPE, PAPER, FOLDERS
000934	12/10/2015	10,206.00	WISCONSIN PUBLIC POWER INC	18 SOLAR PANEL SUBSCRIPTIONS
000935	12/28/2015	581,289.34	WISCONSIN PUBLIC POWER INC	OCT15 WPPI SUPPORT SERVICES
000936	12/18/2015	0.00	PAYCHEX, INC.	12/11 PAYROLL PROCESSING FEE
000937	12/17/2015	1,600.00	LOCAL GOVERNMENT INVESTMENT POOL	NOV15 SAC AND WATER IMPACT FEE
000938	12/18/2015	12,184.44	WI DEPT OF REVENUE	NOV15 SALES TAX
000939	12/16/2015	7,953.45	CITY OF NEW RICHMOND	MONTHLY BILL
000940	12/16/2015	42,534.38	CITY OF NEW RICHMOND	TAX EQUIVALENT
000941	12/16/2015	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE TEST
000942	12/17/2015	48.00	CITY EMPLOYEE FUND	DEC15 EMPLOYEE FUND
000943	12/17/2015	486.56	CITY OF NEW RICHMOND	DEC15 DISABILITY INS
000944	12/17/2015	38.27	CITY OF NEW RICHMOND	DEC15 LIFE INS
000945	12/17/2015	92.62	CITY OF NEW RICHMOND	DEC15 BENEFIT EXTRAS ADMIN
000946	12/17/2015	151.00	CITY OF NEW RICHMOND	DEC15 BENEFIT EXTRAS MO FSA
000947	12/17/2015	23,974.45	CITY OF NEW RICHMOND	DEC15 HEALTH INS

000948	12/17/2015	357.64	CITY OF NEW RICHMOND	DEC15 AFLAC FSA & STD
000949	12/17/2015	115.20	CITY OF NEW RICHMOND	DEC15 CHILD CARE FSA
000950	12/17/2015	684.44	CITY OF NEW RICHMOND	DEC15 LIFE INS EE
000951	12/17/2015	819.84	CITY OF NEW RICHMOND	DEC15 HEALTH CARE FSA
000952	12/17/2015	2,900.00	CITY OF NEW RICHMOND	DEC15 WI DEF & NS DEF
000953	12/17/2015	2,518.96	CITY OF NEW RICHMOND	DEC15 PREMIUMS FSA
000954	12/29/2015	2,376.21	CITY OF NEW RICHMOND	REIMBURSE LAMERS 12/11 & 12/24
000955	12/29/2015	2,606.34	CITY OF NEW RICHMOND	REIMB THOMPSON OCT 1- DEC 31
000956	12/29/2015	11,570.92	CITY OF NEW RICHMOND	REIMB WENDT OCT 1 - DEC 31
000957	12/29/2015	2,140.90	CITY OF NEW RICHMOND	REIMBURSE KRAFT DEC 11 & 24
000958	12/29/2015	4,798.12	CITY OF NEW RICHMOND	REIMBURSE DARROW DEC 11 & 24
000959	12/29/2015	2,601.26	CITY OF NEW RICHMOND	REIMB WIEDENFELD 10/1-12/31
000960	12/29/2015	185.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
000961	12/29/2015	148.80	DIGGERS HOTLINE, INC.	NOVEMBER TICKETS
000962	12/29/2015	750.97	ST CROIX AUTOMOTIVE	OIL CHANGE, REPAIR AXLE
000963	12/24/2015	214.58	PAYCHEX, INC.	12/24 PAYROLL PROCESSING FEE
000964	12/11/2015	43,071.38	PAYCHEX, INC.	12/11/2015 PAYROLL & PAYROLL TAXES
000965	12/24/2015	51,162.31	PAYCHEX, INC.	12/24/2015 PAYROLL & PAYROLL TAXES
033920	12/18/2015	-32.03	KRYSTAL M NELSON	CR REF ACCT# 700200-22
034113	12/3/2015	186.68	JESSICA R SACHS	REFUND DOUBLE PYMT 1634100-29
034114	12/10/2015	630.72	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM SERVICE
034115	12/10/2015	370.00	BAKER TILLY VIRCHOW KRAUSE LLP	SVCS FINANCIAL STATEMENT AUDIT
034116	12/10/2015	184.63	BALDWIN TELCOMM	NOVEMBER PHONE BILL
034117	12/10/2015	6,000.00	FUSION METAL PRODUCTS INC	FABRICATE AND POWDER COAT ARMS
034118	12/10/2015	235.94	HD SUPPLY WATERWORKS, LTD	METER COUPLING, METER GASKET
034119	12/10/2015	972.29	MUNICIPAL ENVIRONMENTAL GROUP	WWTP MEMBERSHIP DUES
034120	12/10/2015	111.82	MONARCH PAVING COMPANY	ASPHALT
034121	12/10/2015	114.38	MY RECEPTIONIST, INC	ANSWERING SVC NOV 18-DEC 15
034122	12/10/2015	86.32	SHORT ELLIOTT HENDRICKSON INC	TELECOM SVC ST CRX COUN S TANK
034123	12/10/2015	4,630.95	WESCO RECEIVABLES CORP	50KVA TRANSFORMER
034124	12/11/2015	272.83	FREEDOM VALU CENTERS	NOVEMBER FUEL BILL
034125	12/15/2015	937.31	CITY OF NEW RICHMOND	2015 TAX ROLL PREPAYMENTS
034126	12/16/2015	205.23	ALEX & STACY OLSON	CR REF ACCT# 1202400-21

034127	12/16/2015	59.34	AMY HUBER	CR REF ACCT# 1614300-28
034128	12/16/2015	168.86	DARREN J OLIE	CR REF ACCT# 1617300-27
034129	12/16/2015	107.14	DAVID J HICKS	CR REF ACCT# 1355000-22
034130	12/16/2015	273.13	DEREK J & NICOLE M HOWE	CR REF ACCT# 408800-25
034131	12/16/2015	265.35	FRONTIER COMMUNICATIONS	NOVEMBER PHONE BILL
034132	12/16/2015	67.43	HARVEST J OSTROM	CR REF ACCT# 1324500-22
034133	12/16/2015	27,330.26	HEARTLAND CONTRACTORS OF WI INC	PAYMENT 115TH ST, HIGH & PEARS
034134	12/16/2015	314.99	JOHN GRAGE	LIGHTING INCENTIVE
034135	12/16/2015	499.71	KWIK TRIP	NOVEMBER FUEL
034136	12/16/2015	32.39	MACLYN HOMES LLC	CR REF ACCT# 1050000-20
034137	12/16/2015	1,701.00	NEW RICHMOND UTILITIES	SOLAR PANEL-ALANO,HERITAGE,ST
034138	12/16/2015	2,124.52	PROFESSIONAL SERVICE INDUSTRIES, INC	SERVICES-2015 STREET PROJECTS
034139	12/16/2015	55.58	RICHARD DONATELLE	CR REF ACCT# 721900-22
034140	12/16/2015	3,000.00	THE SALVATION ARMY	LIGHTING INCENTIVE
034141	12/16/2015	55.19	TODD BATCHELOR	CR REF ACCT# 626900-20
034142	12/16/2015	248.40	VERIZON WIRELESS	NOVEMBER CELL PHONE BILL
034143	12/16/2015	329.00	XCEL ENERGY	CR REF ACCT# 1409200-31
034144	12/17/2015	142.80	WASHINGTON NATIONAL INS CO	DEC15 CANCER INS
034145	12/29/2015	325.00	CORY MCPHERSON	CR REF ACCT# 629000-20
034146	12/29/2015	442.07	STUART C IRBY CO	GLOVE TESTING
034147	12/29/2015	227.40	KELLY DUNCAN	CR REF ACCT# 423600-24
034148	12/29/2016	0.00	VOID CHECK - KRYSTAL NELSON	
034149	12/29/2015	1,103.75	LOCATORS & SUPPLIES, INC	FLAME RESISTANT CLOTHING
034150	12/29/2015	88.00	MY RECEPTIONIST, INC	ANSWERING SERVICE 12/16-1/13
034151	12/29/2016	0.00	VOID CHECK - PAYCHEX	
034152	12/29/2015	500.05	SHORT ELLIOTT HENDRICKSON INC	2015 TELECOM SVC-ST CRX S TANK
034153	12/29/2015	109.66	STEPHENS SANITATION LTD	OCT & NOV GARBAGE SERVICE
034154	12/29/2015	19,509.37	WEST CENTRAL WIS BIOSOLIDS FAC	NOVEMBER BIOLSOLIDS
034155	12/29/2015	<u>646.32</u>	XCEL ENERGY	NOVEMBER GAS BILL

**Total**           \$ 1,054,894.54

**Total Checks & Wires**



TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: January 8, 2016

RE: Sanitary Survey Report

At the December Utility Commission meeting, staff indicated that the DNR had completed its triennial Sanitary Survey of the City of New Richmond's drinking water system on December 8, 2015. We received the report that summarized that survey shortly thereafter, and are required to respond in writing to the DNR by February 1, 2016. The Sanitary Survey Report, and a draft of the City's response letter are attached to this memo for approval by the Utility Commission prior to submission.



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

October 16, 2015

Brian Pietz, P.E.  
Environmental Engineer  
Wisconsin DNR  
910 Highway 54 East  
Black River Falls, WI 54615

Dear Brian:

The City of New Richmond has received your Sanitary Survey Report and Notice of Non-Compliance dated December 18, 2015. This report was based on the Sanitary Survey that you conducted with City staff on December 8, 2015. We appreciate your assistance in the Sanitary Survey Process, and the following letter is intended to serve as the official response and proposed corrective action plan for the items you identified in your Report.

The following deficiencies were noted during the course of the sanitary survey, the proposed corrective action for each deficiency is detailed below.

- One fluoride sample was missed in 2014.
  - As noted, all future split samples will be collected on time, and no other corrective action is required.
- System is not capable of achieving a free chlorine residual of 0.5 ppm throughout the entire distribution network in 4 hours.
  - The Emergency Chlorination Plan has been updated as required, and a copy of the plan is attached to this letter. A laminated copy of this plan has also been posted at each wellhouse.
- The chemicals used for disinfection are not NSF 60 approved.
  - Staff have received and installed updated chemical labels from our chemical supplier for the chlorine barrels in Wellhouses 3 and 5. Photos of the updated labels are attached to this letter.
- The fluoridation chemical used do not conform to the applicable NSF and AWWA standards.

- Staff have received and installed updated chemical labels from our chemical supplier for the fluoride barrels in Wellhouses 2, 3, and 4. Photos of the updated labels are attached to this letter.
- System is not fully implementing a comprehensive Private Well Abandonment/Permitting Program.
  - The City is working with its residents, as well as those served in Richmond and Star Prairie Townships to ensure that all private wells are properly abandoned or permitted. Permits for private wells that have been issued in the past will expire in 2016, so new permits will be issued both for these wells, and for those that have not been permitted in the past. City staff will submit a comprehensive list of the private wells, along with cross connection inspection records, and the applicable abandonment records or permits to the DNR by October 1, 2016.

The following recommendations were noted during the course of the sanitary survey. While the DNR is not requiring correction of these items on a specific timeline, the proposed corrective action for each recommendation is detailed below.

- The pumping facilities are not adequately protected from unauthorized access.
  - When window replacements or other remodeling activities occur, City staff will replace the existing glass windows with reinforced glass or place bars or grating over the windows. The City does not have a specific timeline for any of these improvements at this time.
- Update emergency operations plan.
  - City staff have updated the emergency operations plan, and are currently in the process of distributing updated copies to all of necessary locations throughout the City. Staff will continue to update this plan every few years or as needed.

The following non-conforming features were noted during the course of the sanitary survey. These are items that were in conformance with code requirements when they were installed, but would not be allowed if constructed under the current code. While the DNR is not requiring correction of these items at this time, they will be corrected when any major work is done in the future. Any additional notes for the individual non-conforming features are included below.

- Emergency power is not available for one or more well pumps.
  - The City plans to install an on-site backup generator at Wellhouse #3 in 2016. If Wellhouses 2 or 4 are reconstructed, provisions for auxiliary power will be installed at that time.
- Chemical injectors are not installed properly.
  - If any non-complying injectors are replaced, the replacements will meet the new standard.
- The chemical barrels do not meet the current code requirements.

- The fluoride barrels at Wellhouses 3, 4, and 5 have been replaced and containment units have been ordered for these barrels. When other chemical barrels are replaced in the future, they will meet the new standard for containment.
- The wellhouses lack separate fluoride rooms.
  - If any non-complying wellhouses are replaced or remodeled, separate fluoride rooms will be constructed at that time.
- Water main less the 6" diameter in use.
  - When it can be coordinated with planned utility improvements, watermain less than 6" diameter will be replaced.

We hope the above response is adequate to address the issues noted in the DNR's Sanitary Survey Report. If additional information is required, please don't hesitate to contact me.

Regards,

Jeremiah J. Wendt, PE

Director of Public Works

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
Black River Falls Service Center  
910 Highway 54 East  
Black River Falls WI 54615

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 18, 2015

FILE REF:  
PWS ID#: 65601261  
New Richmond Waterworks-MC  
New Richmond, WI  
St. Croix County

Ms. Tanya Reigel  
City Clerk  
156 East 1st Street  
New Richmond, WI 54017-1802

Subject: Sanitary Survey Report and Notice of Noncompliance

Dear Ms. Reigel:

The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance for any deficiencies noted.

On December 8, 2015, Brian Pietz conducted a sanitary survey of the New Richmond Waterworks. During the sanitary survey Bob Meyer, Marty Powers, and Jeremiah Wendt were present. During the survey, the preliminary findings were discussed. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

A plan for corrective action, including a work schedule must be completed by February 1, 2016. A proposed corrective action plan and schedule is included below. Please contact me to discuss this before this date if you need additional time. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the Department.

#### System Summary

The New Richmond water system serves about 8700 residents. The average water use is about 700,000 gallons per day. However, when the Lakeside canning factory is in operation, daily water use can reach 2 million gallons per day. Lakeside is the largest user, but only operates seasonally. There are no other major water users connected to the system.

The system has five groundwater wells. Well #2 is used mainly as a backup well. It has not been run to the water system since last summer. Wells #3, #4, #5, and #6 are used on a regular basis. Emergency power is available at wells #5 and #6, but not at the other wells. The generator at well #5 must be started manually in the event of a power outage, but the generator at #6 starts automatically.

Water treatment is the same at all five wells. Liquid chlorine is added for disinfection and fluoride is added for a dental benefit.

Water storage is provided by two water towers. The first is a 300,000 multi-legged tower. This was last inspected by a remote operated vehicle in 2014. The second tower is a 250,000 gallon spheroid tower. This tower was repainted in the summer of 2015.

The water system also has one booster station. The booster station serves about 100 residents, the county nursing home, and the county correctional center. There is no elevated storage in the boosted zone. The station has a 2 horsepower pump with a VFD to maintain pressure. It also has two 20 horsepower fire pumps. The station is set up with a generator with an automatic transfer switch.

### **Significant Deficiencies**

During the course of the sanitary survey, no significant deficiencies were identified. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers.

### **Deficiencies**

During the course of the sanitary survey, five deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible.

<b>Deficiency</b>	<b>Compliance Due Date</b>	<b>Code Citation</b>
1. One fluoride sample was missed in 2014.	Complete-see below	809.74
2. System is not capable of achieving a free chlorine residual of 0.5 ppm throughout the entire distribution network in 4 hours.	02/01/2016	810.26(8)
3. The chemicals used for disinfection are not NSF 60 approved.	02/01/2016	810.09(1)(c)
4. The fluoridation chemicals used do not conform to the applicable N.S.F. and A.W.W.A. standards.	02/01/2016	811.51
5. System is not fully implementing a comprehensive Private Well Abandonment / Permitting Program.	10/01/2016	810.16

### **Discussion and Schedule for Correction of Deficiencies:**

- The water system is required to submit one split sample for fluoride testing each month. The March 2014 fluoride split sample was missed. A fluoride split sample was collected in April 2014, and each month since then. All future split samples must be collected on time. No other action is required in response to this item
- The Emergency Chlorination plan for the water system is outdated, and does not reflect the current water system. A template for updating this plan has already been sent to the water utility staff. By February 1, 2016, an updated emergency chlorination plan must be created, and a copy sent to the DNR. Copies of the plan should also be posted in the wellhouses.
- All chemicals added to the water system must have NSF approval, and be labeled as such. The Chlorine barrels are not properly labeled in wells in wellhouses 3 and 5. You will need to contact your chemical suppliers to obtain the proper labels by February 1, 2016.
- The Fluoride barrels are also lacking the NSF labels in wellhouses 2, 3, and 4. You will need to contact your chemical suppliers to obtain the proper labels by February 1, 2016.
- The City has an up to date private well ordinance. There are at least 3 known private wells on property served by the water system that have not been abandoned or issued well permits. These properties have also not yet been checked for cross connections. These three properties are not located in the City limits, which has complicated enforcing the private well program. These three properties need to be a priority for an initial cross connection inspection, to ensure that these private wells are not interconnected with the City water system. Then by October 1, 2016, these wells need to be either properly abandoned or issued a well permit in accordance with the conditions in your private well ordinance.

Also, the City has five private well permits coming due for renewal in 2016. If the owners of these well wish to keep them, and they still qualify for a permit, the permits should be renewed. If the owners no longer want them, or the wells no longer qualify for permits, the wells will need to be properly abandoned.

### **Recommendations**

During the course of the sanitary survey, two recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers.

<b>Recommendation</b>
1. The pumping facilities are not adequately protected from unauthorized access.
2. Update emergency operations plan.

### **Discussion of Recommendations:**

- Several of the wellhouse have glass windows. The Department recommends improving the security of the wellhouses by placing bars or grating over these windows. You could also replace the regular glass with reinforced glass.
- The copy of the emergency operations plan for the water system at the shop was slightly outdated. This plan should be reviewed every few years and updated as needed.

### **Non-conforming Features**

During the course of the sanitary survey, five features that met code requirements at the time of your public water system's construction, but would not be allowed in the current code were discovered. These are referred to as "non-conforming features." Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

<b>Non-conforming Deficiency</b>
1. Emergency power is not available for one or more well pumps.
2. Chemical injectors are not installed appropriately.
3. The chemical barrels do not meet the current code requirements.
4. The wellhouses lack separate fluoride rooms.
5. Water main less than 6" in diameter in use.

### **Discussion of Non-conforming Features:**

- Currently auxiliary power is available at wells 5 and 6. The other wells lack auxiliary power, which is now required for all wells. If the wellhouses at wells 2, 3, or 4 are reconstructed, provisions for auxiliary power will need to be installed.
- The current code requires that all chemical injectors go through a metal corp stop and enter into a vertical pipe or into the bottom half of a horizontal pipe. If any non-complying injectors are replaced, the new ones must meet the new standard.
- The current code requires that all chemical barrels be either double walled or placed in containment. The existing chlorine barrels at all the wells, and the fluoride barrels at wells 5 and 6 do not meet this requirement. If any of these chemical barrels are replaced, the new ones will need to meet the new standard.
- The current code requires that fluoride be stored in a separate room away from other chemicals. The existing wellhouses do not meet this requirement. If the existing wellhouses are replaced or reconstructed, separate fluoride rooms will need to be added.
- The current code requires that all water main be at least 6" in diameter. The water system has some smaller main still in use. The smaller main should be replaced whenever practical. All new water main must be 6" or larger.

### **Water Quality Monitoring and Reporting**

The New Richmond water system has a good record of compliance with monitoring and reporting requirements. The Department appreciates your continued efforts in complying with these Safe Drinking Water Act requirements. Apart from a missed fluoride sample in 2014, all samples have been collected on time over the past three years.

The water system is required to collect 10 distribution samples per month for bacteria testing. Over the past five years, there has been only one sample that tested positive for coliform bacteria. That sample was collected in 2012, and the follow up samples all tested negative. The wells are also samples quarterly for bacteria testing; all well samples collected in the past five years have been negative.

The system is also routinely sampled for chemical parameters. In September 2011, the system exceeded the action level for lead. Since then, the system has tested its way back into compliance. This would indicate that the high levels from 2011 were the result of sample collection procedures. Lead and copper testing will next be done in 2017. It is suggested that the sample collection procedure be reviewed with the homeowners who are collecting the samples before they do so.

The results of all other chemical testing done in the past five years have met the limits for drinking water.

The system is required to test for fluoride daily in the distribution system. Once a month, a fluoride samples must be split with the State Lab of Hygiene to confirm that your test equipment is working properly. One of these split samples was missed in 2014. The rest of them have been collected over the past five years. Your results are very close to the results from the State Lab, which indicates that your fluoride testing is accurate.

### **Required Reports, Records, and Utility Programs**

The water system is required to electronically submit a monthly pumpage report by the 10<sup>th</sup> day of each month. In the past year, all of these reports have been submitted on time.

The water system is required to create and distribute a consumer confidence report (CCR) each year. This was done on time last year, and included the public notice for the missed fluoride split sample.

The routine flushing of the fire hydrants is being done. The maintenance records for the hydrants are complete and up to date.

The routine exercising of the main valves is also being done. The Department recommends that all the valves be turned at least every other year to keep them functioning normally. The valve records are also up to date.

The water system has a private well program. The private well ordinance was recently updated to contain the current administrative code references. There are currently six private wells with permits. Of those, five will be due for renewal in 2016. There are also three know private wells that have not been abandoned and do not have permits. These three wells are on properties served by the water system, but are located outside of the New Richmond City limits. The water utility will need to follow up on these three wells to bring them into compliance with the private well program.

The water system has a cross connection program. The cross connection ordinance was recently updated to contain the current administrative code requirements. The program has only been going for a few years, so the initial inspections have not yet been done on all residential buildings. Marty is doing the majority of the residential cross connection inspections, and is doing about 13% of the homes each year. At this rate, all homes will have the initial cross connection inspection done in 3-4 years. The water system should stick to this schedule.

Non-residential buildings are being inspected for cross connection by Hydro Corp. All non-residential buildings have had their initial cross connection inspection. Many have had their second.

Marty is keeping track of all cross connection inspection with a spreadsheet. It contains information on the inspections he has performed as well as work done by Hydro Corp. Inspection reports for all buildings are being kept. New Richmond started late with their cross connection program, but it now appears to be running very well.

Water loss was calculated at 5% for 2014. This is very good. Typical water loss is expected to be 10-15%, so New Richmond is doing better than most.

#### **Certified Operator**

The water system currently has four certified operators; Bob Meyer, Marty Powers, Jon Evans, and Greg Hermansen. Bob is the operator in charge. All of their certifications are up to date.

#### **Water System Security**

We recommend that you conduct a daily security check of your entire drinking water system to insure doors are locked and windows secured.

As mentioned above, the Department also recommends trying to better protect the windows in the wellhouses.

#### **System Summary Information**

A water system summary is attached. Please review for accuracy. If there are changes that need to be made, contact Brian Pietz at (715) 284-1425.

#### **Capacity Development Evaluation**

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

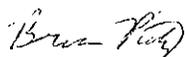
The next sanitary survey of your system is scheduled to take place in 2018. Your operator will be contacted prior to the survey to schedule a date that is convenient.

#### **Required Action**

Please respond by February 1, 2016 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Failure to respond to this letter by February 1, 2016 may result in enforcement activities. Please also consider correcting the non-conforming features and recommendations discussed in this letter.

Thank you for your assistance during the sanitary survey. If you have any questions, you can reach me by phone at (715) 284-1425, by fax at (715) 284-1737, by e-mail at [brian.pietz@wisconsin.gov](mailto:brian.pietz@wisconsin.gov), or by postal mail at the address on this letterhead.

Sincerely,



Brian Pietz, P.E.  
Environmental Engineer

cc: Bureau of Drinking Water/Groundwater - DG/5

**Water System Summary Information**

System ID: 65601261

System Name: NEW RICHMOND WATERWORKS

County: St. Croix

Type: Municipal Community

Basin: St Croix River

Population: 8616

Service Connections: 2228

Owner: CITY OF NEW RICHMOND/TANYA REIGEL, CLK

156 E 1ST ST

New Richmond, WI 54017-1802

(715) 246-4268 Fax: (715) 248-7129 treigel@newrichmondwi.gov

Date Security VA Complete:

Date ERP Complete:

Date ERP Last Exercised/Updated:

Emergency Phone: (715)243-0436 (shop) or (715)377-3164 (water dept. on call cell phone)

Emergency Fax: (715) 246-7129

Emergency E-mail: nruwater@newrichmondwi.gov

**Certified Operators**

Name	Lic. #	Expires	Phone/Fax/E-mail	Address 1	City, State, Zip
JON EVANS	32776	11/01/2016	(715) 246-0912	707 RILEY AVE	NEW RICHMOND, WI 54017
GREG HERMANSEN	33529	05/01/2017	(715) 781-2514	1751 144TH ST	NEW RICHMOND, WI 540176539
ROBERT MEYER	32775	11/01/2016	(715) 977-1214 (cell) nruwater@newrichmondwi.gov	PO BOX 185	NEW RICHMOND, WI 54017
MARTY POWERS	34573	05/01/2018	(715) 243-0436 martywpowers@hotmail.com	1849 200TH ST	NEW RICHMOND, WI 54017

**Affiliations**

Name	Affiliation	Phone
BRIAN PIETZ	SS INSPECTOR	715-284-1425
ROBERT E MEYER	SAMPLER/ EMERGENCY	715-243-0436
CITY OF NEW RICHMOND/TANYA REIGEL, CLK	PLAN_CON/ OWNER	715-246-4268
MIKE DARROW	MANAGER	715-246-4268
CHARLIE CAMERON	DNR REP	608-785-9013

**Entry Points and Sources of Water (Basic Data)**

Source ID	Name	WUWN	Status	Type	Source	Depth	Cased	Grouted
2	WELL 2	BG857	Active	ENTRY PT/SOURCE	Ground Water Source	802	350	350
3	WELL 3	BG858	Active	ENTRY PT/SOURCE	Ground Water Source	802	349	349
4	WELL 4	BG859	Active	ENTRY PT/SOURCE	Ground Water Source	352	263	263
5	WELL 5	BG869	Active	ENTRY PT/SOURCE	Ground Water Source	350	250	250
6	WELL 6	NV243	Active	ENTRY PT/SOURCE	Ground Water Source	800	350	350

**Entry Points and Sources of Water (Misc. Data)**

Source	PLSS	Lat./Long.	Pump Cap.	Pump Type	Lube	Aux. Power
2	T30, R18W, S2, Q-NW QQ-NW	45.12243N x 92.53546W	670	Vertical Turbine	Water	No
3	T31, R18W, S36, Q-SW QQ-NE	45.12695N x 92.54079W	970	Vertical Turbine	Water	No
4	T30, R18W, S3, Q-NE QQ-SW	45.11813N x 92.54646W	670	Vertical Turbine	Water	No
5	T30, R18W, S2, Q-SW QQ-SE	45.11134N x 92.52972W	1080	Vertical Turbine	Water	Yes
6	T30, R18W, S10, Q-NW QQ-NE	45.10471N x 92.55074W	980	Vertical Turbine	Water	Yes

**Storage**

ID/Location	Type	Vol. (gal)	Overflow Ht. (ft.)	Last Insp. Date
Multi-Legged/East First and Arch Streets	ELEVATED TANK	300000	124.8	6/13/2014 (ROV)
Spheroid/St. Croix Ave	ELEVATED TANK	250000	124.8	7/1/2015 (painting)

**Booster Stations**

ID/Location	Type	Firm Pumping Capacity (gpm)	Aux. Power	Pumps
1753 115th Street	ABOVE GROUND	750	Yes	1 @ 2 HP, 2 @ 20 HP

**System Interconnects**

None

**Treatment Summary Data**

Source	Description	Objective(s)	Pump Model	Cap.	Stroke	Speed	Tank Cap.
2	Fluoridation	Other	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	60
2	Hypochlorination, Post	Disinfection	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	50	50	100
3	Fluoridation	Other	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	160
3	Hypochlorination, Post	Disinfection	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	100
4	Fluoridation	Other	PULSAtron Series E Plus LPB3SA-VAT1-XXX	21	40	40	160
4	Hypochlorination, Post	Disinfection	PULSAtron Series E Plus LPB3SA-VAT1-XXX	42	40	40	100
5	Fluoridation	Other	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	160
5	Hypochlorination, Post	Disinfection	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	70	55	100
6	Fluoridation	Other	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	
6	Hypochlorination, Post	Disinfection	PULSAtron Series E Plus LPB3SA-VAT1-XXX	12	40	40	160

**Bacteriological Sampling History**

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Missed Samples	Raw Safe	Raw Unsafe	Fecal Positive?
2015	114			0	20		N
2014	108			0	21		N
2013	108			0	20		N
2012	107	1		0	21		Y
2011	108			0	20		N
2010	107	1		0	20		N
2009	108			0	20	1	N

## Chemical Sampling History

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2015	FLUORIDE		11	0	0
2015	VOC	6	1	0	0
2015	NITRATE	3	1	0	0
2015	NITRATE	4	1	0	0
2015	DBP		1	0	0
2015	NITRATE	6	1	0	0
2015	NITRATE	2	1	0	0
2015	NITRATE	5	1	0	0
2014	FLUORIDE		11	2	0
2014	RAD	3	1	0	0
2014	IOC	4	2	0	0
2014	SOC	2	1	0	0
2014	VOC	6	1	0	0
2014	DBP		1	0	0
2014	VOC	5	1	0	0
2014	PBCU		20	0	0
2014	VOC	3	1	0	0
2014	IOC	3	1	0	0
2014	RAD	5	1	0	0
2014	IOC	6	1	0	0
2014	RAD	2	1	0	0
2014	RAD	6	1	0	0
2014	FLUORIDE	4	3	0	0
2014	VOC	2	1	0	0
2014	VOC	4	1	0	0
2014	RAD	4	1	0	0
2014	IOC	5	1	0	0
2014	IOC	2	1	0	0
2014	SOC	6	1	0	0
2013	FLUORIDE		12	0	0
2013	IOC	4	4	0	0
2013	VOC	6	1	0	0
2013	NITRATE	3	1	0	0
2013	NITRATE	4	1	0	0
2013	DBP		3	0	0
2013	PBCU		20	0	0
2013	NITRATE	2	1	0	0
2013	NITRATE	6	1	0	0
2013	NITRATE	5	1	0	0
2012	FLUORIDE		12	0	0
2012	VOC	6	4	0	0
2012	PBCU	6	1	0	0
2012	NITRATE	3	1	0	0
2012	NITRATE	4	1	0	0
2012	IOC	4	4	0	0
2012	PBCU		80	0	0
2012	PBCU	4	1	0	0
2012	PBCU	2	1	0	0
2012	PBCU	5	1	0	0

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2012	PBCU	3	1	0	0
2012	NITRATE	2	1	0	0
2012	NITRATE	6	1	0	0
2012	NITRATE	5	1	0	0
2011	FLUORIDE		12	0	0
2011	IOC	4	3	0	0
2011	SOC	2	1	0	0
2011	VOC	6	1	0	0
2011	PBCU	6	1	1	0
2011	PBCU_RULE	3	2	0	0
2011	VOC	5	1	0	0
2011	PBCU		20	0	0
2011	IOC	3	1	0	0
2011	VOC	3	1	0	0
2011	PBCU	4	1	1	0
2011	PBCU	2	1	1	0
2011	IOC	6	1	0	0
2011	SOC	3	1	0	0
2011	SOC	4	1	0	0
2011	PBCU_RULE	2	2	0	0
2011	PBCU	3	1	1	0
2011	PBCU	5	1	1	0
2011	RAD	6	1	0	0
2011	PBCU_RULE		6	0	0
2011	PBCU_RULE	4	2	0	0
2011	VOC	2	1	0	0
2011	VOC	4	1	0	0
2011	IOC	5	1	0	0
2011	IOC	2	1	0	0
2011	SOC	5	1	0	0
2011	PBCU_RULE	6	2	0	0
2011	PBCU_RULE	5	2	0	0
2011	SOC	6	1	0	0

**MCL Violations**

None

**Definitions**

MCL = Maximum Contaminant Limit (as set by the Environmental Protection Agency (EPA))

BACTI = Bacteriological Sample

IOC = Sample for Inorganic Compounds

NITRATE = Nitrate Sample

PBCU = Lead and Copper Sample

RAD = Sample for Radioactivity

SOC = Sample for Synthetic Organic Compounds

VOC = Sample for Volatile Organic Compounds

FLUORIDE = Fluoride from Fluoridation

TTHM = Total Trihalomethane Sample