



May 31, 2018

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER  
BOB MULLEN  
DAN CASEY  
PAT BECKER  
MIKE KASTENS

This is to inform you that there will be a Utility Commission Meeting on **June 6, 2018 at 3:30 p.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 (May 9, 2018)
4. Approval of bills and disbursements – May 2018
5. Public Comment
6. Welcome Mike Kastens
7. 1Q18 Financial Report
8. RFP for Water and Sewer Rate Case
9. Capital Improvement Plan 2018-2022
10. Approval of 2017 CMAR Report and Resolution
11. 140<sup>th</sup> Street Lighting
12. GIS Software
13. Utility Feasibility Study\*\*\*
14. Utility-Community Celebration
15. Future Meeting Dates and Times
16. Staff Reports
17. Communications and miscellaneous correspondence
18. Adjourn

Mike Darrow  
Utility Manager

\*\*\*Agenda item added

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.

**NEW RICHMOND UTILITY COMMISSION MINUTES**  
**May 9, 2018**

The regular meeting of the New Richmond Utility Commission was held on May 9, 2018 at 3:30 p.m. at the Civic Center.

Pat Becker called the meeting to order at 3:30 p.m.

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

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

A motion was made by Dan Casey to approve the minutes of the April 4, 2018 meeting, seconded by Bob Mullen, and carried.

A motion was made by Bob Mullen to approve April 2018 bills and disbursements, seconded by Dan Casey, and carried.

**Public Comment:**

None

**Commissioner Application Review and Recommendation:**

Mike Kastens, Jeremy Poole and John Mike are interested in the Utility Commission opening. John Mike introduced himself. He stated he was a dentist for 36 years in New Richmond, and just recently retired. He has been involved in different committees throughout the City, and would like to give back to the community. Bob Mullen moved to submit all three names to the Mayor for selection, seconded by Dan Casey, and carried.

**Appointments to WPPI Energy Board of Directors:**

Mike Darrow welcomed the new Electric Supervisor, Weston Arndt. Currently Mike Darrow and Rae Ann Ailts are the representatives on the WPPI Energy Board of Directors. Bob Mullen moved to have Weston Arndt become the WPPI Director Representative, and Mike Darrow be the WPPI Alternate Representative on WPPI Energy Board of Directors, seconded by Dan Casey, and carried.

**Itron Software Upgrade Recommendation:**

New Richmond Utilities currently uses Itron MV-RS version 8.7.5 for our meter reading software. The software will reach end of life and will not be supported as of December 31, 2021. Itron is encouraging MV-RS customers to upgrade to Itron Field Collection System (FCS) prior to the end of life support period.

Upgrading our MV-RS software to FCS will provide additional features and functions and is also compatible with our current hardware. The cost to upgrade to the Itron FCS software is \$1,500 when done in conjunction with our annual support renewal, which renews on June 1st. The cost of upgrade also includes onsite training. Deferring the software upgrade to a later date would cost an estimated \$7,000 with additional charges for training of \$2,000.

The cost of the upgrade, while not included in the 2018 budget, would significantly reduce future costs associated with upgrading. The cost of the upgrade would be shared by the Utilities and due to the minimal cost will not affect the 2018-operating budget. Dan Casey moved to upgrade the meter reading software to Itron FCS at a cost of \$1,500, seconded by Bob Mullen, and carried.

### **Capital Improvement Plan 2018-2022:**

As part of the 2018 budgeting process, Utility Commission members and staff began working to update the Utility's five year CIP. Projects from the previous CIP as well as new projects identified by staff, Commission, Council and community input have been included for consideration. Staff prioritized the projects categorizing each project into one of the following three categories:

Red (Critical) = Project is in need of immediate replacement/repair in the year identified. There is a direct impact on the safety or health of staff, residents, etc.

Yellow (Very Important) = Project is in need of replacement/repair soon, but not immediately, and can be addressed in the midterm.

Green (Important) = Project would be nice, but does not directly impact the safety or health of the community.

In January, the Commission was asked to review the projects based upon priority given by staff as well as themes established by council, which include:

- Safety, health, and general welfare
- Preserving the past, engaging the present, and ensuring the future
- Public/private partnerships,
- Economic development
- Fiscal responsibility.

In the following months, we will continue to move through the remaining projects not identified as critical with the same process. Below is the proposed timeline for completion of the CIP project.

- June- Sources and uses of funds for critical projects and definition of "very important" projects for 2018-2019. Staff will take photos to help understand what some of the items are
- July- Identification of very important projects
- Aug- Sources and uses of funds for critical and very important projects

The feasibility study will be on the June agenda.

### **Request to Proceed with RFP for Water and Sewer Rate Case:**

New Richmond Utility's current water rates have been in place since 2013, while sewer rates have been in place since 2012. Over the intervening 5-6 year period, population growth have increased demand and inflation has increased the costs of operation and maintenance. Our rates are not sufficient to sustain growth and inflation into future years. As discussed during the last budget cycle, an analysis of our rates should be conducted in 2018 to determine if rate adjustments are necessary and, if so, help properly align rates with ongoing costs. Rate studies are also a required component of the Public Service Commission's rate setting process for water utilities. Bob Mullen moved to authorize to proceed with the RFP for Water and Sewer Rate, seconded by Dan Casey, and carried.

### **4Q17 Financial Report:**

Joel Enders gave the financial updates on the following departments:

- Electric-Expenses were slightly higher than budgeted, but more than offset by higher than anticipated revenues. Ending net position is favorable to budget by \$476K.
- Water-Revenues and expenses were both marginally above budget through fourth quarter, ending with an operating income of \$243K. Net position is favorable to budget by \$435,537, primarily due to the end-of-year capital contributions.

- Sewer-Revenues were slightly less than estimated while expenses ended \$115K over budget. Operating losses for the year were \$126K greater than budgeted. Net position is favorable to budget due to end-of-year capital contributions.

### **2018 Street/Utility Projects Bid Results:**

Jeremiah Wendt did an overview of the three bids received for the street/utility projects. These projects included 125<sup>th</sup> Street reconstruction, East 4<sup>th</sup> Street utility improvements, County Road A Trail (Phase 1) and the 125<sup>th</sup> Street/Paperjack Creek Nature Trail. The bids ranged from \$1,420,482.69 to \$1,810,442.83. Haas Sons Inc., of Thorp, WI, submitted the low bid. Based on our experience and review, it is our opinion that Haas Sons Inc. has the required equipment and expertise to perform the work as outlined in the contract specifications. Dan Casey moved to accept the bid from Haas Sons, Inc., seconded by Bob Mullen, and carried.

### **James Place II Electrical Line Extension:**

In 2004, the City approved Phase I of James Place, the first 18 lots of a planned 61 lot residential development. In June 2017, the City approved a development agreement for Phase II of James Place, authorizing the development of an additional 22 lots. The developer, Bass Lake Inc., elected to contract with the City Utility for the extension of electrical lines and the installation of three streetlights in Phase II. The formal estimate communicated to the developer for this work totaled \$16,724. In late July / early August, a private utility contractor was hired to assist with line installation and expedite project completion, resulting in final project costs that were \$6,099.13 higher than initially estimated. However, the request for and/or communication of this change order was not formally documented, causing a billing dispute between the City and the Developer when the work invoice was received in late October. Staff met with the developer on May 4, 2018, to discuss this issue, whereupon the developer offered to pay \$4,000 of outstanding project costs. While this amount is approximately \$2,000 less than the billed amount, litigating this dispute would be an even less cost-efficient option. Bob Mullen moved to recommend accepting payment in the amount proposed by the developer of \$4,000, absorbing the remaining \$2,099.13, seconded by Dan Casey, and carried.

### **Department Reports**

#### **Bob Meyer, Water Superintendent:**

- Water Department held their annual demonstration/class at Starr, Hillside, Paperjack and St. Mary's Schools.
- Multiple locates continue to take place.
- 95% of irrigation meters are back in service
- 2017 CCR Report has been completed. Needs to be submitted to DNR by July 1, 2018.
- Flushing will begin next week.
- Meters, cross connections, and project inspections are ongoing.
- Adam Jackson has been working on the Hockey Center drainage.

#### **Steve Skinner, Lead Wastewater Treatment Plant Operator:**

- The Effluent sampler has been repaired and is back online.
- Pump #1 VFD at main lift station failed. Currently getting cost estimate for replacement.
- Thanks to the Electric Department for their help in getting the SCADA communication system running effectively. SCADA system currently has communication to all sites with no issues.
- Waiting for an answer on whether the city is able to remove electric meter at Tower #2, and reimburse St Croix County for electric use. This would simplify generator tie in and helps County protect their equipment.

#### **Kevin Blader, Electric Lead:**

- Kevin welcomed Wes Arndt to the Electric Department.

- North Knowles substation went off line on April 17, 2018 for repairs and maintenance, was back on line April 20, 2018.
- Power outage on North Shore Drive was caused when a goose hit the power line, affecting approximately 50 customers.
- Underground power line failed on the 500 block of South Knowles Avenue resulting in a power outage.
- Power outage on E 5<sup>th</sup> Street was due to a squirrel.
- Electric disconnects have begun.
- Winter underground faults are being repaired.
- Eleven new services were installed last week, and nine more are scheduled for this week.
- Richmond Prairie Condos Subdivision is still in the works, waiting for curb to be poured.
- Street light project on 140<sup>th</sup> Street will begin in four to five weeks.
- West 8<sup>th</sup> Street primary upgrade continues to be worked on.
- Truck testing has occurred, resulting in hydraulic line repair on truck 31.
- Cooper Motors should be hooked up to permanent service within two weeks.

Mike Darrow thanked Kevin and his crew for helping out during the transition period.

**Jeremiah Wendt, Director of Public Works:**

- Getting design wrapped up for projects
- Sewer construction is in on Noble Road
- Wrapping up Richmond Prairie Condos

**Joel Enders, Management Analyst:**

Joel stated work will begin soon on 2019 budgets. He also presented and read a thank you card from former Utility Commissioner, Jerry Frey.

**Weston Arndt, WPPI Energy Services Rep:**

Wes thanked the Commission for the opportunity to take the roll of Electric Superintendent. Today is Wes' first day in this new role.

Staff has been at schools with Powertown & Pedal Power.

**Focus on Energy**

Focus on Energy "Connected Device Kits" customer mailing reached mailboxes about two weeks ago. Customers that have high speed internet can receive free connected devices or reduced prices on smart/wifi-enabled thermostats.

**Customer Work**

Recent customer work includes efforts with Bosch, WITC, Lakeside Foods, and Simma Properties. Phillips-Medisize hired an energy intern to assist in evaluating energy efficiency measures within their facilities. WPPI Energy is supporting the position through a grant that will cover 50% of the cost up to \$5,000.

**WPPI Energy Services Representative**

WPPI has posted the ESR position to serve River Falls Municipal Utilities and New Richmond Utilities. They will take the lead on the application review and initial interviews. Member staff will be included in second interviews on two or three candidates to evaluate the fit for the communities. The goal is to have the position filled by mid-summer.

**Tax Cuts and Jobs Act**

WPPI Energy is expected to see cost savings from various partners that will be passing on their tax savings. These include transmission through American Transmission Company, and contracts with investor owned utilities. The annual savings is estimated at \$11.4 million, which is a 3% reduction in the

budgeted annual wholesale power costs. The savings will be passed on to members beginning May 1. This will effectively be passed through the PCAC to retail customers.

**Mike Darrow, Utility Manager:**

The 2019 budget process will begin soon. Staff will be looking into the possibility of a two year budget cycle.

**Utility Update:**

Debbie Powers gave a brief utility office update. Office operations are running smoothly. The electric moratorium ended, which resulted in a large volume of electric disconnections taking place. Debbie explained the process for these disconnects. Susan Affeldt and Leigh Alexander will be attending a roundtable in Cornel.

Motion was made by Bob Mullen to move into closed session per State Statute 19.85 (1)(c), seconded by Dan Casey, and carried.

Bob Mullen made a motion approve as discussed in closed session, seconded by Dan Casey, and carried.

There being no further business, a motion was made by Dan Casey to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 5:00 p.m.

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Pat Becker, President

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Gerry Warner, Secretary

# New Richmond Utilities

## MAY 2018 Check Register

Check #	Date	Amount	Vendor Name	Description
001988	5/4/2018	12,595.95	US BANK CORPORATE PAYMENT SYSTEM	WATER DEPT APR PCARD INV
001989	5/9/2018	871.88	SUPER AMERICA	APRIL FUEL BILL
001990	5/9/2018	59,392.74	CITY OF NEW RICHMOND	PAYROLL 5-11-18
001991	5/15/2018	21,259.52	CITY OF NEW RICHMOND	MONTHLY BILL
001992	5/15/2018	6,353.05	CITY OF NEW RICHMOND	INSURANCE
001993	5/15/2018	5,000.00	CITY OF NEW RICHMOND	RENT
001994	5/15/2018	7,846.58	CITY OF NEW RICHMOND	RECYCLING
001995	5/15/2018	24,872.57	CITY OF NEW RICHMOND	STORM WATER
001996	5/15/2018	244.00	HYDRODESIGNS	CROSS CONNECT INSPECT REPORT
001997	5/15/2018	317.49	MAILFINANCE	STUFFER 3/9/18-6/8/18
001998	5/15/2018	6,211.59	NEW RICHMOND UTILITIES	APRIL CTOC COLLECTIONS
001999	5/19/2018	10,096.03	WI DEPT OF REVENUE	APRIL SALES TAX
002000	5/18/2018	82,152.00	LOCAL GOVERNMENT INVESTMENT POOL	APR18 IMPACT FEES & SAC COL
002001	5/21/2018	88,420.00	LOCAL GOVERNMENT INVESTMENT POOL	LOCAL GOV'T INVEST #7, 9 & 11
002002	5/21/2018	51,125.00	LOCAL GOVERNMENT INVESTMENT POOL	LOCAL GOVT INVEST 5, 8 & 10
002003	5/21/2018	501,960.51	WISCONSIN PUBLIC POWER INC	APR18 PURCHASED POWER
002004	5/25/2018	61,096.75	CITY OF NEW RICHMOND	PAYROLL 5-25-18
002005	5/30/2018	102.25	CITY OF NEW RICHMOND	BENEFIT EXTRAS MO FSA, HRA ADM
002006	5/30/2018	749.97	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
002007	5/30/2018	23,996.03	CITY OF NEW RICHMOND	HEALTH INS
002008	5/30/2018	34.62	CITY OF NEW RICHMOND	LIFE INSURANCE
002009	5/30/2018	430.41	CITY OF NEW RICHMOND	LONG TERM DISABILITY INS
002010	5/30/2018	392.70	CITY OF NEW RICHMOND	SHORT TERM DISABILITY INS
002011	5/30/2018	46,440.00	CITY OF NEW RICHMOND	TAX EQUIVALENT
002012	5/30/2018	4,681.10	DAKOTA SUPPLY GROUP INC	FUSE UNITS AND FUSE LINKS
002013	5/30/2018	236.22	GOLDCOM VOICE & DATA SUPPLY	INVRT BRILLIANT RED PAINT
002014	5/30/2018	3,037.74	ITRON	HARDWARE MAINT 6/1/18-5/31/19
035577	5/1/2018	-160.00	VOID - WISCONSIN RURAL WATER ASSN	BIOLOGICAL TREATMENT-HERMANSEN
035604	5/1/2018	0.00	VOID - WISCONSIN RURAL WATER ASSN	VOID INV SCHOOL HERMANSEN
035605	5/4/2018	195.60	BALDWIN TELCOMM	APRIL PHONE BILL
035606	5/4/2018	246.44	VERIZON WIRELESS	APRIL PHONE BILL
035607	5/8/2018	50.00	DNR	EXAM - G HERMANSEN
035608	5/14/2018	117.59	J.H. LARSON COMPANY	WIRE THHN 14 SOLID GREEN
035609	5/14/2018	1,427.00	SCHOCKER'S COLLISION	SAND BLAST POLE TRAILER
035610	5/15/2018	1,301.71	ABM EQUIPMENT & SUPPLY LLC	REPAIR BOOM LEAK
035611	5/15/2018	394.19	AMARIL UNIFORM COMPANY	BIBS, SAFETY VEST
035612	5/15/2018	968.64	AMERIPRIDE LINEN & UNIFORM SERVICES	WATER DEPT UNIFORM SVC
035613	5/15/2018	833.00	BAKER TILLY VIRCHOW KRAUSE LLP	DEC FINANCIAL, ELEC & WTR ANN
035614	5/15/2018	3,547.25	BORDER STATES ELECTRIC SUPPLY	CHAPMAN POLYPHASE FIELD TEST
035615	5/15/2018	175.68	BURGER BROTHERS LLC	REFUND IRRIGATION WATER USAGE
035616	5/15/2018	10,793.18	CORE & MAIN LP	IPERL METERS
035617	5/15/2018	2,448.46	CRANE ENGINEERING SALES INC	REPAIR SLIDE GATE
035618	5/15/2018	337.50	ECKBERG LAMMERS BRIGGS WOLFF & VIEI	E 4TH STREET BACKUPS
035619	5/15/2018	174.95	ERIC KNUTSON	SAFETY BOOTS
035620	5/15/2018	309.93	FRONTIER COMMUNICATIONS	APRIL PHONE BILL
035621	5/15/2018	118.86	GRAINGER	RESERVOIR, OIL
035622	5/15/2018	28,474.41	STUART C IRBY CO	POLY ADAPTER
035623	5/15/2018	2,798.00	JAGUAR SOFTWARE	ANNUAL MAINTEN 7/1/18-6/30/19
035624	5/15/2018	606.30	KWIK TRIP	APRIL FUEL
035625	5/15/2018	220.00	MID AMERICA METER, INC	SHOP TEST PROPELLER METER

035626	5/15/2018	4,950.00	MSA PROFESSIONAL SERVICES INC	WWTP FACILITY PLAN UPDATE
035627	5/15/2018	91.55	MY RECEPTIONIST, INC	ANSWER SVC 5/2-5-29
035628	5/15/2018	304.00	NARDINI FIRE EQUIP CO., INC.	INSPECTION CO2 SYSTEM
035629	5/15/2018	791.32	PAXXO, INC	HUBER BAGS
035630	5/15/2018	448.24	RECYCLE TECHNOLOGIES, INC	RECYCLE BULBS, BATTERIES
035631	5/15/2018	5,983.68	SCHMITT & SONS EXCAVATING, INC	SWR & WATER LINES, COPPER LINE
035632	5/15/2018	2,025.94	SHORT ELLIOTT HENDRICKSON INC	N TANK FREQUENCY, T MOBILE INS
035633	5/15/2018	194.44	SHORT ELLIOTT HENDRICKSON INC	WATER MODEL UPDATE
035634	5/15/2018	1,949.00	SOCIETY FOR HUMAN RESOURCE MANAGE	CONFERENCE- WESTON ARNDT
035635	5/15/2018	2,000.00	TCIC, INC	ENGINEERING
035636	5/16/2018	30.00	ST CROIX COUNTY	WATER QUALITY REGISTRATION
035637	5/25/2018	0.00	NORTH SHORE COMPRESSOR & MACH	MRA TOM RICKARD
035638	5/25/2018	0.00	NORTH SHORE COMPRESSOR & MACH	VOID -WRONG VENDOR MRA RICKARD
035639	5/25/2018	68,553.12	NORTH SHORE BANK	MRA TOM RICKARD
035640	5/30/2018	1,175.00	AMERICAN TEST CENTER, INC.	ANNUAL SAFETY INSPECTION & TES
035641	5/30/2018	523.75	BORDER STATES ELECTRIC SUPPLY	POLYPHASE FIELD TESTS
035642	5/30/2018	203.93	BRIANNA & ANTHONY EVEN	CR REF 1005400-24
035643	5/30/2018	53.24	DEREK W TIMM	CR REF ACCT# 849400-30
035644	5/30/2018	20,032.04	ENERGIS HIGH VOLTAGE RESOURCES	KNOWLES SUBSTATION-BATTERY REP
035645	5/30/2018	153.26	ERIN M & TRENT L CANOPY	CR REF ACCT# 710400-22
035646	5/30/2018	118.71	HEATHER S BOE	CR REF ACCT# 1910400-27
035647	5/30/2018	1,520.70	STUART C IRBY CO	ARRESTER
035648	5/30/2018	305.88	LAURA LARIVIERE	CR REF ACCT# 1806800-21
035649	5/30/2018	3,526.09	MID-STATE INTERNATIONAL TRUCKS OF WI	EXHAUST MANIFOLD REPLACEMENT
035650	5/30/2018	414.98	MOLLY J O'KEEFE	CR REF ACCT# 1222700-23
035651	5/30/2018	51.31	PEARL A EMERSON	CR REF ACCT# 424300-21
035652	5/30/2018	31.09	TRACY BISHOP	CR REF ACCT# 1249500-21
035653	5/30/2018	106.61	UTILITY SALES AND SERVICE INC.	HOSE, FITTING
035654	5/30/2018	262.69	WESTON ARNDT	REIMB WPPI ENERGY BOARD MTG
035655	5/30/2018	7,040.77	WESCO RECEIVABLES CORP	ABB 25KVA MINI W/BAYONET
035656	5/30/2018	57.09	WESTVIEW CONSTRUCTION INC	CR REF ACCT# 1846600-20
035657	5/30/2018	1,005.95	XCEL ENERGY	APRIL GAS BILL

**Total**                      **\$ 1,199,199.77**

**Total Checks & Wires**



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

## MEMORANDUM

**TO:** Utility Commission

**FROM:** Rae Ann Ailts, Finance Director  
Joel Enders, Management Analyst

**DATE:** May 29, 2018

**SUBJECT:** First Quarter 2018 Financial Report

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### **BACKGROUND**

Staff will present the attached first quarter financial report for the electric, water, and wastewater utilities at the June 6 Utility Commission meeting. The financial reporting calendar for the remainder of 2018 will be:

<b>Report</b>	<b>Presentation Date</b>
1st Quarter 2018	June 6, 2018
2nd Quarter 2018	August 1, 2018
3rd Quarter 2018	November 7, 2018
4th Quarter 2018	March 6, 2019



## QUARTERLY FINANCIAL DASHBOARD

### First Quarter 2018

<b>ELECTRIC REVENUE &amp; EXPENSES</b>	2018			VARIANCE		2017	
	Actuals through 1st Quarter	Budget through 1st Quarter	Adopted Annual Budget	Over (Under) through 1st Quarter	Percent of Budget through 1st Quarter	Actuals through 1st Quarter	Budget through 1st Quarter
Operating Revenue	2,476,026	2,496,757	9,987,029	(20,731)	25%	2,435,522	2,424,036
Operating Expenses	2,289,013	2,455,392	9,821,561	(166,379)	23%	2,204,878	2,350,221
Change in Net Position	130,134	6,021	24,087	124,113	540%	147,560	282
REPORTING METRICS							
	YTD 2016	YTD 2017	YTD 2018	SUMMARY			
Number of Customers	4,527	4,599	4,706	Expenses were \$166K under budget due to lower than expected wholesale market prices. Revenues were on target, less than 1% under budget. Operating income and net position were both favorable to budget but less than same period previous year.			
kWh Sold	23,200,467	23,644,667	25,048,815				
Daily Operating Cost	5,798	5,644	5,843				
Operating Income (Loss)	211,704	230,644	187,013				

<b>WATER REVENUE &amp; EXPENSES</b>	2018			VARIANCE		2017	
	Actuals through 1st Quarter	Budget through 1st Quarter	Adopted Annual Budget	Over (Under) through 1st Quarter	Percent of Budget through 1st Quarter	Actuals through 1st Quarter	Budget through 1st Quarter
Operating Revenue	315,299	389,219	1,556,872	(73,920)	20%	311,618	366,801
Operating Expenses	313,413	343,794	1,375,206	(30,381)	23%	298,648	314,142
Change in Net Position	(48,065)	(22,864)	(91,489)	(25,201)	53%	(54,338)	(33,953)
REPORTING METRICS							
	YTD 2016	YTD 2017	YTD 2018	SUMMARY			
Number of Customers	4,143	4,222	4,370	Expenses were \$30K under budget, in line with seasonally lower O&M costs. Revenues were \$73.9K under budget due to lower than expected consumption and seasonal use patterns.			
Gallons Sold (thousands)	46,523	49,759	49,235				
Daily Operating Cost	524	605	610				
Operating Income (Loss)	31,993	12,970	1,888				

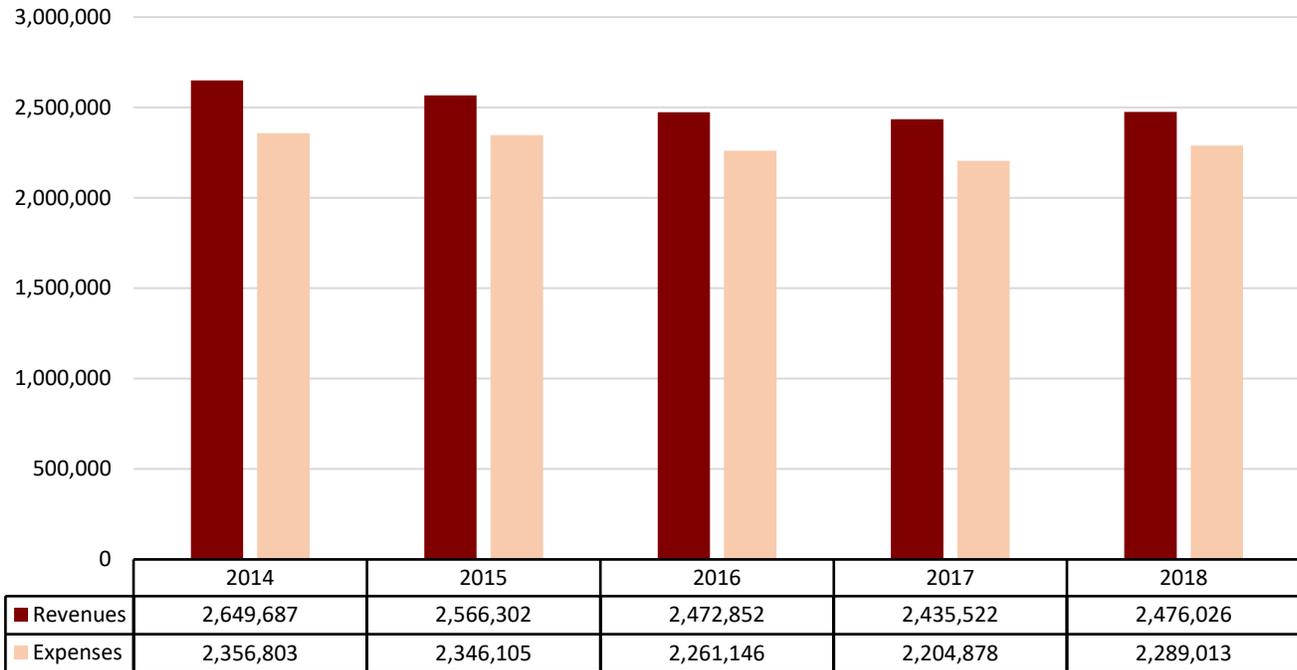
<b>SEWER REVENUE &amp; EXPENSES</b>	2018			VARIANCE		2017	
	Actuals through 1st Quarter	Budget through 1st Quarter	Adopted Annual Budget	Over (Under) through 1st Quarter	Percent of Budget through 1st Quarter	Actuals through 1st Quarter	Budget through 1st Quarter
Operating Revenue	360,386	373,701	1,494,804	(13,315)	24%	361,630	369,999
Operating Expenses	412,342	451,647	1,806,474	(39,305)	23%	441,988	426,479
Change in Net Position	(27,279)	(56,114)	(236,812)	28,835	12%	(49,314)	(44,723)
REPORTING METRICS							
	YTD 2016	YTD 2017	YTD 2018	SUMMARY			
Number of Customers	3,500	3,558	3,660	Revenues and expenses were less than budgeted, following seasonal trends. Net position ended \$28.8K above budget, but first quarter operating losses were near the five-year average.			
Gallons Treated (thousands)	44,724	47,652	47,107				
Daily Operating Cost	689	841	760				
Operating Income (Loss)	(42,963)	(80,359)	(51,959)				



# Electric Utility Financial Report

## First Quarter 2018

Electric 5-Year Actuals through 1st Quarter



### OPERATING REVENUES

#### **Actuals vs. Budget**

Revenues through March 31, 2018 total \$2.47M, which is less than 1 percent (\$20K) below budget. Revenues through same period 2017 were \$11K over budget.

#### **Revenue Trend**

First quarter revenues have been relatively stable over the last three-year period, down slightly from the five-year high reached in 2014. Kilowatt-hours sold increased by approximately 1.6 percent compared to previous year.

#### **Analysis**

Revenues were on target, ending less than 1 percent under budget. Residential power consumption was over budget while commercial and industrial power usage was under budget, which is typical for this time of year. First quarter kWh sales have been slowly increasing with population growth.

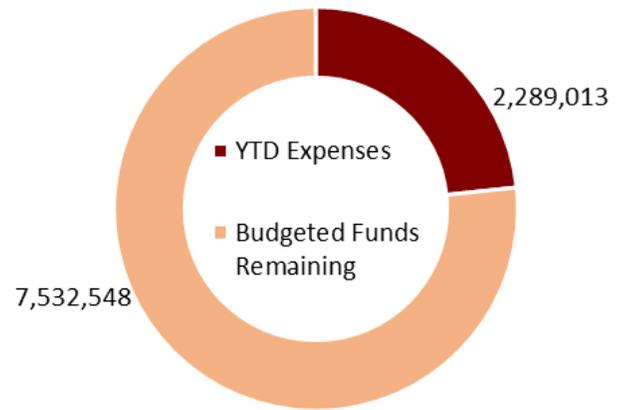
## OPERATING EXPENSES

### **Actuals vs. Budget**

Expenses through March 31, 2018 total \$2.28M, which is approximately six percent (\$166K) below budget. Main cost drivers include:

- Annual tree trimming and system inspections
- Annual shop maintenance and inventory
- Annual vehicle repairs and maintenance
- Boom truck repairs
- Annual / biannual contract agreements
- Depreciation

### Electric YTD Expenses

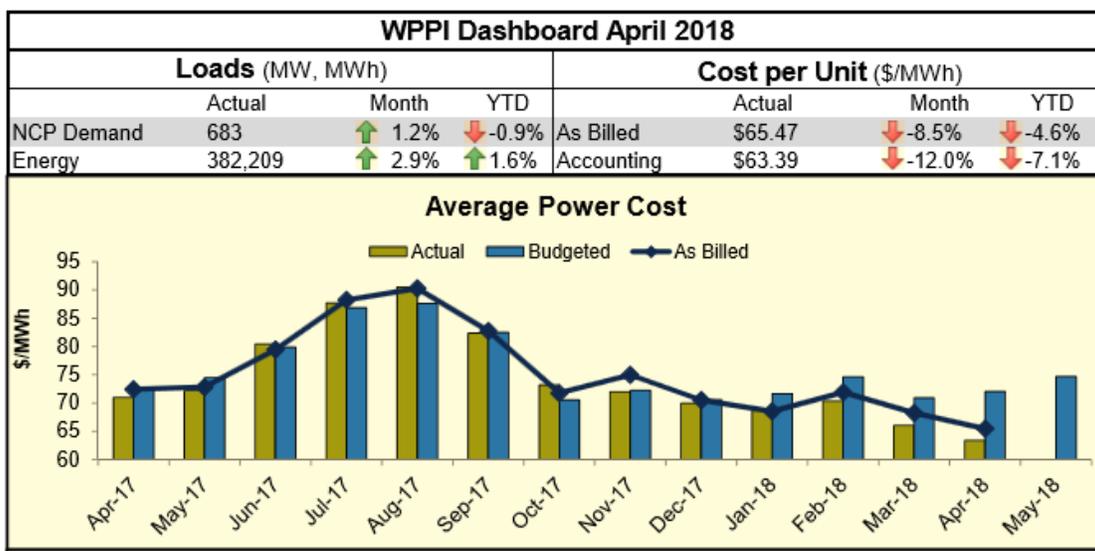


### **Expenses Trend**

YTD expenses are \$84K higher than same period 2017 expenses, but slightly less than the five-year average (\$2.52M). Expenses have been relatively stable over the last 5-year period, peaking in 2014 at \$2.64M and settling around \$2.45M over the last three years.

### **Analysis**

Lower than expected purchased power costs kept operating expenses down in 1Q18. Wholesale market prices were lower than recent years, and WPPI seasonal billing had an effect, as well. Excluding purchased power costs, operating expenses were approximately 10 percent (\$45K) over budget. This discrepancy is expected, as annual maintenance, inventory, and tree trimming costs follow seasonal patterns but expenses are budgeted evenly over the 12-month fiscal year. Development activity and the accompanying growth in electric system plant increased depreciation costs versus previous years.



### Electric 1st Quarter Actuals to Budget - 5 Year Comparison

Year	2014	2015	2016	2017	2018
Operating Revenues	2,649,687	2,566,302	2,472,852	2,435,522	2,476,026
Operating Expenses	2,356,803	2,346,105	2,261,146	2,204,878	2,289,013
Budgeted Revenues	2,440,031	2,472,125	2,489,750	2,424,036	2,496,757
Budgeted Expenses	2,386,036	2,406,229	2,409,525	2,350,221	2,455,392
Revenues Over (Under) Budget	209,656	94,177	(16,898)	11,486	(20,731)
Expenses Over (Under) Budget	(29,233)	(60,124)	(148,379)	(145,343)	(166,379)
<b>Operating Income (Loss)</b>	<b>292,884</b>	<b>220,197</b>	<b>211,706</b>	<b>230,644</b>	<b>187,013</b>

### **NET POSITION**

Change in net position is \$130K through first quarter, which is \$124K above the budgeted net position of \$6,000. First quarter operating income was \$187K, approximately 18 percent (\$41K) below the five-year same period average.

### **CAPITAL IMPROVEMENT PROJECTS**

At March 31, 2018 there were eight active capital improvement projects accounting for \$203,880K. The Marshall Area project (\$182K) and Cernohous Avenue lighting improvements (\$13K) accounted for 96 percent of total project dollars.



## ELECTRIC DEPARTMENT

### Budget & Actual

For the Three Months Ending 3/31/2018

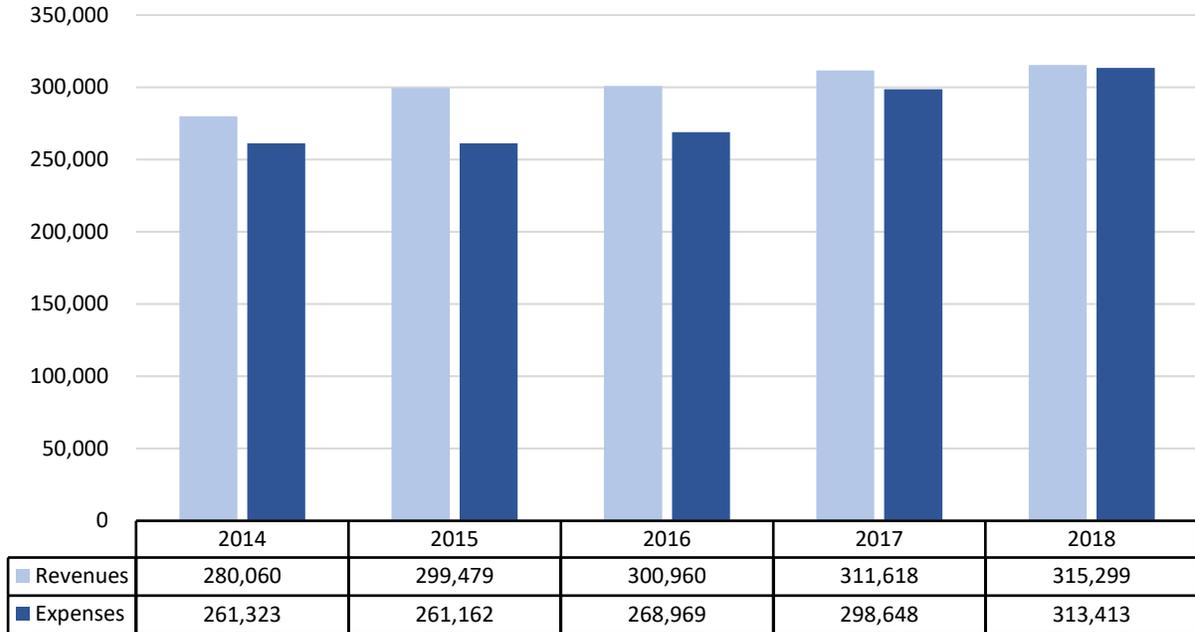
	Quarter 2017 Actual	Quarter 2018 Actual	Quarter 2018 Budget	Variance Actual-Budget	March 2017 Actual YTD	March 2018 Actual YTD	March 2018 Budget YTD	Variance YTD Actual-Budget	2018 Budget
<b>OPERATING REVENUES</b>									
Metered Sales (Res, Small, Large, Indust)	\$2,428,914	\$2,466,982	\$2,488,349	(\$21,368)	\$2,428,914	\$2,466,982	\$2,488,349	(\$21,368)	\$9,953,397
Miscellaneous Revenue	6,608	9,044	8,408	637	6,608	9,044	8,408	637	33,632
<b>Total Operating Revenue</b>	<b>2,435,522</b>	<b>2,476,026</b>	<b>2,496,757</b>	<b>(20,731)</b>	<b>2,435,522</b>	<b>2,476,026</b>	<b>2,496,757</b>	<b>(20,731)</b>	<b>9,987,029</b>
<b>OPERATING EXPENSES</b>									
<b>Wholesale Purchased Power</b>									
WPPI	1,730,014	1,785,475	1,997,406	(211,931)	1,730,014	1,785,475	1,997,406	(211,931)	7,989,623
<b>Local Operating Expenses</b>									
Substation Expenses	27,038	14,075	10,249	3,826	27,038	14,075	10,249	3,826	40,995
Locating Expenses	8,572	9,678	7,165	2,513	8,572	9,678	7,165	2,513	28,660
Overhead Line Maintenance	34,738	38,194	26,488	11,707	34,738	38,194	26,488	11,707	105,950
Transformer Maintenance	5,494	3,575	2,446	1,128	5,494	3,575	2,446	1,128	9,785
Street Lights & Signals Maintenance	2,705	2,024	6,691	(4,667)	2,705	2,024	6,691	(4,667)	26,765
Meter Maintenance	5,904	5,026	7,150	(2,124)	5,904	5,026	7,150	(2,124)	28,600
Meter Reading	1,999	1,704	1,412	292	1,999	1,704	1,412	292	5,648
Miscellaneous Distribution Expenses	7,838	13,022	8,624	4,398	7,838	13,022	8,624	4,398	34,495
Supplies	3,827	4,659	4,675	(16)	3,827	4,659	4,675	(16)	18,700
Shop Expenses	4,297	9,838	3,835	6,003	4,297	9,838	3,835	6,003	15,340
Miscellaneous Expenses	16,277	16,629	9,225	7,404	16,277	16,629	9,225	7,404	36,900
Rent	3,000	3,000	3,000	0	3,000	3,000	3,000	0	12,000
Utilities	2,365	3,094	1,500	1,594	2,365	3,094	1,500	1,594	6,000
Vehicle Repairs & Maintenance	12,972	20,200	9,415	10,785	12,972	20,200	9,415	10,785	37,660
Vehicle Fuel	1,856	2,266	3,613	(1,347)	1,856	2,266	3,613	(1,347)	14,450
General & Administrative Wages	74,364	88,342	91,548	(3,205)	74,364	88,342	91,548	(3,205)	366,190
State & Payroll Taxes	16,133	18,064	18,500	(436)	16,133	18,064	18,500	(436)	74,000
Employee Benefits	81,106	68,472	76,475	(8,003)	81,106	68,472	76,475	(8,003)	305,900
Professional Services	11,069	13,248	8,000	5,248	11,069	13,248	8,000	5,248	32,000
Telephone/Cell	165	175	225	(50)	165	175	225	(50)	900
Insurance	3,399	3,610	4,000	(390)	3,399	3,610	4,000	(390)	16,000
Safety & Training	4,996	8,343	7,375	968	4,996	8,343	7,375	968	29,500
Depreciation	144,750	156,300	146,375	9,925	144,750	156,300	146,375	9,925	585,500
<b>Subtotal Local Operating Expenses</b>	<b>474,864</b>	<b>503,538</b>	<b>457,986</b>	<b>45,554</b>	<b>474,864</b>	<b>503,538</b>	<b>457,986</b>	<b>45,554</b>	<b>1,831,938</b>
<b>Total Operating Expenses</b>	<b>2,204,878</b>	<b>2,289,013</b>	<b>2,455,392</b>	<b>(166,377)</b>	<b>2,204,878</b>	<b>2,289,013</b>	<b>2,455,392</b>	<b>(166,377)</b>	<b>9,821,561</b>
<b>OPERATING INCOME (LOSS)</b>	<b>230,644</b>	<b>187,013</b>	<b>41,367</b>	<b>145,646</b>	<b>230,644</b>	<b>187,013</b>	<b>41,367</b>	<b>145,646</b>	<b>165,468</b>
<b>Non-Operating Revenues (Expenses)</b>									
Investment Income	2,504	4,662	3,750	912	2,504	4,662	3,750	912	15,000
Interest Expense	(17,203)	(16,115)	(8,082)	(8,033)	(17,203)	(16,115)	(8,082)	(8,033)	(32,330)
Non-Utility Expenses	(3,045)	(369)	(2,000)	1,631	(3,045)	(369)	(2,000)	1,631	(8,000)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(17,743)</b>	<b>(11,822)</b>	<b>(6,332)</b>	<b>(5,489)</b>	<b>(17,743)</b>	<b>(11,822)</b>	<b>(6,332)</b>	<b>(5,489)</b>	<b>(25,330)</b>
<b>Contributions &amp; Transfers</b>									
Capital Contributions	20,000	20,403	37,500	(17,097)	20,000	20,403	37,500	(17,097)	150,000
Transfers Out (Tax Equivalent)	(85,340)	(65,460)	(66,513)	1,053	(85,340)	(65,460)	(66,513)	1,053	(266,051)
<b>Total Contributions &amp; Transfers</b>	<b>(65,340)</b>	<b>(45,057)</b>	<b>(29,013)</b>	<b>(16,044)</b>	<b>(65,340)</b>	<b>(45,057)</b>	<b>(29,013)</b>	<b>(16,044)</b>	<b>(116,051)</b>
<b>CHANGE IN NET POSITION</b>	<b>147,560</b>	<b>130,134</b>	<b>6,021</b>	<b>124,113</b>	<b>147,560</b>	<b>130,134</b>	<b>6,021</b>	<b>124,113</b>	<b>24,087</b>



# Water Utility Financial Report

## First Quarter 2018

Water 5-Year Actuals through 1st Quarter



### OPERATING REVENUES

#### **Actuals vs. Budget**

Revenues through March 31, 2018 total \$315K, which is approximately 19 percent (\$73.9K) below budget. Revenues through same period 2017 were \$55K less than the budgeted amount.

#### **Revenue Trend**

2018 first quarter revenues are slightly higher than same period 2017 revenues, continuing a trend of small but steady year-on-year increases.

#### **Analysis**

Revenues are budgeted evenly over the 12-month fiscal year but water usage is generally lower in winter months and higher in summer and fall months. Accordingly, first quarter sales are generally under budget, while revenues in the third and fourth quarters exceed budget. For example, irrigation sales were 70 percent under budget in 1Q17, but exceeded budget by 127 percent in 3Q17.

## OPERATING EXPENSES

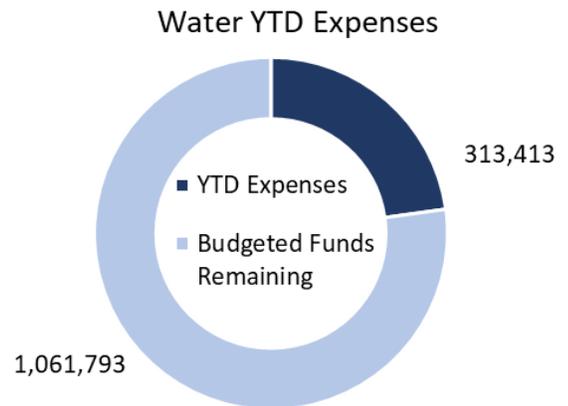
### **Actuals vs. Budget**

Expenses through March 31, 2018 total \$313K, which is approximately 8.8 percent (\$30.3K) below budget.

Depreciation was the main cost driver.

### **Expenses Trend**

YTD expenses are \$14.7K higher than same period 2016 expenses. First quarter expenses have been trending slowly upward over the last four-year period.



### **Analysis**

Expenses are generally under budget this time of year due to decreased development and maintenance activities. Growth in water system plant over the last several years has increased depreciation costs.

### **Water 1st Quarter Actuals to Budget - 5 Year Comparison**

Year	2014	2015	2016	2017	2018
Operating Revenues	280,060	299,479	300,960	311,618	315,299
Operating Expenses	261,323	261,162	268,969	298,648	313,413
Budgeted Revenues	337,150	312,127	306,708	366,801	389,219
Budgeted Expenses	274,143	298,916	304,919	314,142	343,794
Revenues Over (Under) Budget	(57,090)	(12,648)	(5,748)	(55,183)	(73,920)
Expenses Over (Under) Budget	(12,820)	(37,754)	(35,950)	(15,494)	(30,381)
<b>Operating Income (Loss)</b>	<b>18,737</b>	<b>38,317</b>	<b>31,991</b>	<b>12,970</b>	<b>1,886</b>

## NET POSITION

Change in net position is -\$48K through first quarter, which is \$25K less than the budgeted net position of -\$22.8K. The Water Department did have a small operating income of \$1.8K, but tax equivalent transfers drove down ending net position. Net position is expected to improve relative to budget during the summer months.

## CAPITAL IMPROVEMENT PROJECTS

Through March 31 there was one active project accounting for \$27K, the antenna co-location project with St. Croix County. When completed later this year, the County will reimburse the Utility for project costs.



## WATER DEPARTMENT

### Budget & Actual

For the Three Months Ending 3/31/2018

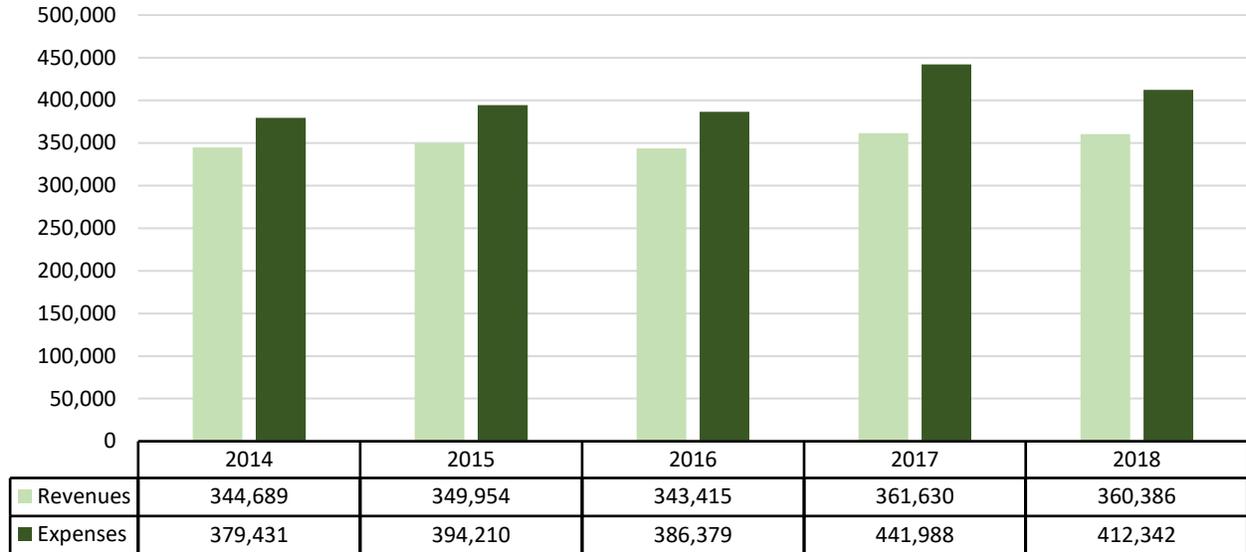
	Quarter 2017 Actual	Quarter 2018 Actual	Quarter 2018 Budget	Variance Actual-Budget	March 2017 Actual YTD	March 2018 Actual YTD	March 2018 Budget YTD	Variance YTD Actual-Budget	2018 Budget
<b>OPERATING REVENUES</b>									
Metered Sales (Res, Small, Large, Indust)	\$291,300	\$293,829	\$353,850	(\$60,021)	\$291,300	\$293,829	\$353,850	(\$60,021)	\$1,415,395
Miscellaneous Revenue	20,318	21,470	35,369	(13,899)	20,318	21,470	35,369	(13,899)	141,477
<b>Total Operating Revenue</b>	<b>311,618</b>	<b>315,299</b>	<b>389,219</b>	<b>(73,920)</b>	<b>311,618</b>	<b>315,299</b>	<b>389,219</b>	<b>(73,920)</b>	<b>1,556,872</b>
<b>OPERATING EXPENSES</b>									
Building/Grounds Maintenance	181	1,036	1,250	(214)	181	1,036	1,250	(214)	5,001
Well Maintenance & Power Consumption	18,722	19,172	29,425	(10,253)	18,722	19,172	29,425	(10,253)	117,703
Tower Maintenance	244	608	7,170	(6,561)	244	608	7,170	(6,561)	28,679
Water Main Maintenance	8,674	5,456	13,957	(8,501)	8,674	5,456	13,957	(8,501)	55,828
Water Service Maintenance	9,921	7,235	12,396	(5,160)	9,921	7,235	12,396	(5,160)	49,583
Meter Maintenance	12,099	12,155	13,171	(1,016)	12,099	12,155	13,171	(1,016)	52,684
Hydrant Maintenance	298	1,461	3,774	(2,313)	298	1,461	3,774	(2,313)	15,095
Water Testing	5,560	5,560	7,018	(1,458)	5,560	5,560	7,018	(1,458)	28,071
Treatment Chemicals	3,975	2,866	4,500	(1,634)	3,975	2,866	4,500	(1,634)	18,000
Meter Reading Expenses	1,500	1,278	1,210	68	1,500	1,278	1,210	68	4,839
Rent	9,750	9,750	9,750	0	9,750	9,750	9,750	0	39,000
Utilities	2,061	2,173	1,500	673	2,061	2,173	1,500	673	6,000
Supplies	3,914	4,512	4,481	30	3,914	4,512	4,481	30	17,934
Miscellaneous Expenses	3,898	3,148	4,250	(1,102)	3,898	3,148	4,250	(1,102)	17,009
Shop Maintenance	1,845	1,216	1,963	(746)	1,845	1,216	1,963	(746)	7,853
Vehicle Repairs & Maintenance	2,181	935	1,325	(390)	2,181	935	1,325	(390)	5,301
Vehicle Fuel	1,725	1,739	2,075	(336)	1,725	1,739	2,075	(336)	8,307
Safety & Training	6,029	3,861	5,654	(1,794)	6,029	3,861	5,654	(1,794)	22,619
General & Administrative Wages	60,436	64,480	68,614	(4,134)	60,436	64,480	68,614	(4,134)	274,454
Employee Benefits	48,786	52,947	48,295	4,652	48,786	52,947	48,295	4,652	193,183
Professional Services	7,998	7,843	9,850	(2,007)	7,998	7,843	9,850	(2,007)	39,399
Contract Services	433	2,516	1,325	1,191	433	2,516	1,325	1,191	5,301
Telephone/Cell	603	530	600	(70)	603	530	600	(70)	2,400
Insurance	3,323	3,555	3,550	5	3,323	3,555	3,550	5	14,199
Payroll & PSC Taxes	6,792	6,781	7,916	(1,135)	6,792	6,781	7,916	(1,135)	31,665
Depreciation (CIAC)	77,700	90,600	78,775	11,825	77,700	90,600	78,775	11,825	315,099
<b>Total Operating Expenses</b>	<b>298,648</b>	<b>313,413</b>	<b>343,794</b>	<b>(30,384)</b>	<b>298,648</b>	<b>313,413</b>	<b>343,794</b>	<b>(30,384)</b>	<b>1,375,206</b>
<b>OPERATING INCOME (LOSS)</b>	<b>12,970</b>	<b>1,888</b>	<b>45,425</b>	<b>(43,537)</b>	<b>12,970</b>	<b>1,888</b>	<b>45,425</b>	<b>(43,537)</b>	<b>181,668</b>
<b>Non-Operating Revenues (Expenses)</b>									
Investment Income	5,286	9,147	6,250	2,897	5,286	9,147	6,250	2,897	24,999
Interest Expense (GAAP)	0	0	(16,660)	16,660	0	0	(16,660)	16,660	(66,639)
Non-Utility Expense	0	0	(331)	331	0	0	(331)	331	(1,323)
<b>Total Non-Operating Revenues (Expenses)</b>	<b>5,286</b>	<b>9,147</b>	<b>(10,741)</b>	<b>19,888</b>	<b>5,286</b>	<b>9,147</b>	<b>(10,741)</b>	<b>19,888</b>	<b>(42,964)</b>
<b>Contributions &amp; Transfers</b>									
Capital Contributions	23,472	14,759	17,500	(2,741)	23,472	14,759	17,500	(2,741)	69,999
Transfers Out (Tax Equivalent)	(96,066)	(73,860)	(75,048)	1,188	(96,066)	(73,860)	(75,048)	1,188	(300,192)
<b>Total Contributions &amp; Transfers</b>	<b>(72,594)</b>	<b>(59,101)</b>	<b>(57,548)</b>	<b>(1,553)</b>	<b>(72,594)</b>	<b>(59,101)</b>	<b>(57,548)</b>	<b>(1,553)</b>	<b>(230,193)</b>
<b>CHANGE IN NET POSITION (GAAP)</b>	<b>(54,338)</b>	<b>(48,065)</b>	<b>(22,864)</b>	<b>(25,202)</b>	<b>(54,338)</b>	<b>(48,065)</b>	<b>(22,864)</b>	<b>(25,202)</b>	<b>(91,489)</b>



# Sewer Utility Financial Report

## First Quarter 2018

Sewer 5-Year Actuals through 1st Quarter



### OPERATING REVENUES

#### **Actuals vs. Budget**

Revenues through March 31, 2018 total \$360K, which is less than 3.5 percent (\$13K) below budget. Revenues through same period 2017 were 2.2 percent (\$8K) less than the budgeted amount.

#### **Revenue Trend**

2018 first quarter revenues are slightly (\$1.2K) less than same period 2017 revenues, but higher than the five-year average.

#### **Analysis**

1Q18 residential metered sales were \$11.8K under budget, reflecting reduced winter consumption. Revenues are anticipated to increase relative to budget during spring months and exceed budget in 3Q18.

### OPERATING EXPENSES

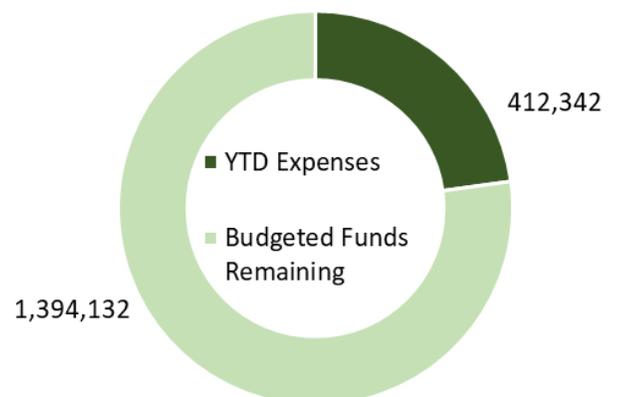
#### **Actuals vs. Budget**

Expenses through March 31, 2018 total \$412K, which is approximately 8.7 percent (\$39K) under budget. Lift station maintenance was the main cost driver.

#### **Expenses Trend**

YTD expenses are \$29.6K less than same period 2017 expenses, but still higher than the five-year average.

Sewer YTD Expenses



## **Analysis**

Lift station maintenance expenses were over budget due to unanticipated pump repairs on the North Shore lift station, but overall expenses were under budget. Generally, expenses are lower relative to budget in the first quarter and higher in third and fourth quarters.

### **Sewer 1st Quarter Actuals to Budget - 5 Year Comparison**

<b>Year</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Operating Revenues	344,689	349,954	343,415	361,630	360,386
Operating Expenses	379,431	394,210	386,379	441,988	412,342
Budgeted Revenues	369,950	367,500	366,000	369,999	373,701
Budgeted Expenses	421,101	431,523	419,708	426,479	451,647
Revenues Over(Under) Budget	(25,261)	(17,546)	(22,585)	(8,369)	(13,315)
Expenses Over(Under) Budget	(41,670)	(37,313)	(33,329)	15,509	(39,305)
<b>Operating Income (Loss)</b>	<b>(34,742)</b>	<b>(44,256)</b>	<b>(42,964)</b>	<b>(80,358)</b>	<b>(51,956)</b>

## **NET POSITION**

Change in net position is -\$27K through first quarter, which is \$28.8K above the budgeted net position of -\$56K. The Sewer Utility had an operating loss of 51.9K through 1Q18, which is close to the 5-year average for this period.

## **CAPITAL IMPROVEMENT PROJECTS**

The WWTP Facility Plan and Phosphorus Optimization project was the only active project at the end of the first quarter. Several relatively small capital improvement projects were completed during 1Q18, most notably the installation of vortex pumps at the Greaton lift station and SCADA upgrades for the Wastewater Treatment Plant.



## SEWER DEPARTMENT

### Budget & Actual

For the Three Months Ending 3/31/2018

	Quarter 2017 Actual	Quarter 2018 Actual	Quarter 2018 Budget	Variance Actual-Budget	March 2017 Actual YTD	March 2018 Actual YTD	March 2018 Budget YTD	Variance YTD Actual-Budget	2018 Budget
<b>OPERATING REVENUES</b>									
Metered Sales	\$359,343	\$358,047	\$369,660	(\$11,613)	\$359,343	\$358,047	\$369,660	(\$11,613)	\$1,478,640
Miscellaneous Revenue	2,287	2,339	4,041	(1,702)	2,287	2,339	4,041	(1,702)	16,164
<b>Total Operating Revenues</b>	<b>361,630</b>	<b>360,386</b>	<b>373,701</b>	<b>(13,315)</b>	<b>361,630</b>	<b>360,386</b>	<b>373,701</b>	<b>(13,315)</b>	<b>1,494,804</b>
<b>OPERATING EXPENSES</b>									
Lab Analysis & Tank Cleaning	13,014	11,685	10,626	1,059	13,014	11,685	10,626	1,059	42,504
Utilities	23,580	22,421	23,751	(1,330)	23,580	22,421	23,751	(1,330)	95,004
Biosolid Removal	83,962	60,983	80,658	(19,675)	83,962	60,983	80,658	(19,675)	322,632
Phosphorus Removal Chemicals	15,256	16,261	17,001	(740)	15,256	16,261	17,001	(740)	68,004
Rent	2,250	2,250	2,250	0	2,250	2,250	2,250	0	9,000
Lab Supplies & Testing Services	7,967	7,354	8,052	(698)	7,967	7,354	8,052	(698)	32,200
Vehicle Maintenance	5	112	177	(65)	5	112	177	(65)	700
Vehicle Fuel	175	279	441	(162)	175	279	441	(162)	1,750
Collection System Maintenance	4,494	3,650	5,820	(2,170)	4,494	3,650	5,820	(2,170)	23,265
Lift Station Maintenance	14,565	24,142	19,659	4,483	14,565	24,142	19,659	4,483	78,636
Treatment & Disposal Equipment Maintenance	24,250	7,117	9,255	(2,138)	24,250	7,117	9,255	(2,138)	37,020
WWTP Building & Equipment Maintenance	4,100	4,563	5,703	(1,140)	4,100	4,563	5,703	(1,140)	22,804
Jet Truck Operation & Maintenance	282	891	1,716	(825)	282	891	1,716	(825)	6,864
Meter Reading Expenses	1,499	1,278	801	477	1,499	1,278	801	477	3,204
Safety & Training	2,944	1,830	3,252	(1,422)	2,944	1,830	3,252	(1,422)	13,008
Administrative & General Expenses	51,696	55,996	58,137	(2,141)	51,696	55,996	58,137	(2,141)	232,521
Employee Benefits	32,768	30,750	33,864	(3,114)	32,768	30,750	33,864	(3,114)	135,444
Professional Services	6,010	8,246	10,998	(2,752)	6,010	8,246	10,998	(2,752)	43,992
Insurance	5,373	5,404	5,703	(299)	5,373	5,404	5,703	(299)	22,800
Miscellaneous Office Expenses	6,486	5,953	11,232	(5,279)	6,486	5,953	11,232	(5,279)	44,918
Payroll Taxes	6,121	6,177	6,300	(123)	6,121	6,177	6,300	(123)	25,200
Depreciation (CIAC)	135,191	135,000	136,251	(1,251)	135,191	135,000	136,251	(1,251)	545,004
<b>Total Operating Expenses</b>	<b>441,988</b>	<b>412,342</b>	<b>451,647</b>	<b>(39,303)</b>	<b>441,988</b>	<b>412,342</b>	<b>451,647</b>	<b>(39,303)</b>	<b>1,806,474</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(80,359)</b>	<b>(51,959)</b>	<b>(77,946)</b>	<b>25,987</b>	<b>(80,359)</b>	<b>(51,959)</b>	<b>(77,946)</b>	<b>25,987</b>	<b>(311,670)</b>
<b>Non-Operating Revenues (Expenses)</b>									
Investment Income	7,573	9,921	11,250	(1,329)	7,573	9,921	11,250	(1,329)	45,000
Interest Expense	0	0	(5,669)	5,669	0	0	(5,669)	5,669	(35,146)
Non-Utility Expenses									
<b>Total Non-Operating Revenues (Expenses)</b>	<b>7,573</b>	<b>9,921</b>	<b>5,582</b>	<b>4,339</b>	<b>7,573</b>	<b>9,921</b>	<b>5,582</b>	<b>4,339</b>	<b>9,854</b>
<b>Contributions &amp; Transfers</b>									
Capital Contributions	23,472	14,759	16,251	(1,492)	23,472	14,759	16,251	(1,492)	65,004
Transfers Out (Tax Equivalent)									
<b>Total Contributions &amp; Transfers</b>	<b>23,472</b>	<b>14,759</b>	<b>16,251</b>	<b>(1,492)</b>	<b>23,472</b>	<b>14,759</b>	<b>16,251</b>	<b>(1,492)</b>	<b>65,004</b>
<b>CHANGE IN NET POSITION</b>	<b>(49,314)</b>	<b>(27,279)</b>	<b>(56,114)</b>	<b>28,835</b>	<b>(49,314)</b>	<b>(27,279)</b>	<b>(56,114)</b>	<b>28,835</b>	<b>(236,812)</b>



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

## MEMORANDUM

**TO:** Utility Commission

**FROM:** Rae Ann Ailts, Finance Director  
Joel Enders, Management Analyst

**DATE:** May 22, 2018

**SUBJECT:** Water & Sewer Rate Case RFP

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### **BACKGROUND**

At their May 9 meeting, the Utility Commission authorized the drafting of an RFP seeking a qualified financial service firm to conduct a comprehensive Water and Wastewater rate study. The attached RFP defines the expected scope of work, services provided, and submittal requirements associated with a typical rate study. If approved, staff will post the RFP on or shortly after June 9, with proposals due to the City one month later. Note that Appendix 5 (WWTP Facility Plan Study) referenced in the RFP is not yet available, but will be included with the RFP when posted.

### **RECOMMENDATIONS**

Staff recommend authorization to advertise the attached RFP for Water and Sewer Rate Case Study.

### **ATTACHMENTS**

1. Water and Sewer Rate Case RFP



156 East First Street  
New Richmond, WI 54017  
715-246-4268  
www.newrichmondwi.gov

## **Request for Proposals (RFP) Water and Sewer Rate Study**

### **SUMMARY**

The City of New Richmond is requesting proposals from qualified financial service firms to conduct a comprehensive Water and Wastewater rate study. The consulting firm will provide an independent analysis of existing rates and recommend appropriate adjustments in rate levels and/or structures necessary to fund Water and Wastewater operations, maintenance, capital costs, and debt service. The proposed rate analysis will provide a minimum five-year rate horizon (2019-2023). If authorized by the New Richmond Utility Commission and City Council, the consulting firm will complete and submit an Application for Rate Increase with the Public Service Commission of Wisconsin (PSC), and manage said application through the conclusion of the rate case process (Water Utility only).

The rate study will be based upon a comprehensive review of the City's Water and Wastewater budgets, customer classes, current usage data, future growth, facility plans and studies, and any other information deemed necessary.

### **INCURRING COSTS**

The City is not liable for any costs incurred by firms prior to the signing of a contract. Expenses incurred in the preparation of submittal, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

### **BACKGROUND**

New Richmond is a community of 8,909 people located near the St. Croix River Valley, approximately 40 miles east of the Minneapolis-St. Paul Metropolitan Area. The City is projected to grow at a rate of 236 people / 92 homes per year over the next 20 years. New Richmond issued 102 permits for new home construction and 6 permits for new commercial building construction in 2017. Through April 2018, the City has issued 71 residential permits and 3 commercial permits. Modest residential and commercial growth is expected to continue through the five-year rate horizon.

#### ***Water Utility***

As of April 30, 2018, the Water Utility had 4,384 customers. A breakdown of customers by account category is included in attached **Appendix 1**. Customer consumption is measured by water meters ranging in size from 5/8" for most residential customers to 12" for large industrial

users. Charges for service are based on a base-plus-volume structure. An excerpt of the Water Utility's current Rate File is included in attached **Appendix 2**. The Water Utility has \$12.99 million of net utility plant in service, including 82.16 miles of water main, six pump stations, and two elevated storage tanks. Approximately 322 million gallons of water was sold in 2017. As of January 1, 2018, the Water Utility had a total bonded debt of \$2.928 million. Detailed financial and operational information can be found in the Utility's annual report filed with the PSC, available online at <http://apps.psc.wi.gov/vs2015/annualReports/content/listingWEGS.aspx>. The Water Utility's annual operating budget is included in attached **Appendix 3**.

### ***Wastewater Utility***

As of April 30, 2018, the Sewer Utility had 3,669 customers. A breakdown of customers by account category is included in attached **Appendix 1**. Charges for service are based on metered water usage. Sewer Utility rates and debt obligations are included in attached **Appendix 4**. The Wastewater Utility has \$ 9.46 million of net utility plant in service, including 85 miles of sanitary sewer main, 16 lift stations, and a wastewater treatment facility that uses an activated sludge process and UV disinfection. The WWTP has a maximum daily capacity of .98 MGD, and currently processes approximately .70 MGD. As of January 1, 2018, the Wastewater Utility had a total bonded debt of \$1.502 million. The Utility's annual operating budget is included in attached **Appendix 3**. The WWTP was originally constructed in 1998; it has not received any significant expansions, redesigns, or upgrades since that time. A contracted Facility Plan Study is currently underway that will guide near future WWTP upgrades. A draft copy of the Study is included for reference as attached **Appendix 5**. Note that the Wastewater Utility is not regulated by the PSC.

## **SCOPE OF WORK**

### ***Study Objectives***

1. Provide cost-of-services analyses that identify both the direct and indirect cost of providing Water and Wastewater services.
2. Recommend rates necessary to adequately fund the Water and Wastewater systems through the minimum 5-year rate horizon, including consideration of annual inflationary/indexed adjustments.
3. Ensure that rate structures fairly distribute the cost of service among users.
4. Collect and provide all information and analysis necessary to complete the PSC rate case process (Water Utility only).

### ***Study Requirements***

1. The recommended rates shall be based on the cost of service and shall be sufficient to meet the revenue requirements of the respective Utility.
2. The study should identify restructuring of user charges as appropriate.

3. The study shall recommend rates and, if necessary, rate structures that consider and provide for the following factors:
  - a. Current and future cost of providing Water and Wastewater services in accordance with established and anticipated standards, regulations, facility and capital improvement plans.
  - b. Projected demands.
  - c. Age and condition of infrastructure and systems.
  - d. Funding requirements for all current long-term liabilities and debt obligations.
  - e. System reinvestment equal to annual depreciation expense.
4. The study shall provide direct identification of revenues appropriated to major funded activities and infrastructure.
5. The recommended rate structure(s) shall be planned for at least five years.
6. The Study shall provide at least three rate alternatives for each utility. The consulting firm shall recommend the alternative that best meets the Study Objectives defined above.
  - a. Alternative that considers decreasing current rates over a five-year period. The analysis will include the implications of a rate decrease including but not limited to Utility financial sustainability, system, reinvestment, operations, and maintenance program impacts, debt service, capital improvement and facility planning, growth planning, and regulatory compliance.
  - b. Alternative that considers no rate increases over a five-year period. The analysis will include the implications that a rate freeze would pose, including but not limited to Utility financial sustainability, system, reinvestment, operations, and maintenance program impacts, debt service, capital improvement and facility planning, growth planning, and regulatory compliance.
  - c. Alternative that considers rate increases over a five-year period (immediate and/or gradual implementation), annual inflationary/indexed adjustments, the approved Capital Improvement Plan, and the WWTP Facility Plan.
7. The recommended rate structure, if different from the current structure, shall be easy to administer and understand.

### ***Study Elements***

In making rate structure recommendations, the final report shall explicitly include the following elements and analysis, as well as any other elements generally included or required by industry standard or the Public Service Commission of Wisconsin:

1. *Current Rate Structure*: Assess the current rate structure's performance as a baseline for comparing recommended changes.
2. *Equity*: Assess the equity of recommended Water and Wastewater rates for all customer classifications.
3. *Sensitivity Analysis*: Assess the ability of the revenue stream generated by each alternative rate structure to fund Water and Wastewater system costs. This element shall

include a sensitivity analysis where the long-term revenue generated under each alternative shall be considered against the impacts of future growth.

4. *Neutrality*: Prepare a Price Elasticity of Demand (PED) evaluation of rate structures based on historical data, including comparable municipalities, and regional factors. The PED element should be comprehensive enough to ensure that rates do not significantly affected revenues based on demand for utility services.
5. Annual operating income, rate of return, and cash flow targets.
6. Annual contingency account balances and level of liquidity.
7. *Comprehensive Summary of Recommended Rate Structure(s)*: Assess performance of each alternative rate structure and provide recommendation of the optimal rate structure.
8. *Supporting Data*: Provide data supporting observations, conclusions, and recommendations.
9. Provide comparative rates for regional and state utility providers.
10. Any other elements or data necessary to complete and submit a Rate Case Application to the Public Service Commission of Wisconsin.

### **SERVICES TO BE PROVIDED BY CONSULTING FIRM**

1. Conduct a review of existing Water and Wastewater rates and the financial status of each Utility.
2. Conduct analyses as required to address the defined scope of work.
3. Present a Preliminary Report:
  - a. Prepare a preliminary study report that includes tentative rate structures.
  - b. Present preliminary report to staff for comments.
  - c. Present preliminary report to the Utility Commission at a scheduled meeting.
4. Present a Final Report:
  - a. Incorporate changes pursuant to comments received.
  - b. Present the final report and recommended rate structures at scheduled Utility Commission and City Council meetings. These meetings may include public hearings.
5. If authorized, complete and submit an Application for Rate Increase with the PSC and manage said application through the conclusion of the rate case process (Water Utility only).
6. Attend and represent the City at any hearing(s) required by State Statute, the PSC, or the City.

## **PROJECT MILESTONES**

- Proposals due to City by **July 9, 2018**.
- Interviews with selected firms, if necessary – **Week of July 16**
- Award Contract – **early August 2018**
- Staff review of preliminary findings and recommendations – *Proposal specified*
- Preliminary findings presented at Utility Commission Meeting – *Proposal specified*
- Final Report due – *Proposal specified*
- Final Reports presented to Utility Commission, recommendation of Sewer rates, and recommendation to proceed with PSC application for water rates – *Proposal specified*
- Final Reports presented to City Council, public hearing and authorization of Sewer Rates, authorization to proceed with PSC application for water rates – *Proposal specified*
- Application for Water Utility Rate Increase submitted by the consulting firm – *Proposal specified*
- Public hearing and final approval of recommended Water rates – *Proposal specified*

## **PROPOSAL SUBMITTAL**

### ***Information***

The following information is to be submitted as part of the proposal. Other material may be attached as deemed appropriate.

1. A copy of a rate study performed by the applicant in the State of Wisconsin the last three years.
2. *Qualifications*: Describe your firm's qualifications and training for this type of work. Cite specific accounting certifications and/or accreditations.
3. *Experience*: Describe the experience of the firm and of the individuals likely to be assigned to the project. Specifically describe the experience of the firm submitting, managing, and successfully completing PSC rate case applications.
4. Provide the names of at least three comparable sized Wisconsin municipalities for which the firm has conducted similar rate analyses within the last five years.
5. *Proposed Compensation*: The proposal must specify a fixed dollar amount for entire project compensation. The proposal must clearly state that compensation will not exceed the fixed amount.
6. *Proposed Project Timeline*: The proposal must specify an approximate project timeline through final approval of recommended rate(s) based upon the project milestones listed above.

### ***Proposal Deadline***

To be considered for selection, each Consultant must submit four (4) complete copies of their responses to this RFP. The copies are to be delivered in person or sent by certified/express mail to the address listed below. All copies of the proposal must be received by the City no later than 4:30 pm on Monday, April 30, 2018. Proposals sent by fax or email will not be considered. The City reserves the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City. Responses shall be delivered to:

Rae Ann Ailts  
City of New Richmond  
156 East First Street  
New Richmond, WI 54017

Proposals must be clearly marked “2018 Utility Rate Study – City of New Richmond”.

### ***Contact Information***

Questions concerning this Request for Proposals should be directed to:

Rae Ann Ailts, Finance Director  
715-243-4167  
[rails@newrichmondwi.gov](mailto:rails@newrichmondwi.gov)

### **PROPOSAL SELECTION**

All proposals will be reviewed by the City. Proposals will be evaluated based on the firm’s qualifications, experience, work history, interactions with other municipalities, and required compensation. Finalists may be invited for interviews. City staff will negotiate a Professional Services Agreement with the selected finalist based on the finalist’s proposal. If the City is unable to reach agreement with the selected finalist, the City will begin negotiations with other finalists, until an agreement satisfactory to the City is reached. The final agreement will be presented to the Utility Commission and City Council for recommendation and approval.

The City reserves the right to waive any irregularities in any proposal and to select the proposal that is most advantageous to the City. The City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents. The City reserves the right to reject any proposals received and to re-advertise the project.

### **DISCLOSURE**

All information contained in any proposal is subject to public disclosure under the provisions of Wisconsin law.

## **ATTACHMENTS**

**Appendix 1: Customer Accounts**

**Appendix 2: Water Utility Rate File Excerpt**

**Appendix 3: Annual Operating Budgets**

**Appendix 4: Sewer Utility Rates and Debt Obligations**

**Appendix 5: Draft WWTP Facility Plan Study**

## **APPENDIX 1: CUSTOMER ACCOUNTS**

<b>Water Customer Accounts at 4/30/2018</b>	
Metered Residential*	3,302
Metered Commercial	284
Unmetered Commercial	1
Metered Multifamily	62
Metered Irrigation	659
Metered Public Authority	33
Unmetered Public Authority	1
Metered Industrial	35
Public Fire Hydrant	1
Private Fire Protection	1
Interdepartmental	5
<b>Total</b>	<b>4,384</b>

<b>Sewer Customer Accounts at 4/30/2018</b>	
Metered Residential*	3,262
Unmetered Residential	3
Metered MF/Comm/Indust	370
Unmetered MF/Comm/Indust	1
Public Authority	28
Interdepartmental	5
<b>Total</b>	<b>3,669</b>

\*Residential includes Single Family Detached, Single Family Attached, Duplex, Triplex, and Fourplex dwellings.

## **APPENDIX 2: WATER UTILITY RATE FILE (EXCERPT)**

Full Rate File (Tariff) may be found at:

<http://apps.psc.wi.gov/vs2010/tariffs/viewfile.aspx?type=water&id=4140>

### **General Service - Metered**

#### Monthly Service Charges:

5/8 - inch meter - \$	6.91	3 - inch meter - \$	46.77
3/4 - inch meter - \$	6.91	4 - inch meter - \$	72.29
1 - inch meter - \$	10.63	6 - inch meter - \$	127.56
1 1/4 - inch meter - \$	14.35	8 - inch meter - \$	201.96
1 1/2 - inch meter - \$	18.07	10 - inch meter - \$	292.31
2 - inch meter - \$	28.70	12 - inch meter - \$	382.67

For PSC use only: base 5/8-inch meter charge for SRC purpose - 6.50

#### Plus Volume Charges:

First	17,000	gallons used each month - \$2.44 per 1,000 gallons
Next	150,000	gallons used each month - \$1.80 per 1,000 gallons
Next	1,833,000	gallons used each month - \$1.47 per 1,000 gallons
Over	2,000,000	gallons used each month - \$1.80 per 1,000 gallons

**Billing:** Bills for water service are rendered monthly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 1 percent per month will be added to bills not paid within 20 days of issuance. This late payment charge will be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers. The utility customer may be given a written notice that the bill is overdue no sooner than 20 days after the bill is issued. Unless payment or satisfactory arrangement for payment is made within the next 10 days, service may be disconnected pursuant to Wis. Adm. Code ch. PSC 185.

**Combined Metering:** Volumetric meter readings will be combined for billing if the utility for its own convenience places more than one meter on a single water service lateral. Multiple meters placed for the purpose of identifying water not discharged into the sanitary sewer are not considered for utility convenience and shall not be combined for billing. This requirement does not preclude the utility from combining readings when metering configurations support such an approach. Meter readings from individually metered separate service laterals shall not be combined for billing purposes.

**RATE FILE**

Sheet No. 1 of 1

Schedule No. Ug-1

Amendment No. 29

**Public Service Commission of Wisconsin**

**New Richmond Municipal Water Utility**

**General Water Service - Unmetered**

Where the utility cannot immediately install its water meter, service may be supplied temporarily on an unmetered basis. Such service shall be billed at the rate of \$18.00 per month. This rate shall be applied only to single-family residential and small commercial customers and approximates the cost of 5,000 gallons of water per month under Schedule Mg-1. If it is determined by the utility that usage is in excess of 5,000 gallons of water per month, an additional charge per Schedule Mg-1 will be made for the estimated additional usage.

Billing: Same as Schedule Mg-1.

## APPENDIX 3: ANNUAL OPERATING BUDGETS



### WATER DEPARTMENT

#### Budget & Actual

For the Twelve Months Ending 12/31/2017

	2017 Actual	2017 Budget	Variance Actual-Budget
<b>OPERATING REVENUES</b>			
Metered Sales (Res, Small, Large, Indust)	\$1,402,514	\$1,327,130	\$75,384
Miscellaneous Revenue	129,441	140,075	(10,634)
<b>Total Operating Revenue</b>	<b>1,531,955</b>	<b>1,467,205</b>	<b>64,750</b>
<b>OPERATING EXPENSES</b>			
Building/Grounds Maintenance	1,366	5,000	(3,634)
Well Maintenance & Power Consumption	125,737	113,141	12,596
Tower Maintenance	6,158	28,600	(22,442)
Water Main Maintenance	51,097	51,815	(718)
Water Service Maintenance	51,387	48,075	3,312
Meter Maintenance	26,858	52,010	(25,152)
Hydrant Maintenance	6,175	14,800	(8,625)
Water Testing	26,286	26,765	(479)
Treatment Chemicals	17,565	15,000	2,565
Meter Reading Expenses	4,579	4,700	(121)
Rent	39,000	39,000	0
Utilities	5,129	6,000	(871)
Supplies	15,111	16,659	(1,547)
Miscellaneous Expenses	19,199	13,348	5,851
Shop Maintenance	4,482	2,480	2,002
Vehicle Repairs & Maintenance	7,204	4,365	2,839
Vehicle Fuel	7,371	8,300	(929)
Safety & Training	21,396	27,000	(5,604)
General & Administrative Wages	223,965	236,939	(12,974)
Employee Benefits	239,024	176,372	62,652
Professional Services	16,543	19,000	(2,457)
Contract Services	3,358	3,875	(517)
Telephone/Cell	2,180	2,000	180
Insurance	13,805	11,424	2,381
Payroll & PSC Taxes	21,083	19,800	1,283
Depreciation (CIAC)	332,111	310,100	22,011
<b>Total Operating Expenses</b>	<b>1,288,169</b>	<b>1,256,568</b>	<b>31,601</b>
<b>OPERATING INCOME (LOSS)</b>	<b>243,788</b>	<b>210,639</b>	<b>33,149</b>
<b>Non-Operating Revenues (Expenses)</b>			
Investment Income	28,604	25,000	3,604
Interest Expense (GAAP)	(63,269)	(60,674)	(2,595)
Non-Utility Expense	0	(1,325)	1,325
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(34,665)</b>	<b>(36,999)</b>	<b>2,334</b>
<b>Contributions &amp; Transfers</b>			
Capital Contributions	386,035	0	386,035
Transfers Out (Tax Equivalent)	(295,431)	(309,450)	14,019
<b>Total Contributions &amp; Transfers</b>	<b>90,604</b>	<b>(309,450)</b>	<b>400,054</b>
<b>CHANGE IN NET POSITION (GAAP)</b>	<b>299,727</b>	<b>(135,810)</b>	<b>435,537</b>



## SEWER DEPARTMENT

### Budget & Actual

For the Twelve Months Ending 12/31/2017

	2017 Actual	2017 Budget	Variance YTD Actual-Budget
<b>OPERATING REVENUES</b>			
Metered Sales	\$1,458,285	\$1,464,000	(\$5,715)
Miscellaneous Revenue	11,412	16,000	(4,588)
<b>Total Operating Revenues</b>	<b>1,469,697</b>	<b>1,480,000</b>	<b>(10,304)</b>
<b>OPERATING EXPENSES</b>			
Lab Analysis & Tank Cleaning	45,856	41,270	4,586
Utilities	89,411	97,000	(7,589)
Biosolid Removal	319,751	289,600	30,151
Phosphorus Removal Chemicals	67,520	60,000	7,520
Rent	9,000	9,000	0
Lab Supplies & Testing Services	29,996	18,700	11,296
Vehicle Maintenance	945	700	245
Vehicle Fuel	1,599	1,750	(151)
Collection System Maintenance	16,999	22,800	(5,801)
Lift Station Maintenance	81,032	71,507	9,525
Treatment & Disposal Equipment Maintenance	48,577	36,080	12,497
WWTP Building & Equipment Maintenance	19,156	22,300	(3,144)
Jet Truck Operation & Maintenance	3,609	6,765	(3,156)
Meter Reading Expenses	4,578	3,100	1,478
Safety & Training	10,107	13,000	(2,893)
Administrative & General Expenses	200,641	192,360	8,281
Employee Benefits	167,754	134,170	33,584
Professional Services	40,554	45,000	(4,446)
Insurance	19,394	15,830	3,564
Miscellaneous Expenses	54,902	44,930	9,972
Payroll Taxes	34,147	35,000	(853)
Depreciation (CIAC)	556,117	545,000	11,117
<b>Total Operating Expenses</b>	<b>1,821,645</b>	<b>1,705,862</b>	<b>115,784</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(351,950)</b>	<b>(225,862)</b>	<b>(126,088)</b>
<b>Non-Operating Revenues (Expenses)</b>			
Investment Income	38,486	45,000	(6,514)
Interest Expense	(39,539)	(32,978)	(6,561)
Non-Utility Expenses	0	0	0
<b>Total Non-Operating Revenues (Expenses)</b>	<b>(1,053)</b>	<b>12,022</b>	<b>(13,075)</b>
<b>Contributions &amp; Transfers</b>			
Capital Contributions	469,916	35,000	434,916
Transfers Out (Tax Equivalent)	0	0	0
<b>Total Contributions &amp; Transfers</b>	<b>469,916</b>	<b>35,000</b>	<b>434,916</b>
<b>CHANGE IN NET POSITION</b>	<b>116,913</b>	<b>(178,840)</b>	<b>295,753</b>

## **APPENDIX 4: SEWER UTILITY RATES AND DEBT OBLIGATIONS**

### **DEREGULATED SEWER Rates effective April 1, 2012 (approved at 1/10/12 Util. Comm. Mtg.)**

#### **GENERAL SEWER SERVICE – METERED**

##### **MONTHLY SERVICE CHARGE:**

###### Water Meter Size

5/8"	\$6.82
3/4"	\$6.82
1"	\$8.52
1 ¼"	\$9.90
1 ½"	\$11.38
2"	\$14.82
2 ½"	\$19.95
3"	\$22.83
4"	\$34.26
6"	\$62.76
8"	\$97.12
10"	\$142.81
12"	\$188.90

##### **PLUS VOLUME CHARGE:**

For each 1,000 gallons domestic strength sewage discharged to the sanitary sewer system - \$5.95 per 1,000 gallons.

#### **GENERAL SEWER SERVICE – UNMETERED**

Service shall be billed at the rate of \$36.57 per month. This rate shall be applied only to single-family residential and small commercial customers and approximates the cost for 5,000 per month discharged to the sewer system. If it is determined by the utility that the user discharges more than 5,000 gallons per month to the system, an additional charge of \$5.95 per 1,000 gallons will be made for estimated additional usage.

#### **SEWER UTILITY DEBT OBLIGATIONS**

2000 WI Env Impr Fund	172,214
2016 Rev Bond – Sewer	990,000
2017A Bond – Sewer	340,000
<b>Total</b>	<b>\$ 1,502,214</b>



**TO:** Utility Commission

**FROM:** Rae Ann Ailts, Finance Director  
Mike Darrow, City Administrator

**DATE:** May 31, 2018

**RE:** Capital Improvement Plan 2018-2022

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### **Background**

Over the last several months, the Utility Commission has reviewed and discussed Capital Improvement projects identified as critical – “A project that is in need of immediate replacement/repair in the year identified. There is a direct impact on the safety or health of staff, residents, etc.”

### **Next Steps**

During the upcoming meeting, staff will provide additional project information, visuals, and sources of funding for potential projects. We will also begin to look at projects identified as “very important.”

In the following months, we will continue to move through the remaining projects, categorizing by priority and defining sources of funding. Following is the proposed timeline for completion of the CIP project.

### **Timeline**

- June- Sources and uses of funds for critical projects
- July- Identification of very important projects
- Aug- Sources and uses of funds for critical and very important projects
- Sept- Public process for two-year critical and very important projects, budget limits for those projects

Engaging the community and obtaining feedback is essential in this process. During the summer, we will be asking the community to provide feedback related the projects and sources of funding. The community feedback will be presented to Council prior to adoption of the 2018-2022 CIP.



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715-246-4268  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Utility Commission

**FROM:** Steve Skinner, WWTP Operator  
Joel Enders, Management Analyst

**DATE:** May 29, 2018

**SUBJECT:** 2017 CMAR Report

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### **BACKGROUND**

Pursuant to Chapter 208 of the Wisconsin Administrative Code, all wastewater treatment facilities must submit an annual report to the Wisconsin DNR, referred to as the Compliance Maintenance Annual Report (CMAR). The CMAR evaluates the wastewater treatment system for potential problems or deficiencies. Management, operation, and maintenance activities are covered, as well as compliance with permit requirements. Around April 30 of each year, the DNR makes electronic CMAR forms available for the previous calendar year. The Utility Commission is required to pass a resolution that verifies it has reviewed the CMAR and authorizes the WWTP Operator to submit the report.

### **RECOMMENDATIONS**

Staff recommend approval of the attached 2017 CMAR.

### **ATTACHMENTS**

1. CMAR Resolution
2. Wastewater Compliance Maintenance Annual Report



CMAR Report Year 2017

## COMPLIANCE MAINTENANCE RESOLUTION

#06062018

Resolved that the **City of New Richmond** informs the Wisconsin Department of Natural Resources that the following actions were taken by the **Utility Commission**.

1. Review the Compliance Maintenance Annual Report, which is attached to this Resolution.
2. Set forth the following actions necessary to maintain effluent requirements contained in the WPDES Permit:
  - (a) No action was taken.

Passed by a unanimous vote of the Utility Commission on **June 6, 2018**.

---

Mike Darrow  
Utility Manager

---

Tanya Reigel  
Clerk

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Influent Flow and Loading

### 1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	0.6675	x	331	x	8.34	=	1,844
February	0.6784	x	317	x	8.34	=	1,794
March	0.6492	x	327	x	8.34	=	1,768
April	0.6410	x	326	x	8.34	=	1,744
May	0.7202	x	295	x	8.34	=	1,775
June	0.7153	x	300	x	8.34	=	1,792
July	0.6869	x	281	x	8.34	=	1,611
August	0.6743	x	320	x	8.34	=	1,797
September	0.6641	x	312	x	8.34	=	1,730
October	0.6786	x	307	x	8.34	=	1,736
November	0.6478	x	294	x	8.34	=	1,589
December	0.6590	x	314	x	8.34	=	1,727

### 2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.98	x	90	=	0.882
		x	100	=	.98
Design (C)BOD, lbs/day	2160	x	90	=	1944
		x	100	=	2160

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?  
 Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes

gallons

No

Holding Tanks

Yes

gallons

No

Grease Traps

Yes

gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	10	1	0	0
February	30	27	11	1	0	0
March	30	27	14	1	0	0
April	30	27	10	1	0	0
May	26	23.4	10	1	0	0
June	26	23.4	12	1	0	0
July	26	23.4	10	1	0	0
August	26	23.4	9	1	0	0
September	26	23.4	6	1	0	0
October	26	23.4	6	1	0	0
November	30	27	7	1	0	0
December	30	27	9	1	0	0

\* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

2018-05-10

No

If No, please explain:

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

No concerns that threatened treatment over the last year.

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	9	1	0	0
February	30	27	10	1	0	0
March	30	27	8	1	0	0
April	30	27	8	1	0	0
May	26	23.4	9	1	0	0
June	26	23.4	13	1	0	0
July	26	23.4	8	1	0	0
August	26	23.4	7	1	0	0
September	26	23.4	8	1	0	0
October	26	23.4	6	1	0	0
November	30	27	9	1	0	0
December	30	27	9	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

No violations for the 2017 year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	16		7.9269565	22 0					
February	16		11.047	0					
March	16		10.36	0					
April	17		5.5304761	9 0					
May	17		3.8734782	61 0					
June	18		4.4619047	62 0					
July	18		4.8645454	55 0					
August	18		3.8039130	43 0					
September	18		.007	0					
October	16		.0339130	43 0					
November	16		.7472727	27 0					
December	16		.8085714	29 0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

No violations occurred over the 2017 year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.593	1	0
February	1	0.583	1	0
March	1	0.508	1	0
April	1	0.659	1	0
May	1	0.673	1	0
June	1	0.803	1	0
July	1	0.330	1	0
August	1	0.363	1	0
September	1	0.810	1	0
October	1	0.577	1	0
November	1	0.762	1	0
December	1	0.633	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

No violations occurred over the 2017 year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

#### Outfall No. 002 - SLUDGE TO THE WCWBF

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic					<1.2												0	0
Cadmium					<3.3												0	0
Copper					170												0	0
Lead					<32.8												0	0
Mercury					.5												0	0
Molybdenum					7.9											0		0
Nickel					14.7											0		0
Selenium					2.6											0		0
Zinc					280												0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

<p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <p>N/A</p>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> &gt;= 180 days (0 Points)</li> <li><input type="radio"/> 150 - 179 days (10 Points)</li> <li><input type="radio"/> 120 - 149 days (20 Points)</li> <li><input type="radio"/> 90 - 119 days (30 Points)</li> <li><input type="radio"/> &lt; 90 days (40 Points)</li> <li><input type="radio"/> N/A (0 Points)</li> </ul> <p>6.2 If you checked N/A above, explain why.</p> <p></p>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <p>N/A</p>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes</li><li><input type="radio"/> No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes</li><li><input type="radio"/> No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes (Continue with question 2)</li><li><input type="radio"/> No (40 points)</li></ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes</li><li><input type="radio"/> No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><li><input type="radio"/> Paper file system</li><li><input type="radio"/> Computer system</li><li><input checked="" type="radio"/> Both paper and computer system</li></ul></li><li><input type="radio"/> No (10 points)</li></ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li><input checked="" type="radio"/> Yes</li><li><input type="radio"/> No</li></ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li><input type="radio"/> Excellent</li><li><input checked="" type="radio"/> Very good</li><li><input type="radio"/> Good</li><li><input type="radio"/> Fair</li><li><input type="radio"/> Poor</li></ul> <p>Describe your rating:</p>	

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:

6/4/2018

2017

Plant is well maintained. It is a ageing plant it is hard to maintain excellent rating. Preventive maintenance is performed as required and equipment repaired as needed.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <p>● Yes (0 points)</p> <p>○ No (20 points)</p> <p>Name: <input style="width: 300px;" type="text" value="STEVEN W SKINNER"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="33826"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="2">WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td></td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td></td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>NA</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)</p> <p>● Yes (0 points)</p> <p>○ No (20 points)</p>	Sub Class	SubClass Description	WWTP		OIC		Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural					A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	NA	NA	0
Sub Class			SubClass Description	WWTP		OIC																																																																																			
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L	Laboratory	X			X																																																																																				
U	Unique Treatment Systems																																																																																								
SS	Sanitary Sewage Collection	X	NA	NA	NA																																																																																				
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <p><input checked="" type="checkbox"/> One or more additional certified operators on staff</p> <p><input type="checkbox"/> An arrangement with another certified operator</p> <p><input type="checkbox"/> An arrangement with another community with a certified operator</p> <p><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</p> <p><input type="checkbox"/> A consultant to serve as your certified operator</p> <p><input type="checkbox"/> None of the above (20 points)</p> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																																																																																								
<p>4. Continuing Education Credits</p>																																																																																									

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Rae Ann Ailts"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(715) 246 0489"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="railts@newrichmondwi.gov"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2017"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	0												
<p><b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b></p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 150px;" type="text" value="2017"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="441,277.01"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="441,277.01"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="46,707.96"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="441,277.01"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="441,277.01"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="46,707.96"/>	
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3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="441,277.01"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="46,707.96"/>											

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 487,984.97

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 42,000.00

0

Please note: If you had a CWF loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Positive displacement blower addition	186,000	2021
2	addition of grit removal system	934,000	2020
3	Thickener/Clarifier Equipment replacement	443,000	2019

## 5. Financial Management General Comments

## ENERGY EFFICIENCY AND USE

### 6. Collection System

#### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	38,640	667
February	39,480	493
March	34,800	451
April	35,760	70
May	35,640	53
June	39,240	53
July	39,240	53
August	43,920	0
September	36,120	2
October	39,360	50
November	55,080	451
December	33,960	794
Total	471,240	3,137
Average	39,270	285

## 6.1.2 Comments:

May/June/July gas was billed as a single reading due to May & June read error.

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

## 6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Continue implementing control upgrades, VFD motor controls, and adding sites to SCADA system for monitoring and more control as needed.

## 7. Treatment Facility

### 7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	38,640	20.69	1,868	57.16	676	667
February	39,480	19.00	2,078	50.23	786	493
March	34,800	20.13	1,729	54.81	635	451
April	35,760	19.23	1,860	52.32	683	70
May	35,640	22.33	1,596	55.03	648	53
June	39,240	21.46	1,829	53.76	730	53
July	39,240	21.29	1,843	49.94	786	53
August	43,920	20.90	2,101	55.71	788	0
September	36,120	19.92	1,813	51.90	696	2
October	39,360	21.04	1,871	53.82	731	50
November	55,080	19.43	2,835	47.67	1,155	451
December	33,960	20.43	1,662	53.54	634	794
Total	471,240	245.85		635.89		3,137
Average	39,270	20.49	1,924	52.99	746	285

7.1.2 Comments:

### 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

Other:

7.2.2 Comments:

## 7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Incorporating technology advancements for the appreciate equipment to improve WWTP energy efficiency and plant treatment.

## 8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

## 9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:

6/4/2018

2017

Energy audit was performed on the aeration system. Recommendation to install a smaller PD blower with VFD controls was implemented. This process control change saves an average of \$2,000 monthly or \$24,000 annually in electrical costs.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
  - New sewer and building sewer design, construction, installation, testing and inspection
  - Rehabilitated sewer and lift station installation, testing and inspection
  - Sewage flows satellite system and large private users are monitored and controlled, as necessary
  - Fat, oil and grease control
  - Enforcement procedures for sewer use non-compliance
  - Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- Equipment and replacement part inventories
  - Up-to-date sewer system map
  - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

A description of routine operation and maintenance activities (see question 2 below)  
 Capacity assessment program  
 Basement back assessment and correction  
 Regular O&M training  
 Design and Performance Provisions [NR 210.23 (4) (e)]  
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?  
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements  
 Construction, Inspection, and Testing  
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]  
 Does your emergency response capability include:  
 Responsible personnel communication procedures  
 Response order, timing and clean-up  
 Public notification protocols  
 Training  
 Emergency operation protocols and implementation procedures  
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]  
 Special Studies Last Year (check only those that apply):  
 Infiltration/Inflow (I/I) Analysis  
 Sewer System Evaluation Survey (SSES)  
 Sewer Evaluation and Capacity Management Plan (SECAP)  
 Lift Station Evaluation Report  
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="95"/>	% of system/year
Root removal	<input type="text" value="90"/>	% of system/year
Flow monitoring	<input type="text" value="1"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="20"/>	% of system/year
Manhole inspections	<input type="text" value="90"/>	% of system/year
Lift station O&M	<input type="text" value="16"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="2"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="2"/>	% of system/year
Private sewer I/I removal	<input type="text" value="1"/>	% of private services

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

River or water crossings	<input style="width: 80%;" type="text" value="100"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input style="width: 100%; height: 100%;" type="text"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input style="width: 80%;" type="text" value="28.12"/>	Total actual amount of precipitation last year in inches
<input style="width: 80%;" type="text" value="38.6"/>	Annual average precipitation (for your location)
<input style="width: 80%;" type="text" value="70"/>	Miles of sanitary sewer
<input style="width: 80%;" type="text" value="16"/>	Number of lift stations
<input style="width: 80%;" type="text" value="0"/>	Number of lift station failures
<input style="width: 80%;" type="text" value="0"/>	Number of sewer pipe failures
<input style="width: 80%;" type="text" value="1"/>	Number of basement backup occurrences
<input style="width: 80%;" type="text" value="0"/>	Number of complaints
<input style="width: 80%;" type="text" value="0.673"/>	Average daily flow in MGD (if available)
<input style="width: 80%;" type="text"/>	Peak monthly flow in MGD (if available)
<input style="width: 80%;" type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input style="width: 80%;" type="text" value="0.00"/>	Lift station failures (failures/year)
<input style="width: 80%;" type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input style="width: 80%;" type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input style="width: 80%;" type="text" value="0.01"/>	Basement backups (number/sewer mile)
<input style="width: 80%;" type="text" value="0.00"/>	Complaints (number/sewer mile)
<input style="width: 80%;" type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly: Annual Daily Avg)
<input style="width: 80%;" type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly: Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

Yes

No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:

6/4/2018

2017

<div data-bbox="133 205 1461 260" style="border: 1px solid black; height: 26px;"></div>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<div data-bbox="126 302 1461 352" style="border: 1px solid black; padding: 2px;">During televising did discover some leaking pipe joints.</div>
5.4 What is being done to address infiltration/inflow in your collection system?
<div data-bbox="126 394 1461 445" style="border: 1px solid black; padding: 2px;">Have received repair proposal to fix areas of concern.</div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Grading Summary

WPDES No: 0021245

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

New Richmond Wastewater Treatment Facility

Last Updated: Reporting For:  
6/4/2018 2017

## Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text" value="City of New Richmond"/>
Date of Resolution or Action Taken:	<input type="text" value="2018-06-06"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):	
Influent Flow and Loadings: Grade = A	<input type="text"/>
Effluent Quality: BOD: Grade = A	<input type="text"/>
Effluent Quality: TSS: Grade = A	<input type="text"/>
Effluent Quality: Ammonia: Grade = A	<input type="text"/>
Effluent Quality: Phosphorus: Grade = A	<input type="text"/>
Biosolids Quality and Management: Grade = A	<input type="text"/>
Staffing: Grade = A	<input type="text"/>
Operator Certification: Grade = A	<input type="text"/>
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 4.00	
<input type="text"/>	



## MEMORANDUM

**TO:** Utility Commission

**FROM:** Weston Arndt, Electric Superintendent

**DATE:** May 30, 2018

**SUBJECT:** 140<sup>th</sup> St – Street Lighting Update

---

### Background

In 2016, the City of New Richmond utilized an energy efficiency member loan from WPPI Energy to fund the installation of LED lighting in various locations throughout the city. Of the proceeds from the loan, \$191,993.55 remains that is allocated for LED street light installations. The installation of new street lighting on 140<sup>th</sup> Street was included the loan, and at the present time, there is no street lighting on 140<sup>th</sup> Street between County Rd K and Richmond Way.

### Update

The Electric Department is designing and plans to complete the installation of approximately 36 streetlights and poles along the east side of 140<sup>th</sup> Street, between County Rd K and Richmond Way. We will utilize 135 watt LED fixtures and similar pole design used in other areas of the city. Work is expected to begin in mid-June. This project has prior Utility Commission and City Council approval. However, we wanted to provide an update given the timing and visibility of the project.



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

## MEMORANDUM

**TO:** Utility Commission  
**FROM:** Kyle Wells, GIS Analyst  
**DATE:** May 29, 2018  
**SUBJECT:** GIS Software Upgrades

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### **BACKGROUND**

After assessing the City's Geographic Information Systems (GIS) software setup and meeting with different City departments to discuss their mapping needs, staff have identified the need for expanded GIS capabilities. Currently, the City holds three Basic Licenses through ESRI, the software provider, which allows for access to GIS on three desktop computers as well as access to ESRI's online web based mapping platform. With only Basic Licenses, GIS tools and functions are limited. By upgrading just one Basic License to a Standard License, mapping and information capabilities will be expanded significantly, including the type of information that staff can view, collect, and update in the field through the online web app. For example, during sewer jetting, Utility crews could add jetting logs as well as view old records associated with sections of sewer main while on site. Another instance could be for Electric crews to view transformer information and update installation records real-time. Having this type of information in the field will save time for crews and aid in timely and informed decisions. The benefits of upgrading to the Standard license is not limited to Utilities and field operations, but can improve data storage, accuracy, and analysis for a variety of City applications.

The cost for the upgrade from Basic to Standard is a one-time fee of \$4,950. The one-time purchase for the upgrade is outside the 2018 adopted budget. The Utility has capital savings that can be utilized for this purpose with the following cost breakdown:

- SWU – 25%
- Utility – 75%, broken down as follows:
  - Electric – 40%
  - Water – 30%
  - Sewer – 30%

Note that after 2018, the annual maintenance fee for these licenses (two Basic and one Standard) will increase from \$1,000 to \$2,200.

**RECOMMENDATIONS**

City staff recommends authorization to purchase the one-time software upgrade.



156 East First Street  
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715-246-4268  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Utility Commission

**FROM:** Jeremiah Wendt, Director of Public Works  
Joel Enders, Management Analyst

**DATE:** June 4, 2018

**SUBJECT:** Utility Feasibility Study

---

### **BACKGROUND**

Staff will present a proposal from SEH for water/sewer needs analysis and feasibility study at the June 6 Utility Commission meeting. As discussed at the previous Utility Commission meeting, the study will focus on current and future utility needs, as well as future line extensions, in the area of New Richmond north of Highway 64 to the airport.

### **RECOMMENDATIONS**

Staff recommend approval of the proposal for water/sewer needs analysis and feasibility study as presented.