



March 22, 2017

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **April 4, 2018 at 3:30 p.m.** in the Administrator's office at the Civic Center.

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (February 21, 2018)
4. Approval of bills and disbursements – February & March 2018
5. Public Comment
6. 2018 WPPI Energy Regional Power Dinners
7. Utility Commission Member
8. Sewer Backup Policy
9. Applications for Sewer Adjustment
 - a. Phillips Medisize
 - b. Sarah Peterson
10. WWTP Upgrade Design
11. Staff Reports
12. Communications and miscellaneous correspondence
13. Closed Session per Wis. Stat. 19.85(1)(c)
 - a. Electric Superintendent Contract
14. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow", is written over a light blue horizontal line.

Mike Darrow
Utility Manager

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

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

NEW RICHMOND UTILITY COMMISSION MINUTES

February 21, 2018

The regular meeting of the New Richmond Utility Commission was held on February 21, 2018 at 2:00 p.m. at the Civic Center.

Pat Becker called the meeting to order at 2:00 p.m.

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

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

A motion was made by Bob Mullen to approve the minutes of the January 3, 2018 meeting, seconded by Gerry Warner, and carried.

A motion was made by Gerry Warner to approve January 2018 bills and disbursements, seconded by Bob Mullen, and carried.

Public Comment:

None

Letter of Appreciation to Jerry Frey:

Mike Darrow stated Jerry Frey has resigned from the Utility Commission. WPPI has sent Jerry a letter of appreciation for his years of service on the Utility Commission. Mike will work setting up a time when Commission members can go out for dinner with Jerry.

E 4th Street Project Update:

At the January 2018 Utility Commission meeting, the Commission directed staff to further research the concept and costs of reconstructing the sewer on E 4th Street between Rounds Ave and Park Ave. Staff has worked with consultant SEH on the development of a design/construction services contract, as well as a more detailed cost estimate, based on preliminary assumptions for the project. The construction cost estimate confirmed the initial assumption that the construction cost would be in the range of \$150,000-\$175,000. Engineering design and construction services costs would be an additional \$50,000. However, with the City providing the construction inspection services we can reduced this amount approximately \$33,000. There was discussion on how the homeowners would hook up; this cost would be included in the project. Jeremiah explained each homeowner would be contacted on what the project will consist of. A motion was made by Bob Mullen to continue with the design phase, but not to exceed \$18,000.00, seconded by Gerry Warner, and carried.

Miscellaneous Projects:

Jeremiah Wendt reviewed the project list, There are lift stations and some items in the water system needing to be replaced.

- Lift Stations
 - The pumps in the Greaton Lift station have single vane impellers, more prone to clogging than the vortex impellers that the City has made our standard more recently. These pumps should be replaced in 2018 at an estimated cost of \$13,000.
 - The controls for the two lift stations on North Shore drive are original to those lift stations, dating back several decades. The corrosive environment on the wet well side, as well as the age of the controls makes maintenance or failure seem imminent. Staff is recommending that these controls be replaced in 2018 at an estimated cost of \$32,000.

- The Utility operates a small grinder station serving six homes off of St. Andrews Place. The grinder station is not currently connected to the SCADA system, so any alarms at the station are conveyed audibly by a beacon light on the control panel. Staff is recommending upfitting the control panel with a SCADA connection in 2018, at an approximate cost of \$5,000.
 - The above \$50,000 in Lift Station Upgrades would be paid for from the Sewer Utility's Savings for Lift Stations.
- Water System
 - The valves on both the north and south ends of the alley between Minnesota Ave and Dakota Ave from W 1st Street to W 2nd Street are non-functional and in need of replacement. This alley is being proposed to the Public Works Committee and City Council for reconstruction in 2018. As part of the reconstruction, these valves should be replaced at an approximate cost of \$30,000 to the water utility savings for watermain replacement.
 - The watermain on E 8th Street east of Riley Avenue is 2-inch diameter and has experienced several leaks in recent years. Replacement of this watermain is in the Capital Improvement Plan for 2019 at an estimated cost of \$100,000 to the water utility. Additional costs may be incurred depending on how the watermain is looped, and the extent of street reconstruction needed as a result.
 - A leak recently developed in the watermain on E 11th Street near Starr Avenue. Currently the watermain is being left in service, but will need to be excavated and repaired in the spring. The cost should be in the range of \$10,000-20,000, which will be borne by the operating fund.
- Sewer Services
 - The sewer service for 342 N 2nd Street runs through the neighboring house before entering the City's sewer system. There is currently no sewer main adjacent to this house to which it could connect. In order to run sewer main to serve the house, approximately 350 feet of new sewer would have to be constructed at a cost of at least \$50,000.

Gerry Warner moved to approve all mini projects to be completed on the schedule as noted above, with the exception of 342 N 2nd Street, seconded by Bob Mullen, motion carried.

3rd Quarter 2017 Financial Review:

Rae Ann Ailts reviewed the Utility financial report and explained some of the changes. Utility expenses are anticipated to be on target at the end of the year. We have been busy preparing for the audit in March.

Communication Plan:

In late 2017, a small group of staff members from various departments prepared an internal plan with recommendations to improve our communications, branding, and overall customer service. Some of the noticeable changes in the short term include staff wearing name tags, having laminated copies of our communication principles displayed at work stations and in vehicles, having branded staff shirts for Civic Center staff to wear on Fridays, and implementing best practices when it comes to press releases, memos, social media, etc.

Department Reports

Bob Meyer, Water Superintendent:

- Working on PSC reports
- Extra DNR reporting for 1st Quarter
- Meter change outs continue
- Pat Howell is back after having knee surgery
- Doing water disconnects
- Water freeze up on Williamsburg
- Trouble with a lift station at Whispering Prairie, staff is working with Quality Flow

Steve Skinner, Lead Wastewater Treatment Plant Operator:

- Met with St. Croix County DNR rep regarding water quality trading in lieu of plant upgrades
- Working on getting proposals for upgrading the SCADA system

Tom Rickard/Kevin Blader, Electric Superintendent:

No report

Jeremiah Wendt, Director of Public Works:

- Designing 125th Street continues, will be brought to Council in March for approval to bid
- New Public Works employee, Andrew Miller

Rae Ann Ailts, Finance Director:

- Doing Audit work
- Joel Enders joined us on January 15, 2018
- Darren O'Flanagan joined us February 5, 2018 as a Journey line worker
- There have been a number of inquiries regarding sewer adjustments

Weston Arndt, WPPI Energy Services Rep:

Schools

National Theatre for Children performances were held at Paperjack and St Mary's last week (February 14 and 15). Water, Wastewater, Electric presentation scheduling is underway for our annual spring outreach.

Focus on Energy

In 2016, the PSC directed Focus on Energy program to develop offerings that would incentivize broadband providers to market energy efficiency opportunities along with new or upgraded service. The goal was to increase access to broadband as well as Focus on Energy offerings in rural locations. In 2017 they partnered with communications providers to promote internet service upgrades. Now in 2018 they've expanded their "Connected Device Kits" to all of Wisconsin's rural zip codes. New Richmond is 100% eligible as rural, and customer eligibility is based on access to 10 MBs speed.

The connected device kits would include 5 options, with a mix of free and options with a co-pay. Measures include smart power strips, lighting, wifi-enabled and learning thermostats.

Focus on Energy marketing staff is seeking to partner with utilities to promote the offering. They would assist in development and cobranding of direct mail pieces, social media messaging, newsletter content and newspaper advertising, at no cost to the utilities. Customers would be directed to a website to complete their application and make co-payment if necessary.

Staff will evaluate the options, and will proceed in the best interest of the utilities and customers.

Customer Work

Recent customer work includes with 45th Parallel, Breaktime Café, & Phillips Medisize.

Mike Darrow, Utility Manager:

- Capital Projects will be looked at in April

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

Motion to approve additional staff compensation was made by Bob Mullen, seconded by Gerry Warner, and carried.

Motion to approve Electrical Superintendent Agreement was made by Gerry Warner, seconded by Bob Mullen, and carried.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 4:55 p.m.

Pat Becker, President

Gerry Warner, Secretary

New Richmond Utilities

FEBRUARY 2018

Check Register

Check #	Date	Amount	Vendor Name	Description
001885	2/2/2018	54,732.96	CITY OF NEW RICHMOND	PAYROLL 2-2-18
001886	2/7/2018	706.58	SUPER AMERICA	JAN FUEL BILL
001887	2/8/2018	13,099.15	US BANK CORPORATE PAYMENT SYSTEM	WATER DEPT JAN PCARD INVOICES
001888	2/13/2018	1,172.44	CITY OF NEW RICHMOND	MONTHLY BILL
001889	2/13/2018	6,353.05	CITY OF NEW RICHMOND	INSURANCE
001890	2/13/2018	5,000.00	CITY OF NEW RICHMOND	RENT
001891	2/13/2018	7,821.05	CITY OF NEW RICHMOND	RECYCLING
001892	2/13/2018	23,819.33	CITY OF NEW RICHMOND	STORM WATER
001893	2/13/2018	562.50	ENERGENECS, INC	INSPECT HUBER FINE SCREEN BRUS
001894	2/13/2018	2,109.42	INFOSEND, INC	JAN PARTIAL BILLING & POSTAGE
001895	2/13/2018	317.49	MAILFINANCE	STUFFER LEASE
001896	2/13/2018	6,337.06	NEW RICHMOND UTILITIES	JAN CTOC COLLECTIONS
001897	2/13/2018	3,200.00	QUALITY FLOW SYSTEMS, INC.	REPAIR DEMING 7182 S/N
001898	2/28/2018	637,506.91	WISCONSIN PUBLIC POWER INC	JANUARY PURCHASED POWER
001899	2/16/2018	57,449.45	CITY OF NEW RICHMOND	PAYROLL 2-16-18
001900	2/19/2018	12,660.88	WI DEPT OF REVENUE	JAN18 SALES TAX
001901	2/21/2018	1,956.00	LOCAL GOVERNMENT INVESTMENT POOL	JAN WATER IMPACT & SAC FEES
001902	2/16/2018	88,420.00	LOCAL GOVERNMENT INVESTMENT POOL	FEB18 LGIP INVEST #7, 9 & 11
001903	2/16/2018	51,125.00	LOCAL GOVERNMENT INVESTMENT POOL	FEB18 LGIP INVEST #5, 8 & 10
001904	2/27/2018	55.42	CITY OF NEW RICHMOND	ADDITIONAL MONTHLY BILL
001905	2/27/2018	92.75	CITY OF NEW RICHMOND	BENEFIT EXTRAS, FSA, HRA ADMIN
001906	2/27/2018	749.97	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
001907	2/27/2018	20,611.69	CITY OF NEW RICHMOND	HEALTH INSURANCE
001908	2/27/2018	37.16	CITY OF NEW RICHMOND	LIFE INSURANCE
001909	2/27/2018	383.61	CITY OF NEW RICHMOND	LONG TERM DISABILITY
001910	2/27/2018	352.22	CITY OF NEW RICHMOND	SHORT TERM DISABILITY
001911	2/27/2018	46,440.00	CITY OF NEW RICHMOND	TAX EQUIVALENT
001912	2/27/2018	244.00	HYDRODESIGNS	CROSS CONNECT INSPECT
001913	2/27/2018	2,744.44	MUNICIPAL ELECTRIC UTIL OF WI	2018 JT&S PROGRAM 1ST 4 SESSIO
001914	2/27/2018	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
035452	2/15/2018	-758.52	JERRY'S TRUCK & TRAILER REPAIR	FULL PM
035467	2/6/2018	193.55	BALDWIN TELCOMM	JAN PHONE BILL
035468	2/6/2018	1,165.06	KWIK TRIP	EMPLOYEE GAS CARDS
035469	2/6/2018	246.72	VERIZON WIRELESS	JAN PHONE BILL
035470	2/13/2018	0.00	AMERIPRIDE LINEN & UNIFORM SERVICES	Zero Stub Check
035471	2/13/2018	1,268.24	AMERIPRIDE LINEN & UNIFORM SERVICES	WTR DEPT UNIFORM SERVICE
035472	2/13/2018	1,954.00	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL AUDIT
035473	2/13/2018	59.00	CLEAR CHOICE BUSINESS SOLUTIONS LLC	BUSINESS CARDS- J ENDERS
035474	2/13/2018	1,328.81	CORE & MAIN LP	OMNI C2 MTR, CAST IRON FLANGE
035475	2/13/2018	375.00	COUNTRYSIDE PLUMBING & HEATING	CLEAN & CAMERA DRAIN FAIRFIELD
035476	2/13/2018	4,200.00	CURT'S ELECTRIC LLC	INSTALL SWITCH GENERATOR
035477	2/13/2018	299.35	FRONTIER COMMUNICATIONS	JAN PHONE BILL
035478	2/13/2018	335.99	GENERAL REPAIR SERVICE	FLAP VALVE
035479	2/13/2018	163.87	J.H. LARSON COMPANY	LIQUID TITE
035480	2/13/2018	212.25	TOM RICKARD	REIMBURSE OFFICE SUPPLY DESK
035481	2/13/2018	205.00	WISCONSIN EMERGENCY MGMT	2017 TIER II CHEMICAL REPORT
035482	2/13/2018	400.00	WISCONSIN RURAL WATER ASSN	TECHNICAL CONF - J EVANS
035483	2/13/2018	30.00	WVVOA	SCHOOLING S SKINNER
035484	2/13/2018	1,168.00	DELL MARKETING L.P.	COMPUTER FINANCE ANALYST
035485	2/15/2018	0.00	JERRY'S TRUCK & TRAILER REPAIR	VOID CHECK

035486	2/27/2018	430.00	BORDER STATES ELECTRIC SUPPLY	METER
035487	2/27/2018	7,765.96	CORE & MAIN LP	IPERL METERS
035488	2/27/2018	111.19	DUSTIN & TASHAUNA RUMBURG	CR REF ACCT# 719100-21
035489	2/27/2018	203.78	FRESCO INC	ENGINEER GRADE REFLECTIVE
035490	2/27/2018	165.59	INDUSTRIAL SAFETY, INC.	HARDHAT
035491	2/27/2018	9,193.70	STUART C IRBY CO	TRANSFORMERS
035492	2/27/2018	108.42	JEFFREY & SANDRA RIDER	CR REF ACCT# 1908500-24
035493	2/27/2018	182.20	JEREMY GREEN	CR REF ACCT# 1391000-23
035494	2/27/2018	32.33	JOHN C & NICOLE MEYER III	CR REF ACCT# 923900-22
035495	2/27/2018	104.44	MACKLYN HOMES LLC	CR REF ACCT# 1001000-20
035496	2/27/2018	240.75	MATT BROWN	SCHOOL - EAU CLAIRE REMIMBURSE
035497	2/27/2018	23.40	MIDWESTONE BANK	CR REF ACCT# 594000-21
035498	2/27/2018	93.00	MY RECEPTIONIST, INC	RECEPT SVC FEB 7 - MAR 6
035499	2/27/2018	99.81	SCOTT THELL	CR REF ACCT# 1272000-35
035500	2/27/2018	42.15	SHAYA M BONDE	CR REF ACCT# 590500-21
035501	2/27/2018	109.66	STEPHENS SANITATION LTD	GARBAGE SVC 12/1-1/31
035502	2/27/2018	490.00	WISCONSIN ARC	REPAIR GENERATOR
035503	2/27/2018	2,392.63	XCEL ENERGY	JANUARY GAS BILL
035504	2/27/2018	533.28	ZEP SALES & SERVICE	2 PLY TOWELS, ZEP O SHINE

Total \$ 1,081,254.14

Checks & Wires

New Richmond Utilities

MARCH 2018

Check Register

Check #	Date	Amount	Vendor Name	Description
001915	3/2/2018	59,167.89	CITY OF NEW RICHMOND	PAYROLL 3-2-18
001916	3/8/2018	940.83	SUPER AMERICA	FEBRUARY FUEL BILL
001917	3/8/2018	12,782.58	US BANK CORPORATE PAYMENT SYSTEM	WATER DEPT FEB PCARD INVOICES
001918	3/15/2018	61,087.24	CITY OF NEW RICHMOND	PAYROLL 3-16-18
001919	3/15/2018	10,820.44	CITY OF NEW RICHMOND	MONTHLY BILL
001920	3/15/2018	6,353.05	CITY OF NEW RICHMOND	INSURANCE
001921	3/15/2018	5,000.00	CITY OF NEW RICHMOND	RENT
001922	3/15/2018	7,815.51	CITY OF NEW RICHMOND	RECYCLING
001923	3/15/2018	24,782.99	CITY OF NEW RICHMOND	STORM WATER
001924	3/15/2018	247.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
001925	3/15/2018	34.66	DAKOTA SUPPLY GROUP INC	5' CBL W/IN-LINE CON
001926	3/15/2018	244.00	HYDRODESIGNS	CROSS CONNECT INSPECT SVC
001927	3/15/2018	2,114.68	INFOSEND, INC	FEB BILLING & POSTAGE
001928	3/15/2018	5,343.26	NEW RICHMOND UTILITIES	FEB CTC COLLECTIONS
001929	3/15/2018	567.00	WISCONSIN PUBLIC POWER INC	SOLAR PANEL SOLD FEBRUARY
001930	3/15/2018	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
001931	3/19/2018	23,126.05	WI DEPT OF REVENUE	FEB18 SALES TAXE
001932	3/21/2018	7,824.00	LOCAL GOVERNMENT INVESTMENT POOL	FEB18 WATER IMPACT & SAC CHGS
001933	3/21/2018	88,420.00	LOCAL GOVERNMENT INVESTMENT POOL	MAR18 LGIP INVEST #7, 9 & 11
001934	3/21/2018	51,125.00	LOCAL GOVERNMENT INVESTMENT POOL	MAR18 LGIP INVEST #5, 8, & 10
001935	3/28/2018	592,216.20	WISCONSIN PUBLIC POWER INC	FEBRUARY PURCHASED POWER
001936	3/30/2018	59,740.36	CITY OF NEW RICHMOND	PAYROLL 3/30/18
001937	3/29/2018	97.50	CITY OF NEW RICHMOND	BENEFIT EXTRAS FSA, HRA ADMIN,
001938	3/29/2018	749.97	CITY OF NEW RICHMOND	EMPLOYER HSA CONTRIBUTION
001939	3/29/2018	21,142.71	CITY OF NEW RICHMOND	HEALTH INSURANCE
001940	3/29/2018	38.62	CITY OF NEW RICHMOND	LIFE INSURANCE
001941	3/29/2018	383.61	CITY OF NEW RICHMOND	LONG TERM DISABILITY INS
001942	3/29/2018	352.22	CITY OF NEW RICHMOND	SHORT TERM DISABILITY INS
001943	3/29/2018	46,440.00	CITY OF NEW RICHMOND	TAX EQUIVALENT
001944	3/29/2018	16,115.00	BREMER BANK, N.A.	ELECTRIC INTEREST PAYMENT
035505	3/7/2018	202.50	BALDWIN TELCOMM	PHONE BILL
035506	3/15/2018	0.00	AMERIPRIDE LINEN & UNIFORM SERVICES	STUB CHECK
035507	3/15/2018	1,201.95	AMERIPRIDE LINEN & UNIFORM SERVICES	FEB UNIFORM SERVICE
035508	3/15/2018	351.00	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL STATEMENT AUDIT
035509	3/15/2018	13,059.27	CORE & MAIN LP	OMNI 2" MTR, FLANGE KIT
035510	3/15/2018	782.50	ECKBERG LAMMERS BRIGGS WOLFF & VIERLIN	4TH ST SEWER LINE BACK UP
035511	3/15/2018	4,507.71	ENERGIS HIGH VOLTAGE RESOURCES	2018 ANNUAL MAINTENANCE
035512	3/15/2018	3,679.00	FRESCO INC	STREET LIGHT FIXTURE LED 135W
035513	3/15/2018	303.00	FRONTIER COMMUNICATIONS	PHONE BILL
035514	3/15/2018	161.07	HILLYARD/MINNEAPOLIS	CLEANING SUPPLIES
035515	3/15/2018	27,586.84	STUART C IRBY CO	HOIN 3PH PAD 1500KVA
035516	3/15/2018	297.50	KRAUSE POWER ENGINEERING, LLC	FAULT CALCULATIONS
035517	3/15/2018	411.04	KWIK TRIP	FEBRUARY FUEL
035518	3/15/2018	972.29	MUNICIPAL ENVIRONMENTAL GROUP	WASTEWATER 2018 MEMBER DUES
035519	3/15/2018	640.40	MUNICIPAL ENVIRONMENTAL GROUP	WATER 2018 MEMBERSHIP DUES
035520	3/15/2018	320.08	SHORT ELLIOTT HENDRICKSON INC	SOUTH TANK TELECOM INSPECTION
035521	3/15/2018	233.50	ST CROIX GARAGE DOORS & SERVICES, LLC	REPLACE CABLES GARAGE DOOR
035522	3/15/2018	940.00	TCIC, INC	RADIO SYSTEM TROUBLESHOOTING
035523	3/15/2018	246.72	VERIZON WIRELESS	FEB CELL PHONE BILL
035524	3/20/2018	570.00	PROFESSIONAL SERVICE INDUSTRIES, INC	SVC RICHMOND PRAIRIE CONDOS
035525	3/20/2018	663.33	SIMON ELECTRIC CONST CO INC	REWORK EXISTING 12/240 VOLT,

035526	3/29/2018	166.19	ANNE WALLISCH	CR REF ACCT# 911800-21
035527	3/29/2018	350.00	BOND TRUST SERVICES CORP	PAYING AGENT FEE REV BONDS
035528	3/29/2018	29.09	BRETT P SCHOUTEN	CR REF ACCT# 719600-26
035529	3/29/2018	80.94	CHRIS W LANGER	CR REF ACCT# 424200-27
035530	3/29/2018	178.00	COURTNEY COLAIZY & ALYSSA ZIEGLER	CR REF ACCT# 622500-26
035531	3/29/2018	200.08	CYNTHIA M SEVERSON	CR REF ACCT# 613100-25
035532	3/29/2018	80.80	DARIO HORVATINOVIC	CR REF ACCT# 831500-26
035533	3/29/2018	88.86	DENNIS ULLOM	CR REF ACCT# 1631800-25
035534	3/29/2018	11,698.66	FRESCO INC	PHOTO CONTROLS
035535	3/29/2018	450.00	GIRARD'S BUSINESS SOLUTIONS	SCANNER SERVICE CONTRACT
035536	3/29/2018	135.00	GOVERNMENT FINANCE OFFICERS ASSN	AILTS ANNUAL GOV'T GAAP UPDATE
035537	3/29/2018	2,643.74	STUART C IRBY CO	ARRESTER, WIREHOLDER, LAMP
035538	3/29/2018	1,121.30	J.H. LARSON COMPANY	WIRE, ELEC TAPE, SPLICE TAPE
035539	3/29/2018	101.00	JOSE ALEJANDRO SLAZAR BONILLA	CR REF ACCT# 1638900-21
035540	3/29/2018	250.00	LOEHR MANAGEMENT, LLC	CR REF ACCT# 1618700-27
035541	3/29/2018	7.31	MACKLYN HOMES LLC	CR REF ACCT#1000900-20
035542	3/29/2018	189.32	MATTHEW J WELCH	CR REF ACCT# 1635800-22
035543	3/29/2018	14,850.00	MSA PROFESSIONAL SERVICES INC	PROFESSION SVC 12/31/17-3/3/18
035544	3/29/2018	86.00	MY RECEPTIONIST, INC	ANSWERING SVC 3/7-4/3
035545	3/29/2018	238.26	OEVERING HOMES LLC	CR REF ACCT# 1298600-20
035546	3/29/2018	204.00	OFFICE ENTERPRISES INC	MAINTENANCE LETTER OPENER
035547	3/29/2018	44.15	PAT BECKER	REIMB APPA RALLY TRIP
035548	3/29/2018	425.00	REBECCA S BROOME	CR REF ACCT# 723700-21
035549	3/29/2018	101.07	RON LEIER	CR REF ACCT3# 213700-20
035550	3/29/2018	31.80	RUSTY A LARSON	CR REF ACCT# 1908300-28
035551	3/29/2018	2,566.13	SHORT ELLIOTT HENDRICKSON INC	WATER MODEL UPDATE
035552	3/29/2018	1,928.00	TCIC, INC	INET II 900 ACCESS POINT/REMOT
035553	3/29/2018	57,098.35	WEST CENTRAL WIS BIOSOLIDS FAC	MARCH BIOSOLIDS
035554	3/29/2018	2,202.56	XCEL ENERGY	FEB GAS BILL

Total **\$ 1,259,772.68**

Total Checks & Wires

YOU ARE CORDIALLY INVITED TO



2018 REGIONAL POWER DINNERS

WPPI Energy will host eight dinner meetings this spring / early summer for our member utility staff, local elected officials and utility governing bodies. This is an opportunity to network with other member community leaders and learn more about electric industry issues and key initiatives within the organization.

WE HOPE YOU'LL BE ABLE TO JOIN US!

Evening Events

Cocktails 5:30 p.m.

Dinner 6:00 p.m.

Program 6:45 - 7:30 p.m.

Dates and Locations

Wednesday, April 11

Okauchee Lake

Golden Mast Inn

www.weissgerbergroup.com/golden-mastinn

Thursday, April 12

Mazomanie

Old Feed Mill

www.oldfeedmill.com

Thursday, April 19

Kaukauna

Van Abel's of Hollandtown

www.vanabels.com

Thursday, May 3

Fitchburg

Quivey's Grove

www.quiveysgrove.com

Tuesday, May 8

Dubuque

Catfish Charlies

www.catfishcharliesdubuque.com

Tuesday, May 22

Holmen

Drugan's Castle Mound

www.drugans.com

Thursday, June 14

River Falls

River Falls Golf Club

www.riverfallsgolfclub.com

Tuesday, June 26

Florence

Encore on Central

Nostalgic Ball Room

www.maxsellsrestaurant.com/about.htm

RSVP

Please sign us up to attend the following Regional Power Dinner:

[Check (✓) the dinner meeting location of your choice below]

- | | |
|---|--|
| <input type="radio"/> April 11 Okauchee Lake | <input type="radio"/> May 8 Dubuque |
| <input type="radio"/> April 12 Mazomanie | <input type="radio"/> May 22 Holmen |
| <input type="radio"/> April 19 Kaukauna | <input type="radio"/> June 14 River Falls |
| <input type="radio"/> May 3 Fitchburg | <input type="radio"/> June 26 Florence |

Member community: _____

Name _____ Title _____

Please return this form two (2) weeks prior to your regional event to:

Kay Schaub via:
Email: kschaub@wppienergy.org
Phone: 608-834-4538
Fax: 608-837-0274

Online Registration:
www.wppienergy.org/powerdinners



WISCONSIN

- Algoma
- Black River Falls
- Boscobel
- Brodhead
- Cedarburg
- Columbus
- Cuba City
- Eagle River
- Evansville
- Florence
- Hartford
- Hustisford
- Jefferson

- Juneau
- Kaukauna
- Lake Mills
- Lodi
- Menasha
- Mount Horeb
- Muscoda
- New Glarus
- New Holstein
- New London
- New Richmond
- Oconomowoc
- Oconto Falls
- Plymouth

- Prairie du Sac
- Reedsburg
- Richland Center
- River Falls
- Slinger
- Stoughton
- Sturgeon Bay
- Sun Prairie
- Two Rivers
- Waterloo
- Waunakee
- Waupun
- Westby
- Whitehall

MICHIGAN

- Alger Delta CEA
- Baraga
- Crystal Falls
- Gladstone
- L'Anse
- Negaunee
- Norway

IOWA

- Independence
- Maquoketa
- Preston



To: Utility Commission

From: Rae Ann Ailts, Finance Director

Date: March 28, 2018

RE: Utility Commissioner Applications

Background

With the resignation of Utility Commissioner, Jerry Frey, in February there is a Commissioner vacancy to be filled. Over the last month, two individuals have submitted applications expressing interest to serve on the Utility Commission. The applicants will be invited to attend Wednesday's meeting to further discuss their interest in serving on the Commission.



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

MEMORANDUM

TO: Utility Commission

FROM: Joel Enders, Management Analyst

DATE: March 28, 2018

SUBJECT: No-Fault Sanitary Sewer Backup Policy

BACKGROUND

A sewer backup occurred on Thanksgiving Day 2017 that affected four properties along East 4th Street. The backup was discovered in the early morning and New Richmond crews were on scene shortly after the backup occurred. No definitive cause was found, and it is likely that several factors caused the backup such as tree roots, rags, and the design of the system itself. Staff and Council members met with each owner shortly after the incident occurred, and the Utility Commission met in special session to review the damage and discuss possible next steps.

Three impacted homeowners indicated that their insurance policies would not cover damages. The City's insurance carrier also indicated that they would not cover damages. Although the City is not legally liable for the backup, the Utility Commission and Council expressed a desire to offer some amount of voluntary reimbursement to property owners affected by sewer backups.

The attached No-Fault Sanitary Sewer Backup Damage Reimbursement Policy provides the Utility Commission and Council with a mechanism to reimburse property owners in the event a similar incident occurs in the future. In addition, an informational handout is attached that will be posted on NRU's website.

RECOMMENDATIONS

Staff recommends discussion and approval of the proposed policy resolution. The Commission's recommendation will be forwarded to the City Council for consideration at their April 9, 2018 meeting.

ATTACHMENTS

1. Resolution establishing a No-Fault Sanitary Sewer Backup Damage Reimbursement Policy
2. Educational handout

RESOLUTION # [REDACTED]

**A RESOLUTION ESTABLISHING A NO-FAULT SANITARY SEWER BACKUP
DAMAGE REIMBURSEMENT POLICY**

WHEREAS, New Richmond Utilities has determined that it is necessary to increase citizen awareness of wastewater collection systems and their responsibilities relative to maintenance and protection against potential property damage from sewer backups, and

WHEREAS, New Richmond Utilities is responsible for maintaining sewer mains, manholes, pump stations and force mains that are in public rights-of-way and on public property, and

WHEREAS, New Richmond Utilities expends significant resources, through an extensive preventive maintenance program, to keep the sewer system in a good state of repair. Occasionally, however, forces of nature or conditions develop within the system that may cause sewage to back up into a residence or business which are beyond the Utility's control, and

WHEREAS, New Richmond Utilities desires to reduce health hazards by encouraging property owners who have experienced a sewer backup to get it appropriately cleaned up as quickly as possible, and

WHEREAS, New Richmond Utilities desires to provide a method for assisting homeowners with the financial burden of a sewer backup even when the Utility is not legally liable for the resulting damage.

NOW THEREFORE, BE IT RESOLVED by the Utility Commission of New Richmond that the Utility may reimburse sanitary sewer customers as set forth in the Utility's No-Fault Sanitary Sewer Backup Damage Reimbursement Policy.

New Richmond Utilities
No-Fault Sanitary Sewer Backup Damage Reimbursement Policy

1. GENERAL

- 1.1. This Policy is intended to increase citizen awareness of wastewater collection systems and their responsibilities relative to maintenance and protection against potential property damage from sewer backups. In addition, this Policy provides for limited assistance to individuals who have experienced property damage as a direct result of backup of the Utility's sanitary sewer system even if it is determined the Utility is not at fault. It is intended to cover isolated incidents and does not cover multiple claims from widespread damage as a result of forces of nature or other situations out of the Utility's control.
- 1.2. The Utility is responsible for maintaining sewer mains, manholes, pump stations and force mains that are in public rights-of-way and on public property.
- 1.3. For the purpose of this Policy, the term "sewer lateral" means the portion of sewer line that conveys wastewater from a private property to the Utility's sanitary sewer main. The sewer lateral, including the portion of the lateral within the public right-of-way, to the center of the sanitary sewer main, is the property of the property owner receiving sanitary sewer service through any such sewer lateral and is the responsibility of the property owner.
- 1.4. New Richmond Utilities expends significant resources, through an extensive preventive maintenance program, to keep the sewer system in a good state of repair. Occasionally, however, forces of nature or conditions develop within the system that may cause sewage to back up into a residence or business which is beyond the Utility's control and which is not an incident in which the Utility bears responsibility or legal liability.
- 1.5. For the purpose of this Policy, the term "no-fault" means without the legal fault of the Utility and without any cause attributable to the property owner. The intent of this Policy is for the Utility to reimburse (a) property owner(s), up to the limit(s) established in this Policy, for clean-up costs and repairs to buildings for damages resulting from a sanitary sewer backup irrespective of whether the Utility was legally negligent or legally liable for those damages under the controlling provisions of law.
- 1.6. For the purpose of this Policy the term "sanitary sewer backup" or "sewer backup" means any backup of sewage from the Utility owned and maintained sanitary sewer or sewer force main system. It does not include stormwater backups or backups caused in areas that are the responsibility of the property owner.
- 1.7. Overflowing drains and toilets as a result of water running in the house or business is not considered a backup from the Utility's sewer system, i.e., if there is a pipe blockage, and the resident continues to flush toilets and run water causing an overflow, it is not considered a sewer backup under the definitions of this Policy.

1.8. Any kind of damage caused by the potable water system within the structure, including overflows of sinks, toilets, tubs, showers, washing machines or broken water tanks and pipes is not covered by this Policy.

2. PURPOSE

2.1. This Policy is intended to:

- A. Reduce health hazards by encouraging property owners who have experienced a sewer backup to get it appropriately cleaned up as quickly as possible.
- B. Provide a method for assisting homeowners with the financial burden of a sewer backup even when the Utility is not legally liable for the resulting damage.
- C. Educate the public as to the Utility's limitation of liability and the responsibility and options of residents to protect their own assets.

2.2. The Utility shall be the sole and exclusive judge of the claims submitted under this Policy and the payments made hereunder are not entitlements, but are intended to be made in the nature of "courtesy" or "good will" payments and are made subject to fund availability.

3. COMMUNICATION

3.1. To enhance public education, Utility Staff may develop an educational program designed to inform the public as to the inherent vulnerabilities of wastewater collection systems and what the public can do to protect their health and property from damage from potential sewer backups. This information may be disseminated through various methods available to the Utility including, but not limited to, websites, newsletters, public speaking events, advertisements and utility bill inserts.

4. ASSISTANCE PROGRAM

4.1. As part of the contract for the provision of sewer services to the customers of the Utility, and in consideration of payment of sewer bills, the Utility may reimburse its sanitary sewer customers for up to \$7,500 of cleanup costs, property damages, and mechanical equipment, essential to the habitation of the residence, caused by a sanitary sewer backup, irrespective of whether the Utility is legally liable for those damages. Included in the \$7,500 limit is reimbursement of personal property and/or possessions, up to \$1,000. The program will have an annual aggregate limit for all occurrences determined by the amount of funds allocated for program purposes in the annual adopted budget. Reimbursement is subject to the following conditions:

- A. The backup must have resulted from a condition in the Utility's sanitary sewer system or lines and not from a condition in a lateral (private) line.
- B. The backup must not have been caused by catastrophic weather or other event for which Federal Emergency Management Assistance is available.

- C. The backup must not have been caused by an interruption in electric power to the Utility's sewer system or to any other Utility lift station.
- D. The Utility will not reimburse any costs that have been or are eligible to be covered under the property owner's homeowner or other property insurance.
- E. The maximum amount that the Utility will reimburse is a one-time amount of up to \$7,500 per sewer lateral. In this regard, a structure or group of structures served by a single connection to the Utility's sewer system is considered a single lateral.
- F. All claims for reimbursement under this Policy must be submitted to the Finance Director within one hundred twenty (120) days after the incident occurs.
- G. The Utility Commission may refer claims for reimbursement to an independent insurance adjuster for investigation, recommendation, and compensability determination on an as needed basis.
- H. The determination as to whether to make payment for loss under this Policy shall be based on the following criteria:
 - 1. Whether an eligible claimant suffered an otherwise uninsured property loss, caused by breach or backup of a Utility-owned sanitary sewer line, under circumstances where the claimant acted responsibly to avoid the loss, and if so, whether the extent of the loss has been adequately substantiated.
 - 2. The following shall result in the denial of a claim:
 - a. Claim not timely submitted;
 - b. Loss fully covered by private insurance;
 - c. Claimant ineligible under the terms of this Policy;
 - d. Loss caused by an irresponsible act of the claimant, claimant's employee or agent, or member of claimant's household;
 - e. Loss eligibility is unsubstantiated;
 - f. Any other conditions or criteria determined as appropriate by the Utility.
 - 3. The following shall result in reduction of payment:
 - a. Loss partially covered by private insurance;
 - b. Loss exceeds funding limits of this Policy/Resolution;
 - c. Verification of loss inadequate or incomplete;

- d. Claimant did not cause the problem but failed to act responsibly to minimize the loss;
- e. Property sewer bills are not current;
- f. There exist outstanding amounts owed to the Utility associated with the property or property owner;
- g. Loss for an occurrence exceeds financial parameters established by the Utility Commission;
- h. Any other conditions or criteria as determined appropriate by the Utility.

4.2. Reporting, Claims, and Cleanup

- A. Upon discovering a break, leak, backup or other failure of Utility facilities, or any damage resulting from the same, a property owner shall immediately notify the Utility of such event.
- B. Upon notification of the occurrence of the event, the Utility will take the following actions:
 - 1. Utility personnel will ask the property owner questions about the backup timing, location, the property, etc.
 - 2. Utility personnel will check for blockages in the main line. If found, the blockage will be immediately cleared.
 - 3. If the main line is not blocked, the property owner will be advised to call a plumbing or sewer contractor to check the property owner's lateral line. Maintenance and repair of the lateral line is the owner's responsibility.
 - 4. Any other action(s) as determined appropriate and as resources allow.
- C. To request reimbursement for damaged property or other loss, related to a sewer backup, the property owner must complete a Notice of Claim form and file it with the Finance Director. Once the claim is filed, the Utility Commission or its agents will review and investigate the claim, and determine compensability.
- D. In the event the property owner engages the services of a cleanup/mitigation contractor the Utility may reimburse the property owner for actual expenses incurred by the property owner, but only up to the amount the Utility or its agents determine is reasonable and appropriate. All documentation of loss, damage, and mitigation expenses must be provided to the Utility or its agents in a media and format requested by the Utility or its agents.
- E. This Policy does not cover alleged damages for personal injury.

- F. In no event shall the reimbursement total exceed \$7,500 per lateral for cleanup, other mitigation services, repair, and damaged real or personal property.
- 4.3. This is a one-time sewer backup reimbursement. This reimbursement applies to a building and the property owner(s) at the time of the event. Subsequent sewer backups at building, while owned by the same property owner(s), will not be eligible for reimbursement.
- 4.4. Payment does not imply liability:
- A. Any payment made under this Policy shall not be construed as an admission of nor does it imply any negligence or responsibility on the part of the Utility for such damage. Any payment made under this Policy is strictly voluntary on the part of the Utility.
- B. Any payment made under this Policy and accepted shall constitute a full and complete release of any and all claims against the Utility, its officers, employees and agents arising from the incident. No payments shall be made unless the appropriate parties sign a release, approved by the Utility's Attorney, of all claims against the Utility.
- 4.5. Notwithstanding any other provisions of this Policy, no claim shall be accepted from the United States or any of its departments or agencies, the state or any political subdivision, or any other taxing district.

Passed and approved this 9th day of April, 2018

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



INFORMATION FOR HOMEOWNERS & RESIDENTS

– Facts About Sewer Backup Incidents –

Sewer backups are an unfortunate but common problem in U.S. cities and towns. Although municipal departments make every effort to prevent such incidents, they still may occur. The following information is offered to help property owners and residents understand why backups happen, how they can be prevented, and what steps citizens should take if a sewer backup effects their property. The following questions and answers may be helpful:

What causes a sewer backup?

Sanitary sewer overflows can be caused by a number of factors. They usually involve sewer pipe blockages in either main sewer lines or service laterals (lines between buildings and the main line). Causes may include pipe breaks or cracks due to tree roots, system deterioration, insufficient system capacity due to residential or commercial growth, or construction mishaps. In home and office plumbing systems, the main cause is accumulation of grease, tree roots, hair, or solid materials, such as disposable diapers or sanitary napkins that are too large for wastewater pipes to handle. Such materials may cause major backups in City lines as well as in residents' lateral lines.

How could a sewer backup affect me?

If the backup occurs in a City maintained line, the wastewater will normally overflow out of the lowest possible opening, which is usually a manhole. However, in some homes—especially those with basements, or where the lowest level is even with the sewer lines—the overflowing wastewater may exit through the home's lower drains and toilets.

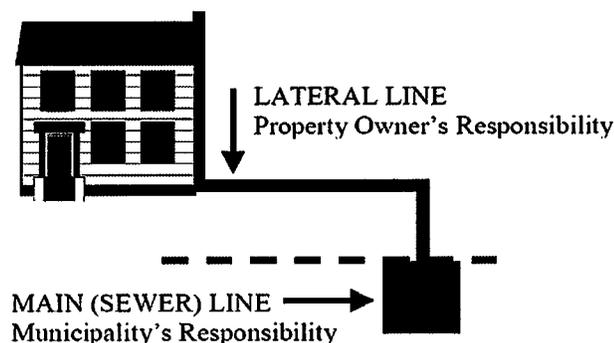
What should I do if sewage backs up into my home?

First, take action to protect people and valuable property:

- Keeping in mind that ceramic plumbing fixtures such as toilets are fragile, quickly close all drain openings with stoppers or plugs. Tub, sink, and floor drains may need additional weight to keep them sealed. A string mop can be used to help plug toilet openings.
- Do not run any water down your drains until the blockage has been cleared.
- A quick check with nearby neighbors will help determine if the backup appears to be in your neighbor's wastewater line, and/or widespread in your neighborhood. In this case, call the Water Department immediately. Numbers are listed at the end of this flyer.
- Call a plumber if the problem is in your lateral service line.

If I call the city, what will they do about a sewer backup onto my property?

- You will be asked questions about the backup timing, location, the property at risk, etc.
- City personnel will check for blockages in the main line. If found, the blockage will be immediately cleared.
- If the main line is not blocked, you will be advised to call a plumbing or sewer contractor to check your lateral line. Maintenance and repair of the lateral line is the owner's responsibility. (See diagram below.)
- To minimize damage and negative health effects, you should arrange for cleanup of the property as soon as possible. There are qualified businesses that specialize in this type of cleanup.
- If the sewer backup onto your property resulted from blockage in the main sewer line, city personnel will explain what the city can immediately do to help take care of the problem.



Is there anything I can do to prevent sewage backup into my home?

- Avoid putting grease down your garbage disposal or household drain. It can solidify, collect debris and accumulate in City lines, or build up in your own system.
- Never flush disposable diapers, sanitary napkins or paper towels down the toilet. They could stop up your drains and may damage your plumbing system.
- If the lateral line in your older home has a jointed pipe system, consider whether the roots of large shrubs or trees near the line could invade and break pipes. It is a good idea to know the location of your lateral line(s).
- If the lowest level of your home is below ground level, such as a basement floor drain, it may one day be affected by a backup. One way to prevent sewage backup through such below ground areas is to install a "back-flow valve" on the lowest drain(s). You can also use a plumber's test plug to close these drains when not in use.

- For further information about preventive measures, contact a plumber or plumbing supply dealer.

What does the municipality do to prevent this problem?

- Every attempt is made to prevent backups in the public wastewater system before they occur. Sewer lines are specially designed to prevent accumulation and stoppages.
- In addition, we have maintenance crews that are devoted to inspecting and cleaning wastewater lines throughout the City on a regular schedule.
- Even with our maintenance schedule, however, backups are often beyond the City's control. Most that do occur are confined to the sewage pipeline, rather than backing up into a home.

Will insurance cover any damage to my home or property?

- In the majority of cases, a special rider will need to be added to your homeowner's or renter's insurance policy to cover damages related to sewage backups or water damage. This optional coverage is usually not very expensive, but you must usually request that it be added to your policy. Check with your insurance agent about this policy provision.
- As with the majority of municipalities in the country, the City cannot assume financial responsibility for damages resulting from sewage backups, since most stoppages are related to conditions that are beyond the City's control. That is why it is important that property owners confirm that they are adequately insured—particularly if areas of their home lie below ground level.

How and where should I report a sewer backup?

Staff are on call 24 hours a day. In an emergency such as a sewer line backup, please contact:

**New Richmond Water Department
(715) 246-4167**



To: Utility Commission

From: Rae Ann Ailts, Finance Director

Date: March 27, 2018

RE: Request for Sewer Credit Phillips Medisize

Background

In February, Phillips Medisize contacted staff regarding a possible sewer credit for excessive water usage, which occurred in December 2017. Staff provided a copy of The Water Leak Sewer Adjustment Policy to the customer and on February 16, 2017, the attached completed application for sewer credit was received.

The application submitted by Phillips provides the required details as outlined in by The Water Leak Sewer Adjustment Policy. Staff has evaluated the excess usage and has determined an excess usage of 517,000 gallons of water amounting to \$3,076.15 in sewer charges.

Recommendation

The Water Leak Sewer Adjustment Policy states "Only water pipe breaks (leaks) that develop after metering which do not add any volume of water to the WWTP may be considered for a sewer adjustment. There will be no adjustment to the water portion of the bill." While, the excess water used was clean, as indicated by Phillips, the water was processed by the Waste Water Treatment Plant, thus disqualifying the application for sewer credit as the eligibility requirement was not met.

SEWER BILL REVIEW

- 1-Customer - Phillips Medisize
- 2- Phone # - 715 246-8700 Dan Turk
- 3- Address – 705 Wisconsin Drive, New Richmond
- 4-Owner
- 5-Occupied -Yes
- 6-Aware of leak – 12/25/17
- 7- 12/26/18
- 8- Replaced bad valve – see attached part cost
- 9- Letter of explanation (See below)
- 10- Photo provided below
- 11- Photos of leaking device
- 12-Authorization to inspect ok'd by Dan Turk

Letter of explanation

On 12/25/2017 I started receiving process tank level alarms from our Johnson Control System. The alarms would state “process tank low” and 5 minutes the alarm would reset stating “tank level normal”. This scenario continued until I arrived at the plant mid-morning. All this transpired during our Holiday shutdown. When I arrived the filling, pump was caught up in fill loop while the tanks sensor was saying the tank was full. This scenario was due to condensation built up on the Tank full sensor. At that time, I shut this system down until the following day. Our technician Matt Schachter was able to trace it back to stuck valve on our filtration system. This valve was replaced. Matt also noted that previous to this event he noticed our water softener salt usage had slowly increased on this filtration system. What we think happened is this dump valve was not closing all the way allowing this process water to go out the drain. As the week progressed it got worse, continually filling and dumping, but staying inside the alarm limits so we weren't catching it. The water sent into the sanitary sewer system would have been clean uncontaminated water.

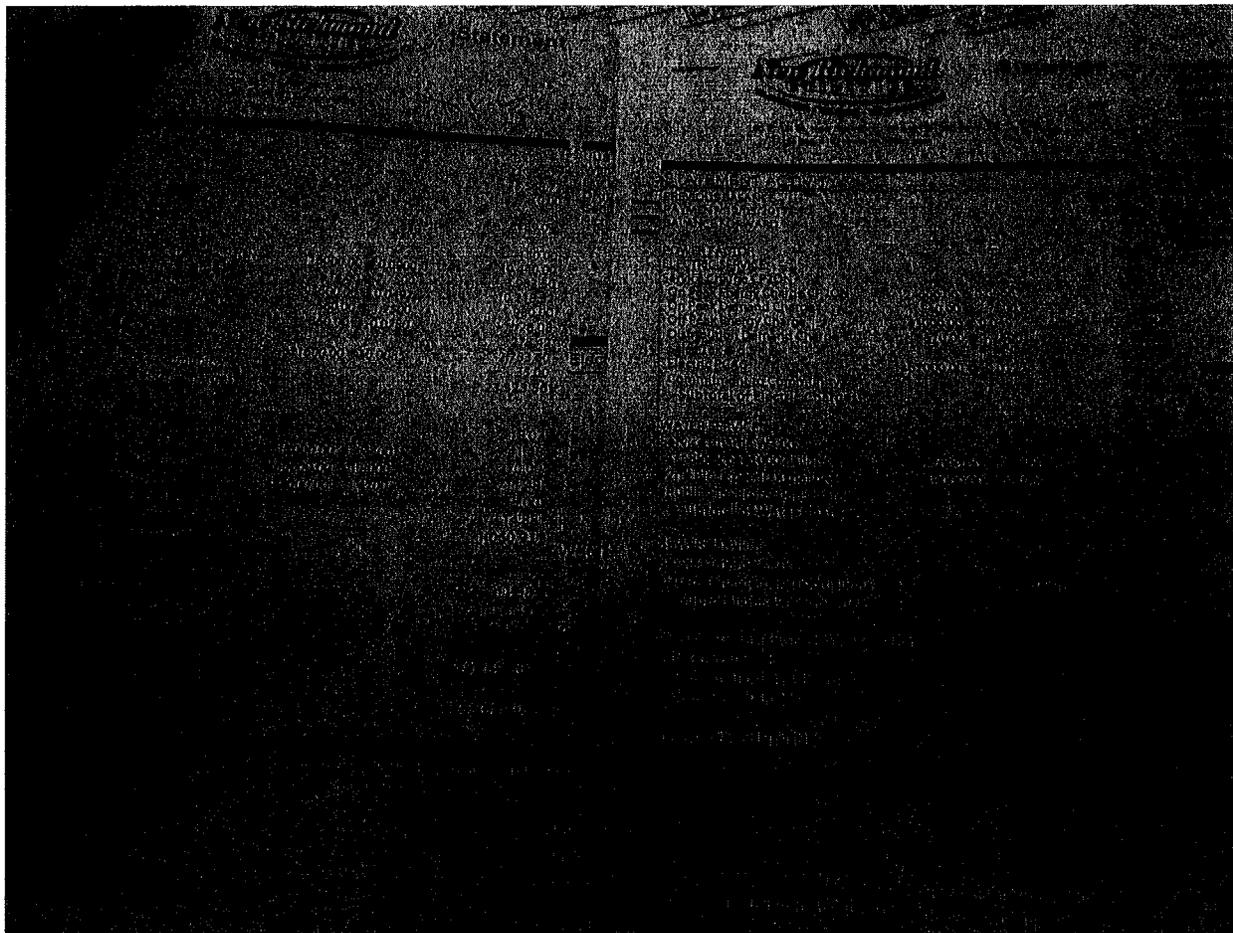
Our request is to waive the charges on the increased sewer usage beyond normal levels we typically incur. We have paid the bill but are asking for a credit if possible.

Typical water usage at PMNR is around 250K gallons a month. In this billing, it was 651K gallons. Along with that, I was contacted by the water department asking if we were aware of any changes. This event is the only thing that can explain the increased usage.

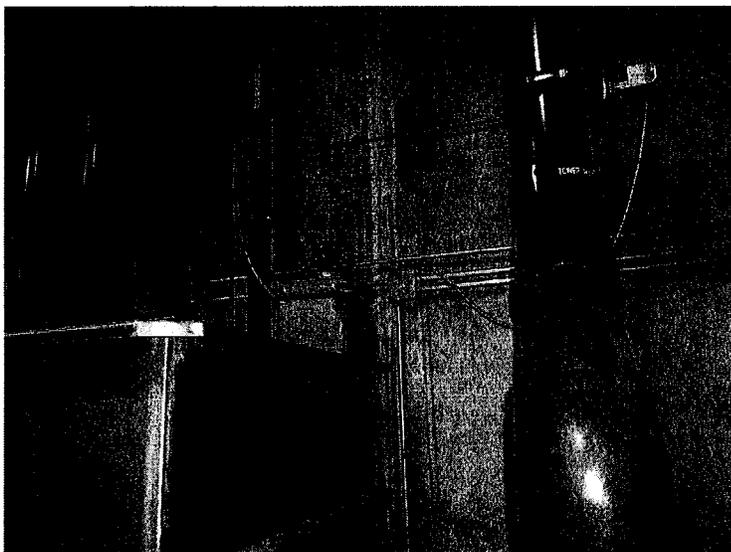
Please don't hesitate to contact me for more information if needed.

Maintenance Mgr: Dan Turk

Phone # 715 246-8720 Or



December billing shows gallons used and charges for the month. November billing shows normal usage.



Tank level sensor with potential condensation issue.

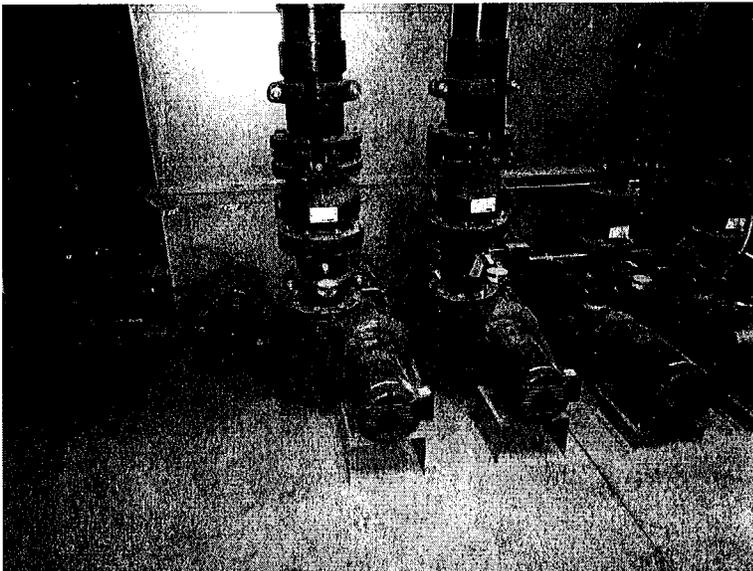
Hi Matt,

Here is the info on the valve.
Will order as soon as I get your PO.

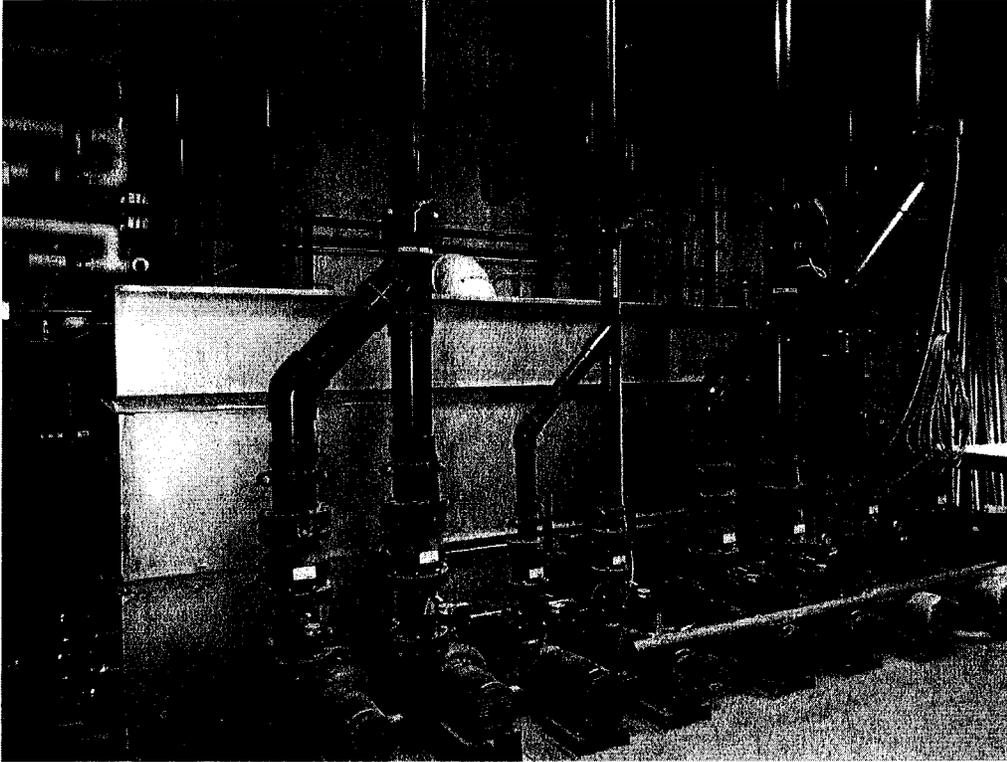
Part #12039143
ABC ¾-J1 motorized ball valve @\$295.00

Thank you,

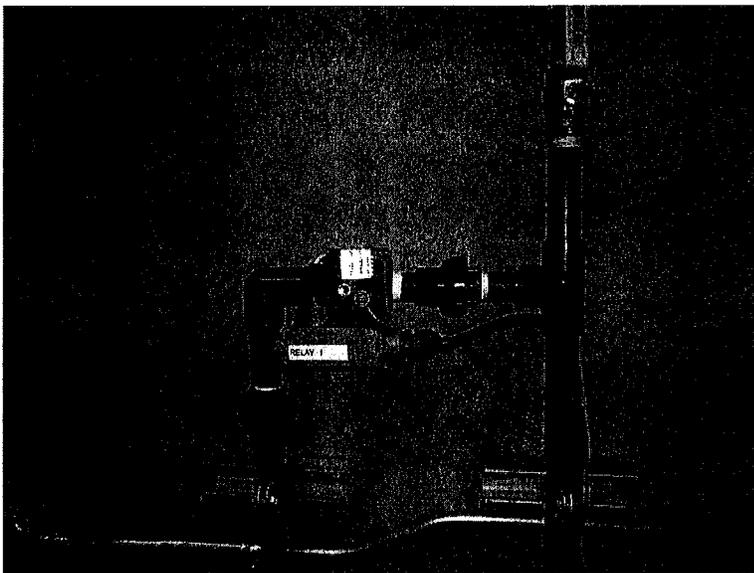
Neil I. Denny Jr.
Water Treatment Specialist
30 Years of Service
Chemsearch, H2O Solutions
cell 715-498-3704
waterdr30@charter.net
neil.dennv@chemsearch.com
COST OF REPLACEMENT VALVE



Fill pumps that were starting and stopping due to water Requirements.



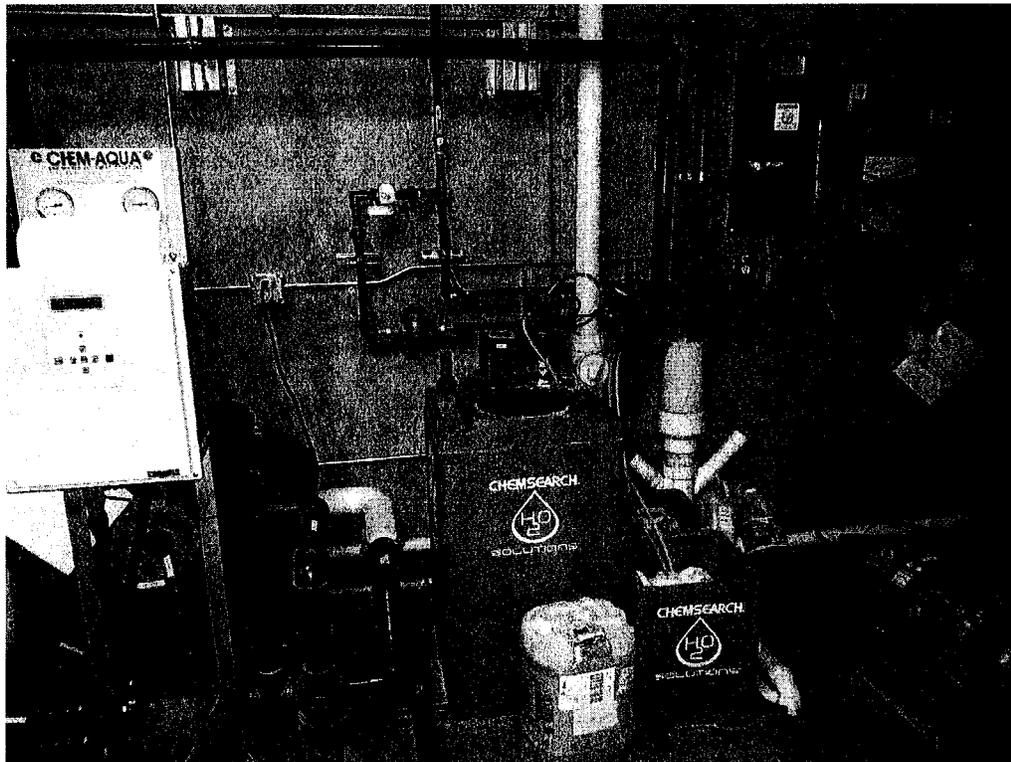
Process tank for cooling tower



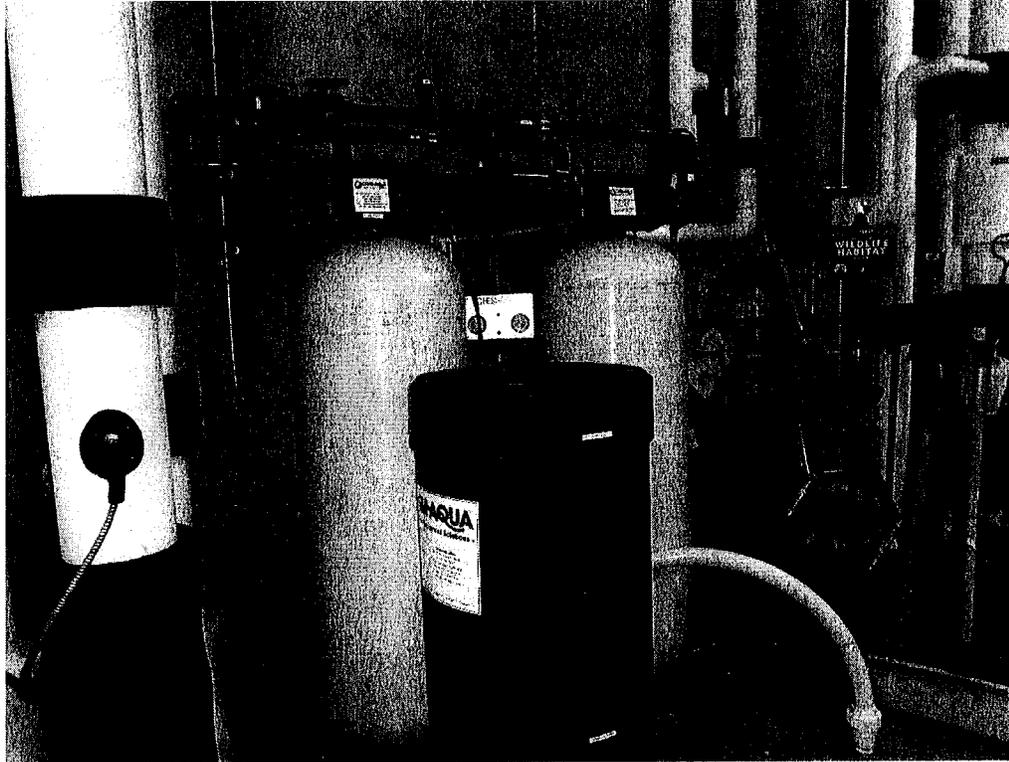
Dump valve that was replaced



Valve that was stuck open



Filtration system that caused the problem



Water softener portion of the filtration system. This is where increased salt usage was noticed.



To: Utility Commission

From: Rae Ann Ailts, Finance Director

Date: March 27, 2018

RE: Request for Sewer Credit Sarah Peterson

Background

On March 21, 2017, the Utility received the attached completed application for sewer credit from Sarah Peterson, following the Utility department contacting her regarding high usage on the account. A frozen pipe underground running from the house to an outbuilding was determined to be the issue causing the excessive usage. Utility Staff shut off the valve servicing the line early in the week of February 19, 2018.

The usage history is limited as the residence was recently acquired in September of 2017. However, based upon the limited history and average usage of similar household size an average usage of 5,000 gallons per month has been calculated resulting in an excess usage of 16,000 gallons from 12/5/17-3/5/18 amounting to \$95.20 in sewer charges.

Recommendation

The Water Leak Sewer Adjustment Policy requires the following information be provided under application criteria 7 and 8: date leak was repaired and copies of repair invoices and receipts. Due to weather, repairs have not been completed; however, all other application criteria have been met and the leak did not add any volume of water to the Waste Water Treatment Plant. Staff recommends issuing a sewer credit in the amount of \$95.20 once repairs have been made and confirmed by Utility Staff.

03.21.18

New Richmond Utilities Commission:

RE: Sarah Peterson, 200 East River Drive, New Richmond, WI 54017

To whom it may concern:

I would like to have my sewer bill reviewed due to a broken pipe that was found underground.

Below please find the answers to all the questions in the Application Process:

- 1) Sarah Peterson
- 2)
- 3) 200 East River Drive, New Richmond, WI 54017
- 4) Owner Occupied
- 5) The property was occupied at the time the leak occurred
- 6) I was contacted the week of 02.19.18 by the Utility Department, letting me know my consumption had gone up to 12,000 gallons which was higher than the month before.
- 7) The leak was discovered and the valve shut off by the City and the homeowner
- 8) No copies of repairs, as the isolated pipe was just shut off
- 9) Frozen pipe underground that runs from the house to an outbuilding busted, and water just kept flowing underground.
- 10) Leak is underground, so exact location is hard to be determined until we can dig up the yard.
- 11) I give full authorization to a Utility Representative to inspect the property where the leak occurred.

We moved into this house on 09.11.17, so I do not have much history on how much water we should be consuming. The billing cycles were as follows:

09/11/2017 – 10/05/2017	4000 gal
10/05/2017 – 11/06/2017	5000 gal
11/06/2017 – 12/05/2017	6000 gal
12/05/2017 – 01/05/2018	9000 gal
01/05/2018 – 02/05/2018	12000 gal

There are two adults, and one teenager living in the house. I would assume the pipe busted sometime in December, based off of the up in gallons used.

Please do let me know if you have any questions that i haven't answered.

Sincerely,

Sarah Peterson



156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

MEMORANDUM

TO: Utility Commission
FROM: Jeremiah Wendt, Director of Public Works
DATE: March 27, 2018
SUBJECT: Waste Water Treatment Plant (WWTP) Upgrade Design

Background

Over the last year, Staff and Consultant MSA have been working on preparation of a Facility Plan for the City's Waste Water Treatment Plant (WWTP). The Facility Plan is nearing completion, with the final hurdle being completion of the phosphorus compliance portion of the plan, which will spell out how the City plans to comply with the DNR's proposed effluent phosphorus limit of 0.075 mg/L. more detail on that strategy will be presented at a future meeting.

Two other facets of the WWTP's effectiveness over the next twenty years were evaluated in the Facility Plan: capacity and upgrades needed to maintain safety/compliance. With regard to capacity, based on current projections, the WWTP should be able to handle the flows and loadings that the expected growth will bring over the next twenty years. However, there are several items that need to be addressed to maintain safety/compliance.

The items identified that need to be addressed in order to allow the WWTP to continue to protect staff, the public and the environment include:

- Grit removal facilities
- Gravity thickener equipment replacement
- Sludge storage monitoring/decant equipment
- Installation of a second PD blower
- Online phosphorus monitoring/chemical feed
- Control building roof
- Digester piping removal
- Chlorine contact tank cover

It should be noted that all of the major items above have been listed in the City/Utility's draft Capital Improvement Plan over the next few years.

The Facility Planning effort has been funded through the STH 64 Corridor Communities Stormwater/Wastewater Coalition with funds allocated to mitigate growth as part of the St. Croix Crossing project. A limited amount of funds remain to be distributed with a short timeframe to encumber the funds. With this in mind, the City could receive up to \$10,000 toward the design of the facilities mentioned above if we are in a position to start the project now and expend the funds by May of 2019.

Knowing this, Staff solicited and received proposals from MSA and SEH for design of the facilities listed above. SEH proposed a total design contract of \$123,000, and MSA proposed a total design contract of \$89,900.

Recommendation

Staff is recommending approval of the contract with MSA for \$89,900, and pursuit of the remaining Coalition funds, which could be up to \$10,000. The remainder of the contract would be paid out of sewer impact fees. The design of the project would be completed in the next year, and could be constructed as soon as 2019 if desired.