



April 25, 2019

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 **Wednesday, May 1, 2019 at 8:00 a.m.** in the EDC Lab at the Civic Center.

#### **AGENDA**

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes (April 3, 2019)
4. Approval of bills and disbursements – April 2019
5. Public Comment
6. Water Master Plan
7. Staff Reports
8. Communications and miscellaneous correspondence
9. Adjourn

Mike Darrow  
Utility Manager

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

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

**NEW RICHMOND UTILITY COMMISSION MINUTES**  
**April 3, 2019**

The regular meeting of the New Richmond Utility Commission was held on April 3, 2019 at 8:00 a.m. at the Civic Center.

Pat Becker called the meeting to order at 8:00 a.m.

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

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

A motion was made by Gerry Warner to approve the minutes of the March 6, 2019 meeting, seconded by Dan Casey, and carried.

A motion was made by Dan Casey to approve March 2019 bills and disbursements, seconded by Gerry Warner, and carried.

**Public Comment:**

None

**Water & Sewer Rate Study:**

Rae Ann Ailts updated the committee on the water and sewer rate study conducted by Trilogy. Rae Ann outlined the proposed communication plan to the Utility Commission. Over the next 30 days, staff will be meeting with commercial/industrial users and provide rate study information to those. Additionally, an open house will be held for all ratepayers in May. The community engagement feedback will be presented to the commission in June, along with a presentation by Trilogy on the proposed rate structure.

**4Q18 Financial Report:**

Joel Enders presented the 4<sup>th</sup> quarter financial report.

- Electric – Revenues ended 2018 approximately 1.5% below budget, but were more than offset by expenses that ended 4.1% below budget. Purchased power costs were \$423K (5.3%) less than anticipated, while local operating expenses were \$69K (3.7%) higher than expected.
- Water – Revenues ended 2018 on budget while expenses ended 9.5% under budget. Higher than budgeted operating income and capital contributions resulted in a favorable change in net position of \$219K for the year.
- Wastewater expenses ended slightly over budget, due primarily to one-time costs and sewer backup reimbursements. Operating losses were slightly lower than anticipated, and ending net position was favorable to budget due to capital contributions.
- Recent changes in accounting standards for health insurance liability reduced health insurance expenses for all departments.

**Meter Data Management & Advanced Metering:**

Stacie Running presented information on Advanced Meter Data Management and Large Power Metering. Implementation of the WPPI Energy MDMS and AMI programs will allow New Richmond Utilities to address opportunities exposed in the Retail Rate Benchmarking report reviewed at the January 9, 2019 Utility Commission meeting, while improving our systems, processes and ultimately the service we provide to electric utility customers in the City of New Richmond.

Proposed phase one of the MDMS and AMI implementation, in 2020, would involve twenty-four large power customers in the City of New Richmond. Estimated costs are as follows:

- \$12,000 metering & infrastructure upgrades
  - 24 Advanced Meters
  - 8 Repeaters
  - 2 Gatekeepers
- \$2,500 Energy IP to NorthStar data integration
- \$5,100 annual service fees (\$425/month)

#### **Water Department Pickup Truck Quotes:**

Jeremiah Wendt presented the solicited quotes for a new pickup truck in the Water Department, and the tentative disposal of the existing 2008 Ford F-250 by auction in the fall of 2019. Quotes were received from Johnson Ford (\$28,161.00) and Bernard's Northtown (\$34,119). A motion was made by Bob Mullen to accept the quote for the 2019 Ford F-250 at a price of \$28,161.00, seconded by Dan Casey, and carried.

#### **Electric Department Truck 36 Replacement Bid:**

Weston Arndt gave background information on the current Truck #36. It is a ¾ ton 2005 Dodge Ram 2500 regular cab equipped with a service body. A replacement for the truck was included in the 2018 Capital Improvement Plan. Due to further evaluation of vehicle need and the timing of CIP approval, staff would like to proceed with replacement in 2019. The only change in specifications sought in the replacement is to pursue at least an extended cab, to allow for additional conditioned storage. The existing truck would be traded or sold. Reserve funds would be used as the source to acquire the replacement truck. A motion was made by Bob Mullen to solicit quotes for a new vehicle from the three local dealerships and solicit quotes for the service body from regional vendors, seconded by Gerry Warner, and carried

#### **Electric Reliability Benchmarking:**

Weston Arndt presented some background information on the 2018 Annual Benchmarking Report Commissioners received. The American Public Power Association (APPA) offers online electric outage tracking software called eReliability Tracker and provides an Annual Report to assist utilities in their efforts to understand and analyze their electric system. Outage data for the New Richmond utilities distribution system for both 2017 and 2018 have been entered into software. The software provides Institute of Electrical and Electronics Engineers (IEEE) reliability metrics that allow for comparison to other utilities across the country.

Comparing our local metrics for the past two years, we can see that despite a larger number of interruption events in 2018, the duration of the outages were generally shorter. Comparing our local metrics for 2018 to averages, utilities within our region, and utilities with a similar customer size show that we scored very well.

#### **Home and Business Energy Report:**

Stacie Running stated there was an error in the Home and Business Energy Report previously mailed. WPPI has corrected the errors in the report. Stacie is reviewing the corrected report before it is submitted to the printer. The corrected report is scheduled to be sent out the week of April 8<sup>th</sup>.

#### **Department Reports**

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

- Inflow and Infiltration is higher, but overall we are in good shape.
- Staff did some thawing of storm sewers.
- Compost site will be opening April 15<sup>th</sup>, as well as curbside pickup.
- 2019 bags will need to be biodegradable.

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

- City Council approved the Biosolid DOT resolution and this has been sent to the attorney at the State level.
- Ammonia levels are still a little high, lower than last month.
- More INI, found a couple of manholes that were not sealed.
- More testing for certifications the first week on May.

**Bob Meyer, Water Superintendent:**

- Busy with residential sewer and water inspections.
- Contractors meeting coming up on April 18, 2019.
- Locates have started.
- Jetting.
- Frozen line at St. Andrews.
- Hydrant repair.
- Water leak on East Second.
- Meter Change outs continue.
- Bob Meyer attended a technical conference at La Crosse, looking at information on ice pigging to clean mains.

**Weston Arndt, Electric Superintendent:**

- 2018 Reliability Benchmarking - highlighted that outage durations were shorter in 2018, despite the fact that there were nearly twice the number of outages.
- Completed annual Energy Information Administration (EIA) reporting, in partnership with WPPI Energy.
- Submitted the bi-annual Preventative Maintenance Report to the WI Public Service Commission.
- Continued to explore ways to improve internet speed and access issues in the community. Met with area providers and attending a 5G forum hosted by MEUW.
- Electric crew has been performing underground and overhead inspections. During this process, we have been installing pedestal, transformer, and sectionalizer cabinet markers.
- Making plans to reconductor a section of overhead line on East First St due to the load growth east in the Fox Run and Whispering Prairie developments.
- Our mapping updates are complete and we're working on printing maps and utilizing mobile devices to access our maps on the cloud.
- Crew has been working to repair a few underground faults where we've had temporary wire run above the ground.
- Thank you to Dan Casey, who is celebrating 7 years on the Utility Commission.

**Stacie Running, ESR:**

- Focus on Energy – over \$19,123 has been paid to customers in incentives for January and February
- 1<sup>st</sup> Quarter Customer recognition will be going to Lakeside Foods
- 2020 New Richmond Utilities will be celebrating 130<sup>th</sup> Anniversary – we would like the members to participate in planning anniversary events
- Westfields Hospital has enrolled in the construction design program; Stacie will be meeting with them concerning incentives

**Rae Ann Ailts, Finance Director:**

- The audit was completed and will be published in June, and presented to the commission in August
- PSC annual filing was completed for the electric and water department, copies will be sent to members

- March has been busy with training
- Municipal software is being kicked off in April. EO Johnson has been contracted to assist in locating the software that will best fit our needs.

**Mike Darrow, Utility Manager:**

- Council will be looking at maternity, paternity, and bereavement leave as well as flextime
- RFP is out for the Beebe building, expecting interviews later this month

There being no further business, Dan Casey motioned to adjourn, seconded by Gerry Warner, and carried. The meeting adjourned at 9:10 a.m.

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Pat Becker, President

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Gerry Warner, Secretary

# New Richmond Utilities

APRIL 2019

## Check Register

Check #	Date	Amount	Vendor Name	Description
002376	4/1/2019	14,840.00	BREMER BANK, N.A.	INTEREST PAYMENTS
002377	4/5/2019	723.47	SPEEDWAY	MARCH FUEL
002378	4/5/2019	16,121.77	US BANK CORPORATE PAYMENT SYSTEM	UTILITY MARCH PCARD INVOICES
002379	4/12/2019	23,472.00	LOCAL GOVERNMENT INVESTMENT POOL	MAR19 IMPACT FEES & SAC COLLEC
002380	4/10/2019	16,490.85	CITY OF NEW RICHMOND	REIMBURSE 1ST QTR WAGE AILTS
002381	4/10/2019	7,836.59	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE BANNINK
002382	4/10/2019	22,067.77	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE DARROW
002383	4/10/2019	13,282.29	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE REESE
002384	4/10/2019	2,853.30	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE THOMPSON
002385	4/10/2019	17,042.08	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE WELLS
002386	4/10/2019	22,079.28	CITY OF NEW RICHMOND	REIMB 1ST QTR WAGE WENDT
002387	4/10/2019	952.70	CITY OF NEW RICHMOND	REIMB WAGE JENNIFER BRINKMAN
002388	4/10/2019	1,566.31	CITY OF NEW RICHMOND	REIMB WAGE KAYLA HARLE
002389	4/10/2019	6,264.90	CITY OF NEW RICHMOND	MONTHLY BILL
002390	4/10/2019	25,520.32	CITY OF NEW RICHMOND	STORM WATER
002391	4/10/2019	5,000.00	CITY OF NEW RICHMOND	RENT
002392	4/10/2019	5,964.70	CITY OF NEW RICHMOND	INSURANCE
002393	4/10/2019	17,995.24	CITY OF NEW RICHMOND - RECYCLING	RECYCLING
002394	4/10/2019	162.41	DEBBIE POWERS	REIMB MILEAGE MEUW SEMINAR
002395	4/10/2019	250.00	GREG HERMANSEN	REIMB HERMANSEN BOOTS, SCHOOL
002396	4/10/2019	622.00	HYDRODESIGNS	CROSS CONNECT INSPECT SVC
002397	4/10/2019	6,241.85	NEW RICHMOND UTILITIES	MAR CTOC COLLECTIONS
002398	4/10/2019	99.00	TELEMETRY AND PROCESS CONTROLS	ANNUAL LOG-ME-IN ACCESS SVC
002399	4/18/2019	12,585.62	WI DEPT OF REVENUE	MAR19 SALES TAX
002400	4/12/2019	60,607.13	CITY OF NEW RICHMOND	PAYROLL 4-12-19
002401	4/22/2019	88,420.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP 7, 9, & 11 APR19 INVEST
002402	4/22/2019	51,125.00	LOCAL GOVERNMENT INVESTMENT POOL	LGIP#5, 8, & 10 APR19 INVEST
002403	4/29/2019	568,356.59	WISCONSIN PUBLIC POWER INC	MAR PURCHASED POWER
002404	4/23/2019	195.00	COMMERCIAL TESTING LABORATORY	COLIFORM BACT
002405	4/23/2019	26.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE
002406	4/26/2019	61,989.91	CITY OF NEW RICHMOND	PAYROLL 4-26-19
036212	4/9/2019	0.00	BALDWIN TELCOMM	VOID CHECK
036213	4/9/2019	205.77	BALDWIN TELCOMM	MARCH PHONE BILL
036214	4/10/2019	1,116.87	AMERIPRIDE LINEN & UNIFORM SERVICES	MAR WATER DEPT UNIFORM SVC
036215	4/10/2019	16,183.50	BAKER TILLY VIRCHOW KRAUSE LLP	FINANCIAL AUDIT
036216	4/10/2019	199.00	CLEAR CHOICE BUSINESS SOLUTIONS LLC	WINDOW ENVELOPES
036217	4/10/2019	5,620.65	CORE & MAIN LP	IPERL METERS, METER COUPLINGS
036218	4/10/2019	84.55	COUNTRYSIDE PLUMBING & HEATING	REPAIR CASSIE COOK WTR HEATER
036219	4/10/2019	255.00	DAVE'S SERVICE CENTER	SNOW DEFLECTOR
036220	4/10/2019	315.85	FRONTIER COMMUNICATIONS	MARCH PHONE BILL
036221	4/10/2019	587.05	HI-LINE UTILITY SUPPLY CO	COMPRESSION DIE F/MD6
036222	4/10/2019	648.02	KWIK TRIP	MAR FUEL
036223	4/10/2019	1,954.28	LOCATORS & SUPPLIES, INC	HYDRANT MARKER
036224	4/10/2019	105.50	MY RECEPTIONIST, INC	ANSWER SVC APRIL 3 - APRIL 30
036225	4/10/2019	216.00	OFFICE ENTERPRISES INC	MAINT LETTER OPENER
036226	4/10/2019	2,097.90	SHORT ELLIOTT HENDRICKSON INC	2018 ANTENNA PROJECTS
036227	4/10/2019	0.00	STEVE SKOGLUND	VOID CHECK WRONG VENDOR
036228	4/10/2019	475.00	TELEDYNE ISCO, INC	PUMP, DISCHARGE TUBING
036229	4/10/2019	2,285.00	TRENCHERS PLUS, INC.	PLOW BLADE
036230	4/10/2019	3,272.50	TRILOGY CONSULTING, LLC	WATER & SEWER RATE STUDY
036231	4/10/2019	196.57	VERIZON WIRELESS	MARCH CELL PHONE BILL

036232	4/10/2019	219.32	WASTE MANAGEMENT OF WI-MIN	WWTP DUMPSTER SERVICE
036233	4/10/2019	45.00	DNR	OPERATOR CERTIF P HOWELL
036234	4/10/2019	45.00	DNR	OPERATOR CERTIF J BUHR
036235	4/10/2019	0.00	STEVE SKOGLUND	VOID CHECK
036236	4/10/2019	25.00	STEVE SKINNER	REIMB DNR CERTIF S SKINNER
036237	4/23/2019	175.00	POWERS LIQUID WASTE MGMT	1723 ST ANDREWS PL PUMP STATIO

**Total**                    \$ 1,107,082.41

**Total Checks & Wires**



**MEMORANDUM**

**TO:** Utility Commission  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** April 23, 2019  
**SUBJECT:** Water Master Plan

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**Background**

As the Utility Commission is aware, the water utility worked with SEH in 2018 to develop a computer model of the water distribution system. This model is used to provide information on the municipal water system, such as available pressure and flow at any given point in the system, and to predict the impact of future capital improvement projects, or developments on the water system. It is a tool for staff and policy-makers to use in making determinations about what development to allow or what improvements to make.

With the Water Model now completed, staff is proposing to use the information gleaned from that model to develop a Water System Master Plan. The Master Plan would evaluate the model information and develop specific recommendations to accommodate both the existing demands on the system as well as potential future development. These recommendations would inform the Capital Improvement Plan in future years.

SEH has provided a proposal for the Water System Master Plan for a fee not to exceed \$22,300. Funds for this project would come from reserves on hand.

**Recommendation**

Staff is recommending approval of the attached agreement with SEH to develop the City's Water System Master Plan.

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of New Richmond ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective November 1, 2000, this Supplemental Letter Agreement dated November 2, 2018 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Water System Master Plan**.

**Client's Authorized Representative:** Jeremiah Wendt, Director of Public Works

**Address:** 156 East First Street  
New Richmond, WI 54017

**Telephone:** 715.246.4268      **email:** jwendt@newrichmondwi.gov

**Project Manager:** Jana Nyhagen, PE

**Address:** 156 High Street, Suite 300  
New Richmond, WI 54017

**Telephone:** 715.861.4869      **email:** jnyhagen@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein is provided subject to the Master Agreement and any Exhibits attached to this Agreement:

### **Task 1: Project Planning and Management**

Understanding and meeting Client requirements is the foundation for SEH's quality client service philosophy. The primary goals of Task 1 are to clearly define the City's requirements and expectations in terms of deliverables and project schedule, and to manage the project to meet these requirements. Communication is a key to this process, and an important tool to facilitate this communication is the project Work Plan.

- **Project Work Plan**  
A Work Plan will be prepared during project initiation. The Work Plan will clearly define individual team member names and roles, including those of the City of New Richmond staff who may be involved in the project.
- **Communication**  
SEH will communicate with and solicit input from the City of New Richmond staff during the development of the planning study.
- **Progress Reporting**  
A meeting schedule will be established for project team members and City representatives to review and report on interim findings and the progress of the study. During these meetings, the scope and direction of project tasks will also be reviewed to assure the project remains focused.

### **Task 2: Service Area Planning and Future Service Area Map**

The primary objective of this task is to define and characterize planned utility service areas and growth characteristics. Specific elements of this task will include:

- Review existing service area planning reports including past planning studies and other related documents.
- Correspond with and review information from City and Water Utility staff
- Map boundaries of the Water Utility's existing and 20-year service area.

At the conclusion of this work task, a summary of the discussion will be prepared for review and comment, including maps of defined service areas. Input from the City will be key to developing an accurate understanding of future growth

trends in the water system service area, and defining assumptions for future service population and development expansion.

### **Task 3: Water Needs Analysis**

This task involves quantification of service requirements in terms of consumption, sales and pumpage volumes. Average, maximum, and time of day pumpage requirements will be evaluated. An important first step will be to review the current service area needs. Fire protection needs will also be investigated for planning sub-districts.

### **Task 4: Review and Evaluation of Existing Facilities**

This task involves the desktop review and evaluation of the existing water system supply and storage facilities owned, operated and maintained by the City of New Richmond. Water system facilities to be reviewed include:

- Water Supply Facilities (Well Nos. 2, 3, 4, 5 and 6)
- Pumping Facilities and Appurtenances (West Booster Station)
- Water Storage Facilities (North Tower and South Tower)
- Transmission Mains

### **Task 5: Water System Evaluation**

Improvements planning for the City's water system involves the systematic evaluation of capital improvements required to either correct existing service or operational deficiencies, or support planned future service area growth. Existing deficiencies may include such items as age, obsolescence and operational limitations, or pressure/flow deficiencies with the existing distribution system.

Water system improvements required to support future service area growth may include additional pressure zones and/or zone boundary modifications, booster pumping, supply, distribution storage, or upgrading and expansion of the distribution system.

As part of the improvement planning process, estimates of probable cost will be developed for recommended improvements.

### **Task 6: Future Improvements Planning**

The primary objective of this task is to develop a long-term capital improvement plan for the water system. This task involves prioritizing and summarizing the improvement recommendations, and developing the cost projections required to finance the improvements. To develop an implementation schedule, each improvement recommendation will be classified and compared on the basis of relative priority, need, and relationship to service area growth milestones.

Three (3) categories of improvements will be developed: short-term, intermediate-term, and long-term. Short-term improvements will likely be implemented within five years, and will typically include actions required to address immediate physical, operational or service related deficiencies. A proposed annual plan will be established for all short-term improvements.

Intermediate- and long-term improvements will typically involve actions required to support planned growth or expansion of the service areas. The timing of these improvements may be related to certain growth milestones. The timing of intermediate- and long-term improvements will be approximated based on defined assumptions.

### **Task 7: Evaluation Documentation and Report**

The evaluation report will be prepared in a memorandum format with attachments and will be suitable for use by utility staff and officials. It is an important deliverable of this project because it will document the findings, conclusions, methodologies, assumptions, and recommendations.

### **Involvement of City Staff**

City staff will be involved during the development of the project, including providing information about the water system, furnishing any applicable planning studies, and providing thoughtful and timely responses to requests for information or clarification. To assist with data collection activities, SEH will provide detailed listings or tables of informational requirements.

City staff will also be involved in providing input on interim reports of study findings and conclusions. This close interaction and communication that will occur during the development of the project will allow SEH to make maximum use of the extensive knowledge and familiarity that City staff has with their water system.

**Exclusions/Assumptions:**

- Assumes all work to be complete by July 31, 2019
- Includes no design or construction services
- Assumes attendance at 1 board meeting for purposes of presentation and questions
- Does not include detailed feasibility studies
- Does not include analysis and cost estimating of multiple routing scenarios
- Assumes deliverables of 2 hard copy reports and a pdf of the final report
- Assumes water modeling work was completed with previous study, and no further water modeling will be needed
- Cost estimates for improvements will be planning level accuracy only
- Assumes City will provide Comprehensive Plan drawings in GIS format
- Assumes Future Land Use Plan can be obtained from Comprehensive Plan, with no changes required
- Review and evaluation of existing facilities will be cursory in nature, commensurate with a planning level study
- Includes no field work

**Schedule:** In order to meet both the short-term and long-term planning needs of the City, the Water System Master Plan should be completed in a timely fashion. Below you will find our anticipated milestones for the project:

<u>Description</u>	<u>Estimated Milestones 2018/2019</u>
Authorization to Begin	November 2018
Kick-Off Meeting	December 2018
Service Area Planning	February 2019
Water Needs Analysis	March 2019
Review of Existing Facilities	April 2019
Water System Evaluation	May 2019
Capital Improvement Planning	June 2019
Final Document and Presentation to Board	July 2019

**Payment:**

The fee for the specific scope of work listed above is hourly estimated to be **\$22,300** including expenses and equipment. This total amount will be considered a not-to-exceed fee for the specific base scope of work listed herein.

The payment method, basis, frequency and other special conditions are set forth in the Master Agreement. Work will be billed hourly in accordance with Exhibit A-1 of the Master Agreement. Additional items requested by the City which are outside the base scope of work as specifically listed herein shall be invoiced on a time and material basis, plus expenses, over and above the base price as listed above.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:  
None.

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Short Elliott Hendrickson Inc.

City of New Richmond

By: David F. Simons  
 David F. Simons, PE  
 Title: Office Manager | Principal

By: \_\_\_\_\_  
 Title: \_\_\_\_\_