



Village of Weston, Wisconsin
MEETING NOTICE

- Meeting of: PROPERTY & INFRASTRUCTURE COMMITTEE
- Members: Ziegler {c}, Hubbard, Jensen, Mumper, Ostrowski
- Date/Time: Monday, August 1st @ 4:30 P.M.
- Location: Weston Municipal Center (5500 Schofield Ave) – Board Room
- Agenda: The agenda packet will be emailed out 3 days prior to the meeting, and also posted on the Village website at www.westonwi.gov.
- Attendance: Committee members, please indicate if you will, or will not be attending so we may determine in advance if there will be a quorum.
- Questions: Donna Van Swol, Utility Clerk
715-359-2876
dvanswol@westonwi.gov

This notice was emailed to local media outlets (Print, TV, and Radio) on 7/26/2016.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

The Regular meeting of the Village of Weston Property & Infrastructure Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, August 1, 2016, at 4:30 p.m.** to consider the following matters:

- A. Opening of Session.
 - 1. Meeting called to order by Chairman Ziegler at 4:30 p.m.
 - 2. Clerk will take attendance and roll call.
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgment of visitors if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentation.
- D. Consent Items for Discussion/Action
 - 5. [Approval of previous meeting minutes from 6/06/2016.](#)
 - 6. [Water/Sewer Permit LCON-6-16-6765 & LCON-7-16-6855.](#)
- E. Business Items for consideration, discussion, and action.
 - 7. [Recommendation to Award 2016 Schofield Avenue Concrete Pavement Maintenance Contract.](#)
 - 8. [Acknowledge Resolution Adopting Compliance Maintenance Annual Report \(CMAR\) for Wastewater Collection System \(adopted by Village Board on 6/20/16\).](#)
 - 9. [Approve Professional Services Contract with MSA Professional Services for Update of Sewer User Ordinance and Rates.](#)
 - 10. [Contract with Layne Christensen for Maintenance/Rehabilitation of Well 5 \(Bloedel Ave.\)](#)
 - 11. Utility Annual Report.
 - 12. [Acknowledge 2015 Annual Water Quality Report for Weston Municipal Utilities.](#)
- F. Reports.
 - 13. [Deputy Director, Public Works.](#)
 - 14. [Director of Public Works and Utilities.](#)
 - 15. Administrator.
- G. Remarks from Committee; discuss items to be included for the next Property & Infrastructure Committee agenda.
- H. Set next meeting date for **Monday, October 3rd, 2016.**
- I. Announcements.
- J. Adjourn.

WITNESS: My signature this 29th day of July, 2016.

Jenna Trittin

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 7/29/2016. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – D.5.**



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, June 6, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Chairman Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 4 Property & Infrastructure Members present.

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | No |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

Village staff present were DPW Keith Donner, Michael Wodalski, and Donna Van Swol. Village Trustee present was Loren White. Other visitor present was Mark Thompson.

3. Request for silencing of cellphones and other electronic devices.
4. Acknowledgment of visitors if any.

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. Approval of previous meeting minutes from 5/02/2016.

****M/S/P Ostrowski/Jensen: to approve the minutes from the meeting of May 2, 2016 as presented.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

6. Water/Sewer permit LCON-5-16-6754

****M/S/P Jensen/Ostrowski: to approve water/sewer permit LCON-5-16-6754.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|---------------|----------------|
| Ziegler, Jon | Yes |

| | |
|------------------|-----|
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

E. Business Items for consideration, discussion, and action.

7. **E. Everest Street Connection to Ridgeview.** Wodalski reported we received three bids for the East Everest street connection to Ridgeview subdivision project. The low bid was PGA in the amount of \$96,670. The amount budgeted for the total project was \$77,000, to be split between (\$60,000) Capital Improvement Projects, (\$12,000) Water Utility, and (\$5,000) Stormwater Utility. The bid came in higher due to the small size of the project. The largest difference in the bid amounts were in the street costs coming in \$17,870 over budget estimate. Wodalski recommended the overage come out of the CIP budget using some of the savings we realized from the grant for the LED street lighting project. Staff recommends awarding the contract to PGA in the amount of \$96,670 and the over budget costs coming from the street lighting project.

| Contractor | Street Costs | Water Costs | Storm Costs | Total Costs |
|----------------|--------------|-------------|-------------|--------------|
| PGA | \$77,870.00 | \$12,320.00 | \$6,480.00 | \$ 96,670.00 |
| James Peterson | \$70,782.84 | \$19,390.61 | \$7,465.07 | \$ 97,638.52 |
| Switlick | \$87,202.50 | \$15,422.00 | \$7,608.00 | \$110,232.50 |

****M/S/P Ostrowski/Jensen: to recommend to the Board of Trustees to award the E Everest street connection to Ridgeview subdivision to PGA in the amount of \$96,670.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

8. **Fleet Replacement Plan Update 2016 – 2020.** Wodalski reported in 2014 we started our fleet replacement schedule. The truck we are looking to purchase in 2017 would be used year round (swap loader) - one chassis with different box attachments. This would be about \$100,000 more than a typical dump truck. We would rearrange the fleet replacement schedule to move back the replacement of the grader and a one-ton truck. Making these changes would decrease the estimated equipment costs by ±\$103,500 over the next five years.

****M/S/P Ziegler/Ostrowski: to acknowledge the adjustments to the fleet replacement schedule and recommend review by the Finance Committee before proceeding to the Board of Trustees for approval.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|---------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |

| | |
|------------------|-----|
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

9. Traffic Calming Policy. Wodalski reported he was working off of a draft policy that the City of Middleton has in place. Several times a year residents approach us regarding speeding in neighborhoods. We do not have a policy on how we handle these problems. We can ask EMPD to put up a speed board or do additional patrolling to monitor and temporarily reduce speeds. Traffic calming is more self-enforcing. We are trying to come up with a more formal approach on how we address these issues. Also a formal policy would address the steps necessary to get a traffic calming measure installed in a given neighborhood and what kind of funding would be needed. Wodalski added you would start with education and periodic enforcement to see if those will create any long term effects. The engineering of physical changes may start with adding a couple more speed limit signs or traffic striping to narrow the travel lanes. It starts with these steps as they begin to analyze the problem.

****M/S/P Jensen/Ostrowski: to recommend to the Board of Trustees approval of the traffic calming policy.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

10. Misty Pines Concept Plat. Donner reported this is a development south of Ross Avenue, west of Birch Street, north of Norma Avenue, and east of Fox Street. Misty Pines is the first subdivision to be reviewed since the revision of the Subdivision Ordinance. This is the first step (conceptual plat approval) in the process. We would be looking at extending Sternberg Avenue from Birch Street to Fox Street. There will also be a connection off of Ross Avenue to Sternberg Avenue. We are looking at the west end of the northern street to end with a temporary cul-de-sac because of the potential to develop the property to the northwest. Staff was okay with a 60- foot right-of-way for this plat. Other existing streets around the proposed subdivision have a 60-foot right-of-way. DPW is contemplating a narrower street cross section which could help with traffic calming efforts. Donner added we will be asking for sidewalk and street trees. There will likely need to be one or two of the lots dedicated for stormwater management. Donner recommended to approve conceptual plat with the understanding that all of the other requirements of Chapter 74 our Subdivision Ordinance are met and this item is referred to plan commission.

****M/S/P Ostrowski/Mumper: to recommend to Plan Commission approval of the Misty Pines conceptual plat.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

11. Recommend Contract with Water Technology, Inc. for Aquatic Facilities Assessment. Donner reported this is a proposed agreement with Water Technology, Inc. to make an evaluation of the existing aquatic center facilities. Water Technology is associated with Newman Pools who originally built the aquatic center. We have a proposal from Water Technology in the amount of \$6,800 to visit the aquatic center facilities and make an evaluation. Staff recommends approval of the contract.

****M/S/P Ziegler/Jensen: to recommend to the Board of Trustees to approve the contract with Water Technology, Inc. for aquatic facilities assessment in the amount of \$6,800.***

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

| <u>Member</u> | <u>Present</u> |
|------------------|----------------|
| Ziegler, Jon | Yes |
| Hubbard, Tom | - |
| Jensen, John | Yes |
| Mumper, Roy | Yes |
| Ostrowski, Kevin | Yes |

F. Reports.

12. Deputy Director, Public Works.

- Wodalski reported on the Ridgeview Subdivision (the portion that Denyon Homes is finishing up). After the base course was placed it was discovered there was a significant amount of clay coming up through the base course causing spongy conditions. The base course and clay were removed and about 2 feet of breaker run and the base course were installed.
- LED light fixtures were started to be installed today on Barbican Avenue. The LED light fixtures should be installed in about 4 weeks.
- Working together with other departments planting trees (Ross Avenue roundabout, canoe/kayak launch, and business park) and helping set up the temporary irrigation system to water them.
- Repairing inlets prior to the overlay projects.
- Hydrant flushing has finished.
- Assisting with park maintenance (mowing and weeding).
- Fahrner’s will start crack sealing next week.
- Ross Avenue bridge deck repair is scheduled to start the week of July 18.
- On May 21st it was the end of National Public Works Week, we had several staff members at the Farmer’s market and six pieces of equipment. Kids enjoyed climbing on the equipment. We received a lot of positive feedback from the parents.
- Additional safety training was completed last month.
- Starting to have more drainage calls with all of the recent rain.
- With the storm damage over the weekend we are giving residents 1 week to get limbs to the street to be picked up starting June 13.

13. Director, Public Works and Utilities.

- Donner reported our newest employee in the Utility Department, Trevor Skerven, has passed his water supply operator exams for distribution, VOC removal, and groundwater. He will now be added to the “on call” rotation as of this week.
- Ongoing work for the southeast quadrant neighborhood planning. We received the preliminary transportation impact analysis from JSD Professional Services.

- There are four lots on the first quarter mile on the south side of Weston Avenue east of Camp Phillips Road that only have direct access to Weston Avenue. We want to create an access to Transport Way at about the mid-point and would give these lots rear access to Transport Way.
- We will be sending out the 2015 Consumer Confidence Report out by the end of the month.
- Discussed Crystal Finishing having some impact on our sewer downstream to their facilities requiring some additional cleaning. Crystal Finishing indicated they will eliminate the discharge of material from their extrusion process to our sewer. Talked to Schofield about televising the main interceptor sewer (that services some Weston sanitary sewer) that goes through Schofield to Wausau and hopefully draft a long term agreement addressing ongoing maintenance.

14. Report from Administrator. None.

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, August 1, 2016 @ 4:30 p.m.

I. Adjourn.

Ziegler adjourned the meeting at 5:25 p.m.

Donna Van Swol, Utility Clerk

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM D.6.**



It's Right Here.

| Date | Permit Number | Applicant | Customer Name | Service Address | Plumbing Contractor |
|-------------|--------------------------|------------------|----------------------|------------------------|----------------------------|
| 6/3/2016 | LCON-6-16-6765 | Denyon Homes Inc | Denyon Homes Inc | 4804 Crest Ridge Ave | Advantage Plumbing |
| 7/11/2016 | LCON-7-16-6855 | Kevin Smith | Kevin Smith | 7103 Forest St | Tito, Inc. |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.7.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

ITEM DESCRIPTION: **RECOMMEND AWARD OF 2016 SCHOFIELD AVE CONCRETE PAVEMENT MAINTENANCE PROJECT**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, AUGUST 1, 2016
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, AUGUST 1, 2016**

POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Schofield Ave Pavement Maintenance Project to Norcon Corporation for a total bid price of \$91,825.00?

RECOMMENDATION TO: I make a motion to recommend/award the 2016 Schofield Ave Pavement Maintenance Project to Norcon Corporation for a total bid price of \$91,825.00.

LEGISLATIVE ACTION:

- | | | |
|---|---------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | |
| | <input type="checkbox"/> Proclamation | |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Street Operations Surface Maintenance (10-03-53310-236-000)
- Budget Line Item: _____
- Budgeted Expenditure: \$450,000 entire fund (\$80,000.00 was originally budgeted for these repairs)
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: 61.54: Public Works Bidding
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW:

Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

BACKGROUND:

Schofield Ave from Normandy to Birch St has experienced joint failure and slab deterioration over the last few years. This past year in particular there was a concrete "blow up" near Pine St. in the eastbound lanes. This project is intended to repair those joint failures and broken slabs in the eastbound lanes from Normandy St to the Target/Ace entrance.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

BID TAB - UNIT PRICE SCHEDULE
2016 SCHOFIELD AVE PARTIAL DEPTH AND FULL DEPTH CONCRETE REPAIR
VILLAGE OF WESTON
BID OPENING WEDNESDAY JULY 27, 2016 @ 9:00AM

| ITEM | DESCRIPTION | UNIT | ESTIMATED QUANTITY | Cornerstone Pavers | | CPR, Inc. | | Norcon Corporation | |
|------|--|------|--------------------|--------------------|----------------|--------------------------|----------------|--------------------------|----------------|
| | | | | UNIT PRICE | ESTIMATED COST | UNIT PRICE | ESTIMATED COST | UNIT PRICE | ESTIMATED COST |
| 1 | Concrete Pavement Partial Depth Repair Joint Repair | LF | 1325 | | | \$ 22.00 | \$ 29,150.00 | \$ 29.00 | \$ 38,425.00 |
| 2 | Concrete Pavement Full Depth Repair | SY | 525 | | | \$ 75.00 | \$ 39,375.00 | \$ 70.00 | \$ 36,750.00 |
| 3 | Concrete Pavement Partial Depth Repair Full Depth Adjustment | SF | 110 | | | \$ 22.00 | \$ 2,420.00 | \$ 40.00 | \$ 4,400.00 |
| 4 | Curb and Gutter Repair | LF | 125 | | | \$ 40.00 | \$ 5,000.00 | \$ 34.00 | \$ 4,250.00 |
| 5 | Manhole Adjustments | EA | 4 | | | \$ 400.00 | \$ 1,600.00 | \$ 375.00 | \$ 1,500.00 |
| 6 | Mobilization | EA | 1 | | | \$ 10,000.00 | \$ 10,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| 7 | Traffic Control | LS | 1 | | | \$ 7,500.00 | \$ 7,500.00 | \$ 4,000.00 | \$ 4,000.00 |
| | | | | TOTAL BID = | | TOTAL BID = \$ 95,045.00 | | TOTAL BID = \$ 91,825.00 | |

| Maintenance Treatment | Paver Rating | Length (miles) | Area (SY) | Estimated Cost | Contingency Projects | Bid Results | Comments |
|---|--------------|-----------------|----------------------|---------------------|------------------------|---------------------|---|
| Chipseal (\$1.60/SY w/Polymers) | | | | | | | |
| Robinwood | 7-8 | 0.72 | 12,740.00 | \$20,384.00 | | \$16,843.47 | Felth, Shawna, Danielle, Lora Lee |
| Rock Rapids | 7-8 | 0.61 | 10,687.00 | \$17,099.20 | | \$14,129.21 | Hewitt, Wenonah, Rock Rapids |
| Zirbel/Louart | 7-8 | 0.45 | 7,856.67 | \$12,570.67 | | \$10,379.38 | Roxann, Jacob, Cathy |
| Machmueller (Heuss to Jelinek) | | 0.36 | 7,261.67 | \$11,618.67 | | \$10,530.86 | |
| McIntyre | | 0.09 | 2,287.78 | \$3,660.44 | | \$3,317.73 | |
| Jelinek (BUS 51 to Normandy) | | 0.26 | 5,868.89 | \$9,390.22 | | \$8,511.06 | |
| Progress Way/Service Ln/Zinser St. | | 4.09 | 20,875.66 | | \$33,400.89 | | |
| Double Chipseal | | | | | | | |
| Subtotal | | 3.58 | 45,147.78 | \$74,723.20 | \$128,353.78 | \$63,711.72 | Under Budget by \$11,011.48 |
| Reclamite/GSB-88 (Rejuvenators) | | | | | | | |
| Mount View West Area | | | | | | | |
| Neupert | | | | | | | |
| Alderson St. | | | | | | | |
| Subtotal | | 0.00 | - | \$0.00 | \$5,000.00 | \$0.00 | Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging. |
| Micro-Surfacing (\$2.70/SY) | | | | | | | |
| River Park | | 0.60 | 10,566.67 | | | | |
| Volkman St. | | 0.35 | 8,375.00 | \$ 11,306.25 | \$ 28,530.00 | \$ 12,345.85 | DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay) Cost Split with Rothschild (\$22,612.50 is total cost) |
| Crosse Pointe | | | | | | | Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe |
| Subtotal | | 0.95 | | \$ 11,306.25 | | \$ 12,345.85 | |
| Overlays (\$60/ton & \$0.40/SY Pulv.) Thin Overlay (\$3.15/SY) | | | | | | | |
| River Pines | | 0.68 | 11,984.00 | \$59,920.00 | | \$41,625.73 | Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter |
| Weston Ave (Alderson to Birch) | | 0.50 | 7,040.00 | \$22,000.00 | | \$31,728.33 | |
| Heesen St | | | | \$7,500.00 | | \$7,500.00 | Value added warranty work from Shorey to Weston Ave |
| Sandy Ln (Hewitt to Alex) | | | | | \$59,682.00 | | This road has broken up over the last two springs/winters. ~1000 tons of asphalt |
| Sandy Ln (Hewitt to Alan) | | | | | \$30,972.00 | | |
| Ultra Thin (Sandy Ln - Alan to Alex) | | | | | \$13,680.00 | | |
| Ultra Thin (Sandy Ln - Hewitt to Alex) | | | | \$33,300.00 | | \$24,184.53 | It would be an either or situation |
| Barbican | | | | | | | |
| Community Center Dr. | | | | | | | |
| Subtotal | | 1.51 | | \$122,720.00 | | \$105,038.59 | |
| Rebuilds (\$60/ton - Use force account labor) | | | | | | | |
| Jones St. | | 0.32 | | | | | Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget |
| Subtotal | | 0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| Cracksealing | | | | | | | |
| Major Streets | | | | \$65,000.00 | \$35,000.00 | \$60,345.00 | All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment |
| Subtotal | | 0.00 | | \$65,000.00 | \$35,000.00 | \$60,345.00 | |
| Patching | | | | | | | |
| Propane | | | | \$750.00 | | \$750.00 | |
| Chipseal Prep & Pothole Patching | | | | \$3,000.00 | | \$3,000.00 | Cold patch material |
| Surface patching | | | | \$35,000.00 | | \$64,546.62 | Overlays and some full section repairs (Callon Ave, Everest Ave, etc.) |
| Subtotal | | | | \$38,750.00 | | \$68,296.62 | |
| Concrete Repair | | | | | | | |
| Ross Ave Bridge @ EC River | | | | \$35,000.00 | | \$55,765.00 | Epoxy Deck and Fix Spalls |
| Full and Partial Depth | | | | \$80,000.00 | | \$91,825.00 | Schofield Ave, Westfield Blvd, Birch St |
| Sidewalk | | | | \$5,000.00 | | \$2,000.00 | |
| Curb Repair | | | | \$5,000.00 | | \$2,000.00 | Schofield Ave, Birch St., Alderson St. |
| Subtotal | | | | \$125,000.00 | | \$151,590.00 | |
| Brush Chipping | | | | \$0.00 | | \$0.00 | Moved to Recycling Fund |
| Material Processing (\$3.00/ton) | | | | \$0.00 | | \$0.00 | Hard Materials Handling Fund (53316) in 2016 |
| Granite (For Shouldering) (\$3.75/Ton) | | | | \$0.00 | | \$0.00 | Shouldering Fund (53310-237) in 2016 |
| Miscellaneous | | | | | | | |
| Seeding/restoration | | | | \$0.00 | | \$0.00 | |
| Tools/Parts | | | | \$0.00 | | \$0.00 | |
| Equipment Rental | | | | \$0.00 | | \$0.00 | Costs should come out of respective funds: Landscaping (365), Operations |
| Yard Waste Site Maintenance | | | | \$0.00 | | \$0.00 | Supplies (390), Equipment Rental (299) |
| Subtotal | | | | \$0.00 | | \$0.00 | |
| TOTAL | | | | \$437,499.45 | \$168,353.78 | \$461,327.78 | |
| Plus | | | | | | | |
| LRIP Funds | | | | \$27,915.79 | | \$27,915.79 | |
| Pavement Marking Fund Transfer | | | | | | \$15,000.00 | |
| NET TOTAL | | | | \$409,583.66 | \$168,353.78 | \$418,411.99 | |
| Contingency | | | | \$40,416.34 | -\$18,353.78 | \$31,588.01 | Leyburn: \$11,100, Buska \$6,750, Christiansen \$5,000, Meridian \$40,000 |

**VILLAGE OF WESTON
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)**

| ACCOUNT # | ACCOUNT DESCRIPTION | 2014 ACTUAL | 2015 Y-T-D (at 10/31/15) | 2015 ESTIMATE | 2015 BUDGET | 2016 DEPT. REQUEST | 2016 PROPOSED BUDGET | 2016 BUDGET CHANGE | 2017 FINANCIAL PLAN |
|----------------------------------|--|----------------|--------------------------|----------------|----------------|--------------------|----------------------|--------------------|---------------------|
| STREET OPERATIONS (53310) | | | | | | | | | |
| 120 | Hourly Wages | 239,397 | 166,710 | 258,511 | 246,914 | 253,486 | 253,486 | | 251,883 |
| 121 | Call Time Pay | 233 | 478 | 500 | 300 | 300 | 300 | | 300 |
| 122 | Overtime Wages | 308 | 4,617 | 5,000 | 100 | 500 | 500 | | 500 |
| 125 | Temporary Wages | 405 | 21 | 0 | 0 | 0 | 0 | | 0 |
| 131 | Sick Leave Payout | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 132 | Vacation Payout | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 133 | Longevity Pay | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 137 | Out-of-Classification Pay | 768 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 138 | Standby Duty Pay | 0 | 0 | 0 | 0 | 3,840 | 3,840 | | 3,840 |
| 139 | Bonus/Incentive Pay | 9,000 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 151 | Social Security | 18,360 | 12,627 | 20,197 | 18,919 | 19,747 | 19,747 | | 19,624 |
| 152 | Wisconsin Retirement | 17,408 | 11,675 | 17,953 | 16,817 | 17,036 | 17,036 | | 16,931 |
| 154 | Health/Dental Insurance | 48,531 | 25,837 | 38,432 | 34,596 | 38,872 | 38,872 | | 42,518 |
| 155 | Life Insurance | 958 | 441 | 720 | 1,029 | 738 | 738 | | 681 |
| 156 | Worker's Comp. Ins. | 15,766 | 2,886 | 16,052 | 15,037 | 14,403 | 14,403 | | 14,314 |
| 157 | Education/Training | 1,588 | 4,018 | 5,000 | 10,000 | 7,000 | 7,000 | | 7,000 |
| 158 | Unemployment Comp | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 160 | Retirement Payout/Vac./Sick Time | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 161 | Safety Glasses/Tests | 352 | 213 | 350 | 350 | 350 | 350 | | 350 |
| 162 | Coveralls/Uniforms | 1,450 | 309 | 1,500 | 2,000 | 2,000 | 2,000 | | 2,000 |
| 164 | Employee Health Tests | 1,833 | 519 | 2,000 | 2,500 | 2,500 | 2,500 | | 2,500 |
| 165 | Personnel Testing | 0 | 0 | 0 | 0 | 0 | 0 | | 500 |
| 167 | Post Employ. Health/Disability | 0 | 0 | 0 | 0 | 1,613 | 1,613 | | 1,603 |
| 199 | Less: Recycling wages | (1,947) | 0 | (2,000) | (2,000) | (2,200) | (2,200) | | (2,400) |
| | Personal Services | 354,410 | 230,351 | 364,215 | 346,562 | 360,185 | 360,185 | 13,623 | 362,144 |
| 208 | Regulatory Commission Fees | 125 | 125 | 125 | 125 | 125 | 125 | | 125 |
| 215 | Architect/Engineering Services | 0 | 18,420 | 18,420 | 0 | 10,000 | 10,000 | | 10,000 |
| 225 | Telephone | 564 | 1,680 | 1,800 | 500 | 2,500 | 2,500 | | 2,500 |
| 230 | Centerline Painting | 40,975 | 27,000 | 25,000 | 25,000 | 30,000 | 30,000 | | 30,000 |
| 233 | Dust Control | 0 | 0 | 0 | 0 | 500 | 500 | | 500 |
| 236 | Surface Maintenance | 361,806 | 340,801 | 357,900 | 375,000 | 600,000 | 450,000 | | 450,000 |
| 237 | Shoulder Maintenance | 0 | 0 | 0 | 0 | 5,000 | 5,000 | | 5,000 |
| 240 | Diggers Locates-Signals/Lighting | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 241 | Repairs/Maint.-Motor Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 242 | Repairs/Maint.-Other Machinery | 0 | 4,954 | 5,000 | 0 | 5,000 | 5,000 | | 5,000 |
| 247 | Repairs/Maint.-Buildings | 9,148 | 4,837 | 5,000 | 2,500 | 5,000 | 5,000 | | 5,000 |
| 280 | Copier Lease/Maint. | 86 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 290 | Purchased Services | 485 | 6,099 | 6,100 | 2,500 | 500 | 500 | | 500 |
| 296 | Accident repairs/services | 6,723 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 297 | Refuse Collection Services | 40 | 0 | 0 | 300 | 0 | 0 | | 0 |
| 299 | Equipment Rental | 2,140 | 3,085 | 3,085 | 2,000 | 3,000 | 3,000 | | 3,000 |
| | Contractual Services | 422,092 | 407,001 | 422,430 | 407,925 | 661,625 | 511,625 | 103,700 | 511,625 |
| 310 | Office Supplies | 78 | 484 | 500 | 1,000 | 4,000 | 4,000 | | 500 |
| 311 | Postage & Box Rental | 39 | 126 | 150 | 50 | 150 | 150 | | 150 |
| 312 | Outside Printing | 122 | 0 | 0 | 100 | 100 | 100 | | 100 |
| 314 | Small Equipment | 0 | 87 | 100 | 2,500 | 8,000 | 8,000 | | 9,000 |
| 321 | Publication Notices | 702 | 588 | 600 | 1,000 | 800 | 800 | | 800 |
| 334 | Commercial Travel Expenses | 0 | 231 | 250 | 0 | 200 | 200 | | 200 |
| 335 | Meeting Expenses | 169 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 336 | Lodging | 0 | 570 | 570 | 0 | 500 | 500 | | 500 |
| 344 | Oper. Supplies-Janitorial | 5,959 | 4,714 | 6,000 | 6,400 | 6,000 | 6,000 | | 6,000 |
| 346 | Oper. Supplies-Clothing/Uniforms | 2,531 | 1,960 | 1,800 | 2,100 | 2,100 | 2,100 | | 2,100 |
| 349 | Oper. Supplies-All Other | 1,472 | 60 | 500 | 2,500 | 2,500 | 2,500 | | 2,500 |
| 351 | Maint. Supplies-Gas & Oil | 87,787 | 46,130 | 60,000 | 85,000 | 85,000 | 85,000 | | 85,000 |
| 352 | Maint. Supplies-Motor Vehicles | 704 | 92 | 100 | 0 | 250 | 250 | | 250 |
| 353 | Maint. Supplies-Parts | 75,352 | 60,465 | 61,000 | 55,000 | 55,000 | 55,000 | | 55,000 |
| 354 | Maint. Supplies-Painting | 0 | 0 | 1,000 | 1,000 | 1,500 | 1,500 | | 1,500 |
| 355 | Maint. Supplies-Electric/Plumbing | 229 | 443 | 450 | 450 | 500 | 500 | | 500 |
| 363 | Other Supplies-Signage | 8,421 | 1,248 | 5,500 | 7,000 | 1,250 | 1,250 | | 7,000 |
| 365 | Other Supplies-Landscaping/Trees | 0 | 0 | 0 | 2,000 | 4,000 | 4,000 | | 4,000 |
| 390 | Other Supplies-All Other | 837 | 8,737 | 9,000 | 750 | 1,000 | 1,000 | | 1,000 |
| | Supplies & Materials | 184,402 | 125,935 | 147,520 | 166,850 | 172,850 | 172,850 | 6,000 | 176,100 |
| 808 | Capital Equip-Computer Software | 1,145 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 819 | Capital Equip-All Other (New Box for tri-axle dump truck) | 1,330 | 0 | 0 | 0 | 0 | 0 | | 0 |
| | Capital Outlay | 2,475 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | STREET OPERATIONS | 963,379 | 763,287 | 934,165 | 921,337 | 1,194,660 | 1,044,660 | 123,323 | 1,049,869 |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.8.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **RESOLUTION NO. 2016-012, BY THE BOARD OF TRUSTEES TO ACCEPT THE 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR THE SEWER UTILITY.**

DATE/MTG: **BOARD OF TRUSTEES, MONDAY, JUNE 20, 2016
PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, AUGUST 1, 2016**

POLICY QUESTION: Should the Board of Trustees adopt resolution 2016-012 to accept the 2015 Compliance Maintenance Annual Report (CMAR) for the sewer utility operation and submit to the Wisconsin Department of Natural Resources?

RECOMMENDATION TO: I make a motion that the Board of Trustees adopt resolution adopt resolution 2016-012 to accept the 2015 Compliance Maintenance Annual Report (CMAR) for the sewer utility operation and submit to the Wisconsin Department of Natural Resources?

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: NR 208
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: None

BACKGROUND: The CMAR is an annual summary of major activities undertaken by the sewer utility operation. It is also a self-assessment of compliance with recommended practices to maintain the capacity of the sewer utility to serve the Village with respect to finances and administration. Wisconsin DNR is increasing its level of oversight of wastewater collection systems by requiring the adoption of Capacity, Management, Operation, and Maintenance (CMOM) programs effective August 1, 2016. It is the Director's understanding that CMOM compliance will be monitored on a discretionary basis by DNR and that documentation demonstrating compliance is to be made available upon request. Additional materials related to the CMOM program will be developed prior to August 1, 2016, and updated going forward.

- Supplemental Briefer for Agenda Items under Consideration
- Attachments Resolution 2016-012; CMAR Report for 2015.
-
-



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

RESOLUTION NO. 2016-012

**A RESOLUTION TO
ACCEPT THE 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT
FOR THE WESTON SEWER UTILITY.**

WHEREAS, it is requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual Compliance Maintenance Annual Report (CMAR) section grades (of "C" or less) and/or an overall grade point average (<3.00); and

WHEREAS, no immediate or critical problems or deficiencies of the wastewater collection system are identified in the Compliance Maintenance Annual Report (CMAR);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Weston that to maintain a high level of service, the following recommendations or actions will be taken:

1. Annually review utility rates and revenue requirements.
2. Continue the annual collection system maintenance program.
3. Update and implement the capital improvement program.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 20th day of the month of June, 2016.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: _____
BARBARA ERMELING, Village President

ATTEST:

By: _____
SHERRY WEINKAUF, Village Clerk

Vote: _____

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
6/17/2016 2015

Financial Management

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----|--|--|--|---|----|--|--|--|----|--|---|---|----|---|--|---|----|--|--|--|----|--|--|
| <p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Donna Van Swol"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="715-359-2876"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="dvanswol@westonwi.gov"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&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: 80px;" type="text" value="2014"/></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., CWFP 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 | | | | | | | | | | | | | | | | | | | | | | | | |
| REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3] | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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: 80px;" type="text" value="2014"/></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: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="512,434.95"/></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: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="4,961.83"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="517,396.78"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="23,000.00"/></td> </tr> <tr> <td>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</td> <td style="text-align: center;">-</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="540,396.78"/></td> </tr> </table> | 3.2.1 Ending Balance Reported on Last Year's CMAR | | \$ | <input style="width: 100%;" type="text" value="512,434.95"/> | 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: 100%;" type="text" value="4,961.83"/> | 3.2.3 Adjusted January 1st Beginning Balance | | \$ | <input style="width: 100%;" type="text" value="517,396.78"/> | 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) | + | \$ | <input style="width: 100%;" type="text" value="23,000.00"/> | 3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) | - | \$ | <input style="width: 100%;" type="text" value="0.00"/> | 3.2.6 Ending Balance as of December 31st for CMAR Reporting Year | | \$ | <input style="width: 100%;" type="text" value="540,396.78"/> | |
| 3.2.1 Ending Balance Reported on Last Year's CMAR | | \$ | <input style="width: 100%;" type="text" value="512,434.95"/> | | | | | | | | | | | | | | | | | | | | | | |
| 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: 100%;" type="text" value="4,961.83"/> | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.3 Adjusted January 1st Beginning Balance | | \$ | <input style="width: 100%;" type="text" value="517,396.78"/> | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) | + | \$ | <input style="width: 100%;" type="text" value="23,000.00"/> | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) | - | \$ | <input style="width: 100%;" type="text" value="0.00"/> | | | | | | | | | | | | | | | | | | | | | | |
| 3.2.6 Ending Balance as of December 31st for CMAR Reporting Year | | \$ | <input style="width: 100%;" type="text" value="540,396.78"/> | | | | | | | | | | | | | | | | | | | | | | |

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
6/17/2016 2015

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? \$

Please note: If you had a CWFP 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 HELP link under Info 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.

0

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 | Anticipating to do an infiltration/inflow evaluation, particularly in areas with heavier soils. | 50000 | 2017 |
| 2 | Begin to systematically assess condition of a percentage of mains and manholes each year. | 100000 | 2016 |
| 3 | Replacing 2 lift stations in 2016 (Ross Avenue and Mesker/Colleen) | 600000 | 2016 |
| 4 | Replacement of Harlyn lift station. | 300000 | 2018 |
| 5 | Replacement of Tricia/Tanya lift station. | 300000 | 2018 |

5. Financial Management General Comments

Rates and rate design being reviewed as part of ordinance update in 2016. In addition to the equipment replacement fund the Sewer Utility has in excess of \$6,000,000 in a fund balance.

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

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
6/17/2016 2015

Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

Yes

No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

Yes (Continue with question 1)

No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

Goals

Describe the specific goals you have for your collection system:

Reduce or eliminate infiltration/inflow; eliminate illicit discharges; and stay current with maintenance of the collection system, update ordinance, evaluate rates/rate design, pursue intergovernmental agreements for interdependency with Schofield and Wausau.

Organization

Do you have the following written organizational elements (check only those that apply)?

Ownership and governing body description

Organizational chart

Personnel and position descriptions

Internal communication procedures

Public information and education program

Legal Authority

Do you have the legal authority for the following (check only those that apply)?

Sewer use ordinance Last Revised Date (MM/DD/YYYY) 1988-06-06

Pretreatment/industrial control Programs

Fat, oil and grease control

Illicit discharges (commercial, industrial)

Private property clear water (sump pumps, roof or foundation drains, etc.)

Private lateral inspections/repairs

Service and management agreements

Maintenance Activities (provide details in question 2)

Design and Performance Provisions

How do you ensure that your sewer system is designed and constructed properly?

State plumbing code

DNR NR 110 standards

Local municipal code requirements

Construction, inspection, and testing

Others:

Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

Alarm system and routine testing

Emergency equipment

Emergency procedures

Communications/notifications (DNR, internal, public, media, etc.)

Capacity Assurance:

How well do you know your sewer system? Do you have the following?

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
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- Current and up-to-date sewer map
- Sewer system plans and specifications
- Manhole location map
- Lift station pump and wet well capacity information
- Lift station O&M manuals

Within your sewer system have you identified the following?

- Areas with flat sewers
- Areas with surcharging
- Areas with bottlenecks or constrictions
- Areas with chronic basement backups or SSOs
- Areas with excess debris, solids, or grease accumulation
- Areas with heavy root growth
- Areas with excessive infiltration/inflow (I/I)
- Sewers with severe defects that affect flow capacity
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed
- 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

Capital plan has intent to eliminate vacuum primed lift stations and replace with submersible pumping equipment.

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 | 33 | % of system/year |
| Root removal | 0 | % of system/year |
| Flow monitoring | 0 | % of system/year |
| Smoke testing | 0 | % of system/year |
| Sewer line televising | 1 | % of system/year |
| Manhole inspections | 33 | % of system/year |
| Lift station O&M | 2 | # per L.S./year |
| Manhole rehabilitation | 0 | % of manholes rehabbed |
| Mainline rehabilitation | 0 | % of sewer lines rehabbed |
| Private sewer inspections | 0 | % of system/year |
| Private sewer I/I removal | 0 | % of private services |

Please include additional comments about your sanitary sewer collection system below:

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
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Flow monitoring was only at points of measurement for Rib Mountain Metropolitan Sewerage District and lift stations. Manholes inspected as part of cleaning operations.

3. Performance Indicators

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

| | |
|--------|--|
| 40.89 | Total actual amount of precipitation last year in inches |
| 32.41 | Annual average precipitation (for your location) |
| 102.10 | Miles of sanitary sewer |
| 13 | Number of lift stations |
| 2 | Number of lift station failures |
| 0 | Number of sewer pipe failures |
| 13 | Number of basement backup occurrences |
| 15 | Number of complaints |
| 1.249 | Average daily flow in MGD (if available) |
| 1.417 | Peak monthly flow in MGD (if available) |
| | Peak hourly flow in MGD (if available) |

3.2 Performance ratios for the past year:

| | |
|------|---|
| 0.15 | Lift station failures (failures/year) |
| 0.00 | Sewer pipe failures (pipe failures/sewer mile/yr) |
| 0.00 | Sanitary sewer overflows (number/sewer mile/yr) |
| 0.13 | Basement backups (number/sewer mile) |
| 0.15 | Complaints (number/sewer mile) |
| 1.1 | Peaking factor ratio (Peak Monthly: Annual Daily Avg) |
| 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

Weston Village

Last Updated: Reporting For:
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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None.

5.4 What is being done to address infiltration/inflow in your collection system?

Beginning systematic system condition assessments in 2016 updating ordinance provisions for I/I. Expect to address areas of collection system deficiencies over time as well as customer contributions.

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

Compliance Maintenance Annual Report

Weston Village

Last Updated: Reporting For:
6/17/2016 2015

Grading Summary

WPDES No: 0047341

| SECTIONS | LETTER GRADE | GRADE POINTS | WEIGHTING FACTORS | SECTION POINTS |
|----------------------------------|--------------|--------------|-------------------|----------------|
| Financial | A | 4 | 1 | 4 |
| Collection | A | 4 | 3 | 12 |
| TOTALS | | | 4 | 16 |
| 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

Weston Village

Last Updated: Reporting For:
6/17/2016 2015

Resolution or Owner's Statement

Name of Governing

Body or Owner:

Village of Weston

Date of Resolution or

Action Taken:

2016-06-20

Resolution Number:

2016-012

Date of Submittal:

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):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

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

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.9.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES

ITEM DESCRIPTION: PROFESSIONAL SERVICES CONTRACT WITH MSA PROFESSIONAL SERVICES FOR UPDATE OF SEWER USE ORDINANCE AND RATES.

**DATE/MTG: PROPERTY & INFRASTRUCTURE COMMITTEE, AUGUST 1, 2016
BOARD OF TRUSTEES, AUGUST 1, 2016**

POLICY QUESTION: Should the Board of Trustees approve a professional services contract with MSA Professional Services of Marshfield and Baraboo, WI, for an update of the Village's Sewer Use Ordinance, Sewer Rates and related issues as outlined in their proposal dated July 13, 2016, in the amount of \$19,800.

RECOMMENDATION TO: I make a motion that the Board of Trustees approve a professional services contract with MSA Professional Services of Marshfield and Baraboo, WI, for an update of the Village's Sewer Use Ordinance, Sewer Rates and related issues as outlined in their proposal dated July 13, 2016, in the amount of \$19,800.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: 61-03-53613-215-000; 2016 Sewer Utility Operating Budget
- Budgeted Expenditure: \$50,000 for various studies
- Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: NR 208
- Case Law / Legal: _____
- Municipal Code: Chapter 86
- Municipal Rules: _____
-

PRIOR REVIEW: Proposals received 7/13/16. Review by Roth Professional Solutions.

BACKGROUND: The Village's sewer use ordinance is outdated and in need of updates. Related to the ordinance are sewer rates, rate design, and other related issues. The Village partnered with Roth Professional Services to solicit proposals from engineering firms to perform this work. The letter of recommendation from Roth Professional Solutions is attached. The Director concurs with the recommendation. Update of the sewer use ordinance is a critical component of the DNR's requirement for a Capacity, Management, Operation, and Maintenance program.

http://dnr.wi.gov/topic/wastewater/documents/CMOM_booklet.pdf

- Attachments (*Letter of Recommendation from Roth Professional Solutions; Request for Proposals, Proposals from MSA Professional Services; Strand Associates; and Becher-Hoppe; 2016 Village Sewer Utility Operating Budget*)
-

RECOMMENDATION

SEWER USE ORDINANCE UPDATE RFP

For:

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin
5500 Schofield Ave., Weston, WI 54476

PREPARED BY:



RFP RELEASED: JUNE 20, 2016
PROPOSALS DUE: JULY 13, 2016

INCLUDED WITHIN THIS DOCUMENT:

| | |
|---|---------------|
| BACKGROUND | PAGE 1 |
| SCOPE OF WORK | PAGE 1 |
| PROPOSAL RESPONSE & EVALUATION | PAGE 2 |
| RECOMMENDATION | PAGE 2 |

BACKGROUND

The existing sewer use ordinance is antiquated and is not reflective of the current needs of the Village. A consulting services RFP was initiated to provide for professional engineering/consulting services in the update of the ordinance. Additional related sewer use issues were also requested to be analyzed in the scope of the work, including hook-up fees, rates, lateral replacement & intergovernmental considerations.

Respondents were asked to provide qualifications, experience, background thoughts and cost for the work, among other typical proposal items. The RFP was released on June 20, with a due date of July 13. Three (3) proposals were submitted to the Village.

SCOPE OF WORK

The work required of the selected consultant or consultant team will include the following (followed by a brief summary statement of description of the work):

1. Overall Ordinance Update. General and contemporary updates as well as codification:
2. Fats, Oils & Greases. General and contemporary updates to policy and ordinance language to address fats, oils and greases particularly from large or high-strength customers.
3. Control over Industrial Discharges. Generally this would include consultant recommendations in language/provisions for monitoring, sampling, downstream responsibilities, routine cleaning, identification & responsibility associated with deleterious materials, identification and responsibility associated with slug discharges, and re-evaluate its charge basis for large and high-strength commercial/industrial uses.
4. Clearwater Discharges. General and contemporary updates.
5. Review Rates & Rate Design. Includes rate analysis and recommendation based on current and projected expenses. Also includes a review of charges for high strength wastes: fats, oils, greases; and/or customer classes, such as restaurants. All financial recommendations will be reviewed by the Village's Finance Director.
6. Lateral Replacement Insurance Program. Includes provisions in the ordinance for the setup and implementation of a lateral replacement program to provide coverage for unusual lateral replacement costs. Also, includes recommendations on the proper establishment of this fund as well as fund administration.
7. References. The user ordinances of both the Rib Mountain Metropolitan Sewerage District and the Wausau Water Works shall be properly identified and adopted by reference, as well as the City of Schofield sewer use ordinance.
8. Meetings. Attend and direct multiple meetings with key Village Staff regarding the development of this draft ordinance and becoming intrinsically familiar with sewer use issues in the Village. This includes four (4) meetings at the Village Municipal Office plus one (1) presentation/information meeting with the Village's PIC Committee.
9. Intergovernmental Considerations. Provide guidance and recommendations on the creation and/or content of an Intergovernmental Agreement with the City of Schofield regarding sewer use, conveyance, and discharge control.

PROPOSAL RESPONSE & EVALUATION

The Village individually notified firms with notable experience and qualifications as per Staff's recommendations, including several locally represented firms. A total of eight (8) firms were notified as follows:

| | |
|-------------|---------------|
| MSA | Mi-Tech (CWE) |
| Clark Dietz | Becher Hoppe |
| AECOM | Mead and Hunt |
| SEH | Strand |

Out of the above-noticed firms, only three (3) responded. This is likely due to the overall workload of the industry and specialization of the requested services. The responding firms are as follows:

| | | |
|-----|--------------|--------|
| MSA | Becher Hoppe | Strand |
|-----|--------------|--------|

The Village has retained both digital and hard-copies of the three (3) submitted proposals. This information can be reviewed at the Municipal Center office. All firms provided a solid listing of relevant projects in similar municipal wastewater work including ordinances and fee studies. There were very few differences in firm qualifications and experience. However, there were notable differences in each firm's approach. Also, as with any interviewing/selection process, a comfort level regarding a firm's level of interest, response to the Village's needs, and passion were also identified as intangible factors in evaluation.

Proposals were narrowed down to two (2) possible firms for the purpose of conducting interviews. The "shortlisted" firms were:

| | |
|--------|----------|
| MSA | \$19,800 |
| Strand | \$29,600 |

The shortlisted firms were interviewed on July 22. Interviews were conducted informally with brief introductions and firm background/qualifications, followed by general interaction including question/answers based on the submitted proposals.

RECOMMENDATION

It is recommended that **MSA Professional Services** be retained for the Sewer Use Ordinance Scope of Work. This recommendation is based on the following conclusions:

- Relevant & Current Qualifications and Experience for Similar Wastewater Related Work
- Strong Project Experience in Sewer Use Ordinances
- Successful Track Record of Similar Ordinance Implementation Including Rate Studies
- Completeness of the Proposal in all Areas of Requested Consultation
- Non-Local Perspective from Outside Metro Area
- The Cost Provided was Complete and Did Not Appear to be Short-sided on the Low End, or Too High
- Key Representatives Were Able to Effectively Communicate Their Ideas to Village Staff

All firms have been notified of this recommendation. Provided there is favorable Village action, the selected Consultant will be commissioned to work primarily in 2016 to complete the scope of work objectives. Public Works Staff will be the main contacts to coordinate and advance the project. The goal of the work will be to provide any budget recommendations to the Village in October/November.

Respectfully Submitted,

Attached: MSA Submitted Proposal



Robert J. Roth, PE (ROTH PROFESSIONAL SOLUTIONS)

VILLAGE OF WESTON, REQUEST FOR PROPOSAL:

**CONSULTING SERVICES FOR
SEWER USE ORDINANCE UPDATE**

WESTON MUNICIPAL UTILITIES

Village of Weston, Marathon County, Wisconsin

5500 Schofield Ave., Weston, WI 54476

I. INTRODUCTION

Weston Municipal Utilities intends to retain the services of a consulting firm to update its sewer use ordinance including user charges.

The purpose of this document is to outline the Utility's interest in obtaining the services of a qualified consulting firm to provide the services requested. A scope of services is included in this RFP.

Please note this RFP is being administered by an outside consultant/firm as an agent for the Village who will not be completing any of the scope of services of this RFP. All questions, clarifications and general communications are to be directed **in writing** to the following contact person:

Robert J. Roth, PE
robert@rpsprofessionalsolutions.com
(608) 697-5857

Attachments to this RFP, including mapping and pertinent reference materials, are available via the Village's cloud file sharing system at the following link (hereinafter referred to as 'Data File'), which will be emailed to respondents:

<https://villageofweston-sharepoint link>

Proposals must be received by 2:00 PM, July 13, 2016. Please submit three (3) bound color copies to the Village's physical address (attention Robert J. Roth) and one (1) digital copy in PDF format to the receipt of the above-noted contact person.

II. PROJECT BACKGROUND & SCOPE

The Village of Weston does not operate a wastewater treatment facility and therefore does not have a WDNR Wastewater Discharge Permit. That is, the Village owns and maintains a collection/conveyance system only, consisting of approximately 110 miles of gravity mains and 14 lift stations. Wastewater from approximately 166 customers in the northwest part of the Village is discharged to the City of Schofield's collection system before being treated at the City of Wausau's WWTP. All other customers (approximately 5,000) in the Village's system are tributary to the Rib Mountain Metropolitan Sewerage District WWTP. There is currently no formal intergovernmental agreement between the City of Schofield and Village of Weston, though the Village is currently in the process of developing one. Permitting for industrial dischargers is currently coordinated through the applicable WWTP. Industrial dischargers tributary to the Wausau WWTP are subject to a permitting process administered by the City of Wausau staff as authorized under provisions of the Clean Water Act. Industrial dischargers tributary to the RMMSD WWTP are monitored for compliance with the RMMSD user ordinance only, not necessarily requiring periodic sampling and testing. Weston Municipal Utilities is required to have an ordinance and policies in place which holds its customers to compliance with the RMMSD or Wausau WWTP user ordinance. The Village's ordinance will meet the intent of both WWTP user ordinances and allow the Village to hold its customers responsible for meeting expectations related to conditions of service and wastewater characteristics.

With this in mind, and considering continuing high strength user issues, the existing sewer use ordinance is antiquated and is not reflective of the current needs of the Village. Updates in several areas are appropriate at this time. The major areas of concern are as follows:

1. Overall Ordinance Update. The Village is seeking recommendations for general language to update its utility ordinance. This will include definitions, format and additional text in accordance with the goals of the Village. The Consultant will be asked to provide recommendations on a variety of issues so the ordinance reflects the best interests of the Village both in the present day and future scenarios, some of which are referenced below.

2. Fats, Oils & Greases. The Village is seeking recommendations for policy and ordinance language to address fats, oils and greases particularly from large or high-strength customers.
3. Control over Industrial Discharges. The Village wishes to gain more control overall with its current and projected large & high-strength commercial/industrial uses. Generally this would include consultant recommendations in language/provisions for monitoring, sampling, downstream responsibilities, routine cleaning, identification & responsibility associated with deleterious materials, identification and responsibility associated with slug discharges, and re-evaluate its charge basis for such users.
4. Clearwater Discharges. The Village wishes to update ordinance provisions with respect to clearwater discharges.
5. Review Rates & Rate Design. Updates to the sewer use ordinance will reflect a review of rates for all current and projected expenses. Recommendations for rates should include charges for high strength wastes: fats, oils, greases; and/or customer classes, such as restaurants. The Consultant shall provide a rate schedule to meet the Village's best interests. All financial recommendations will be reviewed by the Village's Finance Director.
6. Lateral Replacement Insurance Program. The Village wishes to consider including provisions in the ordinance for the setup and implementation of a lateral replacement program to provide coverage for unusual lateral replacement costs as provided by ordinance. Also, the consultant shall provide recommendations on the proper establishment of this fund as well as fund administration.
7. References. The user ordinances of both the Rib Mountain Metropolitan Sewerage District and the Wausau Water Works shall be properly identified and adopted by reference. The Consultant shall also reference the provisions of the City of Schofield sewer use ordinance, as both the Village of Weston and the City of Schofield are tributary to the Wausau Water Works wastewater treatment system.
8. Attend and direct multiple meetings with key Village Staff regarding the development of this draft ordinance and becoming intrinsically familiar with sewer use issues in the Village. For the purpose of this Proposal, four (4) meetings at the Village Municipal Office shall be used plus one (1) presentation/information meeting with the Village's PIC Committee.
9. Provide guidance and recommendations on the creation and/or content of an Intergovernmental Agreement with the City of Schofield regarding sewer use, conveyance, and discharge control.

III. PROFESSIONAL REQUIREMENTS

1. Registered Professional Engineer in the State of Wisconsin with a minimum of five (5) years experience in planning, analysis and design of municipal wastewater and collection systems.
2. Registered Professional Engineer in the State of Wisconsin with demonstrated experience in sewer use ordinances.
3. Professional with demonstrated experience in sewer user rate charges including the establishment of rates and rate design.
4. Professional who has had experience or has administered intergovernmental agreements for waste water treatment.

IV. ANTICIPATED PROJECT TIMEFRAME

1. The work shall be completed by October 15th, to allow for potential representation in the 2017 budget.

V. COST PROPOSAL

1. The Cost for the proposed services shall be submitted as a lump sum for engineering professional services based on the scope of work above. The Consultant shall provide a detail of hours for each major work category. Major work categories, at a minimum, are as follows:
 - a. Ordinance Development & Recommendations
 - b. Meetings, including Presentation Meeting
 - c. Rate Review & Design

VI. INSURANCE MINIMUM REQUIREMENTS FOR CONSULTING SERVICES

1. General liability insurance for limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The VILLAGE OF WESTON shall be named as additional insured.
2. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

VII. QUALIFICATION REQUIREMENTS

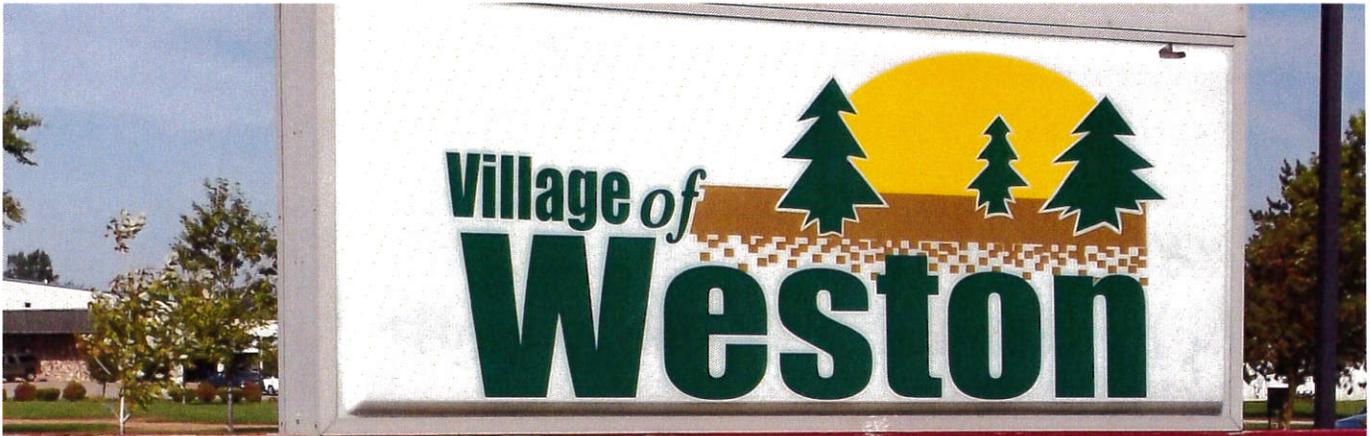
1. Engineering organizations who have demonstrated experience & understanding of:
 - a. analysis, creation of sewer ordinances, implementation
 - b. background in sewer use issues, user fee issues and rate design
 - c. industrial wastewater issues, typical flow characteristics, waste strength & charge systems
 - d. sewer lateral insurance fund creation, supporting ordinance creation & implementation
 - e. knowledge of Wausau Water Works user ordinance, City of Schofield user ordinance and Rib Mountain Metropolitan Sewerage District user ordinance
 - f. background in intergovernmental sewerage agreements
2. Engineering and/or professional organizations who have qualified wastewater engineers or wastewater professionals, including sewer user rate establishment and rate design experience.
3. Past record of performance on similar contracts, including such factors as control of costs, quality of work, and ability to meet schedules.
4. Capacity of the team to perform the work and meet anticipated project timelines, taking into consideration the current and planned workload of the consultant team.

VIII. PROPOSAL REQUIREMENTS

1. Proposals shall include:
 - a. Lead firm background information (headquarters, local office, contact information).
 - b. Project approach.
 - c. Statement of understanding of scope of work.
 - d. Qualifications & experience of firm & representatives.
 - e. Cost information as directed herein.
 - f. Compliance with insurance requirements.
 - g. References on similar projects.
2. Proposals will be reviewed by the Village of Weston for the following items:
 - a. Experience & qualifications of the proposed consultant team.
 - b. Background of proposed consultant/team in any/all items included in the scope of work.
 - c. Ability to meet desired timeframe.
 - d. Consultant cost.
 - e. Reference checks.
 - f. Completeness of the proposal; validity of the response.
3. The Village of Weston reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. The Village further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the Village of Weston deems appropriate. Although cost and proximity to the Village will not be the overriding criterion in the selection, such factors may be the determining factor if proposals are deemed to be equivalent in content.

4. The Village of Weston reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.
5. The Village of Weston is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by the Village.

---- END OF RFP ----



PROPOSAL TO PROVIDE

SEWER USE ORDINANCE UPDATE



Prepared for
Village of Weston, WI
July 13, 2016

MSA
PROFESSIONAL SERVICES



July 13, 2016

Weston Municipal Utilities
5500 Schofield Avenue
Weston, Wisconsin 54476
Attention: Robert J. Roth, PE

RE: PROPOSAL FOR CONSULTING SERVICES FOR SEWER USE ORDINANCE UPDATE

The Village of Weston has a great deal to offer the people who live and work there. Area officials work hard to provide a great place to live, work, and conduct business, not only by helping one another, but also by maintaining the look and feel of the community.

In order to uphold the community's commitment to building a strong and prosperous future, the basic infrastructure of the Village must be protected and maintained, and its customers' needs must be met. To achieve this goal, the Village must implement a well written sewer use ordinance, and fee and surcharge schedule.

MSA works with our clients to achieve these goals on a daily basis and understands the impact of a well written sewer use ordinance. For example, MSA recently completed a rate study and sewer use ordinance update that enables the City of Wisconsin Rapids to better serve their customers by providing a more fair and equitable means of charging sewer use fees. In the City of Owen, MSA rewrote its outdated sewer use ordinance and revised its user class system to enable the City to fund and protect its sewer infrastructure. In the Village of Fall River, MSA assisted in negotiating an inter-municipal agreement between the two parties that determine user charges to the customers of Fall River.

Our outlook and experience make MSA uniquely qualified to assist the Village update its sewer use ordinance to provide the Utility and its customers solid guidelines for conducting business. MSA has the knowledge to review and revise the existing sewer rates and surcharges to ensure that revenue collected by the Utility provides adequate funds to operate and maintain the Utility over the next ten years. Our team is comprised of both wastewater engineering expertise and financial insight, allowing us to address all issues involved in updating Weston's sewer ordinance, rates and surcharges. We look forward to the opportunity to help the Village of Weston update its sewer use ordinance.

If you have any questions or concerns regarding this proposal, please feel free to contact me at (715) 304-0456.

Sincerely,
MSA Professional Services, Inc.

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

Mike Voss, PE
Project Manager

MSA PROFESSIONAL SERVICES

146 North Central Avenue, Suite 201, Marshfield, WI 54449

Contact: Mike Voss, PE
Phone: (715) 384-2133
Email: mvoss@msa-ps.com
Website: www.msa-ps.com

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| FIRM OVERVIEW | 1 |
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| PROJECT SCHEDULE | 13 |
| COST | 13 |
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FIRM OVERVIEW

MSA PROFESSIONAL SERVICES

Corporate Overview

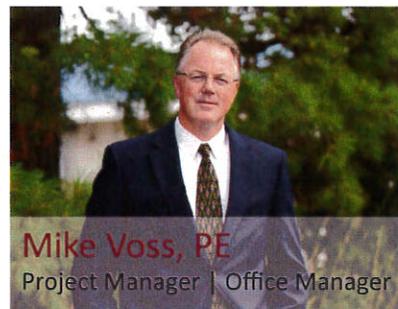
As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted infrastructure challenges and improve the quality of their neighborhoods. Our focus is on providing exceptional professional services to build strong communities.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

MSA PROFESSIONAL SERVICES

HEADQUARTERS - 1230 South Boulevard, Baraboo, WI 53913

LOCAL OFFICE - 146 North Central Avenue, Suite 201, Marshfield, WI 54449



FIRM OVERVIEW

YOUR SUCCESS MATTERS.

Client Service Quality Assurance Program

Our firm constantly strives to improve our processes and tailor the services we provide to best suit each of our clients. As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

Rather than wait for the project to be over (when there's little opportunity to change the outcome), our project team will send brief electronic surveys at various project milestones. Each survey includes a short list of questions requiring fewer than two-three minutes to complete.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

We value your feedback, and may ask for input more frequently than you care to respond. Please respond when something exceptional happens (positive or challenging), and know that we'll take action when you do. All other times we will assume your non-response indicates the process is working and the project is progressing as expected.

Unlike any survey you've ever taken before, **your response will initiate specific improvement for you and your project.** We have found this to be an effective tool that enables us to achieve continual improvement. We hope you'll take a few minutes to respond, experience the process first-hand, and see how we follow-up to your feedback.



The project manager or another team member asks for your feedback electronically.



You respond to a six-eight question, two-three minute survey.



Your response is immediately routed to the project team via email.



If any of your responses indicate exceptional performance or a problem, someone on the project team will follow-up and discuss ways to either improve the process, or make sure we continue to provide the level of service you desire.



We document any process changes and communicate them to the project team and back to you.

clientfeedbacktool
THE POWER OF FEEDBACK



PROJECT UNDERSTANDING

PROJECT UNDERSTANDING

We look forward to forming a partnership with the Village and Utility staff. We will rely on this partnership with Weston to provide necessary information, insight, and feedback through this process.

The Village of Weston is located in an environmentally critical area and carries the responsibility for providing wastewater collection and conveyance for the Village residents, businesses, and local industry. The Village does not operate a wastewater treatment facility (WWTF). Wastewater from the northwest part of the Village flows through the Village of Schofield prior to being treated at the City of Wausau's WWTF. The balance of the wastewater produced by the Village flows to the Rib Mountain Metropolitan Sewage District's (RMMSD) WWTF. Currently, there is no formal intergovernmental agreement in place with the Village of Schofield. However, Weston is currently in the process of developing an agreement with Schofield. Permitting for industrial dischargers is currently coordinated through the sewer use ordinance for the applicable WWTF. Currently, the utility is experiencing issues regulating high strength wastewater dischargers within the Village. Weston Municipal Utilities is required to have a sewer use ordinance and policies in place which conform to the RMMSD or Wausau WWTF user ordinance. The Village of Weston's updated sewer use ordinance will meet the intent of both WWTF user ordinances and enable the Village to hold its customers, including high strength wastewater dischargers, responsible for meeting expectations related to conditions of service and wastewater characteristics of the respective WWTF.



Photo courtesy of <https://www.facebook.com/WestonWisconsin>

STATEMENT OF QUALIFICATIONS

STATEMENT OF QUALIFICATIONS

GENERAL

MSA has designed and implemented numerous sewer ordinances and rate systems, ranging from simple fixed fee systems to complex cost-of-service studies with significant industrial users and inter-municipal agreements. Many of these studies are completed as part of the process of administering loans and grants from various sources used to fund major capital improvements. In other cases, we have been solely responsible for reviewing and revising a community's ordinance and rate system. In either case, we work closely with the owner's staff to create an ordinance and rate system that is fair and proportional.

Once the ordinance and rates have been established, the process of educating the rate-paying public begins. Having access to complete and comparable sewer rate information allows us to not only demonstrate why a rate increase is sometimes necessary, but also to illustrate what the true current cost of sewer service in Wisconsin. This kind of education is key to building acceptance for any rate structure changes.

MSA SEWER USER CHARGE SURVEY

MSA has prepared the only comprehensive survey and analysis of sewer rates in Wisconsin since 1996. The survey report presents data from more than 60% of Wisconsin's communities, representing a cross section of the sewered communities in the state. The strongest correlation is between community size and rates.

MUNICIPAL ADVISOR

MSA is a registered Municipal Advisor (MA) with the Municipal Securities Rulemaking Board (MSRB) and Securities and Exchange Commission (SEC) pursuant to the 2010 Dodd-Frank Wall Street Reform and Consumer Protection Act. This registration ensures that MSA maintains a fiduciary duty with respect to our municipal clients and that we ensure that all recommendations place the clients' best holistic and financial interests above our own. Additional information regarding these provisions or Municipal Advisor regulations can be found at <http://www.msrb.org/MSRB-For/Municipal-Advisors>.

Many municipalities and other consulting engineering firms are not aware of new federal regulations issued by the SEC regarding municipal advisors. Consulting engineering firms may now be considered municipal advisors when we assist our clients with projects and that assistance includes financing considerations and/or some types of rate studies and projections. By the broad definition of a municipal advisor, consulting engineers that work

with cities may be municipal advisors unless the work done for a municipality is within narrow exceptions. The initial deadline for registering as a municipal advisor has passed. MSA has tracked this legislation, is registered, and is following through with meeting the regulations. MSA is one of the only firms in the Upper Midwest that is registered.



PROJECT APPROACH

PROJECT APPROACH

1. MSA will review the Village's existing sewer use ordinance, as well as the ordinances of RMMSD and the City of Wausau, to recommend updates to the general language. MSA will work with Village and Utility staff to determine the issues of concern, such as regulation of high strength wastewater dischargers, to ensure that the updated ordinance addresses all current sewer use problems.
2. The revised ordinance will include language that will allow the Utility to regulate customers that discharge fats, oils and grease to the wastewater collection system. A strong sewer use ordinance should require that excessive fats, oils and grease be prohibited from disposal in the sanitary sewer collection system.
3. The revised sewer use ordinance will include a detailed permitting process for non-residential, high-strength users including the identification of wastewater strength thresholds for parameters such as volume, BOD, TSS, nitrogen, phosphorus, pH, temperature, chlorides, metals, and fats, oils and grease. Dischargers meeting certain criteria set forth in the revised ordinance will be segregated to user classes that match the ordinances of the RMMSD and Wausau WWTF. Customers may be required to monitor their wastewater discharge for strength and volume based on user class. The ordinance should include language that requires high strength users to reduce the strength of wastewater discharged to the sanitary sewer collection system through pretreatment to the standards required by the RMMSD and Wausau WWTF. Surcharges need to be in place in the event that flow monitoring reveals that the user has exceeded the maximum allowable wastewater strength standards set forth in the revised ordinance. The ordinance will address the problems associated with slug flows of high strength waste such as cleaning sewer lines, etc. Language will be included that allows Weston Municipal Utilities to change the classification of a user as its wastewater characteristics change.
4. Language to address clearwater discharges into the sanitary sewer collection system, such as sump pumps, roof drains, cooling tower discharges, etc. will be suggested.
5. MSA will conduct a sewer rate review and suggest changes to the Village's financial director. MSA will develop revenue requirement needs for the Village to ensure adequate recovery of utility costs such as operation and maintenance, replacement, and debt service costs based on the information listed below and provided to MSA:
 - a. historical and forecasted billing data
 - b. historical and budgeted financial data (revenues, expenses, and debt service)
 - c. historical rate studies conducted by the Village
 - d. historical and forecasted operational statistics including flow and loading levels and large users
 - e. sample customer bills
 - f. historical replacement fund information
 - g. loan documents
 - h. current customer classifications
 - i. current surchargesIt will review current surcharges and suggest changes/additions as needed for each wastewater parameter based on the parameters effect on the sanitary sewer collection system and requirements set forth in the RMMSD and Wausau WWTF sewer use ordinances. The rate review report will include recommendations on changes to current rates, alternative revenue sources including fees, and debt coverage requirements. The report will include a rate comparison between current and proposed charges for each rate currently charged. These rates will be applied to each customer in order to show the effect of proposed rate changes.
6. MSA will work with Weston to include language addressing a sewer lateral insurance program. It is our understanding that the insurance program will be set up to help financially strapped users replace their lateral. MSA will review established programs and suggest language for policies and procedures to establish and implement a lateral replacement program.
7. The revised ordinance will include language that identifies and adopts both the RMMSD and Wausau WWTF ordinances. It will also reference the intergovernmental agreement that the Village of Weston is in the process of developing with the Village of Schofield.
8. MSA will attend and direct four (4) meetings with Village and Utility to understand the issues facing the Village with respect to the sanitary sewer collection system and discuss language for the revised sanitary sewer use ordinance. These four meetings will be conducted at the Village Municipal Office. MSA will also attend one (1) additional meeting to present the revised ordinance to the Village's PIC committee.

9. MSA will provide guidance and recommendations for the intergovernmental agreement that the Village of Weston is in the process of developing with the Village of Schofield. The guidance and recommendations will be limited to sanitary sewer use, conveyance and discharge control.

DELIVERABLES

1. Upon completion of the above mentioned services, MSA will prepare a draft sewer use ordinance and sewer rate review report for review by the Village. MSA will review the draft documents with the Village staff and financial director. Any necessary changes will be discussed and MSA will implement those changes in the final draft of the sewer use ordinance.
2. The finalized ordinance and report summarizing the results of the rate review will be provided to the Village one week prior to the final presentation to the PIC Committee.
3. Present sewer use ordinance and rate review report to the PIC Committee.
4. Three (3) bound copies of the final sewer use ordinance and three bound copies of the final rate review report will be delivered to the Village, along with an electronic copy of the sewer use ordinance in PDF format and in MS Word format.

PROJECT SCHEDULE

MSA has the ability to complete this project by October 15, 2016 to allow the Village to consider the recommended rate changes and/or surcharges in its 2017 budget. Completion of the project by the October 15, 2016 deadline assumes that the project is awarded on or before July 31, 2016.

FEE SCHEDULE

A detail of the hours for each major work category is listed below:

1. Ordinance Development and Recommendations – 72 hours
2. Meetings, including Presentation Meeting – 12.5 hours (This is face time and does not include travel time.)
3. Rate Review & Design – 65 hours.

Upon acceptance of this proposal, MSA will enter into an agreement with the Village of Weston to complete the scope of work as outlined above for a lump sum fee of \$19,800.

INSURANCE REQUIREMENTS

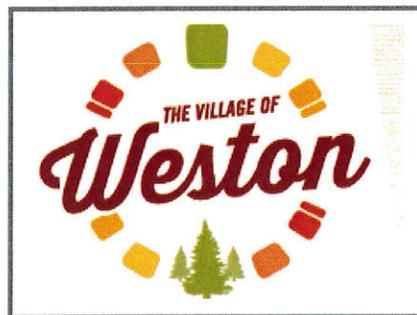
MSA understands and accepts the insurance requirements below and will include the following requirements when entering into an agreement to complete the scope of work outlined above.

1. General liability insurance limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The Village of Weston shall be named as an additional insured.
2. Professional liability insurance limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.

PROJECT TEAM

PROJECT TEAM

MSA has assembled a team to assist Weston with its sewer use ordinance update and user rate review. Our team consists of a group of experienced wastewater professionals who have worked together for many years on a variety of projects. **Mr. Michael Voss, PE** will serve as Project Manager and the Village's primary point of contact throughout the project. **Mr. Voss** will facilitate a seamless collaboration between the Village and our staff. He will utilize **Mr. Tom Fitzwilliams'** expertise with sewer use ordinances to ensure that the Village of Weston receives a thoroughly thought out and well written ordinance. **Ms. Mary Wagner, PE** will review the sewer user fees and surcharges to ensure that they meet the needs of the utility. **Ms. Abby Bernhagen** is currently involved in WWOA and various projects through the MSA Marshfield office. She will assist Mike, Tom, and Mary throughout the project.



Mike Voss, PE // Project Manager
Mike will be the Village's primary point of contact throughout the project.

Tom Fitzwilliams //
Wastewater Operations
Manager

Mary Wagner, PE //
Funding Specialist

Abby Bernhagen //
Engineer



Mike Voss, PE

Project Manager

Mr. Voss has more than 23 years of experience in design and construction in municipal engineering. His experience includes wastewater and water utility ordinance review and writing, wastewater conveyance planning, wastewater treatment facilities planning, and wastewater treatment facility design and construction. He also has experience with water treatment facilities, storm water drainage, and municipal street design and construction.

EDUCATION

B.S., Civil Engineering
University of Minnesota

B.S., Fisheries
University of Minnesota

CERTIFICATIONS

Professional Engineer, WI

AFFILIATIONS

American Society of Civil Engineers

Wisconsin Wastewater Operators'
Association

AREAS OF EXPERTISE

- Municipal Wastewater Collection, Pumping and Treatment Engineering
- Municipal Wastewater Treatment Plant Design
- Report Preparation
- Municipal Water System Engineering
- Construction Management
- State and Federal Grant and Loan Applications and DNR Permit Application

SELECTED PROJECT EXPERIENCE

Owen Wastewater Utility Ordinance, Owen, WI

Revised the sewer use ordinance for the City which included revising user classes and creating a large industrial user classification.

Owen-Withee Inter-municipal Agreement, Owen, WI

Assisted the City of Owen and Village of Withee hammer out an inter-municipal agreement for Withee to supply potable water to Owen.

Wastewater Treatment Facility Upgrade, Owen, WI

Wrote the facility plan report, and managed the design and construction of the wastewater treatment facility upgrade.

Colby Facilities Plan, Colby, WI

Managed the writing of the facilities plan for the Colby wastewater treatment facility.

Milladore Facilities Plan, Milladore, WI

Wrote the facilities plan for the upgrade of the wastewater treatment facility including adding UV disinfection and control structure modifications.

Lift Station No. 3 Facilities Plan, Design and Construction, Owen, WI

Project manager/principal engineer for the facility plan report, design and construction of Owen lift station No. 3 in Withee Wisconsin. This is Owen's main lift station with a design capacity of 1,300 gpm.

PROJECT TEAM



Tom Fitzwilliams

Wastewater Operations Manager

Mr. Fitzwilliams provides wastewater treatment plant planning, design and facility operation services in Wisconsin, Illinois and Iowa. He has been involved with the planning, design and operation of various types of mechanical treatment systems including sequencing batch reactors, oxidation ditches, conventional activated sludge, and Aeromod™ wastewater treatment systems. His wastewater planning expertise is in the selection of appropriate wastewater treatment technologies for small communities. His experience in plant operations makes him a valuable resource during the design phase of projects. During the startup phase of projects, Mr. Fitzwilliams provides training to plant operators giving them the knowledge and resources to effectively operate mechanical treatment systems. He has improved wastewater treatment operations at several facilities, allowing plant operators to continue to meet permit requirements, reduce operation costs, and extend the life of aging facilities.

EDUCATION

B.S., Geology/Geophysics
University of Wisconsin, Madison

CERTIFICATIONS

Wastewater Treatment Plant Operator, WI

SELECTED PROJECT EXPERIENCE

Wastewater Facility Plan and Design, Tomahawk, WI

Project manager for a Wastewater Facility Plan and Design project at the City's aging wastewater treatment facility. The Facility Plan was written to identify improvements needed to provide treatment for the next 20 years, and meet a maximum project budget of \$3.1million. The Plan recommended process upgrades at the existing site and prioritized the improvements in phases to meet the budget and improve aging infrastructure. Design and bid documents were completed and bids were received for the project.

Preliminary Wastewater Facility Plan, New Lisbon, WI

Project manager for a Preliminary Wastewater Facility Plan project to evaluate biological treatment upgrade alternatives. The City's existing 30-year old Rotating Biological Contactor (RBC) treatment equipment had experienced multiple mechanical failures, including bearing failures and a shaft break. The Facility Study evaluated the alternatives to upgrade the RBC process compared to constructing a new activated sludge treatment system. Limited space was available on the existing site, so the treatment process upgrade needed to minimize footprint.



Mary Wagner, PE

Funding Specialist

Ms. Wagner coordinates and administers project funding, working extensively with various grant and loan programs. She partners with community leaders to tailor funding packages to meet their needs. Establishing close working relationships with the community finance personnel and effectively facilitating project financing from start to finish is her top priority. In addition to the initial applications, she assists with administration of the funds and final closeout.

As a part of the finance services, Ms. Wagner provides User Charge System and Utility Use Ordinance analysis, option assessments, rate revision, and regulatory updates. She has created many operations and maintenance manuals in direct cooperation with directors of public works and facility operators for a variety of projects using her municipal experience in the design and construction phases of wastewater treatment facilities, sewer collection systems, water distribution systems, and storm sewer systems.

EDUCATION

B.S., Civil Engineering
University of Wisconsin - Platteville

CERTIFICATIONS

Professional Engineer, WI

Municipal Advisor, SEC

AREAS OF EXPERTISE

- User Charge Systems and Utility Use Ordinances
- Community/Project Financing; MSA is registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC) as a Registered Municipal Advisor (MA)
- Municipal Water and Wastewater Engineering
- Operations and Maintenance

SELECTED PROJECT EXPERIENCE

WalCoMet User Charge System, Walcomet, Walworth County, WI

Rate design and modifications. Multiple client Sanitary Districts, Landfill and communities contribute to the facility wastewater load and the sewer user charge system is complex and equitable.

Athens Wastewater Treatment Plant Upgrade, Athens, WI

Provided funding coordination, application, and administration for WDNR Clean Water Funding (including Revenue and GO bonding), and coordination with TIF, CDBG and EPA funds. Worked closely with the President, Clerk and DPW to maximize funding benefits for the Utility.

Baraboo Wastewater Treatment Plant, Baraboo, WI

Worked closely with the City Clerk and Treasurer, City Engineer, DPW, Utility Clerk, Operator, Project Engineer, WDNR personnel and contractors/suppliers. Work included: Funding application, administration and coordination with other funding sources; sewer rates; and Operation and Maintenance Manual for operation of the WWTF.

Port Edwards Wastewater Treatment Plant, Port Edwards, WI

Converted rate structure from Property Tax base to User Charge System and the related Use Ordinances for sewer and water including industrial loadings and monitoring. Coordinated WDNR CWF funding application, and administration in conjunction with EPA STAG funding.

PROJECT TEAM



Abby Bernhagen

Engineer

Ms. Bernhagen joined MSA in 2012. While a student at the University of Wisconsin-Madison, she served as a lab assistant at the UW Pilot Water Treatment Plant and also took many design courses. Abby is currently involved in WWOA and is involved in a number of projects being completed by MSA's Marshfield office. She is experienced writing DNR permits and design reports, variance requests, facility plans, capital improvement plans, O&M manuals, phosphorus compliance reports, CMOM reports; performing construction administration duties; and resident project representative/construction inspection.

EDUCATION

B.S., Civil Engineering
University of Wisconsin - Madison

AFFILIATIONS

Wisconsin Wastewater Operators' Association

AREAS OF EXPERTISE

- Wastewater Systems
- DNR Phosphorus Requirements
- Drinking Water Systems
- Microstation Design
- Resident Project Representative/
Construction Inspection

SELECTED PROJECT EXPERIENCE

Phosphorus Compliance Reports, Village of Auburndale, City of Neillsville, Village of Granton, Catawba-Kennan Joint Sewage Commission, etc.

Wrote year 1 through 4 (final) phosphorus compliance reports for variance clients to comply with their WPDES permit requirements.

Milladore Wastewater UV Disinfection Project, Milladore, WI

Aided in design and spec writing

WWTF Upgrade Design, Owen, WI

Served as full-time resident project representative throughout WWTF upgrades, which included lagoon sludge removal, EQ basin construction, chemical building construction, gravity sewer installation, process chemical upgrades, new aeration installation, UV disinfection installation, and new valves and control installation. Specific duties included inspecting and observing construction. Kept notes on the as- builts and project progress in the form of field reports. Completed shop drawing reviews and some drafting, and compiled O&M manual.

8th Street Lift Station, Marshfield, WI

Served as resident project representative throughout the lift station replacement project. Specific duties included inspecting and observing construction, keeping field notes and photos for the as- builts and project progress in the form of field reports. Completed drafting of plans and spec writing. Completed shop drawing reviews, coordination of City and general contractor schedules, reviewed payment requests and change orders.

Lift Station Replacement, Grafton, WI

Served as resident project representative throughout the lift station replacement project. Specific duties included inspecting and observing construction, keeping field notes and photos for the as- builts and project progress in the form of field reports. Completed drafting of plans and spec writing. Completed shop drawing reviews, reviewed payment requests and change orders.

REPRESENTATIVE PROJECTS & REFERENCES

REPRESENTATIVE PROJECTS & REFERENCES

WASTEWATER COMMISSION

CITY OF WISCONSIN RAPIDS, WI

Reference

Jim Neitzel, Superintendent
Joe Terry, P.E., DPW
Wisconsin Rapids Wastewater
Commission
(715) 421-8287

In 2016, MSA completed a comprehensive sewer rate study and ordinance update for the City of Wisconsin Rapids Wastewater Commission. The City provides sewer service to several high strength industrial contributors and two small municipalities. The study was successful in developing a revised cost of treatment analysis that resulted in a fair and equitable distribution costs to both the residential and industrial users. The new sewer rate system was used as the basis for revisions to the sewer user ordinance.

SEWER USE ORDINANCE & SEWER RATES UPDATES

CITY OF OWEN, WI

Reference

Terri Ernst, Clerk
Eric Stinson, Director of Public Works
(715) 229-2404

MSA revised Owens sewer use ordinance as part of their Lift Station No. 3 project. The ordinance was updated including the user classification and fee schedule. A new large industrial user class was created along with additional surcharges to protect the collection system and wastewater treatment plant from high strength slug loads. Since 2005, MSA has assisted the City update user fees as necessary to address operation and maintenance changes as well as a major wastewater treatment facility update.

INTER-MUNICIPAL AGREEMENT

FALL RIVER, WI

Reference

Dale Standke, Village President
Village of Fall River
(920) 484-3525

The Village of Fall River recently completed the construction of a regional pump station and forcemain that will transport the Village's wastewater to the City of Columbus, Wisconsin. As part of the construction project and funding acquisition, MSA assisted in negotiating an inter-municipal agreement between the two parties that determined user charges to the customers of Fall River.

COST APPORTIONMENT UPDATES

LAKE DELTON - WISCONSIN DELLS SEWERAGE COMMISSION, WI

Reference

Kay Mackesey, Secretary/Treasurer
Wisconsin Dells - Lake Delton
Sewerage Commission
(608) 254-2558

Beginning with its creation in 1980, MSA has annually updated the cost apportionment for this joint sewerage commission that serves a resident population of about 7,000, but experiences a seasonal influx of more than 50,000 visitors per day. The treatment facility is rated for approximately 4.5 mgd.

SEWER RATE UPDATES

CITY OF BARABOO, WI

Reference

Wade Peterson, Utility Supervisor
City of Baraboo
(608) 355-2740

MSA has updated the City's sewer rates since the construction of its current facility in 1981, and has continued to do so for a series of capital upgrades in 1994, 1998 and 2004. The City provides service to three other entities by inter-municipal agreement.

COST OF SERVICE STRUCTURE REVISION

VILLAGE OF PALMYRA, WI

Reference

Josh Gajewski, DPW
Village of Palmyra
(262) 495-4106

MSA recently completed a total revision to the cost of service structure for the Village of Palmyra, a small Wisconsin community that features a prominent industrial discharger.

NEW SEWER RATE DETERMINATION

VILLAGE OF WINNECONNE, WI

Reference

Chris Hardy, PE, DPW
Village of Winneconne
(920) 582-4381

The Village recently completed a wastewater treatment facility upgrade to increase the capacity of its facility. This increase resulted in a change in the sewer user rate structure. As part of the plant upgrade, MSA reviewed the Village's current structure and determined new rates for their customers. One of the Village customers was the Winneconne Sanitary District #3. The new rate structure resulted in a revised agreement between the two parties.

Professional

Engineering

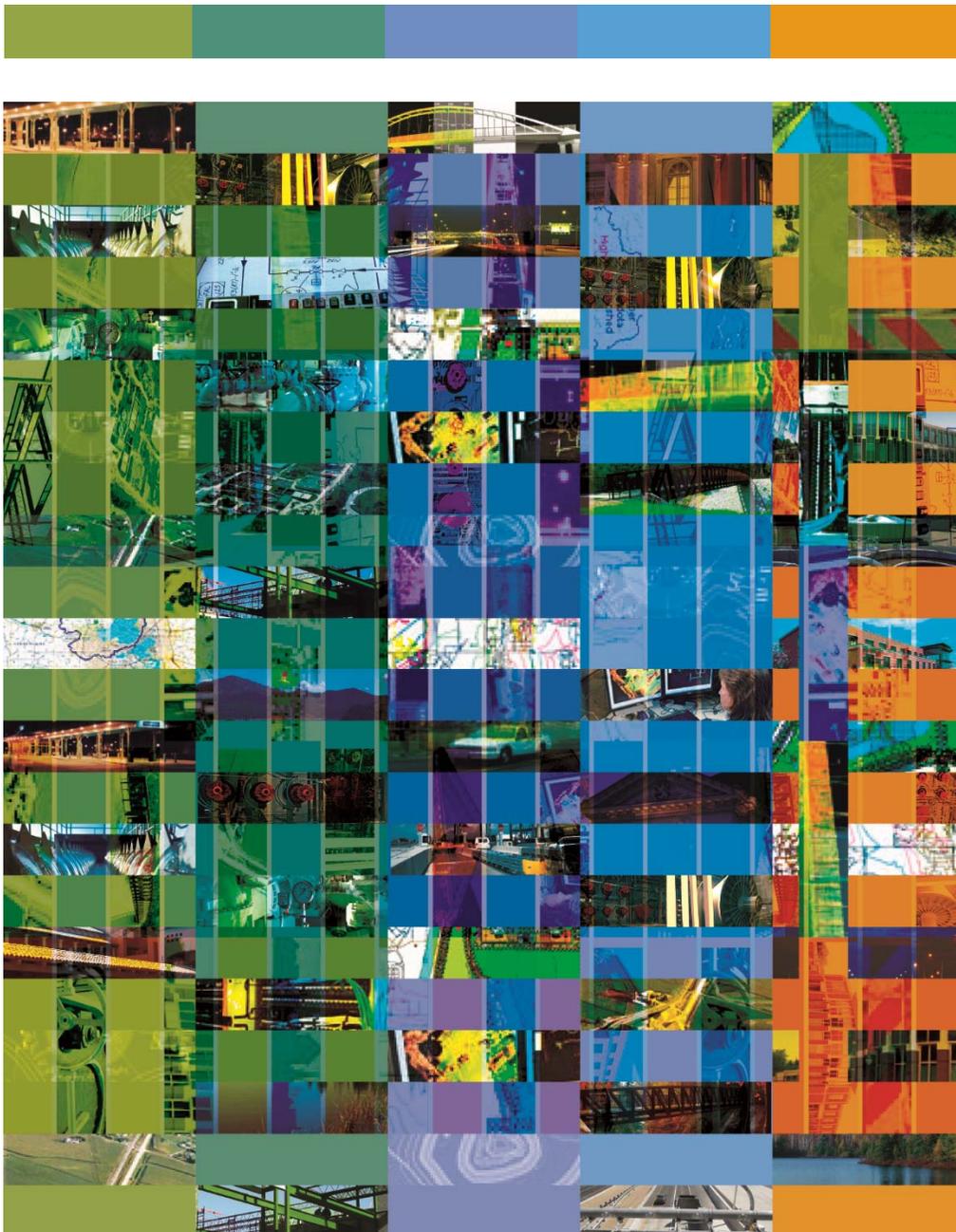
Services

Sewer Use Ordinance Update

Proposal

Village of Weston, WI

July 13, 2016





Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

July 13, 2016

Mr. Robert J. Roth, P.E.
Village of Weston
5500 Schofield Avenue
Weston, WI 54476

Re: Proposal for Sewer Use Ordinance Update

Dear Mr. Roth:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit our proposal to update the Village's sewer use ordinance and sewer rates.

After review of our proposal, we believe the Village will agree that the following factors make us the right choice to complete this study.

- **More than 70 years of service signifies our organizational strength and commitment to quality.**
- **A customized sewer use ordinance provides a tailored solution recognizing the Village's and customers' needs.**
- **Our project team's experience yields an implementable and well received sewer use ordinance and rate update.**
- **Our technical and financial expertise delivers a quality sewer use ordinance and meets the Village's long-term needs.**

We look forward to providing excellent service and enhancing the Village's operations with the preparation of a comprehensive sewer use ordinance and a sewer rate update. If there are any questions regarding our proposal, please feel free to contact me.

Sincerely,

STRAND ASSOCIATES, INC.®

Philip B. Severson, P.E.
Project Manager

P160.565/PBS:mah



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Firm Profile

More Than 70 Years of Service Signifies Our Organizational Strength and Commitment to Quality

Celebrating our 70th anniversary, Strand Associates, Inc.® has been providing exceptional civil and environmental engineering services to our clients since 1946. We attribute our organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships.



Corporate office in Madison, Wisconsin.

Our Corporate Mission states that we are *dedicated to helping our clients succeed through excellence in engineering*. In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions to meet the continually evolving needs of our clients. Our areas of specialization include wastewater treatment and conveyance engineering; civil and municipal engineering; stormwater management; water supply engineering; transportation engineering; electrical and HVAC engineering; building/facility engineering, architecture, and sustainable design; aviation; natural gas distribution; wetland delineation, mitigation, and restoration; ecosystem study and restoration; GIS and mapping; land development; construction observation; and financial assistance services.

To serve our national client-base effectively, we have 11 offices throughout the country, including offices in Madison and Milwaukee, Wisconsin; Indianapolis and Columbus, Indiana; Columbus, and Cincinnati, Ohio; Joliet, Illinois; Lexington and Louisville, Kentucky; Phoenix, Arizona; and Brenham, Texas.

Services for this project will be provided by experienced staff located in our corporate headquarters in Madison, Wisconsin. Contact information is:

Philip B. Severson | Project Manager | Strand Associates, Inc.®
910 West Wingra Drive | Madison, WI 53715
Phone: 608-251-8655 | Email: phil.severson@strand.com

Our years of experience and vast service capabilities enable us to meet the engineering needs of our clients effectively.



Reliable Consulting Service Has Cultivated Long-Standing Client Relationships

Our clients rely on us as a partner in addressing their engineering and science needs. We develop and maintain long-standing affiliations, many extending into several decades of service. For some clients, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis. With all of our clients, our service is flexible and tailored to their needs.

We understand the value our clients place on *consistency* of personnel and *continuity* in project development. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

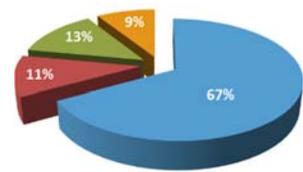
High Level of Service Made Possible Because of Dedicated, Results-Oriented Staff

Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplinary engineering firm. This approach enables use of all our firm's resources while maintaining the personal involvement associated with a single point of contact; a person who has been trained to provide assistance through planning, design, and implementation.

Only with solid management practices could a company in this industry establish such an impressive tenure. We are owned and operated by our active engineering staff.

Our expert staff of 380 employees represents the academic backgrounds and experience of all disciplines normally necessary to successfully complete a project. More than 60 colleges and universities are represented on our staff. Our engineers have an average of more than 11 years of experience and the majority are licensed or have advanced degrees.

Our commitment to long-term client relationships is a major factor in our success.



- Professional Engineers/Specialists
- Other Professionals
- Technical Support
- Administrative Support

2016 Staff Resources

| | |
|---|------------------|
| ■ Total Staff | 380 |
| ■ Engineers | 254 (67%) |
| ● Environmental engineers/specialists | 64 |
| ● Civil engineers..... | 85 |
| ● Transportation engineers | 62 |
| ● Aviation engineers..... | 3 |
| ● Structural engineers..... | 16 |
| ● Electrical engineers | 16 |
| ● Mechanical engineers..... | 8 |
| ■ Other Professionals | 43 (11%) |
| ● LEED® Accredited Professionals | 5 |
| ● Landscape architects | 2 |
| ● Business development | 17 |
| ● Architects | 2 |
| ● Information technologists..... | 8 |
| ● Right of way acquisition agents | 2 |
| ● Professional land surveyors..... | 7 |
| ■ Technical Support | 48 (13%) |
| ● Field technicians..... | 16 |
| ● Office technicians/CADD operators..... | 32 |
| ■ Administrative Support | 35 (9%) |
| ● Clerical and accounting..... | 32 |
| ● Maintenance | 3 |



Project Understanding and Approach

Customized Sewer Use Ordinance Provides a Tailored Solution Recognizing Village's and Customers' Needs

The Village of Weston would like to improve its sewer use ordinance to provide the Village additional measures to protect its collection system and meet requirements of the downstream sewer systems of Rib Mountain Metropolitan Sewerage District (RMMSD), City of Schofield, and the City of Wausau that serve the village. As part of the sewer use ordinance update, the sewer rates will be updated and will incorporate any changes associated with high-strength discharges. The current sewer rates were made effective March 1, 2015, and were previously updated in 2004.

Our experience with many sewer use ordinances and rate analyses will yield a robust, long-term ordinance for the Village of Weston.

Our philosophy for developing sewer use ordinances is based on recognizing the unique characteristics of each sewer utility. There are many tools available to assist in the development of sewer use ordinances, including regulatory requirements (NR 162.08, Wis. Admin. Code), United States Environmental Protection Agency (USEPA) Local Limits Development Guidance, American Water Works Association (AWWA) and Water Environment Federation (WEF) manuals, and comparisons with surrounding sewer use ordinances, but in the end, the sewer use ordinance must be tailored to best meet Weston's needs.

We understand that the scope may be refined prior to finalizing an agreement; however, the following key tasks are anticipated for this sewer use ordinance update (the following pages describe each task in more detail):

- Meet with the Village to collect data, refine project direction, and discuss sewer use issues. Four meetings with Village staff is included.
- Review existing intergovernmental agreements.
- Provide sewer use ordinance example language, including language prohibiting and limiting discharges. Fats, oils, and grease issues and ordinance options, including prohibiting discharge, and grease interceptor, monitoring, and maintenance requirements will be reviewed. Industrial user ordinance options will be reviewed, including discharge limits, slug discharges, permitting, monitoring and sampling, illicit connections, and enforcement. The sewer use ordinance will also include requirements to comply with RMMSD and Wausau sewer use ordinances.
- Provide updated sewer use ordinance language regarding clearwater discharges.
- Review the current user rate structure, including fixed charges, volume charges, and surcharges. Review the addition of rate classes and potential permitting fees. We will also review separating the wastewater treatment charge between users tributary to RMMSD and users tributary to Schofield and treated by the Wausau wastewater treatment plant (WWTP).
- Review existing RMMSD wastewater treatment charges, Schofield charges, Village collection system operation and maintenance (O&M) costs, and existing costs centers for allocations of rates and rate components, including O&M, debt service, and annual reserve contributions.
- Prepare a draft rate schedule based on projected revenues and expenses, including O&M, reserves, and debt service. Review existing and planned debt service, and coverage ratio requirements. An Excel spreadsheet rate tool will be provided for the Village's future use to update rates.
- Review impact of proposed rates on customers and proportionality review based on customer classifications.
- Provide recommendations and guidance for lateral replacement insurance program. Include lateral replacement insurance program language in ordinance.



- Provide guidance and recommendations for the intergovernmental agreement between the Village of Weston and the City of Schofield.
- Provide a summary letter, draft sewer use ordinance in Word format, and sewer rate schedule recommendations for the Village’s review.
- Present sewer use ordinance and rate schedule recommendations to the Village Property and Infrastructure Committee.

Meet with the Village to collect data and refine project direction.

The first step will include a kickoff meeting with Village staff to refine the sewer use ordinance and rate study direction. A preliminary listing of information that we will need to conduct the sewer use ordinance update and rate study includes:

- Existing intergovernmental agreements.
- Financial information, including recent audits, historic revenues and expenses, proposed O&M budget, replacement fund, and an asset inventory/depreciation schedule.
- Treatment charges from RMMSD and City of Wausau (e.g., flows and loads), as available to review cost allocations of wastewater parameters.
- Details of current debt and anticipated debt service.
- Information on current cash reserves and desired cash reserve levels.
- Recent planning studies and current capital improvement plan.
- Billing data by user classification, including billing volumes, number of customers, and industrial users.
- Existing collection system issues. This could be available from the Village’s Capacity, Management, Operation, and Maintenance (CMOM) program.

A formal information request will be provided prior to the kickoff meeting. We have assumed the requested data will be provided in electronic format and manual data entry will be minimized.

Four staff meetings are included to review the options and recommendations, and discuss the course of the sewer use ordinance update and rate study. Two meetings could be done via phone conference call to reduce project costs.

Review existing intergovernmental agreements.

Village of Weston intergovernmental agreements with RMMSD and the City of Wausau will be reviewed. These agreements, as well as any other agreements that can affect the sewer use ordinances or sewer rates, will be reviewed in detail and understood to adequately structure the sewer use ordinance around their requirements.

Provide sewer use ordinance language.

The sewer use ordinance update will address the Village’s concerns and provide the necessary authority to the Director of Public Works to inspect, monitor, and enforce the ordinance. Weston’s sewer use ordinance could be modeled from RMMSD, Wausau, Schofield, and ordinances from other similar communities. The ordinance will be tailored to the Village’s needs. The Village’s sewer use ordinance will reference and require compliance with the RMMSD and City of Wausau sewer use ordinances. The RMMSD and City of Wausau ordinances will be reviewed and coordinated with the Village ordinance for consistency and avoid any contradictory requirements. A preliminary list of key sections of the sewer use ordinance is presented below.

The sewer use ordinance update will address the Village’s concerns and provide the necessary authority.

- Definitions
- Purpose and policy
- Scope of control
- Prohibitions and limitations on wastewater discharges
- Control of prohibited wastes



- Grease, oil, and sand interceptors
- Wastewater monitoring and analysis
- Industrial dischargers
- Enforcement procedures
- Connections and fees
- Penalties–Costs
- Lateral replacement insurance program
- Sewer service charges

We will review local limits for the Village to be consistent with or more stringent than RMMSD, Wausau, and Schofield ordinances. Below, is a list of potential local limits. The United States Environmental Protection Agency (USEPA) recommends analysis for the following metals (shown in bold), while not necessarily requiring limits for all these parameters. The Village could also consider other limits, including temperature, aluminum, or other parameters of concern to the collection system. In addition, clearwater discharges will be prohibited.

- **Arsenic**
- Boron
- **Cadmium**
- **Chromium**
- **Copper**
- **Cyanide**
- Fats, Oil, and Grease (FOG)
- Fluoride
- **Hexavalent Chromium**
- **Iron**
- **Lead**
- Manganese
- **Mercury**
- Molybdenum
- **Nickel**
- Phenols
- **Selenium**
- Sulfate
- **Silver**
- **Zinc**

Review current user rates and user classifications.

An assessment of current rates will be conducted to ascertain the usage and billing characteristics of the current customer base across the user rate classes in the village: residential, commercial, institutional, and industrial. This will enable the Village to understand their customers’ usage trends. The addition of user classifications and rate options for industrial users and food service discharges will be reviewed. Permitting fees could be added to cover costs associated for management of monitoring and sampling. We will also review the option of separating the wastewater treatment charge between users tributary to RMMSD and users tributary to Schofield that are treated by the Wausau WWTP. With this option, a separate charge would be added to cover the Village’s cost of service.

Review O&M expenses, operational data, and cost centers.

We will determine whether the existing rate and fee structure adequately represents the cost of service for each rate class and surcharge parameter. This will enable the Village to determine if the current rate structure equitably distributes costs, or if not, where the inequities are present. Existing O&M expenses, operational data, and cost centers will be reviewed to allocate costs to each wastewater parameter.



Prepare sewer rates and spreadsheet tool.

Proposed rates will be developed based on the revenue requirement projections developed for the Village. The rates will be calculated consistent with the requirements of the Village’s existing rate structure, but could include the addition of surcharges for high strength wastes. The rates will fund estimated O&M, replacement, reserves, and planned capital expenditures. Calculated rates will include:

- Fixed charges
- Volume charges
- Surcharges for high strength wastes

An editable rate review spreadsheet tool will be provided to the Village. The spreadsheet tool developed in previous rate studies has been incrementally improved through each rate review we have completed. Included in the spreadsheet tool are sheets for developing the revenue requirements, including O&M, replacement fund, debt schedule, and capital improvements. Costs for each revenue requirement are then allocated among equivalent meter size (meter charge), flow, biochemical oxygen demand (BOD), total suspended solids (TSS), total Kjeldahl nitrogen (TKN), and total phosphorus. RMMSD charges are based on flow, BOD, and TSS. The City of Schofield currently charges Weston based on the served customer’s meter volumes on a per 1,000 gallon basis. It is also noted the City of Wausau has meter charges, volume charges, and, for monitored industrial discharges, surcharges for BOD, TSS, phosphorus, and aluminum. The RMMSD and Schofield charges will be included as a component of the domestic strength volume charge. Other Village costs for the collection system will be allocated, as appropriate, between the allocation parameters. Allocation parameters for total phosphorus and TKN charges could be included for the Village’s use of the spreadsheet tool in the future when RMMSD includes such charges.

Some key issues that are typical for sewer utilities of Weston’s size include:

- Funding options for the replacement fund (accrued balance or annual contributions).
- Annual funding reserve accounts (e.g., I/I reduction, future capital expenditures, and operating reserve).
- Revenue requirements for monitoring industrial users.
- Decreases in domestic, commercial, and/or industrial water billing volumes.

| ATTACHMENT 1 | | | | | | | | | | | | | | |
|---------------------------------------|------------------------------------|---------------|--------------|------------|--------------|------------|--------------|------------|--------------|------------|--------------|-----------|--------------|------------|
| OPERATION AND MAINTENANCE ALLOCATIONS | | | | | | | | | | | | | | |
| Account Number | Line Item | Annual Budget | Customer | | Flow | | BOD | | TSS | | TKN | | TP | |
| | | | % Allocation | \$ | % Allocation | \$ | % Allocation | \$ |
| 353612 | Plant Operations | \$ 251,063 | 0% | \$ - | 5% | \$ 12,553 | 45% | \$ 112,978 | 30% | \$ 75,319 | 5% | \$ 12,553 | 15% | \$ 37,659 |
| 353614 | Biosolids Operations | 191,416 | 0% | - | 0% | - | 45% | 86,137 | 40% | 76,566 | 0% | - | 15% | 28,712 |
| 353616 | Laboratory | 177,918 | 5% | 8,896 | 0% | - | 30% | 53,375 | 23% | 40,921 | 20% | 35,584 | 22% | 39,142 |
| 353617 | Phosphorus Removal | 86,511 | 0% | - | 0% | - | 0% | - | 0% | - | 0% | - | 100% | 86,511 |
| 353618 | Collection System Cleaning | 82,577 | 5% | 4,129 | 50% | 41,289 | 20% | 16,515 | 25% | 20,844 | 0% | - | 0% | - |
| 353619 | Collection System Televising | 65,950 | 26% | 17,150 | 74% | 48,810 | 0% | - | 0% | - | 0% | - | 0% | - |
| 353620 | Collection System Maintenance | 644,319 | 15% | 96,648 | 75% | 483,239 | 5% | 32,216 | 5% | 32,216 | 0% | - | 0% | - |
| 353621 | Lift Station Operations | 154,731 | 10% | 15,473 | 90% | 139,258 | 0% | - | 0% | - | 0% | - | 0% | - |
| 353633 | Plant Treatment Equipment | 171,870 | 5% | 8,594 | 15% | 25,781 | 45% | 77,342 | 25% | 42,968 | 5% | 8,594 | 5% | 8,594 |
| 353638 | Buildings and Grounds Maintenance | 104,868 | 21% | 22,022 | 14% | 14,682 | 40% | 41,947 | 25% | 26,217 | 0% | - | 0% | - |
| 353660 | Administration and General Expense | 553,961 | 50% | 276,981 | 17% | 94,173 | 22% | 121,871 | 7% | 38,777 | 2% | 11,079 | 2% | 11,079 |
| Total | | \$2,485,194 | 18.1% | \$ 449,892 | 34.6% | \$ 859,785 | 21.8% | \$ 542,382 | 14.2% | \$ 353,628 | 2.7% | \$ 67,809 | 8.5% | \$ 211,698 |

Spreadsheet tool.

Review impact of proposed rates on customers.

An assessment of the impact of proposed rates on the customers in the Village of Weston will be included to determine the impact of any changes in the proposed rates. We will compare current and proposed typical costs for the average customer and significant industrial customers. We can also compare the rates to similar size communities in the area.



Provide recommendations and guidance for lateral replacement insurance program.

The sewer use ordinance will include language for the lateral replacement insurance program. We will provide the Village with guidance and options for establishing the lateral replacement insurance program. Resources including the Water Environment Federation Private Property Virtual Library will be utilized to develop the necessary language.

Provide guidance and recommendations for the intergovernmental agreement between the Village of Weston and the City of Schofield.

Our services in this area commonly support a team of individuals including municipal staff, and attorney all working toward the goal of achieving the necessary boundary agreements. We will review the Weston sewer service area served by the City of Schofield sewer system. The Village's long-term interest in being able to discharge to the City of Schofield sewer system should be protected in the intergovernmental agreement. Other considerations for the intergovernmental agreement could include replacement and maintenance responsibilities of the City of Schofield sewer system that serves the village of Weston, and agreed upon language regarding prohibited discharges, permitting, monitoring and sampling, and sewer charges.

Provide a summary letter, draft sewer use ordinance, sewer rate schedule recommendations for the Village's review.

We will provide a summary letter along with the draft sewer use ordinance and a defensible rate schedule based on the cost-of-service projected for fiscal year 2017. The summary letter will document the assumptions and basis for the sewer use ordinance and proposed rates. We will submit the draft letter, ordinance, and rates to the Village for review and comment. The final letter with the recommended ordinance and recommended rates will incorporate the Village's comments.

Present sewer use ordinance and rate schedule recommendations to the Village Public and Infrastructure Committee.

We will also attend a public meeting with the Village Property and Infrastructure Committee and present the findings and recommendations.



Project Team

Project Team’s Experience Yields an Implementable and Well-Received Sewer Use Ordinance and Rate Update

Our proposed project team has a wealth of experience with all aspects of sewer use ordinances, sewer rates, intergovernmental agreements, and implementation. The following organization chart identifies the roles of our project team members and is followed by the specific experience of our team with regard to the Village’s project.



Project Manager

Philip B. Severson, P.E., is an engineer and project manager in our wastewater group. Phil will prepare the draft sewer use ordinance language and perform rate review data analyses, prepare revenue forecasts, review existing agreements; develop rate structure and rate impact projections; and perform other key tasks for the sewer use ordinance update and sewer rate study.

During his time at our firm, Phil has worked on dozens of sewer and wastewater projects, and has developed an expertise in sewer use ordinances and user charge system development. As such, he is routinely involved in developing billing parameters, unit charges, and related data analyses required to create equitable user rates. Phil completed a sewer use ordinance update for the Village of Brooklyn, Wisconsin, and has also reviewed sewer use ordinances for industrial discharges for the City of Lancaster and Village of Waunakee, Wisconsin. His recent similar projects include rate reviews for Marshfield, Dodgeville, Bristol, Brooklyn, Chippewa Falls, Waunakee, and Lancaster, Wisconsin, as well as for the Fox River Water Reclamation District (FRWRD) and City of Elgin, Illinois. The rate reviews for FRWRD and City of Elgin also included reviews of existing intergovernmental agreements and user charge requirements.

Phil’s considerable knowledge and experience in project financing, cost sharing, and user cost impacts will provide an invaluable resource for a sewer rate structure that treats customers fairly. His experience includes development of user charge systems for more than 15 projects, and many of those communities have significant contributions from industries, institutions, medical facilities, universities, governmental users, and other special entities with high strength discharges.



Phil has developed rate reviews for more than 15 projects.



Quality Control Engineer

Kevin Hopkins, P.E., Senior Associate, will provide technical guidance and quality control review for the Villages’ sewer use ordinance update and rate study. Kevin has 27 years of WWTP experience, all with our firm. He has managed treatment feasibility studies, facilities planning, design, and construction projects ranging from small planning efforts to complex design projects, and construction projects ranging from a few thousand dollars to more than \$33 million. Kevin is familiar with the Village’s collection system through facilities planning for RMMSD and is familiar with RMMSD’s sewer use ordinance. Kevin’s experience and understanding of RMMSD will aid in developing a consistent sewer use ordinance for the Village. Kevin has been the project manager and worked with communities to address collection system and wastewater issues from industrial discharges.

As project manager, Kevin designed the Lake Mills WWTP to serve the City of Lake Mills, including its industries and the former Rock Lake Sanitary District. Major industrial contributors include a cheese processing plant, snack food plant, brewery, and several electronic plants. For Lake Mills, Kevin has managed several user charge system updates, connection fee reviews, and assisted with industrial discharge issues.

Kevin was the Project Manager and Lead Process Engineer for facilities planning, design, and construction of the Village of New Glarus’s upgraded WWTP facilities. New Glarus receives significant flows and loads from tourism, food processors, and a brewery. Kevin also provided sewer use ordinance review and rate review for the Village.



Kevin extensive experience with user charge system updates, connection fee reviews, and industrial discharge issues will yield valuable quality control review.

Intergovernmental Agreement Advisor

Troy W. Stinson, P.E., is a Senior Associate with 24 years of wastewater engineering experience. Troy’s projects include planning, design, and construction-phase services, including both biological and chemical phosphorus and nitrogen removal systems for wastewater treatment. His specific areas of expertise include biological treatment systems, aeration systems, biosolids digestion and handling systems, wastewater treatment odor control, and computer modeling for process analysis, control, and design. His projects have required permit assistance, industrial pretreatment and local limits evaluations, industrial agreement assistance, intergovernmental agreement assistance, user charge system preparation, and pumping station and collection system review and evaluation.

Troy commonly supports our clients with intergovernmental and industrial agreement review assistance. He assisted the City of Sandwich, Illinois, with its industrial pretreatment program, including permitting issues, site inspections, and source control, and is currently working on an update to the sewer use ordinance local limits. Additional industrial treatment experience includes evaluating the impact of high strength industrial wastes on the Dixon, Illinois, wastewater plant. Troy assisted with the development and negotiations of an agreement between the City of Dixon and the largest industry to continue to provide wastewater treatment. As Project Manager for the Sterling/Rock Falls Regional Plant, Illinois, regionalization study, Troy assisted the cities of Sterling and Rock Falls in developing alternatives for providing sewer service to both communities.



Troy understands the issues associated with intergovernmental agreements.

Industrial Monitoring and Pretreatment Advisor

Tina M. Sebold, P.E., P.H., received her B.S. in Civil and Environmental Engineering from the UW-Platteville in 1990, and her M.S. in Civil and Environmental Engineering from the UW-Madison in 1997 while working at our firm. Tina has 26 years of experience with a wide variety of projects, including municipal and industrial wastewater; industrial pretreatment programs; and local limits. Tina served as the Process Team Lead Design Engineer for the Dubuque Water Pollution Control Plant Improvement project in Iowa. She also served as Design Engineer for the New Glarus WWTP Improvements and Fond du Lac WWTP projects in Wisconsin; the Mount Morris



Tina has routinely assisted clients with pretreatment program and industrial discharge issues during her 26-year tenure with our firm.



WWTP Improvements and Santa Fe Water Reclamation Facility projects in Illinois; and multiple projects for other long-term clients. Tina has served as the Lead Engineer or Quality Control Engineer on many pretreatment program projects, including projects in Fond du Lac and Brookfield, Wisconsin; Jeffersonville, Indiana; for the Louisville Metropolitan Sewerage District, Kentucky; and the Kankakee River Metropolitan Agency, Illinois, and routinely assists our clients with pretreatment program and industrial discharge issues.

Lateral Replacement Insurance Advisor

Andrew L. Craven, P.E., has more than 29 years of wastewater conveyance and treatment system evaluation and improvement experience. His expertise is in the area of CMOM, collection system analysis, sanitary sewer evaluation survey (SSES) investigation, collection system planning, collection system modeling, and wastewater conveyance technology.

Professionally, Andrew serves on the Water Environment Federations Collection System Committee, specifically on the Private Property Virtual Library Subcommittee. This subcommittee leads the effort to compile information pertaining to municipal private infiltration and inflow (I/I) and make it available to users via a web-based platform. Andrew also currently serves as the Past Chair of the Wisconsin Section Collection System Committee. This committee is responsible for organizing two collection system seminars annually. He is a registered professional engineer in Illinois, Wisconsin, Iowa, Indiana, Ohio, and West Virginia.

Andrew is currently the Project Manager or Quality Control Engineer for several ongoing sewer evaluations, including projects in Davenport, Iowa, and Fond du Lac, Wisconsin. He has served as Lead Project Engineer, Project Manager, or Quality Control Engineer on several other collection system planning, I/I analyses, sewer system evaluation surveys, and sewer system rehabilitation projects throughout the Midwest, including projects for the North Shore Sanitary District and Lake Bluff, Illinois; Davenport, Iowa; and Manitowoc, Janesville, Fond du Lac, Madison, Kenosha, Darlington, Merrill, Port Washington, Lake Mills, Sturgeon Bay, and Marshfield, Wisconsin; to name a few.



Andy has been actively involved in nearly all of our Wisconsin sewer system assessment projects.



Resumes

Project Manager

Philip B. Severson, P.E.

Quality Control Engineer

Kevin Hopkins, P.E.

Intergovernmental Agreement Advisor

Troy W. Stinson, P.E.

Industrial Monitoring and Pretreatment Advisor

Tina M. Sebold, P.E., P.H.

Lateral Replacement Insurance Advisor

Andrew L. Craven, P.E.

Philip B. Severson, P.E.



AREAS OF EXPERTISE

- Wastewater Treatment Planning, Design and Construction
- User Rate Development
- Financial Assistance

PROFESSIONAL EXPERIENCE

Wastewater User Rate Development experience includes the City of Marshfield, Wisconsin, annual review since 2009, City of Lancaster, Wisconsin, City of Whitewater, Village of Brooklyn, Wisconsin, City of Chippewa Falls, Wisconsin, City of Dodgeville, Wisconsin, Wisconsin, Village of Waunakee, Wisconsin, City of Dixon, Illinois, City of Elgin, Illinois, and Fox River Water Reclamation District, Illinois.

Financial Assistance experience include Illinois Clean Energy grants, Illinois Department of Commerce and Economic Opportunity grants, Wisconsin Focus on Energy grants, and state revolving fund programs in Wisconsin, Illinois, and Iowa.

Facilities Planning experience includes process evaluations, flow and loading projections, stringent nutrient limits, alternative analysis, and fiscal impact analysis.

Wastewater Treatment Design experience includes 45 mgd influent screening and submersible pumping station design for the North Slope WWTP in Moline, Illinois, cogeneration system design of the biogas microturbines and heat recovery system at the Dubuque, Iowa, Water and Resource Recover Center, hauled waste receiving station design for codigestion of high strength dairy waste in the Fond du Lac, Wisconsin, Water Pollution Control Facility anaerobic digester.

Construction experience includes observation for the \$5 million Fontana-Walworth Water Pollution Control Commission expansion project, construction administration project manager for the \$0.7 million Lancaster improvements project, Wisconsin, and

construction administration services for Dubuque, Iowa.

PROFESSIONAL AFFILIATIONS

- Water Environment Federation/Central States Water Environment Association

YEARS OF EXPERIENCE

7

YEARS WITH FIRM

7

EDUCATION

B.S. Civil/Environment Engineering – University of Wisconsin-Madison, 2009

REGISTRATION

Professional Engineer in Wisconsin

Kevin K. Hopkins, P.E.



AREAS OF EXPERTISE

- Municipal and Industrial Wastewater Treatment
- Municipal Wastewater User Charge Systems
- Construction Observation
- Hazardous Waste Site Investigations/Remediation
- Water Treatment

PROFESSIONAL EXPERIENCE

Municipal Wastewater experience includes facility planning, design, construction observation, and operation and maintenance manual preparation for several wastewater treatment facilities. Experience includes preliminary treatment, biological treatment, nutrient removal, sedimentation, filtration, disinfection, chemical feed systems, anaerobic digestion, thickening, and dewatering facilities for new and upgraded wastewater treatment facilities. Experience includes developing numerous municipal user charge systems for wastewater treatment.

Solids Management experience includes design and operation of temperature-phased anaerobic digestion and mesophilic anaerobic digestion, and design of silo-shaped anaerobic digesters.

Wastewater Conveyance experience includes sewer system evaluation survey (SSES) of communities in Wisconsin and Illinois, including infiltration and inflow (I/I) analysis, sanitary sewer smoke testing, nighttime flow metering, inline flow metering, data analysis, and preparation of probable cost opinions for sewer system upgrade, preparation of plans and specifications for sewer system rehabilitation, and construction observation and general observation of sewer rehabilitation.

Water Treatment experience includes design and construction-phase management of treatment processes for surface water and groundwater treatment plants. Experience includes chemical treatment with rapid mix, flocculation, and sedimentation, gravity and filtration, pressure filters, membrane filtration, and sedimentation sludge handling and storage.

Industrial Wastewater experience includes analysis of existing systems, preparation of preliminary design reports for system improvements, and preparation of operation and maintenance manuals for cheese, whey, and vegetable processing industries. Examples of treatment systems evaluated include spray irrigation of wastewater and collection of silage stack leachate for treatment and storage.

Hazardous Waste Management experience includes coordination of soil, bedrock, and groundwater contamination investigations; evaluation of treatment alternatives for a petroleum contaminated site; and coordination of construction and operation of a soil and groundwater remediation system.

PROFESSIONAL AFFILIATIONS

- Water Environment Federation
- Central States Water Environment Association
- Wisconsin Wastewater Operators Association

YEARS OF EXPERIENCE

27

YEARS WITH FIRM

27

EDUCATION

M.S. Civil/Environmental Engineering – Michigan Technological University, Houghton, 1989

B.S. Environmental Engineering – Michigan Technological University, Houghton, 1987

REGISTRATION

Professional Engineer in West Virginia and Wisconsin

Troy W. Stinson, P.E.

Senior Associate

AREAS OF EXPERTISE

- Wastewater Treatment Unit Processes
- Biological and Chemical Nutrient Removal
- Biosolids Digestion and Handling Systems
- Water Quality Evaluation and Research
- Odor Control
- Solid and Hazardous Waste Management/Industrial Pretreatment

PROFESSIONAL EXPERIENCE

CSO/SSO Systems experience includes project management, quality control review, peak excess flow treatment, and blending. Troy's project management CSO/SSO/peak excess flow-related projects include:

- City of Joliet, Illinois
- Glenbard Wastewater Authority – Glen Ellyn, Illinois
- City of Dixon – Dixon, Illinois
- Wheaton Sanitary District – Wheaton, Illinois
- Fox River Water Reclamation District – Elgin, Illinois

Municipal Wastewater Treatment experience includes planning, design, and construction phase services on wastewater treatment facilities including both biological and chemical phosphorus and nitrogen removal systems for wastewater treatment. Specific areas of expertise include biological treatment systems, aeration system design, biosolids digestion and handling systems, and wastewater treatment odor control, computer modeling for process analysis, control, and design; phosphorus and ammonia regulations, patents, alternative limit requests, and evaluating the feasibility of nutrient removal alternatives. Experience in permit assistance, industrial pretreatment and local limits evaluation, user charge system preparation, and pumping station and collection system review and evaluation. Experience with sludge management, regulations, and evaluating the feasibility of sludge management alternatives. Experience also includes training operators at new treatment facilities.

Water Quality Evaluation and Research

experience includes water quality modeling and advanced statistical analysis to identify potential sources and determine factors affecting the concentration of contaminants detected in surface waters. This experience includes development, management, quality assurance and control of an intense data collection program targeting spatial and temporal patterns of variability. Experience also includes flow and data collection techniques used to detect contaminants in water, sediment, and biota. Projects include assistance with TMDLs, including sampling/data collection program, QAPP preparation, and stakeholder involvement.

PUBLICATIONS AND PRESENTATIONS (Partial Listing)

- Dynamic Utility-Consultant Collaboration Transforms Non-Compliance Concerns into Comprehensive Master Plan for the City of Moline, Illinois, Presented at WATERCON Total Water Conference 2015, Springfield, Illinois.
- Combined Sewer Overflow Long Term Control Plan, City of Joliet, August 2009.
- Lombard Combined Sewage Treatment Facility Public Information Meeting, Village of Lombard, August 2007.
- Stinson, T.W., "Taking the Mystery Out of Troubleshooting and Enhanced BPR System", Illinois Water Environment Association, 28th Annual Conference, March 2007.

YEARS OF EXPERIENCE

24

YEARS WITH FIRM

23

EDUCATION

M.S. Civil/Environmental Engineering – University of Illinois, Champaign, 1992

B.S. Civil/Environmental Engineering – University of Illinois, Champaign, 1991

REGISTRATION

Professional Engineer in Wisconsin and Illinois

Troy W. Stinson, P.E.

Senior Associate



PROFESSIONAL AFFILIATIONS

- Illinois Association of Wastewater Agencies
- Illinois Water Environment Association
- Water Environment Federation/Central States Water Environment Association
- Wisconsin Wastewater Operator's Association
- WEF Ten States Standards Review Committee

Tina M. Sebold, P.E., P.H.

Senior Associate

AREAS OF EXPERTISE

- Municipal and Industrial Wastewater Treatment Design
- Local Limits Development and Evaluation
- Water Quality Evaluation
- Contaminated Site Investigation/Remediation
- Industrial Pretreatment Programs
- Environmental Site Assessment

PROFESSIONAL EXPERIENCE

Municipal Wastewater experience includes planning, design, and construction of new facilities and facility improvements. Design experience includes biological, physical, and chemical treatment, biological and chemical nutrient removal, disinfection, biogas conditioning, energy recovery, and excess flow facilities for plants up to 40 mgd capacity. Additional experience includes development and evaluation of industrial pretreatment programs and local limits, discharge permit assistance, and preparation of operation and maintenance manuals.

Industrial Pretreatment experience includes industrial user surveys; industry inspections; development of pretreatment program documents, including application to discharge, fact sheets, enforcement response plans, discharge permits, related SUO language; development of local limits; preparation of program handbooks; permit renewal reviews; industry program compliance reviews; and program evaluation and update reviews. Varying levels of assistance provided to Brookfield, Janesville, Fond du Lac, Oshkosh, Appleton, Shawano, New Glarus, Stoughton, and Lake Mills, Wisconsin; Sandwich, Illinois; and Parkersburg Utility Board, West Virginia. Served as Quality Control reviewer for KRMA, Kankakee, Illinois; Louisville MSD, Kentucky; Lockport, Illinois and Jeffersonville, Indiana.

Industrial Wastewater experience includes design of conveyance systems, pumping stations, and soil absorption systems; site monitoring, reporting, and permit application assistance; plan reviews; hazardous waste treatment and storage licensing assistance; and preparing operations and maintenance manuals.

Contaminated Site experience includes property transfer site assessments (Phase 1 and 2 ESAs); determination of the extent of contamination; feasibility of alternatives evaluation for remediation of contaminated soil, sediment, and groundwater; permitting; remedial system design; bidding and construction observation services; plans and specifications for contaminated materials management during construction on municipal utility and transportation projects and Brownfield redevelopment study for a superfund site.

PRESENTATIONS

Partial Listing

- Attention to Industrial Discharge Provides WWTP with Vulnerability Protection and Documentation, presented at the Wisconsin Wastewater Operators Association Southern District Meeting, August 2008
- Early Steps Toward Meeting Lower Phosphorus Effluent Limits, presented at the CSWEA Pretreatment Seminar, August 2013
- Low Level Phosphorus Removal, presented at the WWOA North Central Region Meeting, September 2013
- Simple, Early Steps Toward Meeting Lower Phosphorus Effluent Limits, presented at the Wisconsin Wastewater Operator's Association Annual Conference, October 2013

YEARS OF EXPERIENCE

26

YEARS WITH FIRM

26

EDUCATION

M.S. Civil/Environmental Engineering – University of Wisconsin-Madison, 1997

B.S. Civil/Environmental Engineering – University of Wisconsin-Platteville, 1990

REGISTRATION

Professional Engineer in Wisconsin and Alabama

Professional Hydrologist in Wisconsin

Tina M. Sebold, P.E., P.H.

Senior Associate



PROFESSIONAL AFFILIATIONS

- Water Environment Federation
- Central States Water Environment Association
- Wisconsin Wastewater Operations Association

CONTINUING EDUCATION

- University of Wisconsin-Extension
 - OSHA 40-hour Health and Safety Training, December 1990
 - OSHA 8-hour Managers Training, February 1991
- OSHA 8-hour Refresher Training, current

Andrew L. Craven, P.E.

AREAS OF EXPERTISE

- Wet Weather Collection System Engineering
- Industrial Water System Evaluations
- Analysis of Municipal Conveyance Systems
- Analysis of Groundwater Contamination
- Utility System Mapping
- Collection System Rehabilitation

PROFESSIONAL EXPERIENCE

Consulting experience in analyses of water and wastewater conveyance systems; rehabilitation of collection systems, including sewer rehabilitation using trenchless technologies such as cured-in-place piping (CIPP); municipal and industrial water/wastewater treatment; industrial water system evaluations; design of chemical feed systems; municipal wastewater permit evaluations; design of groundwater treatment systems; site assessments; and corporate OSHA safety audits.

Municipal Wastewater experience includes I/I, SSES investigations, CSO/SSO system evaluations, Long-Term Control Plan (LTCP) development for municipal sewer systems, design of new treatment facilities, expansion, and modification of existing treatment facilities, startup/operator training for new facilities, construction observation services, evaluation of discharge permits for impact on existing facilities, and facilities planning services. Experience also includes analysis and computer modeling of wastewater conveyance systems using SWMM, Hydrographics, and other software; water quality evaluations, and industrial pretreatment program analyses.

Served as Project Manager or Lead Project Engineer on several I/I analyses, sewer system evaluation surveys, and sewer system rehabilitation projects; including projects for:

- Janesville, Wisconsin
- North Shore Water Reclamation District, Illinois
- Fond du Lac, Wisconsin
- Parkersburg, West Virginia
- Madison, Wisconsin
- Lake Bluff, Illinois
- Kenosha, Wisconsin
- Kokomo, Indiana
- Darlington, Wisconsin

- Lake Mills, Wisconsin
- University of Wisconsin-Madison
- Marshfield, Wisconsin
- Madison Metropolitan Sewerage District
- Delafield-Hartland Water Pollution Control Commission
- Lindenhurst, Illinois
- Merrill, Wisconsin
- Garrett, Indiana
- Port Washington, Wisconsin
- Moline, Illinois
- Dubuque, Iowa
- Davenport, Iowa
- Aurora, Illinois
- Manitowoc, Wisconsin

Municipal Water experience includes computer model of water distribution system improvements, design of water distribution system improvements, and design of chemical treatment facilities.

Mapping experience includes the development and use of electronic utility mapping, including sanitary sewer, storm sewer, and water main. Projects included the development of new utility maps, the enhancement of existing utility maps, and the use and enhancement of GIS systems to facilitate project-related goals. Specific project experience includes the following:

- **Darlington, Wisconsin** – Developed new storm sewer mapping for use on their SSES project. The project included the upgrade of the existing sanitary sewer mapping, including overseeing conversion to a common electronic platform with other utility mapping. Subsequent mapping services were provided that included development of aerial photography layers for use by City staff.

YEARS OF EXPERIENCE

29

YEARS WITH FIRM

29

EDUCATION

M.S. Civil and Environmental Engineering – University of Wisconsin-Madison, 1987

B.S. Environmental Engineering – University of Wisconsin-Platteville, 1984

REGISTRATION

Professional Engineer in Wisconsin, Illinois, Iowa, Ohio, and West Virginia

Andrew L. Craven, P.E.



- **Fond du Lac, Wisconsin** – Utilized existing City mapping to develop project-specific field mapping for use in SSES activities. Data generated in the field was collected on hand-held GPS units. Utility attributes were downloaded to spreadsheet and database files for project use as well as subsequent use by City staff following completion of SSES project.
- **Port Washington, Wisconsin** – Used existing City mapping to generate project-related mapping used in sanitary sewer evaluations.
- **Janesville, Wisconsin** – Utilized existing City mapping to generate project-related mapping used in sanitary sewer evaluations.
- **Kokomo, Indiana** – Used a GIS system to develop a computer model of existing collection system.

Industrial Water experience includes computer modeling of water distribution improvements, analyses of industrial water supply systems, with emphasis on potable water protection, and design of radium removal facilities.

Industrial Wastewater experience includes design of chemical treatment facilities.

Hazardous Waste experience includes property evaluations of potential hazardous waste contamination, and design of groundwater extraction and treatment systems, including construction observation of remediation system installation.

PRESENTATIONS

- Technical Papers include collection system presentations at Central States Water Environmental Association annual meetings, Wisconsin Wastewater Operators Association annual meetings, the Iowa Water Environment Associations Annual Collection System Seminar, and the Water Environment Federation annual meetings.

PROFESSIONAL AFFILIATIONS

- Water Environment Federation
- Central States Water Environment Association (Member-Collection System Committee)
- Wet Weather Partnership
- American Consulting Engineering Council of Wisconsin
- Wisconsin Wastewater Operators Association
- Iowa Water Environment Association (Member – Collection System Committee)
- National Association of Sewer Service Companies



Project Experience and References

Technical and Financial Expertise Delivers Quality Sewer Use Ordinance and Meets Village’s Long-Term Needs

We have always considered sewer use ordinance assistance and development of rates and fees as an integral, value-added component of our technical engineering services. We often assist clients with sewer use ordinances and considerations for new industrial users. In addition, we have assisted with conflict resolution in cases where utilities and major customers have had industrial discharge issues and rate disputes.

Our engineers become knowledgeable in developing rates early in their careers and, as a result, we approach our clients’ projects with a comprehensive understanding and sensitivity to how rates and fees may be impacted. Because of our extensive experience in this area, we are thoroughly familiar with the various methods for allocating costs and developing rates for service. We have developed “cash basis” systems to meet annual costs, as well as comprehensive “utility basis” systems designed to meet utility account expenses (e.g., O&M, debt services, replacement fund).

Below we have included several relevant project summaries that demonstrate our experience in these areas.

Sewer Use Ordinance Update and Surcharge Rate Review – Village of Brooklyn, WI

We have been the Village Engineer for Brooklyn since 1998. In 2014, Phil Severson provided revisions for Brooklyn’s sewer use ordinance. Brooklyn’s revised ordinance added language for definitions, grease interceptors, discharge prohibitions and limitation, industrial monitoring and sampling, surcharge rates, and other provisions to address a planned future industrial development. In addition, the revised sewer use ordinance incorporated the Brooklyn’s new formatting and codification standards. For the planned industrial development, we also developed surcharge rates for BOD, TSS, TKN, and total phosphorus for wastes discharged above domestic strength.

Expertise in wastewater treatment, collection systems, and local limits enables us to provide a comprehensive sewer use ordinance.

Reference:
Mark Langer, DPW
(608) 455-1842

Sewer Use Ordinance, Intergovernmental Agreement Development, and Private I/I – City of Fond du Lac, WI

We have served the Fond du Lac Regional Water Pollution Control Plant (WPCP) continuously since 1991. We completed facilities planning and subsequently provided design and construction-phase services for a major upgrade, including new preliminary and secondary treatment facilities, anaerobic digestion facilities, final clarifiers, and multipoint chemical phosphorus removal. This \$63 million project was completed in 2009.

Reference:
Jeremy Cramer
Wastewater
Operations Manager
(920) 322-3662

The City of Fond du Lac WPCP also serves 13 sanitary districts, five townships, and one village. We assisted the development of the current sewer use ordinance and assisted the intergovernmental agreements. We developed an operations manual for the City’s Industrial Pretreatment Program and updated the entire pretreatment monitoring program for the WPCP service area. There are dozens of manufacturing industries in the service area, including food production, metal finishing, hazardous waste facilities, and heavy manufacturing.

We completed a SSES that included flow monitoring, manhole inspections, computer modeling, and, ultimately, the development of a long-term collection system plan, which included both short- and long-term system improvement projects.



Field crew performing manhole assessment.



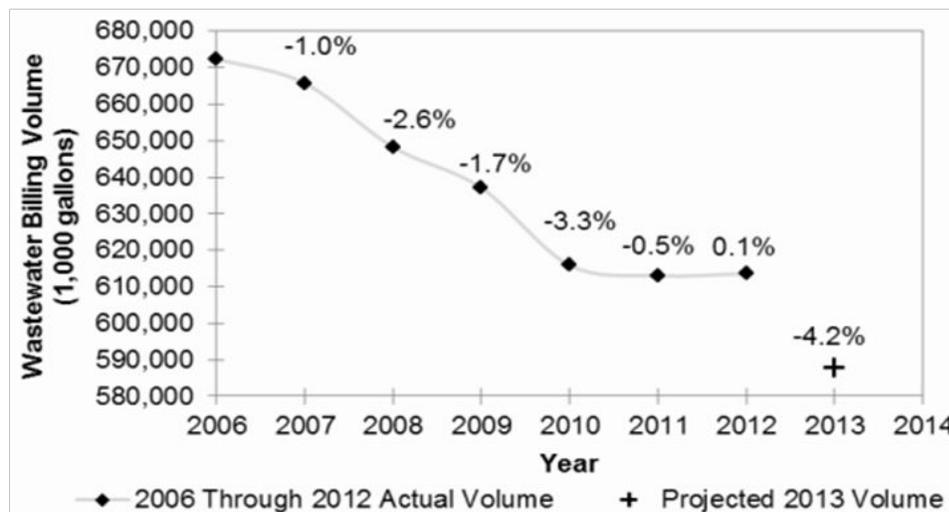
In addition to the SSES, a Private Property I/I Identification and Removal report summarizing various community programs for I/I identification and removal from private properties was developed. The report summarizes the efforts of 58 public works agencies' efforts to reduce I/I from private property. Several communities have observed a measurable reduction in I/I since the programs have been implemented. The report also summarizes the use and success of various financing options.

Annual Rate Reviews – City of Marshfield, WI

We have been conducting annual rate reviews for the City of Marshfield since 2000. Phil Severson has completed these rate reviews for the past 6 years. The overall budget for this Utility is approximately \$5 million, and it services a connected population of approximately 20,000 with an average design flow of 7.9 million gallons per day (mgd).

Reference:
Sam Warp,
Superintendent
(715) 591-2022

A goal of the rate reviews has been the use of an accrued approach for the replacement fund and the development of an annual I/I contribution to continue to address collection system repairs. The annual rate review includes review of changes in water use, industrial surcharges, customers, hauled waste revenues, and revenue requirements to meet the debt coverage ratio.



Marshfield wastewater billing volume and forecasting.

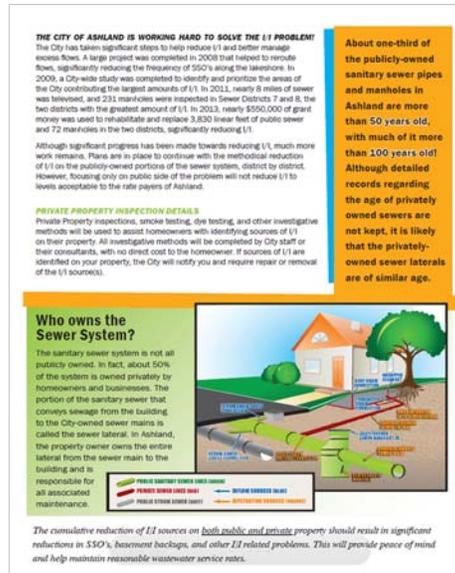
In recent years, water usage has decreased and the annual reviews of the projected billing volumes have adjusted rates to help the City maintain its coverage ratio requirement. Marshfield has a significant dairy industry customer that accounts for approximately 14 percent of revenues. Each year, we prepare a summary report for the City. We also present a summary letter of the recommended rates to the Board of Public Works.

Private Property I/I Program Development – City of Ashland, WI

The City of Ashland has historically experienced multiple, high level I/I events during wet weather that often lead to sanitary sewer overflows (SSOs) and basement backups. Notices of noncompliance were received on two occasions as a result of significant SSOs in the spring of 2013 and 2014. In an effort to reduce the level of I/I and subsequently reduce the SSOs and basement backups, the City has undertaken an aggressive multiyear I/I removal program on the publically-owned portions of the collection system.

Reference:
Dennis Clark, Public
Works Director
(715) 682-7180

To address I/I originating from private property, we were hired to guide the City in the development of a private property I/I program. Because of the complicated nature of private property I/I removal, it was determined that a pilot project would be completed in one sewer district before the program was implemented city-wide.



Public information documents informed the community of the I/I program.

Our services for the project included a review of applicable ordinances to confirm the City's authority to complete assessments on private property and subsequently require any corrections, development of public educational material and facilitate public informational meetings, and develop the necessary tools to implement the program. One tool included an online or call in scheduling system that residents can use to schedule an appointment for the required assessments. A second tool we developed for the City was a Private Property I/I Assessment Database. We worked with the City to identify the information to collect during each assessment and then developed a Microsoft Access Database that was used to capture, store, and analyze the large amount of data that was gathered. We also completed smoke testing to assist in the identification of private property defects that may not be found visually, such as broken or cracked laterals, foundation drains, and connected roof drains.

Industrial Monitoring, User Charge System Development, and Connection Charges – Stoughton Utilities, WI

We have worked with Stoughton Utilities on wastewater management matters since the early 1970s, and have provided rate-related services throughout most of that time period.

We assisted the Utility with setting up and implementing monitoring of major industrial customers, including food industry, transportation, synthetic materials, and excipient manufacturing, and manufacturing research and development, for billing purposes and to address discharge issues. Review of industrial pretreatment systems and discharge monitoring stations are also conducted for the Utility. We also assist the Utility with industrial facility site visits and reviews.

In 2001, we provided Stoughton Utilities with a Long-Range Strategic Plan that mapped out capital improvements that were required for the City to meet expansion needs and more restrictive discharge limits. Costs and methods of financing and identified improvements and replacements were summarized and an overall plan was developed for long-range strategic planning projects. The plan included a phased approach to coincide capital improvements with retirement of a major loan, which minimized rate impacts.

Reference:
Bob Kardasz,
Utilities Director
(608) 877-7423



Some of our more recent wastewater treatment plant capital projects include Biological Phosphorus Removal (BPR) modifications, Ultraviolet (UV) disinfection, hydraulic expansion, and digestion facilities. For each of these projects, we assisted the City with permitting, funding (primarily through the state revolving fund [SRF]), capital improvements program updates, and user charge system (UCS) updates. A spreadsheet tool was developed for Stoughton Utilities in the 1990s. The tool was updated and used for subsequent UCS updates following each SRF-funded project.



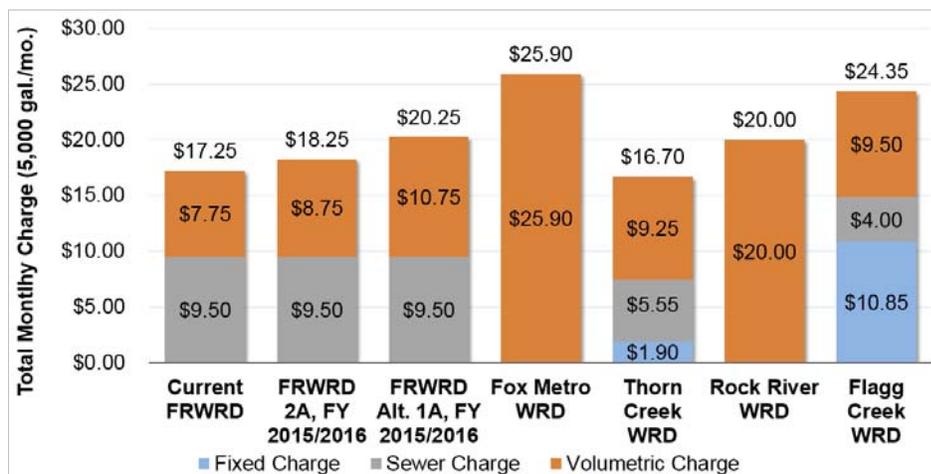
Existing tanks modified to provide biological phosphorus removal at Stoughton.

These UCS reviews were required by the funding agency and viewed as beneficial by Stoughton Utilities to be sure its customers were paying a fair charge for sewer service. The rate structure includes surcharges for users that discharge higher than domestic strength wastewater and these are routinely charged to three large industrial customers. Each of our UCS updates was accompanied by a report presenting the background, basis for changes, recommendations, and spreadsheet output in tables and graphs. The spreadsheet tool has been delivered to the finance director to make subsequent updates, as needed.

Financial Planning and Rate Study – Fox River Water Reclamation District (FRWRD), IL

In 2015, we provided a comprehensive financial planning and rate study for FRWRD’s three water reclamation facilities (WRFs), conveyance facilities, and water supply system. FRWRD serves approximately 180,000 customers throughout six communities— each with separate intergovernmental agreements – including the City of Elgin, City of South Elgin, Village of West Dundee (VWD), the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) Poplar Creek drainage basin, and an area served by Illinois American Water Company (ILAWC). The primary goal of the study was to determine funding needs and options for O&M of current and future requirements for all of FRWRD’s facilities for a 5-year planning period. Funding options were reviewed for more than \$100 million in planned capital improvement projects, including expanding treatment capacity, more stringent discharge limits, and other permit requirements, and recapitalization of aging infrastructure capital and replacement projects. FRWRD’s revenues from connection/service fees and investment income have declined since 2006. Revenues from user charges have been sufficient to cover O&M, however, FRWRD has not been able to fully contribute to its depreciation and equipment replacement fund.

Reference:
Bob Trueblood,
Executive Director
(847) 742-2068



FRWRD proposed rate comparisons to similar municipalities.



The intergovernmental agreements among FRWRD, MWRDGC, VWD, and ILAWC were reviewed so the proposed rates for FRWRD’s service area customers are consistent with the language and requirements of the agreements. The rate calculations included the wholesale revenues and repayments of debt service from MWRDGC and VWD. The ILAWC service area includes a surcharge on the volume charge to cover capital and replacement services.

Based on the planned capital improvements and replacement projects, FRWRD staff input, and the projected revenue requirements, we assessed the anticipated level of additional borrowing. The final report includes a comprehensive review of all funding options that FRWRD could reasonably be expected to use to pay for future projects. For example, general obligation or revenue bonds and state revolving fund loans are common options. Grants and loan principal forgiveness programs were also reviewed. A review of the impact of any proposed future borrowing on the revenue requirements to meet or exceed the required coverage ratio was also evaluated.

We developed an Excel spreadsheet specific to FRWRD’s rate structure to document existing and projected O&M costs, reserve fund contributions, long-term capital improvements, future debt obligations, and other financial information to establish revenue requirements, and develop rates. The spreadsheet model provided the ability to run various rate scenarios such as a level water billing volume (no growth) rate scenario.

Sewer User Ordinance and User Charge System Update – Dixon, IL

We completed design of a major wastewater treatment facility expansion to serve the growing needs of the City of Dixon, including two large dairy plants. The wastewater treatment plant was having difficulty meeting their National Pollution Discharge Elimination System (NPDES) permit limitations related to uncontrolled industrial discharges. We updated the sewer use ordinance and assisted the City with operating their industrial pretreatment program. In addition, we assisted City staff with conducting routine inspections of the significant industrial users, attend compliance enforcement meetings, draft notice of violation letters, review sampling data and interpret results, and perform other tasks as needed. In addition to revising the fixed customer charges and volume charges, we developed rates for industrial surcharges and hauled wastes. We assisted with the development and negotiations of an agreement between the City and the largest industry to continue to provide wastewater treatment. This agreement outlined provisions for capacity allocations, pollutant load limits, loading surcharge, debt service contribution, and O&M costs.

Reference:
Dan Mahan,
Superintendent
(815) 288-3383



Dixon Wastewater Treatment Facility.



Recent Local Limits Project Experience Demonstrates Relevant Expertise

Our significant pretreatment and local limits experience for sewer use ordinances are summarized in the table below.

| Client | Design Average Capacity of WWTP (mgd) | Number of Significant Industrial Users |
|---|---------------------------------------|--|
| Louisville, KY | 120, 30, 6, 4, 3.25 | 85 |
| Seymour, IN | 8.4 | 4 |
| Franklin, KY | 4.8 | 15 |
| Paintsville, KY | 1 | 1 |
| Paris, KY | 0.03 | 5± |
| Jeffersonville, IN | 5.2 | 10 |
| Appleton, WI | 12 | 10 |
| Fond du Lac, WI | 9.84 | 14 |
| Brookfield, WI | 12.5 | 12± |
| Lake Mills, WI | 1.1 | 5 |
| Chilton, WI | 1.2 | 4 |
| Sandwich, IL | 1.5 | 4 |
| Dixon, IL | 4.5 | 6 |
| Kankakee River Metropolitan Agency (KRMA), IL | 25 | 15± |
| Parkersburg, WV | 10.4 | 8 |
| Marietta, OH | 3.34 | 10 |

Representative Listing of Rate Studies

The following table provides adequate information to confirm our experience with rate studies. We involve our clients throughout the rate development process, we understand their goals, and strive to provide creative solutions to minimize the impact to our clients' customers.

| Representative Listing of Rate Studies (WTR = water; WW = wastewater) | |
|--|--|
| Algoma SD No. 1, WI (WTR) | Colfax PSD, WV (WW) |
| Appleton, WI (WW) | Darlington, WI (WW) |
| Bardstown, KY (WW) | Delafield-Heartland WPCC, WI (WW) |
| Barneveld, WI (WW) | DePere/Green Bay MSD, WI (WW) |
| Bayfield, WI (WW) | Dixon, IL (WW) |
| Beattyville, KY (WW) | Dodgeville, WI (WW) |
| Benham, KY (WW) | Dubuque, IA (WW) |
| Berlin, WI (WW) | Edgerton, WI (WW) |
| Bloomfield, KY (WTR & WW) | Elgin, IL (WTR, WW) |
| Boonesboro Water Association, KY (WTR) | Estill County Water District, KY (WTR) |
| Bohners Lake SD, WI (WW) | Fond du Lac, WI (WW) |
| Bristol, WI (WW) | Fontana, WI (WTR) |
| Brookfield, WI (WW) | Fontana-Walworth WPCC, WI (WW) |
| Brooklyn, WI (WW) | Fort Wayne, IN (WTR) |
| Carpentersville, IL (WW) | Fox River WRD (WTR and WW) |
| Chilton, WI (WW) | Galena, IL (WTR) |
| Cleveland, OH (WTR) | Glendale Heights, IL (WW) |
| Columbia, KY (WTR) | Horicon, WI (WW) |



| Representative Listing of Rate Studies (WTR = water; WW = wastewater) | |
|--|---|
| Hubbard SD, No. 2, WI (WW) | Oshkosh, WI (WW) |
| Janesville, WI (WW) | Owingsville, KY (WW) |
| Johnson Creek, WI (WW) | Paintsville, KY (WTR) |
| Joliet, IL (WW) | Perryville, KY (WW) |
| Kegonsa SD, WI (WW) | Platteville, WI (WTR & WW) |
| Lake Como SD, WI (WW) | Prairie du Chien, WI (WW) |
| Lake Mills, WI (WTR & WW) | Redgranite, WI (WW) |
| Lake Pewaukee SD – WI (WW) | Rib Mountain MSD, Wausau, WI (WW) |
| Lake Tomahawk SD, No. 1– WI (WW) | Rochelle, IL (WW) |
| Lancaster, WI (WW) | Sandwich, IL (WW) |
| Lemont, IL (WTR) | Shawano Lake S.D., WI (WW) |
| Lindenhurst, IL (WTR & WW) | South Wayne, WI (WW) |
| London Utility Commission, KY (WW) | Stanford, KY (WW) |
| Marshfield, WI (WW) | Stevens Point, WI (WTR & WW) |
| Merrill, WI (WW) | Parkersburg, WV (WW) |
| Millersburg, KY (WW) | Stoughton, WI (WW) |
| Milton, WI (WW) | Sun Prairie, WI (WW) |
| Monona, WI (WW) | Taylorsville, KY (WW) |
| McKinney Water District (WTR) | Verona, WI (WTR & WW) |
| Montello, WI (WW) | Volga, IA (WW) |
| Monticello, WI (WW) | Washburn, WI (WW) |
| Mount Horeb, WI (WW) | Waupun, WI (WW) |
| New Glarus, WI (WW) | Western Racine County SD, WI (WW) |
| Nortonville, KY (WW) | Winchester Municipal Utility, KY (WTR & WW) |
| Oakbrook Terrace, IL (WTR) | Wyeville, WI (WW) |
| Omro SD, WI (WW) | |



Project Schedule

Proposed Schedule Allows Timely Implementation of Sewer Use Ordinance and Rates

Our preliminary schedule is presented in the table below. Our schedule will allow for the sewer use ordinance and rates to be adopted and effective by January 1, 2017.

| Task | Month |
|---|-----------------------|
| Attend Project kickoff meeting and request information | August 2016 |
| Three additional meetings with Village staff | August/September 2016 |
| Review intergovernmental agreements | August 2016 |
| Provide sewer use ordinance language | August 2016 |
| Review current rate structure and addition of user classifications | August 2016 |
| Prepare rate structure and spreadsheet tool | September 2016 |
| Review rate impacts on customers | September 2016 |
| Make recommendations for lateral replacement insurance program | August 2016 |
| Make recommendations for the intergovernmental agreement with Schofield | September 2016 |
| Provide summary letter, draft ordinance, and rates | October 2016 |
| Present sewer use ordinance and rates to Village | October 2016 |



Project Cost

Proposed Fee Provides Exceptional Value

Services described in the *Project Understanding and Approach* will be performed for an estimated fee of \$29,600.

We have developed this cost based on our understanding of the project scope and the associated level of effort for each task. We are willing to meet to discuss scope and/or fee modifications, if the Village desires.

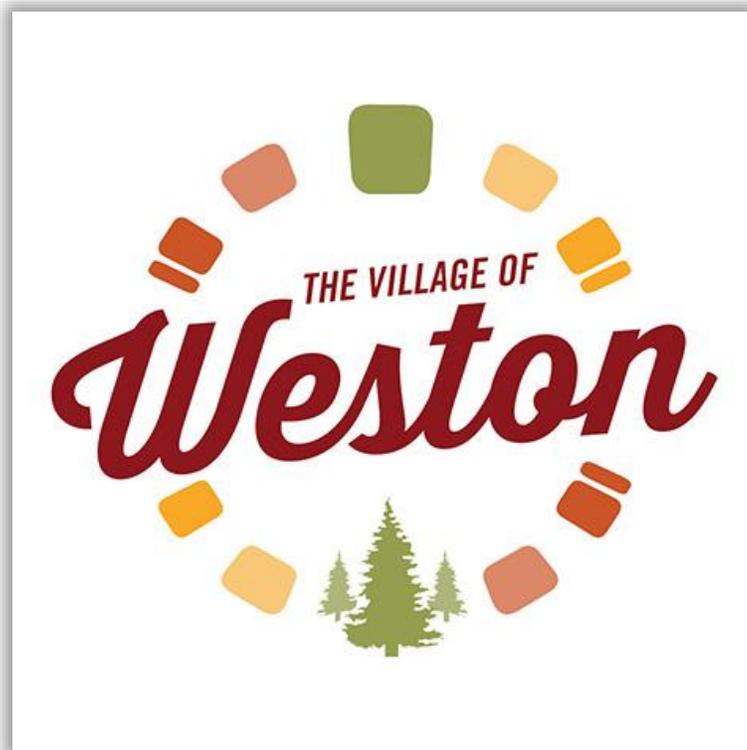
| Village of Weston Sewer Use Ordinance Update | | |
|---|-----------------|-----------------|
| Task | Estimated Hours | Estimated Fee |
| Project kickoff meeting and information request | 17 | \$ 2,500 |
| Three additional meetings with Village Staff | 30 | \$ 3,700 |
| Review intergovernmental agreements | 6 | \$ 900 |
| Provide sewer use ordinance language | 46 | \$ 6,200 |
| Review current rate structure and addition of user classifications | 7 | \$ 900 |
| Prepare rate structure and spreadsheet tool | 28 | \$ 3,600 |
| Review rate impacts on customers | 5 | \$ 700 |
| Make recommendations for lateral replacement insurance program | 22 | \$ 3,100 |
| Make recommendations for the intergovernmental agreement with Schofield | 22 | \$ 3,700 |
| Provide summary letter, draft ordinance, and rates | 19 | \$ 2,600 |
| Present sewer use ordinance and rates to Village | 14 | \$ 1,700 |
| Total | 216 | \$29,600 |

Proposal

for Consulting Services

Sewer Use Ordinance Update/Review User Charges

Village of Weston, Wisconsin



Presented to:

Robert J. Roth, PE

Agent for Village of Weston

Date: July 13, 2016

BECHER HOPPE
Engineers and Architects

330 N. 4th Street
Wausau, WI 54403-5417

Telephone: 715-845-8000

www.becherhoppe.com



330 N. 4th Street, Wausau, WI 54403-5417
Telephone: 715-845-8000 | www.becherhoppe.com

July 13, 2016

Robert J. Roth, PE
Agent for Village of Weston
5500 Schofield Ave
Weston, WI 54476

Subject: Proposal for Consulting Services for Sewer Use Ordinance Update/Review User Charges

Dear Mr. Roth:

Thank you for your invitation to submit our Proposal for the Village of Weston Sewer Use Ordinance Update/Review User Charges. Becher Hoppe fully appreciates the significant responsibility of municipal leaders to make the best decisions for project priorities and funding on behalf of their community. We feel it is important to convey that we enter relationships with our clients intending to be a long-term, trusted partner. We work to help achieve their goals with thoughtful planning for wise investments in infrastructure. We have built our 60+ years of business reputation by focusing on our client's success within their community.

The Village Weston will benefit by selecting Becher Hoppe because we provide them with a 'point' person to work on their behalf to coordinate our technical team and their diverse expertise. This allows the Village to access all of the best resources without having to navigate an entirely different system of support. I will coordinate the technical team of Ken Ligman, PE and Joe Gehin, Public Works Consultant, and additional members of the Becher Hoppe team as needed. Key team member resumes and relevant experience are included on the pages that follow.

Please contact me at 715-845-0418 (direct) or sopatik@becherhoppe.com for any questions or needs. Thank you for inviting us to compete for the Village of Weston's consulting service needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen M. Opatik". The signature is fluid and cursive, written over a white background.

Stephen M. Opatik, PE
Project Manager

Corporate Profile

Project Understanding and Approach

Qualifications & Experience

Schedule and Compensation

Insurance Information

References



Becher-Hoppe Associates, Inc. Corporate Profile

Membership

American Association of Airport Executives (AAAE)

American Council of Engineering Companies (ACEC)

American Public Works Association (APWA)

American Society of Civil Engineers (ASCE)

American Water Works Association (AWWA)

Association of State Dam Safety Officials (ASDSO)

Institute of Transportation Engineers (ITE)

International Right of Way Association (IRWA)

National Society of Professional Engineers (NSPE)

National Society of Professional Surveyors (NSPS)

Wisconsin Society of Land Surveyors (WSLS)

Awards

Engineering Excellence State Finalist Award (ACEC)

2014 – Wausau Downtown Airport SRE Building

2013 – Wausau Wastewater Treatment Plant

2012 – City of Wausau 400 Block

Excellence in Airport Construction Engineering (WisDOT Bureau of Aeronautics)

2014 – Price County Airport

2013 – Merrill Municipal Airport

2012 – Crandon-Steve Conway Municipal Airport

Project of the Year Award (APWA) 2012 – City of Wausau 400 Block

Our Mission

To improve communities through survey and engineering excellence.

Becher Hoppe provides a wide spectrum of professional services to government, business, and individuals from our headquarters in Central Wisconsin. We provide planning, design, and construction services for civil engineering projects that involve agricultural, site development, airports, highways, bridges, roadways, trails, water & wastewater treatment systems, municipal utilities, stormwater management, dams, solid waste facilities, real estate appraisal & acquisition, mapping, land planning and land surveying. We have been serving our clients continuously since 1954.

Our Core Values

Service, Integrity, Excellence, Partnership

The Associates at Becher Hoppe are conscientious in assessing each client's project needs and then applying a balance among new technology, innovative solutions, and tried and tested methods to meet them. Our employee group is diverse in education, expertise, and experience. Employees that have construction review responsibilities also have substantial practical experience. We form a complete team to fulfill our client's desired outcomes.

Company Information

Firm Name: Becher-Hoppe Associates, Inc.

Type of Organization: Corporation

Corporate Structure: Randal W. Van Natta, PE, President/Treasurer
Archie C. Becher, PE, Vice President/Secretary

Address: 330 N. 4th Street
Wausau, WI 54403-5417

Phone Number: 715-845-8000

Website: www.becherhoppe.com

Proposal Contact: Stephen M. Opatik, PE
Project Manager
715-845-0418
sopatik@becherhoppe.com

We have prepared a proposal to directly respond to the Request for Proposal requirements we received on June 20, 2016. Standard boiler plate sewer use ordinance language is readily available from State and Federal grant/loan funding agencies. What differs from community to community is how the ordinance specifically addresses sewer lateral ownership / maintenance / replacement, how to identify and rehabilitate infrequent sources of clearwater, how to identify and control sources of FOG, how to identify and control industrial wastewater discharges that impact wastewater collection and treatment systems and an equitable user charge system. Becher Hoppe's existing exposure and experience with the Village of Weston, City of Schofield, Village of Rothschild, City of Wausau and RMMSD sewer systems, treatment facilities, industrial customers and billing practices provide us with detailed knowledge that will be invaluable to Village of Weston in updating the Sewer Use Ordinance/Review User Charges.

We have recently assisted several communities in the preparation of their Capacity, Maintenance, Operation and Maintenance Programs. As a part of this work, we contacted communities who recently updated their ordinances and have a good insight into new and improved ordinance language.

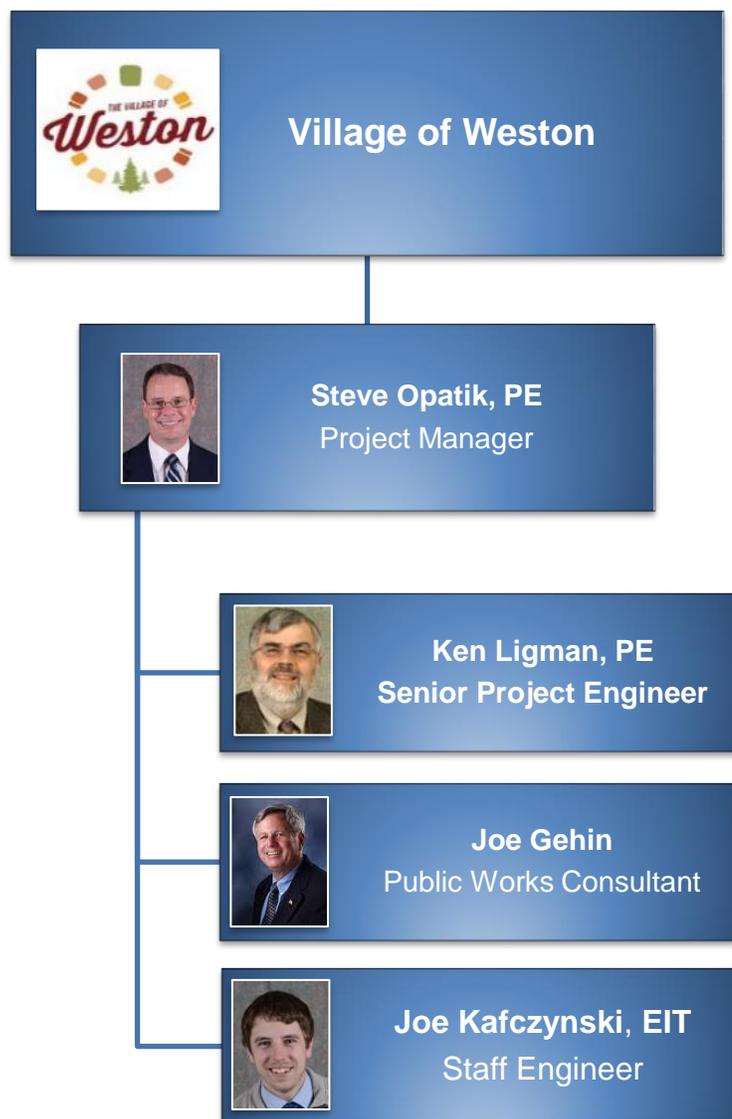
Our general approach to revising the Village's sewer ordinance and rate structure includes consideration of the following:

1. Review language of existing ordinance with Village Staff. Discuss how language compares to requirements of City of Wausau, City of Schofield, RMMSD and other community ordinances.
2. Discuss extent of FOG related issues within the Village sewer system. Determine problem areas and frequency of cleaning. Draft ordinance language and/or user rate modifications to help deter preventable FOG discharges and recover maintenance costs for non-preventable FOG discharges.
3. Develop industrial discharge and high strength users program to comply with CFR Title 40, Chapter I, Subchapter N, Part 403 – General Pretreatment Regulations for Existing and new Sources of Pollution. Address emerging nutrient impacts (phosphorus and nitrogen) on TMDL of wastewater treatment facilities with respect to pretreatment consideration.
4. Prepare clearwater definition to be applicable to modern-day conditions.
5. Prepare Rate Review to address fairness to all classes of customers and to address proper compensation for high strength wastes. Rates may vary dependent on treatment facility discharge location.
6. Lateral replacement program is dependent on ownership of lateral as defined in Ordinance and ability to special assess for such work based on established "life of pipe" estimate.
7. References will be made to appropriate sections of RMMSD, City of Schofield, and City of Wausau utility ordinances.
8. We estimate at least 4 meetings with staff to discuss the ordinance as it progresses. We will present the proposed ordinance to PIC.
9. We will assist in preparation of the intergovernmental agreements with City of Schofield, City of Wausau, and RMMSD.

A Committed Team

Steve Opatik, PE, will manage the project and be the primary point of contact for the Village of Weston. Steve can be reached at 715-845-0418 or sopatik@becherhoppe.com. Ken Ligman, PE and Joe Gehin will be instrumental in guiding development of the ordinance language and user rates as well. Joe Kafczynski will assist with research and development of the ordinance and user rates.

The team will utilize a quality assurance / quality control approach to performing their work and track project progress to ensure the Village's schedule is met.



Education

*Bachelor of Science
Civil-Environmental
Engineering
University of Wisconsin*

Registration

*Professional Engineer
Wisconsin*

Continuing Education

*Enrolled,
University of Wisconsin –
Madison Graduate School,
Environmental Engineering*

*Wausau Region Chamber of
Commerce Leadership
Excellence Program
Graduate*

Membership

*American Society of Civil
Engineer (ASCE)*

*National Society of
Professional Engineers
(NSPE)*

*Wisconsin Society of
Professional Engineers
(WSPE)*

*Central States Water
Environment Association
(CSWEA)*

Community

*Newman Catholic Schools
Education Commission*

*Resurrection Parish Council
Chair*

*Resurrection Parish Board
of Directors*



Mr. Opatik is a Project Manager in the Water Resources Group. He is responsible for project management, planning, design, and construction oversight for water and wastewater facilities.

Stephen's work includes facility design assistance, permitting and environmental document preparation.

Projects

Wolf River Sanitary District

Pressure Sewer Collection System

Village of Lake Nebagamon

Wastewater Treatment Facility renovations, Lift Station Renovations, including Construction Resident Project Representative

Village of Marathon City

Wastewater Treatment Facility renovations, Water Treatment Facility

City of Wausau

Wastewater Treatment Facility upgrade including sludge treatment

City of Montreal

Wastewater Treatment Facility upgrade

Village of Weston

Well Construction, Ross Avenue and Mesker/Colleen Lift Station Replacements

Town of Rib Mountain

Water System Evaluation

Town of Shelby

Watermain Extension, Well and Water Tower investigation

Village of Rothschild

Water Treatment Facility, Well Construction, Watermain Extensions

City of Schofield

Sewer and Water Construction, Well Modification

Education

*Master of Science
Civil Engineering
Environmental Engineering
Emphasis
University of Wisconsin*

*Bachelor of Science
Civil Engineering
University of Wisconsin*

Registration

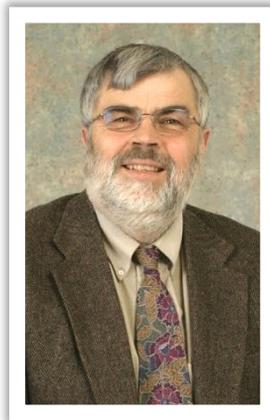
*Professional Engineer
Wisconsin*

Membership

*American Society of Civil
Engineers (ASCE)*

*Water Environment
Federation*

*American Water Works
Association*



Mr. Ligman is a Senior Project Manager in the Water Resources Group. He is responsible for providing common sense solutions to unique water resources challenges.

Ken specializes in water supply, treatment, distribution and storage, and wastewater collection, rehabilitation, transport, and treatment design.

Projects

Montreal, Pence, Gresham, Edgar, and Orihula
Construction and Grant Administration

Village of Edgar
Sludge treatment and disposal planning and design

Wolf River Sanitary District, Waupaca, and Winnebago Counties
Facilities Plan, pressure sewers and transport facilities design

Village of Lake Nebagamon
Facilities Plan for treatment plant renovation and pressure sewer design

Lakeland Sanitary District No. 1, Town of Minocqua
Sludge treatment and disposal planning and design, watermain and sewer upgrades

Wastewater Interceptor Master Plan, Village of Weston (1992, 2004)
Plan for wastewater collection facilities

Kronenwetter Sanitary District No. 2, Village of Kronenwetter
Project included wastewater collection and transport facilities and water supply/storage and distribution system

Sewer Service Area Major Amendment, Rib Mountain Metropolitan Sewerage District
Master planning for determination of future sewer service area

Sanitary Sewer and Watermain Master Plan, Kronenwetter Sanitary District No. 2
Master planning for determination of future sewer service area

2025 Wausau Urban Area Sewer Service Plan, City of Wausau
Master planning for determination of future sewer service area

Education

*Bachelor of Science
Water Chemistry and
Resource Management
University of Wisconsin –
Stevens Point*

Certification

*WI DNR – Water and
Wastewater Operation*

Membership

*Wisconsin Water
Association, Past President*

*Wisconsin Wastewater
Operation Association, Past
President*

*American Water Works
Association*

*Water Environment
Federation*



Mr. Gehin is a Public Works Consultant with broad experience in water and wastewater systems.

Joe provides consulting services to public and private utility operators on system operations, maintenance, and evaluation. His professional experience includes wells, water booster stations, sewage lift stations, and water and wastewater treatment facilities.

Experience

Project Manager – Ghidorzi Construction

Project Manager responsible for overseeing water and wastewater treatment projects and utility construction projects, coordination with engineers, owners, and subcontractors and testing utility functions at startup. Management duties included compliance with contracts, developing construction schedules, project bidding and estimating, acquiring permits, scheduling and attending progress meetings, maintaining project timelines, and staying within budgets.

Director of Public Works and Utilities, City of Wausau

Director of Public Works and Utilities responsible for overseeing a team of engineers to plan, design, and administer the construction of streets, sanitary sewers, water mains, storm sewers, sidewalks, and parking ramps throughout the city; maintaining the day-to-day operations of all public utilities and the Department of Public Works. Annual capital expenditures for these areas of responsibility range from \$3.5 to \$5 million and require management of five private contractors.

Director of Utilities, City of Wausau

Director of Utilities responsible for directing and coordinating all operations of public utilities for the City of Wausau; directing and coordinating all construction projects to include \$12 million dollars of wastewater treatment facility upgrades and a \$5 million water plant expansion. These upgrades enabled the City to automate plant operations and reduce staff operating costs. Staffing levels were also reduced, realizing more than \$1,000,000 in savings annually. Coordination of this change with the unions and Department of Natural Resources was a major undertaking.

Director of Quality Control - Green Bay Metropolitan Sewage District, Green Bay

Director of Quality Control responsible for quality control and plant operations and for the sewage district, coordination with contractors, and consulting with vendors and plant staff. It also involved serving as part of the startup team for a \$72 million upgrade of the Green Bay Metro Sewage Facility.

Education

*Bachelor of Science
Environmental Engineering
Michigan Technological University*

*Associate of Science
Gogebic Community College*

Membership

*Wisconsin Wastewater Operators'
Association (WWOA)*

*Wisconsin Rural Water Association
(WRWA)*

*American Water Works Association
(AWWA)*

*Water Environment Federation
(WEF)*

Certification

Highway Technician Certification
Program (WisDOT)

- *Nuclear Density Technician I*
- *Aggregate Technician I*
- *Transportation Materials
Sampling*



Mr. Karczynski is a Staff Engineer in the Municipal Group. He is responsible for providing common sense solutions to unique water resources and construction challenges.

Joe specializes in water supply, treatment, distribution and storage, and wastewater collection, rehabilitation, transport, and treatment design. He also has an extensive concrete, construction, and construction supervision background.

Projects

City of Schofield

Construction oversight on West Grand Ave. and Metro Drive utilities rehabilitation projects and Capacity, Management, Operation, Maintenance (CMOM) preparation

Village of Rothschild

Construction oversight on Kort St. water main installation and drilling of Well No. 6

City of Wausau

Uni-Directional hydrant flow analysis and mapping along with hydraulic grade line analysis of the Wausau Waste Water Facility

City of Montreal

Capacity, Management, Operation, Maintenance (CMOM) preparation

Town of Pence

Capacity, Management, Operation, Maintenance (CMOM) preparation and preliminary and environmental engineering reports along with sewer televising project representative

Town of Shelby

Tax Assessment for the Town of Shelby water main project along State Highway 33

Anticipated Project Timeframe

Becher-Hoppe Associates, Inc. is prepared to start immediately with updating the Village of Weston's Sewer Use Ordinance Update/Review User Charges. Assuming prompt review of documents by Village staff, the work can be completed and presented to the Property Infrastructure Committee by October 15, 2016.

Basis of Payment – Lump Sum

Compensation for our services shall be on a lump sum basis as follows:

| | |
|--|-----------------|
| Ordinance Development and Recommendations | \$8,980 |
| Four Meetings with Village Staff and Presentation to PIC | \$3,990 |
| Rate Review and Design | <u>\$10,960</u> |
| TOTAL | \$23,930 |

A detail of hours for each work category is shown below.

| Team | Ordinance Development and Recommendations | Four meetings with Village Staff and Presentation to PIC | Rate Review and Design |
|--|---|--|------------------------------|
| Project Engineer III Ken Ligman | 12 | 8 | 12 |
| Project Engineer II / Project Manager Steve Opatik | 24 | 14 | 24 |
| Staff Engineer Joe Kafczynski | 28 | 2 | 28 |
| Public Works Consultant Joe Gehin | 16 | 8 | 40 |
| Administrative / Technician | 6 | 3 | 5 |
| Total Hours | 86 | 35 | 109 |

Business Insurance

Becher-Hoppe Associates, Inc. holds insurance for Workers Compensation, Employers Liability, General Liability, Excess Umbrella Liability, and Automobile Liability. A certificate of insurance can be made available upon request.

Professional Liability Insurance

Becher-Hoppe Associates, Inc. holds professional liability insurance (errors and omissions) and pollution liability for our engineering and architectural services. Additionally, Becher-Hoppe Associates, Inc. holds professional liability insurance for our real estate professionals. Certificates of insurance can be made available upon request.

Details of our insurance coverage and amounts can be found on the following page. Village of Weston will be added as an additional insured.

Business Insurance

| | |
|--|--------------------------------------|
| Insurance Company | Acuity |
| Workers Compensation | Statutory |
| Employers Liability | |
| Each Accident | \$500,000 |
| Disease-Policy Limit | \$500,000 |
| Disease-Each Employee | \$500,000 |
| General Liability | |
| Each Occurrence Bodily Injury and Property | \$1,000,000 |
| Aggregate | \$3,000,000 |
| Automobile Liability Combined Single Limit | \$1,000,000 |
| Excess / Umbrella Insurance (Employers, General, Automobile) | |
| Each Occurrence | \$3,000,000 |
| Aggregate | \$3,000,000 |
| Agency | Compass Insurance Services |
| Contact | 1.715.693.0100 |
| Certificates | bryan.troyer@compassinsurance.net |
| | dawn.buchkowski@compassinsurance.net |

Professional Liability Insurance

| | |
|----------------------------------|-----------------------------|
| Engineers, Architects, Surveyors | |
| Insurance Company | RLI Insurance Company, Inc. |
| Per Claim | \$2,000,000 |
| Aggregate | \$2,000,000 |
| Agency | ACEC/MARSH |
| Contact | 1.800.338.1391 |
| Certificates | kurt.strickler@marshpm.com |
| | aceclientrequest@marsh.com |
| Real Estate | |
| Insurance Company | CNA |
| Per Claim | \$500,000 |
| Aggregate | \$500,000 |
| Agency | Johnson Insurance |
| | 1.608.203.3869 |

City of Schofield

Mark Thuot, Public Works / Zoning Administrator
200 Park Street
Schofield, WI 54476
Phone: 715-571-8286

Village of Kronenwetter

Duane Gau, Director of Public Works
1582 Kronenwetter Drive
Kronenwetter, WI 54455
Phone: 715-693-4200, ext. 112

Wolf River Sanitary District

Tim Landreman
N1116 CTH H
Fremont, WI 54940
Phone: 715-446-3336

City of Wausau

Eric Lindman, PE, Director of Public Works and Utilities
407 Grant St
Wausau, WI 54403
Phone: 715-261-6740

City of Montreal

Sue Lesky, Clerk
54 Wisconsin Avenue
Montreal, WI 54550
Phone: 715-561-4955

Town of Pence

Mike Paternoster, Chairman
220 Hemlock St
Pence, WI 54550
Phone: 715-561-2580

Town of Rib Mountain

Michael Heyroth, Utility Director
5703 Lilac Avenue
Wausau, WI 54401
Phone: 715-581-5525



BECHER HOPPE

Engineers and Architects

330 N. 4th Street
Wausau, WI 54403-5417

Telephone: 715-845-8000

www.becherhoppe.com

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UTILITY COORDINATION
WATER RESOURCES

**VILLAGE OF WESTON
2016 OPERATING BUDGET REQUEST
AND 2017 FINANCIAL PLAN
PROGRAM COMMENTS**

| | |
|---|--------------------------------------|
| Department/Office: Public Works | Budget: Sewer Utility Fund |
| Program: Enterprise Funds | Submitted by: Keith Donner |

SEWER UTILITY FUND
2016 Operating Budget – 2017 Financial Plan

The Weston Sewer Utility Fund was created to account for the provision of wastewater treatment and disposal services to the residents, business entities, and public authorities of the Village of Weston and the adjacent communities of the City of Schofield and the Village of Rothschild, where it is deemed appropriate. All revenues and expenses necessary to provide such services are accounted for in this fund.

Revenues include sewer user fees, hook-up charges, REU/REA special assessments, property tax levy, interest income, and special charges. Expenses include City of Schofield sewerage treatment costs, Rib Mountain Metropolitan Sewerage District plant operating costs, transportation system maintenance, customer collection, depreciation, debt service payments, statutory and discretionary reserves, and administration charges.

The Village staff conducted an internal rate study in 2003 and recommended a sewer rate increase at that time. The rate increase took effect on January 18, 2004. As the community continues to grow in size and the sewer transportation system area expands in the coming years, the expenses of the Utility may exceed revenues requiring consideration of fee adjustments. The user fee rates will continue to be reviewed annually.

| | 2014 <u>Actual</u> | 2015 <u>Budget</u> | 2015 <u>Estimate</u> | 2016 <u>Proposed Budget</u> | 2017 <u>Financial Plan</u> |
|--|-----------------------|-----------------------|-------------------------|------------------------------------|-----------------------------------|
| Net Assets, January 1 | \$ 25,508,219 | \$ 25,889,922 | \$ 25,889,922 | \$ 26,010,899 | \$ 26,064,313 |
| <u>REVENUES</u> | | | | | |
| Customer Sales | \$ 1,768,474 | \$ 1,844,800 | \$ 1,965,650 | \$ 2,095,150 | \$ 2,304,650 |
| Hook-up Charges | 51,000 | 15,000 | 23,000 | 23,000 | 23,000 |
| Other Sewer Revenue | 12,643 | 7,800 | 9,713 | 9,713 | 9,713 |
| Intergovernmental Charges for Services | - | - | - | - | - |
| Interest Income | 342,287 | 101,300 | 101,200 | 101,200 | 101,200 |
| Gain (Loss) on Sale of Capital Assets | - | - | - | - | - |
| Total Revenues | \$ 2,174,404 | \$ 1,968,900 | \$ 2,099,563 | \$ 2,229,063 | \$ 2,438,563 |
| <u>EXPENSES</u> | | | | | |
| Operating | \$ 255,502 | \$ 258,220 | \$ 213,350 | \$ 224,890 | \$ 224,890 |
| Maintenance | 97,418 | 117,604 | 123,420 | 227,857 | 228,406 |
| Rib Mt. Metro – O&M | 510,262 | 600,000 | 630,000 | 655,200 | 819,000 |
| Customer Accounts | 30,978 | 35,800 | 35,067 | 36,550 | 36,550 |
| Administrative & General | 146,586 | 174,288 | 190,828 | 259,451 | 217,543 |
| Depreciation | 654,381 | 690,000 | 660,000 | 660,000 | 660,000 |
| Property Taxes | 6,733 | 6,800 | 6,800 | 6,800 | 6,800 |
| Rib Mt. Metro – Debt Service | - | - | - | - | - |
| Interest Expense & Fiscal Charges | 111,316 | 102,350 | 102,187 | 87,966 | 71,060 |
| Other Debt Service | 22,010 | 22,010 | 22,010 | 22,010 | 22,010 |
| Other Financing Uses/Transfers | - | - | - | - | - |
| Total Expenditures | \$ 1,835,186 | \$ 2,007,072 | \$ 1,983,662 | \$ 2,180,724 | \$ 2,286,259 |
| Net Income (Loss) – before Capital Contributions | \$ 339,218 | \$ (38,172) | \$ 115,902 | \$ 48,339 | \$ 152,304 |
| Plus: Capital Contributions | 42,485 | - | 5,075 | 5,075 | 5,075 |
| Net Income (Loss) – after Capital Contributions | \$ 381,703 | \$ (38,172) | \$ 120,977 | \$ 53,414 | \$ 157,379 |
| Net Assets, December 31 | <u>\$ 25,889,922</u> | <u>\$ 25,851,750</u> | <u>\$ 26,010,899</u> | <u>\$ 26,064,313</u> | <u>\$ 26,221,692</u> |

VILLAGE OF WESTON
Sewer Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2015 | | | | 2016 | 2016 | 2017 |
|--|---|---------------|------------------|---------------------|------------------|------------------|-----------------------|----------------|------------------|
| | | | 2014 ACTUAL | Y-T-D (at 10/31/15) | 2015 ESTIMATE | 2015 BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| REVENUES | | | | | | | | | |
| CUSTOMER SALES (46411) | | | | | | | | | |
| 46411 | Metered Sales-Residential | 920 | 997,725 | 948,395 | 1,143,000 | 1,075,000 | 1,247,000 | 1,371,700 | |
| 46411 | Metered Sales-Commercial | 921 | 660,903 | 624,668 | 705,000 | 649,000 | 720,000 | 792,000 | |
| 46411 | Metered Sales-Industrial | 922 | 60,700 | 47,949 | 65,000 | 70,000 | 73,000 | 80,300 | |
| 46411 | Metered Sales-Public Authority | 923 | 48,930 | 41,637 | 52,500 | 50,000 | 55,000 | 60,500 | |
| 46411 | Metered Sales-Misc. Other | 924 | 216 | 126 | 150 | 300 | 150 | 150 | |
| 46411 | Unmetered Sales | 929 | 0 | 0 | 0 | 500 | 0 | 0 | |
| CUSTOMER SALES | | | 1,768,474 | 1,662,775 | 1,965,650 | 1,844,800 | 2,095,150 | 250,350 | 2,304,650 |
| OTHER SEWER REVENUE (46160-46416) | | | | | | | | | |
| 46160 | NSF Check Fees | 000 | 112 | 100 | 100 | 100 | 100 | 100 | |
| 46412 | Forfeited Discounts/Penalties | 930 | 4,956 | 4,620 | 5,000 | 4,000 | 5,000 | 5,000 | |
| 46412 | Misc. Services Billed | 933-939 | 1,665 | 213 | 213 | 800 | 213 | 213 | |
| 46413 | Assessment Checking | 000 | 3,880 | 2,770 | 2,900 | 2,100 | 2,900 | 2,900 | |
| 46414 | Permits | 000 | 2,030 | 1,470 | 1,500 | 800 | 1,500 | 1,500 | |
| 46415 | Hook-up Charges | 000 | 51,000 | 23,000 | 23,000 | 15,000 | 23,000 | 23,000 | |
| OTHER SEWER REVENUE | | | 63,643 | 32,173 | 32,713 | 22,800 | 32,713 | 9,913 | 32,713 |
| INTEREST INCOME (48110-48130) | | | | | | | | | |
| 48110 | Interest on Investments - Earned | 001 | 340,839 | 86,932 | 100,000 | 100,000 | 100,000 | 100,000 | |
| 48110 | Interest on Investments - Unearned Losses | 009 | 0 | (8,810) | 0 | 0 | 0 | 0 | |
| 48110 | Interest from Stormwater Fund | 063 | 402 | 0 | 200 | 200 | 200 | 200 | |
| 48130 | Interest on Assessments | 000 | 1,046 | 6 | 1,000 | 1,100 | 1,000 | 1,000 | |
| INTEREST INCOME | | | 342,287 | 78,128 | 101,200 | 101,300 | 101,200 | (100) | 101,200 |
| MISCELLANEOUS REVENUE | | | | | | | | | |
| 48300 | Gain/Loss on Sale of Equip/Prop. | 000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| MISCELLANEOUS REVENUE | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| REVENUES - Subtotal | | | 2,174,404 | 1,773,076 | 2,099,563 | 1,968,900 | 2,229,063 | 260,163 | 2,438,563 |
| | | | | | | | Percent Budget Change | 13.21% | 9.40% |
| CAPITAL CONTRIBUTIONS (48550) | | | | | | | | | |
| 48550 | Capital Contributions | 941-947 | 42,485 | 5,075 | 5,075 | 0 | 5,075 | 5,075 | |
| REVENUES - Grand Total | | | 2,216,889 | 1,778,151 | 2,104,638 | 1,968,900 | 2,234,138 | 260,163 | 2,443,638 |

EXPENSES

OPERATING EXPENSES (53610)

| | | | | | | | | | |
|---------------------------|--------------------------------------|---------|----------------|----------------|----------------|----------------|----------------|---------------|------------------|
| 53610 | Employee Education & Training | 157 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Water/Sewer/Stormwater | 221 | 352 | 250 | 350 | 370 | 400 | 400 | |
| 53610 | Electricity | 222 | 36,891 | 27,450 | 35,000 | 37,500 | 35,000 | 35,000 | |
| 53610 | Sewerage Treatment Costs (Schofield) | 223 | 154,171 | 78,661 | 120,000 | 160,000 | 124,800 | 124,800 | |
| 53610 | Natural Gas | 224 | 606 | 604 | 750 | 750 | 750 | 750 | |
| 53610 | Telephone | 225 | 5,937 | 5,972 | 6,000 | 5,800 | 6,000 | 6,000 | |
| 53610 | Rib Mt. Metro - Monthly O&M | 227 | 510,262 | 589,769 | 630,000 | 600,000 | 655,200 | 819,000 | |
| 53610 | Repairs/Maint-Bldgs | 247 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Radio Maint Services | 278 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Equipment Rental | 299 | 4,000 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Supplies & Expense | 310 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Small Equipment | 314 | 5,696 | 2,825 | 3,600 | 2,000 | 3,600 | 3,600 | |
| 53610 | Membership Dues | 324 | 0 | 0 | 0 | 50 | 0 | 0 | |
| 53610 | Registration fees/Travel | 325-344 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Clothing | 346 | 23 | 0 | 0 | 0 | 0 | 0 | |
| 53610 | Operating supplies | 349 | 466 | 621 | 700 | 900 | 900 | 900 | |
| 53610 | Gasoline | 351 | 4,421 | 3,275 | 3,910 | 9,000 | 9,000 | 9,000 | |
| 53610 | Repairs/Maint-Motor Vehicle | 352 | 0 | 0 | 0 | 500 | 500 | 500 | |
| 53610 | Repairs/Maint-Machinery | 353 | 430 | 0 | 0 | 500 | 500 | 500 | |
| 53610 | Repairs/Maint-Sewer | 359 | 3 | 0 | 0 | 500 | 500 | 500 | |
| 53610 | Miscellaneous | 399 | 274 | 100 | 150 | 50 | 50 | 50 | |
| 53610 | Rents/Lease/Easements | 531 | 2,542 | 2,464 | 3,200 | 2,800 | 3,200 | 3,200 | |
| 53610 | Depreciation Exp-Water Meters | 541 | 23,140 | 0 | 23,140 | 22,500 | 23,140 | 23,140 | |
| 53610 | Property Taxes/Easement | 591 | 6,733 | 0 | 6,800 | 6,800 | 6,800 | 6,800 | |
| 53610 | Meter Cost Share Exp. | 593 | 16,550 | 0 | 16,550 | 15,000 | 16,550 | 16,550 | |
| OPERATING EXPENSES | | | 772,497 | 711,991 | 850,150 | 865,020 | 886,890 | 21,870 | 1,050,690 |

VILLAGE OF WESTON
Sewer Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|---|---|---------------|---------------|------------------------|----------------|----------------|--------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| EXPENSES | | | | | | | | | |
| MAINTENANCE EXPENSES (53600-53611) | | | | | | | | | |
| 53600 | Contracted Svcs.-General Maint. | 251-299 | 0 | 0 | 0 | 1,000 | 0 | | 0 |
| 53600 | Misc. Exps.-General Maint. | 310-399 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53601 | Labor-Lift Station Maint. - Hrly | 120 | 23,078 | 14,754 | 19,000 | 18,000 | 19,000 | | 19,000 |
| 53601 | Labor-Lift Station Maint. - Call Time | 121 | 1,976 | 705 | 1,000 | 600 | 1,000 | | 1,000 |
| 53601 | Labor-Lift Station Maint. - OT | 122 | 2,153 | 817 | 1,200 | 1,400 | 1,200 | | 1,200 |
| 53601 | Labor-Lift Station Maint. - Temp | 125 | 270 | 0 | 0 | 0 | 0 | | 0 |
| 53601 | Labor-Lift Station Maint. - Out of Class | 137 | 5 | 0 | 0 | 0 | 0 | | 0 |
| 53601 | Labor-Lift Station Maint. - Standby | 138 | 2,367 | 1,591 | 2,340 | 2,340 | 4,680 | | 4,680 |
| 53601 | Lift Station Maint. - Other Mach. | 242 | 10,809 | 19,185 | 20,000 | 20,000 | 20,000 | | 20,000 |
| 53601 | Lift Station Maint. - Grounds | 245 | 1,983 | 2,405 | 2,400 | 1,500 | 1,500 | | 1,500 |
| 53601 | Lift Station Maint. - Building | 247 | 28 | 0 | 0 | 800 | 0 | | 0 |
| 53601 | Lift Station Maint. - Outside Services | 290 | 640 | 0 | 0 | 600 | 0 | | 0 |
| 53601 | Lift Station Maint. - Landfill | 296 | 592 | 537 | 700 | 500 | 700 | | 700 |
| 53601 | Operating Supplies-All Other | 349 | 273 | 104 | 500 | 1,000 | 500 | | 500 |
| 53602 | Labor-Sewer Jetting - Hrly | 120 | 5,662 | 9,308 | 10,854 | 10,854 | 10,854 | | 10,854 |
| 53602 | Labor-Sewer Jetting - Call Time | 121 | 305 | 101 | 150 | 0 | 150 | | 150 |
| 53602 | Labor-Sewer Jetting - OT | 122 | 1,498 | 277 | 350 | 300 | 350 | | 350 |
| 53602 | Labor-Sewer Jetting - Temp | 125 | 1,818 | 0 | 0 | 0 | 0 | | 0 |
| 53602 | Contracted Services | 290 | 0 | 2,761 | 3,500 | 0 | 15,000 | | 15,000 |
| | <i>--- Manhole Condition Assessments (2016 = \$15,000)</i> | | | | | | | | |
| 53602 | Landfill Services | 296 | 210 | 334 | 450 | 500 | 2,000 | | 2,000 |
| 53602 | Operating Supplies-All Other | 349 | 0 | 93 | 150 | 500 | 1,000 | | 1,000 |
| 53603 | Labor-Manhole/Main Repair - Salary | 110 | 26 | 0 | 0 | 0 | 0 | | 0 |
| 53603 | Labor-Manhole/Main Repair - Hrly | 120 | 2,426 | 1,511 | 2,000 | 1,000 | 2,500 | | 3,000 |
| 53603 | Labor-Manhole/Main Repair -Call Time | 121 | 0 | 48 | 60 | 60 | 60 | | 60 |
| 53603 | Labor-Manhole/Main Repair - OT | 122 | 194 | 53 | 70 | 60 | 60 | | 60 |
| 53603 | Labor-Manhole/Main Repair - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53603 | Labor-Manhole/Main Repair - Out of Class | 137 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53603 | Contracted Services-Mains | 251-299 | 24,835 | 11,909 | 12,000 | 5,500 | 8,000 | | 8,000 |
| 53603 | Operating Supplies-All Other | 349 | 1,163 | 423 | 550 | 0 | 550 | | 550 |
| 53604 | Labor-Customer Complaints - Hrly | 120 | 37 | 0 | 0 | 200 | 200 | | 200 |
| 53604 | Labor-Customer Complaints - Call Time | 121 | 95 | 209 | 300 | 160 | 300 | | 300 |
| 53604 | Labor-Customer Complaints - OT | 122 | 80 | 121 | 160 | 250 | 250 | | 250 |
| 53604 | Labor-Customer Complaints - Tmp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53604 | Labor-Customer Complaints - out of class | 137 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53605 | Labor-Televising - Hrly | 120 | 343 | 48 | 70 | 500 | 500 | | 500 |
| 53605 | Labor-Televising - OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53605 | Labor-Televising - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53605 | Televising-Outside Contracted svc | 290 | 3,412 | 3,125 | 4,000 | 25,000 | 100,000 | | 100,000 |
| | <i>--- Condition Assessments on Interceptor Sewers (2016 = \$100,000)</i> | | | | | | | | |
| 53605 | Operating Supplies-All Other | 349 | 68 | 0 | 0 | 0 | 0 | | 0 |
| 53606 | Labor-Maintenance Vehicles - Hrly | 120 | 2,644 | 1,448 | 1,850 | 2,500 | 2,500 | | 2,500 |
| 53606 | Labor-Maintenance Vehicles - OT | 122 | 134 | 0 | 0 | 0 | 0 | | 0 |
| 53606 | Labor-Maintenance Vehicles - Temp | 125 | 108 | 0 | 0 | 0 | 0 | | 0 |
| 53606 | Contracted Svcs.-Maint. Vehicles | 241 | 2,208 | 17,517 | 17,520 | 2,000 | 2,000 | | 2,000 |
| 53606 | Radio Maint Services | 278 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53606 | Small Equipment | 314 | 0 | 332 | 450 | 0 | 450 | | 450 |
| 53606 | Commercial Travel Exp | 334 | 0 | 0 | 0 | 250 | 250 | | 250 |
| 53606 | Gasoline | 351 | 182 | 111 | 150 | 300 | 300 | | 300 |
| 53606 | Repair/Maint - Vehicles | 352 | 637 | 265 | 500 | 1,000 | 1,000 | | 1,000 |
| 53607 | Labor-Mapping & AS Builts - Salary | 110 | 4,061 | 367 | 20,171 | 17,070 | 23,728 | | 23,637 |
| 53607 | Labor-Mapping & AS Builts - Hrly | 120 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53607 | Labor-Mapping & AS Builts - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53607 | Employee Education/Training | 157 | 0 | 0 | 0 | 760 | 2,000 | | 2,000 |
| 53607 | Computer License | 286 | 875 | 875 | 875 | 1,000 | 5,175 | | 5,275 |
| 53607 | Contracted Services | 290 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53607 | Misc. Exps.-GIS | 310-399 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53611 | Labor-Inspections/Mains - Hrly | 120 | 205 | 48 | 100 | 100 | 100 | | 100 |
| 53611 | Labor-Inspections/Mains - OT | 122 | 18 | 0 | 0 | 0 | 0 | | 0 |
| 53611 | Contracted Svcs.-Inspect./Mains | 247 | 0 | 0 | 0 | 0 | 0 | | 0 |
| MAINTENANCE EXPENSES | | | 97,418 | 91,382 | 123,420 | 117,604 | 227,857 | 110,253 | 228,406 |

**VILLAGE OF WESTON
Sewer Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)**

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2015 | | | | 2016 | 2016 | 2017 |
|--|--------------------------------------|---------------|----------------|---------------------|----------------|----------------|-----------------|---------------|----------------|
| | | | 2014 ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| CUSTOMER ACCOUNTS EXPS. (53612) | | | | | | | | | |
| 53612 | Customer Accounts -Salary | 110 | 114 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Customer Accounts -Hourly | 120 | 14,689 | 9,521 | 14,282 | 21,000 | 15,000 | 15,000 | |
| 53612 | Customer Accounts -OT | 122 | 31 | 8 | 10 | 0 | 0 | 0 | |
| 53612 | Customer Accounts -Temp | 125 | 40 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Bonus/Incentive | 139 | 500 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Education & Training | 157 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Employee Awards | 172 | 107 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Less: Recycling Fringes | 199 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Financial Audit | 213 | 4,825 | 4,975 | 4,975 | 4,800 | 5,150 | 5,150 | |
| 53612 | Postage Meter | 281 | 513 | 215 | 600 | 600 | 600 | 600 | |
| 53612 | Computer license | 286 | 3,749 | 6,722 | 8,500 | 2,700 | 9,000 | 9,000 | |
| 53612 | Computer Maint | 287 | 892 | 919 | 1,200 | 900 | 1,300 | 1,300 | |
| 53612 | Office Supplies | 310 | 0 | 154 | 200 | 100 | 200 | 200 | |
| 53612 | Postage, Publishing/Printing | 311 | 4,429 | 4,035 | 5,100 | 4,800 | 5,100 | 5,100 | |
| 53612 | Outside Printing/Stationery | 312 | 686 | 366 | 150 | 900 | 150 | 150 | |
| 53612 | Small Equipment | 314 | 200 | 0 | 0 | 0 | 0 | 0 | |
| 53612 | Bad Debt Expense | 741 | 203 | 20 | 50 | 0 | 50 | 50 | |
| CUSTOMER ACCTS. EXPS. | | | 30,978 | 26,935 | 35,067 | 35,800 | 36,550 | 750 | 36,550 |
| ADMINISTRATIVE & GENERAL EXPS. (53613) | | | | | | | | | |
| 53613 | Salaries-Administrator | 101 | 4,266 | 369 | 4,716 | 4,568 | 7,228 | 7,200 | |
| 53613 | Salaries-Public Works | 102 | 2,601 | 2,767 | 49,016 | 32,918 | 51,617 | 51,419 | |
| 53613 | Salaries-Finance | 103 | 21,604 | 1,687 | 20,394 | 22,014 | 22,014 | 21,930 | |
| 53613 | Salaries-Committee Members | 105 | 213 | 0 | 806 | 806 | 806 | 806 | |
| 53613 | Salaries-Human Resources | 107 | 4,463 | 395 | 5,151 | 4,463 | 5,151 | 5,131 | |
| 53613 | Salaries-Regular | 110 | 35,318 | 46,358 | 0 | 13,833 | 0 | 0 | |
| 53613 | Wages-Hourly | 120 | 13,355 | 10,480 | 13,800 | 8,500 | 7,647 | 7,650 | |
| 53613 | Wages-Overtime | 122 | 23 | 149 | 200 | 0 | 200 | 200 | |
| 53613 | Vacation/Sick/Holidays | 131/132/134 | 5,439 | 0 | 5,600 | 5,236 | 5,800 | 6,000 | |
| 53613 | Longevity Pay | 133 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Meeting Pay-Clerical | 136 | 143 | 0 | 269 | 269 | 269 | 269 | |
| 53613 | Bonus/Incentive Pay | 139 | 1,000 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Social Security | 151 | 10,933 | 7,433 | 13,307 | 12,932 | 14,014 | 14,037 | |
| 53613 | Wisconsin Retirement | 152 | 10,694 | 6,803 | 11,829 | 11,493 | 12,089 | 12,112 | |
| 53613 | Health/Dental Insurance | 154 | 26,082 | 12,284 | 30,601 | 29,276 | 33,452 | 36,608 | |
| 53613 | Life Insurance | 155 | 316 | 274 | 304 | 295 | 319 | 319 | |
| 53613 | Worker's Comp. Ins. | 156 | 4,824 | 825 | 3,889 | 3,875 | 3,654 | 3,669 | |
| 53613 | Education/Training | 157 | 2,000 | 1,111 | 2,000 | 100 | 2,000 | 2,000 | |
| 53613 | Uniforms | 162/346 | 406 | 322 | 406 | 1,000 | 406 | 406 | |
| 53613 | Employee Health Tests | 164 | 111 | 97 | 175 | 175 | 175 | 175 | |
| 53613 | Income Continuation Insurance | 167 | 0 | 0 | 0 | 0 | 1,145 | 1,147 | |
| 53613 | Employee Awards | 172 | 0 | 99 | 100 | 0 | 0 | 0 | |
| 53613 | Less: Wages Allocated Elsewhere | 196 | (7,506) | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Less: Recycling Fringes | 199 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Legal services | 212 | 552 | 7,343 | 7,400 | 500 | 6,500 | 6,500 | |
| 53613 | Architectural/Engineering | 215 | 0 | 0 | 2,000 | 2,000 | 50,000 | 20,000 | |
| <i>--- Northwestern Ave. feasibility, Master Plan for area in Town, CMOM development, Ordinance revision, Rate review. (2016 = \$50,000)</i> | | | | | | | | | |
| 53613 | Telephone | 225 | 240 | 347 | 600 | 850 | 600 | 600 | |
| 53613 | Repairs/Maint-Machiner&Equipment | 242 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Repairs/Maint-Building | 247 | 780 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Computer License Fee | 286 | 0 | 0 | 9,000 | 9,000 | 9,000 | 9,000 | |
| 53613 | Outside Services Contracted | 290 | 1,871 | 2,122 | 2,600 | 3,000 | 2,600 | 2,600 | |
| | --- Lumin Personnel Training Program | 290 | 0 | 0 | 0 | 0 | 10,000 | 0 | |
| | --- Pay for Performance Study | 290 | 0 | 0 | 0 | 0 | 5,000 | 0 | |
| 53613 | Office Supplies | 310 | 458 | 0 | 250 | 250 | 250 | 250 | |
| 53613 | Postage | 311 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Outside Printing | 312 | 262 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Small Equipment | 314 | 0 | 580 | 580 | 100 | 580 | 580 | |
| 53613 | Publication Fees | 321 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 53613 | Subscriptions | 322 | 109 | 0 | 110 | 110 | 110 | 110 | |
| 53613 | Membership Dues | 324 | 606 | 619 | 650 | 650 | 650 | 650 | |
| 53613 | Registration Fees | 325 | 75 | 0 | 100 | 100 | 100 | 100 | |
| 53613 | Employee automobile | 332 | 0 | 0 | 50 | 50 | 50 | 50 | |
| 53613 | Commercial Travel Exp | 334/335 | 95 | 99 | 150 | 50 | 150 | 150 | |
| 53613 | Repairs/Maint | 353 | 0 | 0 | 200 | 200 | 200 | 200 | |
| 53613 | Computer Software | 386 | 0 | 0 | 75 | 75 | 75 | 75 | |
| 53613 | Misc. Exps. | 399 | 24 | 16 | 0 | 0 | 0 | 0 | |
| 53613 | Property Insurance | 511-512 | 5,229 | 1,532 | 4,500 | 5,600 | 5,600 | 5,600 | |
| ADMIN. & GENERAL EXPS. | | | 146,586 | 104,111 | 190,828 | 174,288 | 259,451 | 85,163 | 217,543 |

VILLAGE OF WESTON
Sewer Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|--|--------------------------------|---------------|------------------|------------------------|------------------|------------------|-----------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| DEPRECIATION (53610) | | | | | | | | | |
| 53614 | Depreciation Expense | 541 | 654,381 | 575,000 | 660,000 | 690,000 | 660,000 | | 660,000 |
| | DEPRECIATION | | 654,381 | 575,000 | 660,000 | 690,000 | 660,000 | (30,000) | 660,000 |
| DEBT SERVICE (53614/58309-59910) | | | | | | | | | |
| 53614 | Rib Mt. Metro - Debt Service | 614 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 58300 | Interest-Bonds Payable | 621-622 | 111,316 | 54,501 | 102,187 | 102,350 | 87,966 | | 71,060 |
| 59910 | Amortiz. Exp.-Bond Discounts | 542 | 2,351 | 0 | 2,351 | 2,351 | 2,351 | | 2,351 |
| 59910 | Amortiz. Exp.-Debt Issue Costs | 543 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 59910 | Amort. Loss on refunding | 544 | 19,659 | 0 | 19,659 | 19,659 | 19,659 | | 19,659 |
| | DEBT SERVICE | | 133,326 | 54,501 | 124,197 | 124,360 | 109,976 | (14,384) | 93,070 |
| EXPENSES | | | 1,835,186 | 1,563,920 | 1,983,662 | 2,007,072 | 2,180,724 | 173,652 | 2,286,259 |
| | | | | | | | Percent Budget Change | 8.65% | 4.84% |
| NET INCOME (LOSS) - before Cap. Contributions | | | 339,218 | 209,156 | 115,902 | (38,172) | 48,339 | 86,511 | 152,304 |
| | | | | | | | Percent Budget Change | -226.63% | 215.07% |
| NET INCOME (LOSS) - after Cap. Contributions | | | 381,703 | 214,231 | 120,977 | (38,172) | 53,414 | 91,586 | 157,379 |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.10.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **MAINTENANCE/REHABILITATION OF WELL 5 (BLOEDEL AVE.)**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, AUGUST 1, 2016
BOARD OF TRUSTEES, AUGUST 1, 2016**

POLICY QUESTION: Should the Board of Trustees approve the proposal/agreement with Layne Christensen to perform maintenance/rehabilitation services for Well No. 5 (Bloedel Avenue) for an estimated total of \$23,312 as described in their proposal dated July 28, 2015.

RECOMMENDATION TO: I make a motion that the Board of Trustees approve the proposal/agreement with Layne Christensen to perform maintenance/rehabilitation services for Well No. 5 (Bloedel Avenue) for an estimated total of \$23,312 as described in their proposal dated July 28, 2015.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Line Item: | 60-03-53710-245-000 (Source of Supply) \$17,472 |
| <input checked="" type="checkbox"/> Budget Line Item | 60-03-53720-242-000 (Pumping Expenses) \$ 5,840 |
| <input checked="" type="checkbox"/> Budgeted Expenditure: | Acct. 53710-245 = \$25,000; Acct. 53720-242 = \$61,288 |
| <input type="checkbox"/> Budgeted Revenue: | |
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|--|-------|
| <input type="checkbox"/> WI Statute: | _____ |
| <input type="checkbox"/> WI Administrative Code: | _____ |
| <input type="checkbox"/> Case Law / Legal: | _____ |
| <input type="checkbox"/> Municipal Code: | _____ |
| <input type="checkbox"/> Municipal Rules: | _____ |
-
-

PRIOR REVIEW: Review by the Director of Public Works & Utilities

BACKGROUND:

Maintenance/rehabilitation work was last performed on the Bloedel Well in 2005. A routine cleaning of the well and screen was anticipated in the 2016 utility operating budget. Maintenance work is not subject to public bidding. Layne has a local service branch based in Weston and has performed the maintenance and well rehabilitation work on all the Village's wells for at least the past 20 years. The utility has budgeted funds for this work in the total amount of \$86,288 split between source of supply (well) and pumping costs. Lesser or additional costs may be incurred due to unknowns of the extent of deposits and/or biofilm on the well screen or unforeseen repairs to pumping equipment and the well itself. The actual expenses will be allocated to the appropriate category.

| Item | Description | Well Cost | Pumping |
|-------------|---------------------------------|------------------|----------------|
| 1 | Mobilization (est.) | \$1,440 | \$1,440 |
| 2 | Disassemble/inspect pump (L.S.) | | \$ 600 |
| 3 | Televise Well (L.S.) | \$1,000 | |
| 4 | Reinstall pump and test | \$1,000 | \$3,800 |
| 5 | Miscellaneous (L.S.) | \$ 100 | |
| W-1 | Boreblast (if needed – L.S.) | \$4,000 | |
| W-2 | Acid wash in well | \$9,932 | |
| | Totals | \$17,472 | \$5,840 |

Attachments (*Proposal from Layne Christensen, dated 7/28/16; 2016 Village Water Utility Operating Budget*)



WATER · MINERAL · ENERGY

July 28, 2016

Village of Weston - Water Utility
Attn: Mr. Keith Donner
5500 Schofield Avenue
Weston, WI 54476

**Subject: Proposal for Well Maintenance Services
Weston Water Utility – Bloedel Street Well Location**

Dear Mr. Donner:

Layne Christensen Company (LCC) is pleased to present the following proposal to provide well maintenance services for the Village of Weston at your Bloedel location. Layne wishes to outline our understanding of the scope of work.

Layne has broken down the proposal into the following units:

- I. Layne Christensen Health & Safety
- II. Key Personnel Tasked with this Project and Relevant Experience
- III. Key Equipment to be supplied to the Project
- IV. Technical Approach
- V. Pricing Schedule

I. Layne Christensen Health & Safety

Before reviewing project details, Layne would first like to stress our commitment to providing the Village of Weston with a company that is committed to making Health & Safety our number one priority on this project. Layne has a comprehensive, industry leading, health and safety program which is composed of, but not limited to, the following:

**Supervisor's Accident Prevention Manual
Safety Practices Manual
Hazard Communication Manual
Fleet Manual
Emergency Response Plans
Site Specific Health and Safety Plan
Auditing Forms and Procedures
Mentoring Program**

Our Standard Industrial Classification Code is 178. All Layne employees charged with the project have OSHA construction site training (forklifts, backhoes, man-lifts and cranes), OSHA HAZWOPER 40 Hour training with yearly 8 Hour Updates with specific rig certifications and Layne's Supervisor Training. Documentation of each employees training can be provided upon request.

WATER RESOURCES



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II. Key Personnel Tasked with this Project and Relevant Experience

John Jensen – Account Manager

Mr. Jensen has worked for Layne Christensen Company for 20 years managing well exploration, well drilling, pump repair, and well rehabilitation projects for municipalities and industries. Representative projects include municipal well projects for Black River Falls, Weston, Park Falls, Marshfield, Mosinee, Wausau, Rothschild, Hayward and numerous other WI municipalities. He is a graduate of the University of Wisconsin-Milwaukee.

Brian Brodersen, P.E. – Project Manager

Mr. Brodersen is a Project Manager for well exploration, well drilling, pump repairs, and well rehabilitation projects for Layne. Mr. Brodersen has over 21 years of experience in the drilling, pump, and well rehabilitation industry which includes test well drilling, well development, well acidizing, pump repair, and multiple other well rehabilitation techniques. Mr. Brodersen has been lead Project Manager for large drilling and pump projects for Layne including Brookfield, Fond du Lac, Campbellsport, Manitowoc, Sturgeon Bay, and hundreds of municipal wells.

Layne has completed many successful well rehabilitation programs in Wisconsin including several of the Village of Weston's well locations.

III. Key Equipment to be supplied to the Project

Layne intends to mobilize the following equipment to the Village of Weston Bloedel Well location to perform this project:

- The primary pump service rig will be a 10T Smeal hoist, mounted on an International 4300, 4x2 chassis.
- Layne will also provide a 2000 gallon capacity, Chemical Treatment Unit (CTU) for surging and neutralizing applied chemistries utilized during the well rehabilitation process.

Picture 1: 10T Smeal Pump Hoist w/CTU



WATER RESOURCES



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The above equipment will be dedicated to this project and is current with annual inspections and certifications as required by the DOT.

IV. Technical Approach

As we discussed, the specific capacity of your Bloedel Well has decreased over the course of the last few years. In addition, water quality concerns at this location make the well susceptible to mineralogical/bacterial deposition and plugging of the well screen and surrounding formation. As a means to rehabilitate the well, we would recommend a “dual step” process consisting of both a mechanical screen cleaning followed by a chemical treatment to restore capacity at this location. This approach has been very effective at successfully restoring capacity at Weston’s other wells with similar conditions present.

The Bloedel Well was drilled in 2000. The well consists of a 36” borehole drilled to a total depth of 85 ft. A 30” diameter outer casing is grouted to 66 ft. with 20” diameter inner casing set from surface to 70 ft. and a 20” diameter stainless steel screen set from 70 - 85 ft. The well is a “gravel wall” construction with gravel pack extending to the surface in the annular space between the casings.

In order to address the decline in capacity, we are recommending utilizing Layne’s Boreblast II Process in combination with a chemical treatment consisting of QC-2100 and 20° baume muriatic acid. The benefit to utilizing this approach is that mineral encrustation (surface deposits on the well screen) is mostly removed from the screen area during the Boreblast (mechanical cleaning) process. This allows the chemistry to penetrate beyond the well screen without being “spent” on removal of these deposits.

In order to restore the capacity, it will be critical to utilize a chemical solution of sufficient strength to remove deposition from the well and penetrate beyond the well screen into the surrounding gravel pack and native formation. We are proposing utilizing a 1500 gallon chemical solution consisting of 330 gallons of 20° baume muriatic acid and 23 gallons of Layne’s NSF approved QC-2100 formulated well chemistry. The chemical solution will be mixed and injected into the well and surged with a double disk surge block for the remainder of the day. The solution will be allowed to remain in the well overnight. The next day, the solution will again be surged for an additional couple of hours before it is purged.

The maintenance project will be performed in the following steps:

- Load equipment and mobilize to Bloedel well location.
- Set up rig, disconnect motor and discharge piping and perform complete pump removal.
- Disassembly and inspection of pump bowl assembly.
- Wire brush well to remove surface deposits and expose interface of casing connection to well screen for video inspection of condition.
- Televis the well (in color) to determine the current condition of the well screen and casing
- Perform Layne’s Boreblast II process to mechanically remove surface deposits from the well screen area (if appropriate).
- Mix and inject a 1,500 gallon chemical solution consisting of 20° baume muriatic acid and Layne’s QC-2100 formulated well chemistry.
- Purge the solution from the well while neutralizing with hydrated lime (using chemical treatment trailer).
- Mix and inject a chlorine solution consisting of (1) gallon of Layne Oximate and 15 gallons of sodium hypochlorite. Surge solution with a double disc surge block

WATER RESOURCES



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- Reinstall pumping equipment (repaired as appropriate) back in well.
- Pump the well to waste while neutralizing the chlorine solution with sodium thiosulfate.
- Collect post-project hydraulic data while pumping the well to waste
- Clean up site and demobilize equipment back to yard.

V. Pricing Schedule

Pump Removal, Inspection, Well Televising, and Pump Reinstallation:

| | Description | Unit Cost | Est. Total |
|----|---|--------------|----------------|
| 1. | Load the necessary tools and equipment and mobilize a pump service rig to Bloedel Well location. Set up the rig, perform a short performance test and perform the complete removal of the pumping equipment. Wire brush casing and screen. Clear the well for televising. Load and transport equipment back to yard for disassembly and inspection. 2 man crew w/pump service rig – estimated 12 hours | \$240/hour. | \$2,880 |
| 2. | Disassemble and inspect pump bowl assembly in shop. Provide recommendations for repair as appropriate. | \$600/L.S. | \$600 |
| 3. | Televising well to visually inspect the condition of the well screen and casing | \$1,000/L.S. | \$1,000 |
| 4. | Reinstall (repaired) pumping equipment and pump the well to waste until chlorine solution purged. Collect bacT samples, clean up and demobilize equipment. 2 man crew w/pump service rig – estimated 20 hours | \$240/hour | \$4,800 |
| 5. | Miscellaneous consumables, tape, fittings, bacti samples etc. | \$100/L.S | \$100 |
| | Estimated Total: | | \$9,380 |

Well Maintenance

| | | | |
|----|---|--------------|---------|
| 1. | Perform Layne’s Boreblast II process to mechanically clean well screen. | \$4,000/L.S. | \$4,000 |
| 2. | Perform Chemical treatment utilizing Layne’s QC-2100 formulated well chemistry and 20° baume muriatic acid. Perform enhanced chlorination of well for follow up disinfection. | \$9,932/L.S. | \$9,932 |

*Notes:

- Proposal does not include repairs to the pumping equipment. Recommended/required repairs will be outlined on a separate proposal following the removal and inspection of the pumping equipment as appropriate.
- Layne will submit the required permit request to the WDNR for their approval.
- Time is estimated. The final invoice will be based on the unit rates multiplied by the actual quantities incurred in the field.

WATER RESOURCES



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We would like to extend our appreciation to the Village of Weston for the opportunity to submit this proposal to perform well maintenance services for your review and consideration. We hope that our proposal meets with your approval and that Layne Christensen Company will continue to be your preferred water supply services provider.

Respectfully submitted,

LAYNE CHRISTENSEN COMPANY

John Jensen

John Jensen
Account Manager

Authorized By: _____

Title: _____

Date: _____

WATER RESOURCES

**VILLAGE OF WESTON
2016 OPERATING BUDGET REQUEST
AND 2017 FINANCIAL PLAN
PROGRAM COMMENTS**

| | |
|---|--------------------------------------|
| Department/Office: Public Works | Budget: Water Utility Fund |
| Program: Enterprise Funds | Submitted by: Keith Donner |

WATER UTILITY FUND
2016 Operating Budget – 2017 Financial Plan

The Weston Water Utility Fund was created, as required and monitored by the Wisconsin Public Service Commission (PSC), to account for the provision of water supply services to the residents, business entities, and public authorities of the Village of Weston and the adjacent communities of the City of Schofield and the Village of Rothschild, where it is deemed appropriate. All revenues and expenses necessary to provide such services are accounted for in this fund.

Revenues include water user fees, public fire protection fees, interest income, water tower lease income from cellular phone towers, and special charges. Expenses include source of supply, pumping, water treatment, transmission/distribution, customer collection, depreciation, property taxes paid to the Village, debt service payments, statutory and discretionary reserves, and administration charges.

In 2009, the utility had a water rate increase study completed by the PSC. The rate increase took effect on March 18, 2009. The result of the study was that the utility would need to increase their rates to continue earning a favorable rate of return. It was determined that it was in the best interest of the utility to put into effect a water conservation rate schedule that encourages conservation on the residential side in combination with a traditional water rate schedule for both commercial and industrial. The utility hopes with these rates in place, encouraging water conservation it will extend the life of the current water sources extending the time frame in which additional sources would need to be added. As the community continues to grow in size and the water distribution area expands in the coming years, the expenses of the Utility may exceed revenues requiring consideration of additional fee adjustments. The user fee rates will continue to be reviewed annually.

| | 2014 Actual | 2015 Budget | 2015 Estimate | 2016 Proposed Budget | 2017 Financial Plan |
|--|----------------------|----------------------|----------------------|----------------------------|---------------------------|
| Net Assets, January 1 | \$ 23,816,805 | \$ 24,023,328 | \$ 24,023,328 | \$ 23,960,806 | \$ 23,722,766 |
| <u>REVENUES</u> | | | | | |
| Water Sales | \$ 1,519,895 | \$ 1,644,000 | \$ 1,537,761 | \$ 1,533,906 | \$ 1,533,906 |
| Private Fire Protection Fees | 41,251 | 38,000 | 54,911 | 54,911 | 54,911 |
| Public Fire Protection Fees | 455,490 | 451,785 | 455,490 | 455,490 | 455,490 |
| Other Water Revenue | 18,150 | 20,150 | 23,089 | 16,100 | 27,100 |
| Interest Income | 215,978 | 61,650 | 67,214 | 61,000 | 61,000 |
| Rental Income | 18,984 | 19,000 | 19,000 | 19,000 | 19,000 |
| Property Sales | - | - | - | - | - |
| Miscellaneous Revenue | 32,724 | 15,000 | 17,350 | 16,550 | 16,550 |
| Gain (Loss) on Sale of Capital Assets | - | - | - | - | - |
| Total Revenues | \$ 2,302,472 | \$ 2,249,585 | \$ 2,174,815 | \$ 2,156,956 | \$ 2,167,956 |
| <u>EXPENSES</u> | | | | | |
| Source of Supply | \$ 17,406 | \$ 34,200 | \$ 40,237 | \$ 70,430 | \$ 65,518 |
| Pumping | 140,419 | 177,710 | 149,717 | 228,038 | 181,645 |
| Water Treatment | 196,663 | 221,401 | 203,388 | 239,226 | 220,868 |
| Transmission/Distribution | 304,622 | 447,050 | 380,607 | 271,031 | 290,408 |
| Customer Accounts | 78,944 | 78,414 | 80,928 | 83,694 | 85,247 |
| Private Well Permit Program | 3,976 | 9,180 | 4,950 | 8,300 | 14,500 |
| Administrative & General | 255,027 | 343,892 | 258,163 | 375,254 | 320,003 |
| Depreciation | 557,601 | 575,000 | 575,000 | 575,000 | 575,000 |
| Property Taxes | 463,667 | 479,100 | 471,631 | 479,113 | 486,727 |
| Interest Expense & Fiscal Charges | 76,278 | 71,370 | 71,370 | 63,564 | 54,944 |
| Other Debt Service | 1,346 | 1,346 | 1,346 | 1,346 | 1,346 |
| Total Expenditures | \$ 2,095,949 | \$ 2,438,663 | \$ 2,237,337 | \$ 2,394,996 | \$ 2,296,206 |
| Net Income (Loss) – before Capital Contributions | \$ 206,523 | \$ (189,078) | \$ (62,522) | \$ (238,040) | \$ (128,250) |
| Plus: Capital Contributions | - | - | - | - | - |
| Net Income (Loss) – after Capital Contributions | \$ 206,523 | \$ (189,078) | \$ (62,522) | \$ (238,040) | \$ (128,250) |
| Net Assets, December 31 | <u>\$ 24,023,328</u> | <u>\$ 23,834,250</u> | <u>\$ 23,960,806</u> | <u>\$ 23,722,766</u> | <u>\$ 23,594,516</u> |

VILLAGE OF WESTON
Water Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|--|---|---------------|------------------|------------------------|------------------|------------------|------------------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| REVENUES | | | | | | | | | |
| WATER SALES (46451) | | | | | | | | | |
| 46451 | Metered Sales-Residential | 920 | 774,240 | 679,175 | 747,142 | 894,000 | 762,084 | | 762,084 |
| 46451 | Metered Sales-Commercial | 921 | 271,085 | 235,518 | 261,597 | 272,000 | 266,829 | | 266,829 |
| 46451 | Metered Sales-Industrial | 922 | 266,326 | 211,057 | 303,922 | 272,000 | 285,600 | | 285,600 |
| 46451 | Metered Sales-Public Authority | 923 | 46,421 | 51,759 | 69,012 | 64,000 | 70,392 | | 70,392 |
| 46451 | Other Sales-Private Fire Protect. | 925 | 41,251 | 36,607 | 54,911 | 38,000 | 54,911 | | 54,911 |
| 46451 | Other Sales-Public Fire Protect. | 926 | 455,490 | 372,665 | 455,490 | 451,785 | 455,490 | | 455,490 |
| 46451 | Other Sales-Misc | 924 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 46451 | Other Sales-Multi-Family | 927 | 160,590 | 154,803 | 154,969 | 140,000 | 147,000 | | 147,000 |
| 46451 | Unmetered Sales | 929 | 1,233 | 746 | 1,119 | 2,000 | 2,000 | | 2,000 |
| | rate increase | | 0 | 0 | 0 | 0 | 0 | | 0 |
| | WATER SALES | | 2,016,636 | 1,742,330 | 2,048,162 | 2,133,785 | 2,044,306 | (89,479) | 2,044,306 |
| OTHER WATER REVENUE (46160-46455) | | | | | | | | | |
| 46160 | NSF Check Fees | 000 | 113 | 100 | 100 | 150 | 100 | | 100 |
| 46452 | Forfeited Discounts/Penalties | 930 | 4,525 | 3,820 | 5,730 | 3,700 | 3,700 | | 3,700 |
| 46452 | Misc. Rev-Private Well/Add Samp | 932 | 251 | 160 | 240 | 200 | 200 | | 200 |
| 46452 | Misc. Billed Services | 933 | 2,907 | 912 | 1,368 | 2,000 | 2,000 | | 2,000 |
| 46452 | Misc. Supplies Sold | 934 | 9 | 0 | 0 | 100 | 100 | | 100 |
| 46452 | Reconnection Fees | 935 | 1,360 | 1,860 | 2,790 | 1,200 | 1,200 | | 1,200 |
| 46452 | Misc. Revenue-All Other | 939 | 0 | 76 | 76 | 0 | 0 | | 0 |
| 46453 | Assessment Checking | 000 | 3,880 | 2,770 | 4,155 | 2,500 | 2,500 | | 2,500 |
| 46454 | Water Permits Issued | 000 | 580 | 420 | 630 | 300 | 300 | | 300 |
| 46454 | Private Well Permits-Serviced | 932 | 4,525 | 4,458 | 8,000 | 10,000 | 6,000 | | 17,000 |
| | OTHER WATER REVENUE | | 18,150 | 14,576 | 23,089 | 20,150 | 16,100 | (4,050) | 27,100 |
| INTEREST INCOME (48110-48130) | | | | | | | | | |
| 48110 | Interest on Investments - Earned | 001 | 214,607 | 52,396 | 60,000 | 60,000 | 60,000 | | 60,000 |
| 48110 | Interest on Investments - Unearned Losses | 009 | 0 | 5,564 | 5,564 | 0 | 0 | | 0 |
| 48130 | Interest - Special Assessments | 000 | 1,371 | 0 | 1,650 | 1,650 | 1,000 | | 1,000 |
| | INTEREST INCOME | | 215,978 | 57,960 | 67,214 | 61,650 | 61,000 | (650) | 61,000 |
| RENTAL INCOME (46456) | | | | | | | | | |
| 46456 | Rent from Water Tower Leases | 000 | 18,984 | 7,020 | 19,000 | 19,000 | 19,000 | | 19,000 |
| | RENTAL INCOME | | 18,984 | 7,020 | 19,000 | 19,000 | 19,000 | 0 | 19,000 |
| PROPERTY SALES (48307) | | | | | | | | | |
| 48307 | Sale of Equip/Prop.- Recycling | 000 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 48309 | Sale of Equip/Prop.- All Other | 000 | 0 | 0 | 0 | 0 | 0 | | 0 |
| | PROPERTY SALES | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MISCELLANEOUS REVENUE (48440/48740) | | | | | | | | | |
| 46459 | Return on Net Invest. in Meters | 000 | 16,550 | 0 | 16,550 | 15,000 | 16,550 | | 16,550 |
| 48440 | Insurance Recoveries | 000 | 16,174 | 0 | 0 | 0 | 0 | | 0 |
| 48921 | Other Misc. Revenue | 000 | 0 | 800 | 800 | 0 | 0 | | 0 |
| 48300 | Gain on Sale of Equipment | 000 | 0 | 0 | 0 | 0 | 0 | | 0 |
| | MISC. REVENUE | | 32,724 | 800 | 17,350 | 15,000 | 16,550 | 1,550 | 16,550 |
| REVENUES - Subtotal | | | 2,302,472 | 1,822,686 | 2,174,815 | 2,249,585 | 2,156,956 | (92,629) | 2,167,956 |
| CAPITAL CONTRIBUTIONS (48550) | | | | | | | | | |
| 48550 | Capital Contributions | 941-947 | 0 | 0 | 0 | 0 | 0 | | 0 |
| REVENUES - Grand Total | | | 2,302,472 | 1,822,686 | 2,174,815 | 2,249,585 | 2,156,956 | (92,629) | 2,167,956 |
| | | | | | | | Percent Budget Change | -4.12% | 0.51% |

VILLAGE OF WESTON
Water Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|---|--------------------------------------|---------------|----------------|------------------------|----------------|----------------|--------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| EXPENSES | | | | | | | | | |
| SOURCE OF SUPPLY EXPENSE (53710) | | | | | | | | | |
| 53710 | Operation Labor - Hrly | 120 | 341 | 787 | 1,000 | 1,500 | 1,500 | | 1,575 |
| 53710 | Operation Labor - Call Time | 121 | 143 | 0 | 0 | 50 | 50 | | 53 |
| 53710 | Operation Labor - OT | 122 | 0 | 0 | 0 | 200 | 200 | | 210 |
| 53710 | Operation Labor - Standby | 138 | 2,367 | 1,548 | 2,340 | 2,350 | 4,680 | | 4,680 |
| 53710 | Purchased Water | 220 | 1,965 | 0 | 15,000 | 15,000 | 20,000 | | 20,000 |
| 53710 | Maint. of Wells & Springs | 245(603) | 3,879 | 4,690 | 7,035 | 4,000 | 4,000 | | 4,000 |
| 53710 | Maint. of Wells & Springs | 245(614) | 1,972 | 3,593 | 5,300 | 10,000 | 25,000 | | 20,000 |
| 53710 | Maint. of Structure/Improvement | 247(611) | 822 | 586 | 1,000 | 500 | 10,000 | | 10,000 |
| 53710 | Maint. of Misc Plant | 255(617) | 0 | 0 | 0 | 200 | 0 | | 0 |
| 53710 | Outside Contracted Services | 290 | 5,916 | 8,562 | 8,562 | 0 | 5,000 | | 5,000 |
| 53710 | Operation Supplies/Expenses | 349 | 1 | 100 | 0 | 400 | 0 | | 0 |
| | SOURCE OF SUPPLY EXP. | | 17,406 | 19,866 | 40,237 | 34,200 | 70,430 | 36,230 | 65,518 |
| EXPENSES | | | | | | | | | |
| PUMPING EXPENSES (53720) | | | | | | | | | |
| 53720 | Operation Labor - Hrly | 120 | 25,521 | 18,395 | 25,000 | 27,000 | 27,000 | | 28,350 |
| 53720 | Operation Labor - Call Time | 121 | 597 | 244 | 330 | 400 | 400 | | 420 |
| 53720 | Operation Labor - OT | 122 | 11,659 | 7,238 | 9,700 | 10,500 | 10,500 | | 11,025 |
| 53720 | Operation Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53720 | Water/Sewer/Stormwater | 221 | 3,166 | 2,454 | 3,681 | 3,500 | 3,500 | | 3,500 |
| 53720 | Electricity | 222 | 91,354 | 77,746 | 95,545 | 97,000 | 100,500 | | 103,500 |
| 53720 | Natural Gas | 224 | 6,859 | 3,217 | 6,000 | 7,000 | 7,000 | | 7,000 |
| 53720 | Telephone | 225 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53720 | Repairs/Maint-Pumping Equip | 242(633) | 247 | 5,544 | 5,561 | 30,000 | 61,288 | | 20,000 |
| 53720 | Maint. Of Structure/Improvement | 247(631) | 25 | 68 | 600 | 600 | 15,000 | | 5,000 |
| 53720 | Operation Supplies/Expenses | 349 | 784 | 2,262 | 3,000 | 1,500 | 2,500 | | 2,500 |
| 53720 | Repair/Maint Supplies-Gasoline | 351 | 207 | 215 | 300 | 210 | 350 | | 350 |
| | PUMPING EXPENSES | | 140,419 | 117,383 | 149,717 | 177,710 | 228,038 | 50,328 | 181,645 |
| WATER TREATMENT EXPENSES | | | | | | | | | |
| Operation (53730) | | | | | | | | | |
| 53730 | Operation Labor - Hrly | 120 | 9,487 | 6,085 | 8,200 | 10,326 | 10,326 | | 10,842 |
| 53730 | Operation Labor - Call Time | 121 | 48 | 54 | 80 | 125 | 125 | | 131 |
| 53730 | Operation Labor - OT | 122 | 5,168 | 3,658 | 4,900 | 5,800 | 5,800 | | 6,090 |
| 53730 | Operation Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53730 | Water/Sewer/Stormwater | 221 | 326 | 150 | 350 | 450 | 375 | | 400 |
| 53730 | Electricity | 222 | 22,300 | 17,135 | 23,500 | 25,000 | 25,000 | | 25,750 |
| 53730 | Natural Gas | 224 | 2,887 | 1,305 | 2,871 | 2,900 | 3,000 | | 3,500 |
| 53730 | Maint. Of Treatment Equipment | 255(652) | 110 | 10,289 | 10,300 | 1,000 | 24,000 | | 1,000 |
| 53730 | Other Outside Services | 290 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53730 | Water Testing Services | 294 | 4,988 | 6,302 | 6,302 | 6,000 | 10,000 | | 7,500 |
| 53730 | Small Equipment | 314 | 0 | 3,522 | 2,000 | 500 | 1,000 | | 1,000 |
| 53730 | Operating Supplies-All Other | 349 | 4,021 | 693 | 1,000 | 1,000 | 2,000 | | 2,000 |
| 53730 | Chemicals | 366 | 146,350 | 126,327 | 140,000 | 165,000 | 155,000 | | 160,000 |
| 53730 | Operation Supplies/Expenses | 390 | 0 | 0 | 0 | 500 | 0 | | 0 |
| | Subtotal Operation Expenses | | 195,685 | 175,520 | 199,503 | 218,601 | 236,626 | 18,025 | 218,213 |
| Maintenance (53731) | | | | | | | | | |
| 53731 | Maintenance Labor - Hrly | 120 | 285 | 1,551 | 2,100 | 1,000 | 1,000 | | 1,050 |
| 53731 | Maintenance Labor - Call Time | 121 | 100 | 380 | 510 | 0 | 0 | | 0 |
| 53731 | Maintenance Labor - OT | 122 | 104 | 205 | 275 | 100 | 100 | | 105 |
| 53731 | Maintenance Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53731 | Maint. Of Machinery/Buildings | 247(651) | 140 | 11,109 | 1,000 | 1,000 | 1,500 | | 1,500 |
| 53731 | Misc. Expenses | 311-349 | 142 | 0 | 0 | 500 | 0 | | 0 |
| 53731 | Gasoline | 351 | 207 | 0 | 0 | 200 | 0 | | 0 |
| | Subtotal Maintenance Expenses | | 978 | 13,245 | 3,885 | 2,800 | 2,600 | (200) | 2,655 |
| | TOTAL WATER TREATMENT EXPS. | | 196,663 | 188,765 | 203,388 | 221,401 | 239,226 | 17,825 | 220,868 |

VILLAGE OF WESTON
Water Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|---|--|---------------|--------|------------------------|----------|--------|--------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| TRANSMISSION / DISTRIBUTION EXPENSES | | | | | | | | | |
| Operation Expenses | | | | | | | | | |
| 53739 | Labor- Inspections - Hrly | 120 | 823 | 149 | 200 | 150 | 400 | | 400 |
| 53739 | Labor- Inspections -OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Labor-Miscellaneous - Hrly | 120 | 249 | 183 | 250 | 150 | 150 | | 158 |
| 53740 | Labor-Miscellaneous - OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Labor-Miscellaneous - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Electricity | 222 | 2,487 | 2,995 | 4,493 | 2,800 | 2,500 | | 2,500 |
| 53740 | Telephone | 225 | 274 | 659 | 1,025 | 265 | 1,200 | | 1,200 |
| 53740 | Repairs/Maint Storage Facilities | 245(661) | 2,253 | 2,790 | 2,790 | 1,500 | 2,000 | | 2,000 |
| 53740 | Outside Contract -T& D Exp | 245(662) | 0 | 0 | 0 | 500 | 500 | | 500 |
| 53740 | Repairs/Maint-Buildings | 247 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Outside Contracted Services | 290(662) | 0 | 0 | 0 | 500 | 0 | | 0 |
| 53740 | Outside Contracted Services (StandPipr | 290(672) | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Post office Box | 311 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Outside Printing/Stationery | 312 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Small Equipment | 314(662) | 3,998 | 3,477 | 3,500 | 2,600 | 5,000 | | 5,000 |
| 53740 | Operating Supplies-All Other | 349-368 | 3,220 | 2,951 | 3,000 | 3,000 | 3,000 | | 3,000 |
| 53740 | Operating Suplies-Computer Maint | 387 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53740 | Miscellaneous Expense | 399 | 177 | 103 | 500 | 500 | 500 | | 500 |
| 53741 | Labor-Flushing Mains/Hydrants - Hrly | 120 | 16,210 | 24 | 8,105 | 12,000 | 16,210 | | 17,000 |
| 53741 | Labor-Flushing Mains/Hydrants - OT | 122 | 9 | 0 | 0 | 0 | 0 | | 0 |
| 53741 | Labor-Flushing Mains/Hydrants - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53741 | Outside Contracted Services | 290 | 36,695 | 0 | 0 | 0 | 0 | | 0 |
| 53741 | Publication Fees - Flushing Mains | 321 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53742 | Labor-Operating Main Valves - Hrly | 120 | 416 | 122 | 180 | 150 | 2,000 | | 3,100 |
| 53742 | Labor-Operating Main Valves - OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53742 | Labor-Operating Main Valves - Temp | 125 | 63 | 0 | 0 | 0 | 0 | | 0 |
| 53743 | Labor-Water Meter Testing - Hrly | 120 | 242 | 2,407 | 3,200 | 4,200 | 2,500 | | 2,500 |
| 53743 | Labor-Water Meter Testing - OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53743 | Labor-Water Meter Testing - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53743 | Maint. Of Meters | 253 | 17 | 0 | 0 | 0 | 0 | | 0 |
| 53743 | Outside Contracted Services | 290 | 3,042 | 4,111 | 4,200 | 6,000 | 6,000 | | 6,000 |
| 53744 | Labor-Existing Meter Change - Hrly | 120 | 7,721 | 12,305 | 15,000 | 10,000 | 10,000 | | 10,000 |
| 53744 | Labor-Existing Meter Change - Call Tim | 121 | 48 | 0 | 0 | 0 | 0 | | 0 |
| 53744 | Labor-Existing Meter Change - OT | 122 | 36 | 9 | 100 | 500 | 500 | | 500 |
| 53744 | Labor-Existing Meter Change -Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53745 | Labor-Freeze Up/Thaw - Hrly | 120 | 15,860 | 2,672 | 2,672 | 250 | 5,000 | | 5,500 |
| 53745 | Labor-Freeze Up/Thaw - Call Time | 121 | 1,222 | 149 | 149 | 0 | 300 | | 350 |
| 53745 | Labor-Freeze Up/Thaw - OT | 122 | 10,896 | 571 | 571 | 0 | 1,100 | | 1,500 |
| 53745 | Labor-Freeze Up/Thaw - Temp | 125 | 1,020 | 0 | 0 | 0 | 0 | | 0 |
| 53745 | Contracted Svcs.-Trans./Distrib. | 222-299 | 21,254 | 0 | 0 | 0 | 0 | | 0 |
| 53746 | Labor-Customer Complaints - Hrly | 120 | 826 | 792 | 1,060 | 1,000 | 1,100 | | 1,155 |
| 53746 | Labor-Customer Complaints - Call Time | 121 | 285 | 238 | 320 | 250 | 350 | | 370 |
| 53746 | Labor-Customer Complaints - OT | 122 | 314 | 107 | 145 | 220 | 150 | | 160 |
| 53746 | Labor-Customer Complaints - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53747 | Labor-Diggers Hotline Locates - Hrly | 120 | 14,036 | 9,981 | 13,500 | 14,000 | 14,000 | | 14,700 |
| 53747 | Labor-Diggers Hotline Locates - Call Tir | 121 | 95 | 143 | 190 | 150 | 150 | | 160 |
| 53747 | Labor-Diggers Hotline Locates - OT | 122 | 109 | 139 | 185 | 65 | 200 | | 200 |
| 53747 | Labor-Diggers Hotline Locates - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53748 | Labor-Water Service On/Off - Hrly | 120 | 2,433 | 1,857 | 2,500 | 2,400 | 2,500 | | 2,625 |
| 53748 | Labor-Water Service On/Off - Call Time | 121 | 285 | 244 | 330 | 550 | 330 | | 350 |
| 53748 | Labor-Water Service On/Off - OT | 122 | 490 | 218 | 300 | 300 | 300 | | 315 |
| 53748 | Labor-Water Service On/Off - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53749 | Labor-Mapping & AS Builts | 120 | 154 | 178 | 250 | 500 | 500 | | 500 |
| 53749 | Labor-Mapping & AS Builts OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53749 | Labor-Mapping & AS Builts - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53750 | Salaries | 110 | 3,152 | 567 | 20,171 | 17,070 | 23,728 | | 23,637 |
| 53750 | GIS - Hrly | 120 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53750 | GIS - OT | 122 | 525 | 0 | 0 | 0 | 0 | | 0 |
| 53750 | GIS - Temp | 125 | 220 | 0 | 0 | 4,000 | 6,400 | | 6,400 |
| 53750 | GIS - Temp OT | 126 | 1,425 | 0 | 0 | 0 | 0 | | 0 |
| 53750 | GIS - Education/Training | 157 | 0 | 0 | 0 | 450 | 500 | | 500 |
| 53750 | GIS Expenses | 286-314 | 875 | 875 | 875 | 1,300 | 5,153 | | 5,500 |
| 53751 | Labor-Distribution Model - Hourly | 120 | 26 | 0 | 0 | 0 | 0 | | 0 |
| 53751 | Labor-Distribution Model - Temp | 125 | 0 | 0 | 0 | 0 | 3,000 | | 3,000 |
| 53751 | Distr. Model Expenses | 286-290 | 2,079 | 1,495 | 7,000 | 21,600 | 7,100 | | 7,200 |

VILLAGE OF WESTON
Water Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|---|---|---------------|----------------|------------------------|----------------|----------------|--------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| EXPENSES | | | | | | | | | |
| TRANSMISSION / DISTRIBUTION EXPENSES (cont.) | | | | | | | | | |
| Maintenance Expenses | | | | | | | | | |
| 53760 | Maint. Reserv./Stand Pipes, Labor - Hrly | 120 | 404 | 1,355 | 1,400 | 250 | 1,400 | | 1,470 |
| 53760 | Maint. Reserv./Stand Pipes, Labor - Call Time | 121 | 0 | 0 | 100 | 100 | 100 | | 105 |
| 53760 | Maint. Reserv./Stand Pipes, Labor - OT | 122 | 0 | 0 | 50 | 50 | 50 | | 53 |
| 53760 | Maint. Reserv./Stand Pipes, Labor - Temp | 125 | 45 | 0 | 0 | 0 | 0 | | 0 |
| 53760 | Maint. Reserv./Stand Pipes, Other | 247-250 | 5,312 | 37,765 | 41,079 | 220,000 | 10,000 | | 10,000 |
| 53760 | Maint. Reserv./Stand Pipes, Other | 290 | 6,140 | 163,151 | 164,651 | 4,000 | 5,000 | | 5,000 |
| 53760 | Maint. Reserv./Stand Pipes, Other | 314 | 0 | 0 | 0 | 500 | 500 | | 500 |
| 53760 | Maint. Reserv./Stand Pipes, Oper. Supp | 326-349 | 0 | 521 | 778 | 0 | 500 | | 500 |
| 53761 | Maint. of Mains, Labor - Hrly | 120 | 6,394 | 1,477 | 2,954 | 5,500 | 5,500 | | 5,775 |
| 53761 | Maint. of Mains, Labor - Call Time | 121 | 100 | 0 | 100 | 300 | 300 | | 315 |
| 53761 | Maint. of Mains, Labor - OT | 122 | 936 | 9 | 500 | 1,000 | 1,000 | | 1,050 |
| 53761 | Maint. of Mains, Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53761 | Maint. of Mains, Labor - Out-of-Class P | 137 | 19 | 0 | 0 | 0 | 0 | | 0 |
| 53761 | Maint. of Mains, Other | 251-290 | 64,908 | 9,975 | 20,000 | 20,000 | 25,000 | | 25,000 |
| 53761 | Maint of Mains, Small Equipment | 314 | 0 | 0 | 0 | 500 | 500 | | 500 |
| 53761 | Maint of Mains, Operating Supplies | 349 | 0 | 139 | 0 | 0 | 0 | | 0 |
| 53762 | Maint. of Services, Labor - Hrly | 120 | 2,031 | 1,324 | 1,800 | 4,000 | 4,000 | | 4,200 |
| 53762 | Maint. of Services, Labor - Call Time | 121 | 48 | 0 | 0 | 0 | 0 | | 0 |
| 53762 | Maint. of Services, Labor - OT | 122 | 98 | 0 | 0 | 0 | 0 | | 0 |
| 53762 | Maint. of Services, Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53762 | Maint. of Services, Labor - Out-of-Class | 137 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53762 | Maint. of Services, Other | 252-290 | 33,189 | 18,588 | 24,000 | 20,000 | 32,400 | | 37,000 |
| 53762 | Maint. of Services, Small Equipment | 314 | 221 | 0 | 500 | 200 | 500 | | 500 |
| 53763 | Maint. of Meters, Labor - Salary | 110 | 0 | 1,147 | 1,147 | 0 | 0 | | 0 |
| 53763 | Maint. of Meters, Labor - Hrly | 120 | 8,634 | 7,479 | 9,000 | 8,000 | 9,000 | | 9,000 |
| 53763 | Maint. of Meters, Labor - Call Time | 121 | 53 | 0 | 0 | 50 | 0 | | 0 |
| 53763 | Maint. of Meters, Labor - OT | 122 | 119 | 60 | 60 | 30 | 60 | | 60 |
| 53763 | Maint. of Meters, Labor - Temp | 125 | 72 | 0 | 0 | 0 | 0 | | 0 |
| 53763 | Maint. of Meters, Other | 253-349 | 5,881 | 4,346 | 4,400 | 5,000 | 1,000 | | 1,000 |
| 53764 | Maint. of Hydrants, Labor - Hrly | 120 | 4,947 | 383 | 0 | 2,500 | 5,000 | | 5,000 |
| 53764 | Maint. of Hydrants, Labor - CallTime | 121 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53764 | Maint. of Hydrants, Labor - OT | 122 | 0 | 0 | 0 | 50 | 0 | | 0 |
| 53764 | Maint. of Hydrants, Labor - Temp | 125 | 72 | 0 | 0 | 0 | 6,400 | | 6,400 |
| 53764 | Maint. of Hydrants, Other | 254-349 | 6,983 | 2,391 | 2,400 | 41,000 | 30,000 | | 40,000 |
| 53765 | Maint. of Other Plant, Labor - Hrly | 120 | 258 | 1,474 | 2,000 | 1,000 | 2,000 | | 2,000 |
| 53765 | Maint. of Other Plant, Labor - OT | 122 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53765 | Maint. of Other Plant, Labor - Temp | 125 | 72 | 0 | 0 | 0 | 0 | | 0 |
| 53765 | Maint. of Other Plant, Labor - Small Equ | 314 | 0 | 0 | 0 | 100 | 0 | | 0 |
| 53766 | Maint. of Vehicles, Labor - Hrly | 120 | 1,154 | 1,293 | 2,000 | 2,600 | 2,500 | | 2,500 |
| 53766 | Maint. of Vehicles, Labor - Temp | 125 | 81 | 0 | 0 | 0 | 0 | | 0 |
| 53766 | Maint. of Vehicles, Out of Class Pay | 137 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53766 | Maint. of Vehicles, Other | 241-390 | 890 | 4,470 | 4,928 | 1,400 | 4,000 | | 4,000 |
| TRANSMISSION / DISTRIB. | | | 304,622 | 309,858 | 380,607 | 447,050 | 271,031 | (176,019) | 290,408 |
| CUSTOMER ACCOUNTS EXPS. (53770-53771) | | | | | | | | | |
| 53770 | Meter Reading, Labor - Hrly | 120 | 16,679 | 12,393 | 16,600 | 16,500 | 16,830 | | 17,167 |
| 53770 | Meter Reading, Labor - Temp | 125 | 9 | 0 | 0 | 0 | 0 | | 0 |
| 53770 | Meter Reading, Cont. Services | 287 | 892 | 1,159 | 1,159 | 900 | 1,500 | | 1,500 |
| 53770 | Operating Supplies - Small Equip | 314-387 | 716 | 1,547 | 1,553 | 1,000 | 1,000 | | 1,000 |
| 53771 | Treasurer/Finance Dir.-Labor | 103 | 22,004 | 15,241 | 20,394 | 22,014 | 22,014 | | 21,930 |
| 53771 | Accounting/Collection-Labor - Salaries | 110 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Accounting/Collection-Labor - Hrly | 120 | 21,034 | 15,342 | 21,000 | 21,000 | 21,500 | | 22,000 |
| 53771 | Accounting/Collection-Labor - OT | 122 | 253 | 5 | 0 | 0 | 0 | | 0 |
| 53771 | Accounting/Collection-Labor - Temp | 125 | 65 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Longevity Pay | 133 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Bonus/Incentive | 139 | 500 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Employee Awards | 172 | 107 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Labor-Less Recycling Wages | 199 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53771 | Financial Audit Fees | 213 | 5,300 | 5,450 | 5,450 | 5,500 | 5,700 | | 5,900 |
| 53771 | Contracted Services | 281-290 | 5,261 | 6,937 | 7,322 | 3,400 | 7,700 | | 8,300 |
| 53771 | Postage, Misc. | 310-317 | 6,050 | 4,799 | 7,450 | 8,100 | 7,450 | | 7,450 |
| 53771 | Bad Debt Expense | 741 | 74 | 26 | 0 | 0 | 0 | | 0 |
| CUSTOMER ACCTS. EXPS. | | | 78,944 | 62,899 | 80,928 | 78,414 | 83,694 | 5,280 | 85,247 |

VILLAGE OF WESTON
Water Utility Fund
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

| ACCOUNT # | ACCOUNT DESCRIPTION | SUB ACCOUNT # | 2014 | 2015 | 2015 | 2015 | 2016 | 2016 | 2017 |
|--|--------------------------------------|---------------|------------------|------------------------|------------------|------------------|------------------------------|------------------|-------------------|
| | | | ACTUAL | Y-T-D (at 10/31/15) | ESTIMATE | BUDGET | PROPOSED BUDGET | BUDGET CHANGE | FINANCIAL PLAN |
| EXPENSES | | | | | | | | | |
| PRIVATE WELL PERMIT PROGRAM (53775) | | | | | | | | | |
| 53775 | Private Well, Labor - Hrly | 110 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53775 | Private Well, Labor - Hrly | 120 | 2,797 | 2,274 | 3,000 | 3,780 | 3,000 | | 6,500 |
| 53775 | Private Well, Labor - Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53775 | Education & Training | 157 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53775 | Outside Services Contracted | 212-294 | 1,090 | 914 | 1,850 | 5,000 | 5,200 | | 7,900 |
| 53775 | Office Supplies | 310-351 | 89 | 47 | 100 | 400 | 100 | | 100 |
| | PRIVATE WELL PERMIT PROG. | | 3,976 | 3,235 | 4,950 | 9,180 | 8,300 | (880) | 14,500 |
| ADMINISTRATIVE & GENERAL EXPS. (53780) | | | | | | | | | |
| 53780 | Salaries-Administrator | 101 | 4,266 | 369 | 4,716 | 4,568 | 7,228 | | 7,200 |
| 53780 | Salaries-Dir. of Public Works | 102 | 2,721 | 3,405 | 49,016 | 32,918 | 51,617 | | 51,419 |
| 53780 | Salaries-Committee Members | 105 | 213 | 0 | 806 | 806 | 806 | | 806 |
| 53780 | Salaries-Human Resources | 107 | 4,463 | 395 | 5,151 | 4,463 | 5,151 | | 5,131 |
| 53780 | Salaries - Regular | 110 | 46,915 | 37,142 | 0 | 13,833 | 0 | | 0 |
| 53780 | Hourly Wages, Regular | 120 | 31,670 | 24,242 | 33,737 | 24,313 | 17,763 | | 9,422 |
| 53780 | Hourly Wages, Call Time | 121 | 0 | 48 | 48 | 0 | 0 | | 0 |
| 53780 | Hourly Wages, Overtime | 122 | 381 | 247 | 350 | 0 | 350 | | 350 |
| 53780 | Hourly Wages, Temp | 125 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Vacation/Sick/Holidays | 31/132/134 | 13,648 | 0 | 13,800 | 11,300 | 14,000 | | 14,000 |
| 53780 | Longevity Pay | 133 | 0 | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Meeting Pay-Clerical | 136 | 183 | 0 | 269 | 269 | 269 | | 269 |
| 53780 | Bonus/Incentive Pay | 139 | 3,000 | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Social Security | 151 | 23,255 | 14,410 | 24,006 | 23,597 | 26,805 | | 27,025 |
| 53780 | Wisconsin Retirement | 152 | 22,619 | 13,599 | 21,343 | 20,975 | 22,505 | | 22,693 |
| 53780 | Health/Dental Insurance | 154 | 48,698 | 26,712 | 38,976 | 36,170 | 41,980 | | 47,175 |
| 53780 | Life Insurance | 155 | 574 | 456 | 542 | 535 | 591 | | 597 |
| 53780 | Worker's Comp. Ins. | 156 | 13,520 | 1,428 | 10,915 | 8,815 | 8,978 | | 8,986 |
| 53780 | Employee Education/Training | 157 | 2,000 | 1,611 | 1,610 | 500 | 5,000 | | 5,000 |
| 53780 | Coveralls/Clothing | 162/346 | 1,127 | 839 | 1,495 | 1,200 | 1,515 | | 1,515 |
| 53780 | Employee Health Tests | 164 | 111 | 97 | 175 | 175 | 175 | | 175 |
| 53780 | Income Continuation Insurance | 167 | 0 | 0 | 0 | 0 | 2,131 | | 2,150 |
| 53780 | Less: Wages Allocated Elsewhere | 196 | (7,506) | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Less: Recycling Fringes | 199 | (373) | 0 | 0 | (370) | 0 | | 0 |
| 53780 | Regulatory Commission | 208 | 2,188 | 125 | 2,500 | 2,500 | 7,600 | | 2,700 |
| 53780 | Legal Services | 212 | 3,587 | 0 | 2,500 | 2,500 | 10,000 | | 10,000 |
| 53780 | Architec/Engineering Fees | 215 | 0 | 0 | 10,000 | 100,000 | 75,000 | | 50,000 |
| 53780 | Telephone | 225 | 1,626 | 808 | 1,080 | 2,100 | 1,440 | | 1,440 |
| 53780 | Repairs/Maint - Other Mach | 242 | 0 | 0 | 0 | 100 | 0 | | 0 |
| 53780 | Repairs/Maint - Building | 247 | 780 | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Outside Services Contracted | 286-294 | 2,681 | 2,122 | 2,600 | 17,700 | 13,100 | | 10,000 |
| | --- Lumin Personnel Training Program | 290 | 0 | 0 | 0 | 0 | 10,000 | | 0 |
| | --- Pay for Performance Study | 290 | 0 | 0 | 0 | 0 | 5,000 | | 0 |
| 53780 | Office Supplies & Expenses | 310-312 | 2,981 | 2,366 | 4,000 | 3,000 | 4,000 | | 4,000 |
| 53780 | Small Equipment | 314 | 0 | 580 | 580 | 500 | 5,000 | | 5,000 |
| 53780 | Legal notices | 321 | 0 | 0 | 0 | 100 | 200 | | 200 |
| 53780 | Subscriptions | 322 | 109 | 0 | 0 | 100 | 0 | | 0 |
| 53780 | Membership dues | 324 | 2,707 | 3,547 | 4,547 | 2,500 | 3,000 | | 3,000 |
| 53780 | Registration Fees | 325 | 690 | 1,513 | 1,000 | 2,000 | 3,500 | | 1,500 |
| 53780 | Advertising | 326 | 221 | 0 | 0 | 0 | 0 | | 0 |
| 53780 | Meeting /travel/lodging | 332-336 | 2,461 | 1,772 | 1,600 | 2,050 | 5,750 | | 3,350 |
| 53780 | Transportation Exp. - Gas | 351 | 13,188 | 6,767 | 10,151 | 13,000 | 13,000 | | 13,000 |
| 53780 | Misc. General Expenses | 363-399 | 245 | 40 | 50 | 175 | 200 | | 200 |
| 53780 | Property Insurance | 511-513 | 10,078 | 2,104 | 10,600 | 11,500 | 11,600 | | 11,700 |
| | ADMIN. & GENERAL EXPS. | | 255,027 | 146,744 | 258,163 | 343,892 | 375,254 | 31,362 | 320,003 |
| OTHER OPERATING EXPENSES (53790) | | | | | | | | | |
| 53790 | Depreciation | 541 | 557,601 | 479,167 | 575,000 | 575,000 | 575,000 | | 575,000 |
| 53790 | Payment in Lieu of Taxes | 592 | 463,667 | 399,250 | 471,631 | 479,100 | 479,113 | | 486,727 |
| | OTHER OPER. EXPENSES | | 1,021,268 | 878,417 | 1,046,631 | 1,054,100 | 1,054,113 | 13 | 1,061,727 |
| DEBT SERVICE (58300-59910) | | | | | | | | | |
| 58300 | Interest on Long-term Debt | 621/622 | 76,278 | 37,500 | 71,370 | 71,370 | 63,564 | | 54,944 |
| 59910 | Amort. of Bond Discount | 542 | 1,346 | 0 | 1,346 | 1,346 | 1,346 | | 1,346 |
| | DEBT SERVICE | | 77,624 | 37,500 | 72,716 | 72,716 | 64,910 | (7,806) | 56,290 |
| EXPENSES | | | 2,095,949 | 1,764,667 | 2,237,337 | 2,438,663 | 2,394,996 | (43,667) | 2,296,206 |
| | | | | | | | Percent Budget Change | -1.79% | -4.12% |
| NET INCOME (LOSS) - before Cap. Contributions | | | 206,523 | 58,019 | (62,522) | (189,078) | (238,040) | (48,962) | (128,250) |
| NET INCOME (LOSS) - after Cap. Contributions | | | 206,523 | 58,019 | (62,522) | (189,078) | (238,040) | (48,962) | (128,250) |

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – E.12.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **2015 ANNUAL WATER QUALITY REPORT (a.k.a., Consumer Confidence Report) FOR WESTON MUNICIPAL UTILITIES**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, AUGUST 1, 2016
BOARD OF TRUSTEES, AUGUST 1, 2016**

POLICY QUESTION: Compliance with Wisconsin Administrative Code, NR 809.83.

RECOMMENDATION TO: Acknowledge completion of 2015 Annual Water Quality Report (a.k.a., Consumer Confidence Report) and Required Public Notifications for Weston Municipal

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: _____
- WI Administrative Code: NR 809.83
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-

PRIOR REVIEW: Staff; Local DNR Water Supply Engineer

BACKGROUND: This report is required under the Safe Drinking Water Act and most of the language contained in the report is mandatory. Original protocol was to deliver the report by direct mail to all customers of the utility. In 2013 the regulation was modified to permit notification by postcard with instructions to access the report via a direct link to a website or simply request a printed copy if the customer desired. The utility submits verification it has complied with the requirements of the regulation to the Wisconsin Department of Natural Resources as well. The report prepared in the current year (2016) is for the prior calendar year (2015).

Attachments (*Postcard mailed to all customer; Weston Municipal Utilities' Annual Water Quality Report*)

To view a copy of our 2015
Water Quality Report please visit
www.westonwi.gov/2015CCR
or if you prefer a printed copy
please call 715-359-2876 to
request a copy by mail.

For more information on Weston
Quarterly Water & Sewer Rates or if
you need assistance calculating your
bill, please call 715-359-2876.

PRSRT STD
U.S. POSTAGE
PAID
PERMIT #600
WAUSAU, WI

Weston Quarterly Water & Sewer Rates

The Wisconsin Public Service Commission (*Utility Consumers' Complaints Hotline 1-800-225-7729*) requires the Water Utility inform its customers of the rates at least once per year. The current rates are as follows:

| Meter Size | Water Base Rate | Public Fire Protection Service | Sewer Base Rate |
|--------------|-----------------|--------------------------------|-----------------|
| 5/8" or 3/4" | \$18.00/meter | \$17.49 | \$28.50 |
| 1" | \$27.00 | \$43.50 | \$85.50 |
| 1 1/2" | \$60.00 | \$87.00 | \$171.00 |
| 2" | \$90.00 | \$141.00 | \$284.00 |
| 3" | \$165.00 | \$261.00 | \$654.00 |
| 4" | \$270.00 | \$438.00 | \$1,164.00 |
| 6" | \$555.00 | \$876.00 | \$2,610.00 |

* Quarterly charges for Public Fire Protection (PFP) are collected through the Utility bill for Weston residents. Equivalent annual PFP charges for Weston Utility customers in the Village of Rothschild are collected from the Village of Rothschild as part of their general tax collection.

Residential Water Usage Rates:

| | |
|---------------------------------------|----------------------|
| First 10,000 gallons used per quarter | \$2.00/1,000 gallons |
| Next 20,000 gallons used per quarter | \$2.55/1,000 gallons |
| Over 30,000 gallons used per quarter | \$3.10/1,000 gallons |

Non-Residential Water Usage Rates:

| | |
|---|----------------------|
| First 30,000 gallons used per quarter | \$2.30/1,000 gallons |
| Next 470,000 gallons used per quarter | \$2.00/1,000 gallons |
| Next 500,000 gallons used per quarter | \$1.50/1,000 gallons |
| Over 1,000,000 gallons used per quarter | \$1.03/1,000 gallons |

Sewer Usage Rates:

\$3.00/1,000 gallons of metered water

If you have any questions please call 715-359-2876



It's Right Here.

www.westonwi.gov

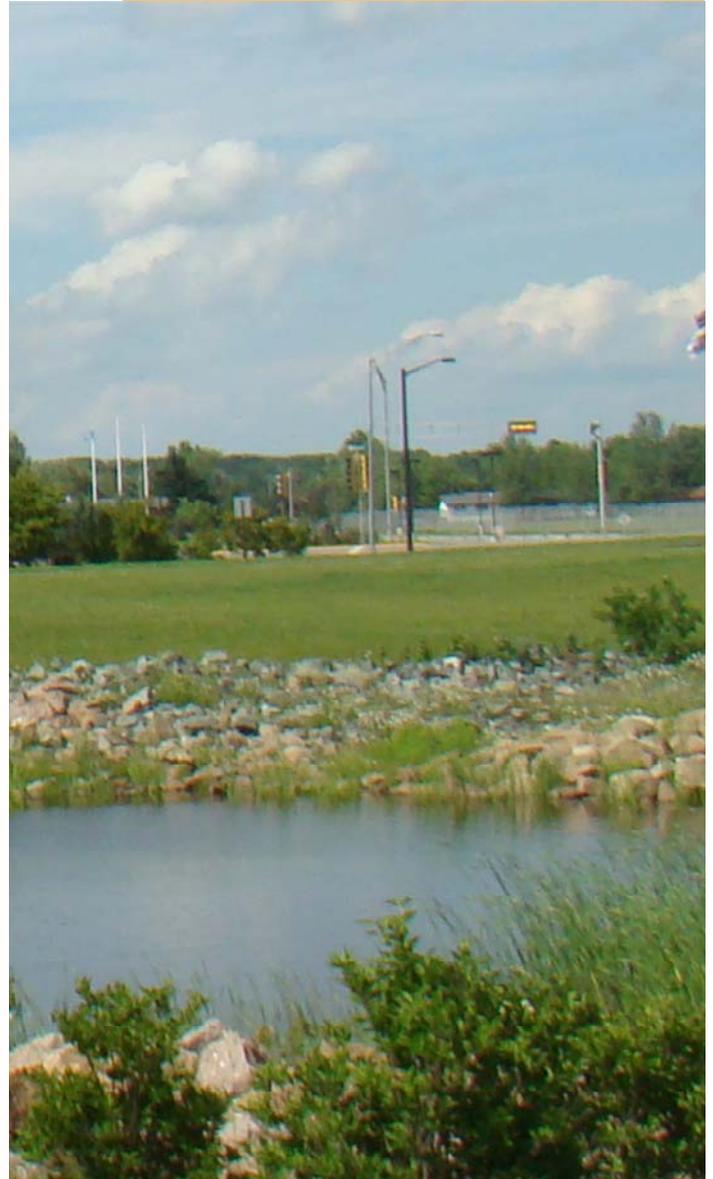
5500 SCHOFIELD AVENUE • P.O BOX 446 • WESTON, WI 54476 • 715-359-2876 • WWW.WESTONWI.GOV

WESTON MUNICIPAL UTILITIES

ANNUAL DRINKING WATER QUALITY REPORT



It's Right Here.



The Village of Weston Municipal Utilities is pleased to present to you our 2015 Annual Drinking Water Quality Report. This report is designed to keep you informed about the utility's water quality and the services we deliver to you every day. Our goal is to provide you with a safe and dependable supply of drinking water. We want you to know that we are constantly making efforts to improve the process of delivering potable water to your home or business and to protect our water resources. We are committed to ensuring the quality of your water and to providing top-notch customer service.

Your water is supplied from 6 groundwater wells ranging in depth from 70 to 111 feet and terminating in unconfined sand and gravel aquifers. These wells supplied an average of just under 2,100,000 gallons of potable water each day to over 5,000 households and businesses in the Weston, Rothschild, Schofield, and Rib Mountain areas. To obtain a summary of any source water assessments, please contact Keith Donner, P.E., Director of Public Works and Utilities at 715-359-2876.

The sources of drinking water—both tap water and bottled water—include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

The water from all of the Village's wells is treated to assure that it is of good quality for our customers' use. Chlorine is added to provide a safeguard against disease-causing organisms. Fluoride is added for dental health benefits. Additionally, a blended phosphate is added to lessen the aesthetic effects of iron and manganese.

Contaminants that may be present in source water include:

- **Microbial Contaminants**—These are bacteria or viruses that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- **Inorganic Contaminants**—These are salts and metals that can be either naturally occurring or from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- **Pesticides and Herbicides**—These may come from a variety of sources, such as agriculture, urban storm water runoff, and residential uses.
- **Organic Chemicals (including Synthetic Organic Chemicals)**—These are by-products of industrial processes and petroleum refining, and can also

come from gas stations, urban storm water runoff, and septic systems.

- **Radioactive Contaminants**—These can be naturally occurring or the result of oil and gas production and mining activities.

To ensure that tap water is safe to drink, the U.S. Environmental Protection Agency (EPA) prescribes regulations limiting the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration (FDA) regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health.

Detected Contaminants. In 2015 the Village of Weston Municipal Utilities tested your water for many contaminants according to Federal and State laws. (We are allowed to monitor for some contaminants less frequently than once a year.) The table lists only those contaminants that were detected in your water. If a contaminant was detected in 2015, it will appear in the table without a sample date. If the contaminant was not monitored in 2015, but was detected within the last 5 years, it will appear in the table with a footnote as to the sample date. Definitions have been provided at the bottom of the table to help you better understand the terms and abbreviations used.

Unregulated Contaminants. The utility also is required to test for some unregulated contaminants. Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted. EPA requires us to participate in this monitoring.

Lead and Copper Monitoring. In 2014, the utility performed compliance sampling for lead and copper at 30 sites throughout the distribution system. The utility had no samples exceeding action levels, as shown in the accompanying table. The utility will be sampling for lead and copper again in 2017, as this regulation currently requires monitoring on a 3-year interval.

Health Information. We are pleased to report that our drinking water meets all Federal and State health standards. All drinking water, including bottled drinking water, may reasonably be expected to contain at least a small amount of some contaminants. The presence of contaminants does not necessarily indicate the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline: 800-426-4791.

Some people may be more vulnerable to contaminants in drinking water than the general population is. Immuno-compromised persons—such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants—can be particularly at risk from infections. These people should seek advice about drinking water from their healthcare providers. EPA/CDC (Centers for Disease Control and Prevention) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the EPA's Safe Drinking Water Hotline: 800-426-4791.

Nitrate & Lead Information. Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than 6 months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant, you should ask advice from your healthcare provider.

If present, elevated levels of **lead** can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Weston Municipal Utilities is responsible for providing high-quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting in your pipes for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the EPA's Safe Drinking Water Hotline (800-426-4791) or online at www.epa.gov/safe-water/lead.

Cryptosporidium and Radon Monitoring. Our water system did not monitor our water for cryptosporidium or radon in 2015. We are not required by State or Federal drinking water regulations to do so.

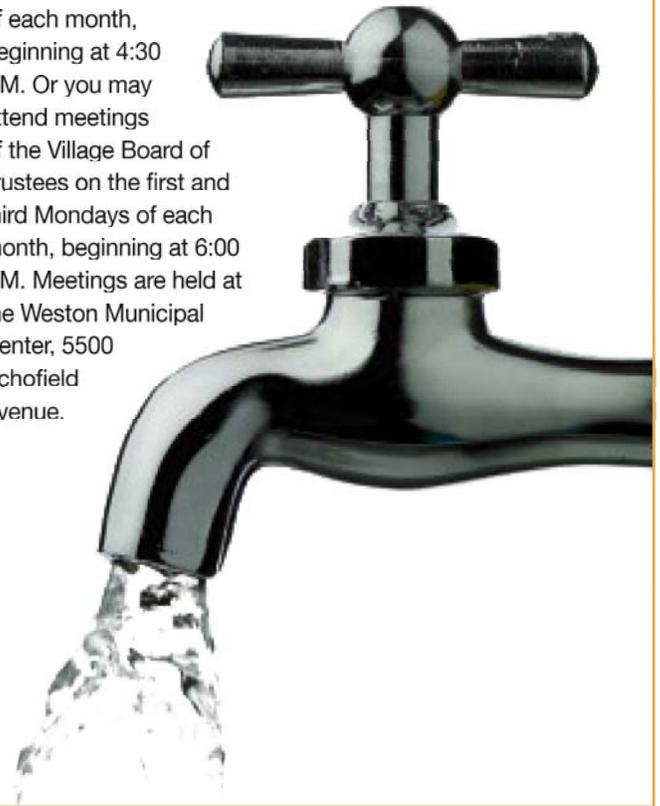
Other Information. The Village of Weston Municipal Utilities is responsible to provide top-quality water around the clock to every tap. We ask that all our customers help us protect our water sources, which are the heart of the community, our way of life, and our children's future.

You may find additional information regarding the Village of Weston Municipal Utilities on the Wisconsin Department of Natural Resources' (DNR's) website: <http://dnr.wi.gov>. In the center of the homepage select "Drinking water quality"

under "**Popular links.**" This takes you to a screen titled "**The quality of Wisconsin's drinking water.**" Select the "Learn" button at the top left. In the next screen titled "**Look up drinking water data,**" select "drinking water sample results," in the text instructions or on the right side under "Related Links." This will take you to a screen asking for the name of the public water supply and county. Type in "**Weston Municipal Utilities**" and choose **Marathon County**. Selecting the "Find" button at the lower left will take you to a screen with access to historical data kept by the DNR about "**Weston Municipal Utilities,**" (the left link) or a basic template for the **CCR** (Consumer Confidence Report) (right link). *Please be aware the CCR accessible within the DNR website is not the final version of the CCR as distributed by Weston Municipal Utilities. Weston chooses to publish its own CCR rather than utilize the DNR template.* You will also note that you can access other general information about drinking water from "**The quality of Wisconsin's drinking water,**" screen on the DNR's website.

Contact Information. The Village of Weston Municipal Utilities operation is managed by **Keith Donner**, P.E., Director of Public Works. The utility's Lead Operator in Responsible Charge is **John Borth**. If you have any questions about this report or other concerns about your water utility, please contact us at 715-359-2876.

Meetings. You are also invited to attend meetings of the Property and Infrastructure Committee on the first Monday of each month, beginning at 4:30 P.M. Or you may attend meetings of the Village Board of Trustees on the first and third Mondays of each month, beginning at 6:00 P.M. Meetings are held at the Weston Municipal Center, 5500 Schofield Avenue.



| 2015 Annual Drinking Water Quality Report for Weston Water Utility | | | | | | | | |
|--|-------|----------|------|--------------------------|---|--------------------------------|-----------|--|
| Contaminant | Unit | MCL | MCLG | Level Found ² | Range | Sample Date (if prior to 2015) | Violation | Typical Source of Contaminant |
| Disinfection By-products | | | | | | | | |
| HAA5 | ppb | 60 | 60 | 8 | 7 – 8 | | NO | By-product of drinking water chlorination. |
| TTHM | ppb | 80 | 0 | 15.5 | 14.2 – 15.5 | | NO | By-product of drinking water chlorination. |
| Inorganic Contaminants | | | | | | | | |
| ARSENIC | ppb | 10 | n/a | 1 | 0 – 1 | 3/25/2014 | NO | Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes. |
| BARIUM | ppm | 2 | 2 | 0.15 | 0.036 – 0.150 | 3/25/2014 | NO | Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits. |
| CHROMIUM | ppb | 100 | 100 | 1.6 | 0.39 – 1.6 | 3/25/2014 | NO | Discharge from steel and pulp mills; Erosion of natural deposits. |
| FLUORIDE | ppm | 4 | 4 | 0.6 | 0.0 – 0.6 | 3/25/2014 | NO | Erosion of natural deposits; Water additive to promote strong teeth; Discharge from fertilizer and aluminum factories. |
| COPPER | ppm | AL = 1.3 | 1.3 | 0.51 | 0 of 30 results were above the action level | 8/5/2014 | NO | Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives. |
| LEAD | ppb | AL = 15 | 0 | 1.1 | 0 of 30 results were above the action level | 8/5/2014 | NO | Corrosion of household plumbing systems; Erosion of natural deposits. |
| NICKEL | ppb | 100 | n/a | 1.50 | 0.7100 – 1.50 | 3/25/2014 | NO | Nickel occurs naturally in soils, ground water, and surface waters and is often used in electroplating, stainless steel, and alloy production. |
| NITRATE (NO ₃ -N) | ppm | 10 | 10 | 5.90 | 1.80 – 5.90 | | NO | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits. |
| SODIUM | ppm | n/a | n/a | 120.00 | 30.00 – 120.00 | 3/25/2014 | NO | Road salts. |
| Radioactive Contaminants | | | | | | | | |
| RADIUM (226 + 228) | pCi/l | 5 | 0 | 1.4 | 9 – 1.4 | 3/25/2014 | NO | Erosion of natural deposits. |
| Unregulated Contaminants¹ | | | | | | | | |
| BROMOCHLOROMETHANE | ug/l | n/a | n/a | 0.02 | nd – 0.12 | | NO | Used in fire extinguishers after World War II until it was banned in 1969. |
| CHLORATE | ug/l | n/a | n/a | 257 | 27 – 610 | | NO | Naturally occurring in arid regions. Used in herbicides, paper processing. Possible disinfection by-product. |
| CHROMIUM | ug/l | n/a | n/a | 0.53 | 0.31 – 1 | | NO | Rock containing chromium, 22nd most abundant element in the earth's crust. Mining, metal plating, paints. |
| HEXAVALENT CHROMIUM | ug/l | n/a | n/a | 0.42 | 0.12 – 0.96 | | NO | Pigments, anticorrosive coatings, metal plating. |
| STRONTIUM | ug/l | n/a | n/a | 157 | 130 – 260 | | NO | Rock and deposits of eroded rock, 15th most abundant element in the earth's crust. Glass pigment, zinc refining. |
| VANADIUM | ug/l | n/a | n/a | 0.21 | 0 – 0.48 | | NO | Occurs naturally in 65 different minerals, 22nd most abundant element in the earth's crust. Steel alloy. |
| SULFATE | ppm | n/a | n/a | 16 | 10.00 – 16.00 | 3/25/2014 | NO | By-product of fossil-fuel combustion, detergents, steel mills, pulp mills, textile mills. |

1. **Unregulated Contaminants** are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of these contaminants in drinking water and whether future regulation is warranted.

2. **Level Found** is the maximum level found for all compounds except Unregulated Contaminants for which it is the average level of all samples.

Definition of Terms:

Non-Detects (nd) - Laboratory analysis indicates that the constituent is not present.

Parts per million (ppm), or milligrams per liter (mg/l) - One part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb), or micrograms per liter (ug/l) - One part per billion corresponds to one minute in 2,000 years or a single penny in \$10,000,000.

Picocuries per liter (pCi/l) - A measure of radioactivity.

Action Level (AL) - The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Maximum Contaminant Level Goal (MCLG) - The level of a contaminant in drinking water, below which there is no known or expected risk to health.

MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL) - The highest level of a contaminant allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

TCR - Total Coliform Rule

In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems (MCLs). FDA regulations establish limits for contaminants in bottled water, which shall provide the same protection for public health. The EPA has determined that your water IS SAFE at these levels. The table shows only those compounds that were detected at any level within the past 5 years.

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.13.**



Village of Weston, Wisconsin
Report for the month of July 2016
MONTHLY DEPARTMENT REPORT FROM DEPUTY DIRECTOR OF PUBLIC WORKS

Monthly Department Briefer #2016-07

Michael Wodalski, Deputy Director of Public Works

Monday, August 1, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- The Ross Avenue Lift Station Project started this past week. This will include several short duration road closures of Ross Ave between Bayberry and Birch St.

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
 - **LED Light Fixtures:** The LED light fixtures have been installed in all Village owned fixtures south of STH 29 and along the Barbican/Community Center Dr. corridor. Lights on Schofield Ave has been installed from the Target/Ace entrance to Birch St. In the next week or so all of Schofield Ave should be installed.
 - **Mobile Access/Maintenance Management Software:** Operations staff has received mobile tablets and training continues with these. We are working towards having more complete and real time updates on maintenance activities being performed by staff.
- Workload and Labor Needs Analysis in Services Division
 - Working with the operations team on manpower allocations for the various tasks assigned to the traditional departments of parks, streets and utilities.
 - The month of July had staff working on cleaning up the Village's main thoroughfares which primarily consisted of weeding and applying new mulch to the landscaping beds along Schofield Ave., Camp Phillips, Weston Ave., the Hospital Area and the Community Center/Barbican corridors. One of the utility operators was recovering from wrist surgery and we were able to have this employee help out with mowing in the parks while he was on limited duty requirements. This is one example of how we are working on breaking down our traditional silos and working as one unit.
- Infrastructure Master Plans
 - The E Everest Ave connection to the Ridgeview Subdivision project started this past week. The watermain has been connected and excavation for the street is underway. Denyon Homes poured curb this past week for their portion of the Ridgeview project.
 - Have been providing REI information for the Misty Pines subdivision that is planned to go in between Sternberg and Ross from Fox to Birch St.
 - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
 - This past week we reactivated our Plan-It software and we'll be working on better organizing and presenting the Capital Improvement Plan with this software.
 - Part of this includes updating costs for TIF1 and implementing all of the new projects the Camp Phillips Center Project will likely require.

- Street Maintenance Plan
 - Other recently completed work includes overlays on Callon Ave and Scenic Dr. both of those streets were listed as 3s and 4s in our PASER ratings in which 10 is a brand new road and 1 is a completely failed road, thus these roads were in need of some repair.
 - Staff has been preparing the River Pines neighborhood as well as the Sandy Ln segment from the roundabout to Alex St. for the overlays on those sections. This has included repairing storm sewer inlets and sanitary and storm manholes. The schedules to pave these with American Asphalt have been pushed back recently due to weather and a scheduling conflict with the State paving job on US51. This next week or so should have these sections paved.
 - Work on the bridge deck on Ross Ave started this past week. The work will be completed around the second week in August (total duration of 3 weeks).
 - The contract for the Schofield Ave Concrete repairs from Normandy to Target/Ace intersection in the eastbound lanes is in the packet for recommendation.
 - Chip sealing will likely take place the second week in August.
 - The microsurfacing on Volkman St. from STH 29 to BUS 51 will take place around the second week in August as well.
- Vehicle and Equipment Fleet Replacement
 - The new sewer camera has been delivered and installed this past week. This camera will allow staff to inspect problem sewer areas as well as provide the potential to integrate our GIS software with the recordings so data management is done more easily.
- Policy and Ordinance Development/Revisions
 - Started working on a street maintenance packet for residents. This would help to explain why the Village does what it does and what the different treatments are and how they are applied. This should help clarify to residents why the Village gets toilet papered each summer, or why the manholes get dug up. This goes hand in hand with better communication with our residents regarding the services that are provided by the Village and specifically Public Works.
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
 - As mentioned above with the mobile technology, staff has mobile tablets and better access to maps as well as the ability to record real-time data for work completed.
- Implement/Improve Outreach/Public Education
 - As noted above, working on a street maintenance packet for the website as well as integration with a future newsletter. Also working on coordinating an event with the Aspirus YMCA and their youth programs to have Public Works Staff operate equipment for the kids. This is something we have done in the past and have shown how the street sweeper, Vac Truck, and other equipment work.

3. BUDGET AND FINANCIAL PLAN STATUS.

- CIP is being updated.
- Street Maintenance plan is being updated for 2017 – 2020.
- Working with J Jacobs to update the Equipment Plan which is on the agenda for the upcoming Finance Committee Meeting.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Staff is currently working on their reviews and we will be going over the Strengths Profiles and several of the Q12 questions with staff during reviews.

5. PERFORMANCE AND METRICS.

- Continue to work with K Donner and the Operations Foreman on the Wage and Compensation Matrix, specifically how one moves up the ladder as well as horizontally. Once completed staff should have a clear picture of what needs to be accomplished in order to move through the steps and grades of the various positions. This task should be completed by this fall so staff can better understand how they fit into the organization heading into the Pay For Performance plan.

6. COMMUNITY FEEDBACK

- Received several positive comments regarding the paving of Callon Ave.
- There are still several drainage concerns coming in, especially with the recent rain and staff is working on addressing these as time allows.

7. IDENTIFIED NEEDS.

- As we have been utilizing social media to announce when projects are starting, we've been receiving feedback from other citizens questioning why we aren't doing anything on their street this year. In one case, we actually ended up cutting the project this spring as it no longer fit within the budget. If possible, we need to see if we can get more street maintenance accomplished each year.

8. NEW IDEAS & OPPORTUNITIES.

- Cooperation amongst the traditional departments of Parks, Streets and Utilities continues to improve. As noted above, there was a utility employee who spent the majority of July mowing for parks and "street" staff helped "parks" staff mulch the medians in our landscaping areas. We're working on ensuring we're utilizing our manpower in the best ways possible.

9. MISCELLANEOUS COMMENTS / ISSUES.

- As mentioned in the identified needs section, there is an increasing request by residents for when their street is going to be repaired. If you've been following the news, the State itself is looking at a potential \$1 billion shortfall heading into the next budget. With the state facing these issues, it is conceivable that this means there will be fewer resources made available for local governments.

**Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE
COMMITTEE**

August 1st, 2016

**MEETING PACKET COVER
SHEET AGENDA ITEM – F.14.**



Village of Weston, Wisconsin
Report for the months of June/July 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PUBLIC WORKS & UTILITIES

Monthly Department Briefer #2016-06

Keith Donner, Director of Public Works & Utilities

Monday, August 1st, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Metropolitan Planning Organization should be discussing topic of chairperson at August 16 meeting. There was no July meeting. Allan Opall, though appointed by the County Administrator, has declined to serve in the position. MPO indicates 1st preference is for a chief elected official from a member organization. George Peterson will continue to serve as Vice Chair, but not as Chair. If no elected officials are interested the duty may be opened up to an appointed official from a member community.
- Heath Tappe/Denyon Homes has been working with me, Inter-City State Bank, and County Land & Title to get proper security in place for Ridgeview Subdivision. Value of and type of security (to guarantee public improvements are complete) is described in the development agreement. Wet weather has delayed the street work, but curb & gutter were poured on Monday, July 25. Tappe appears to be working to achieve substantial completion (1st layer of asphalt) so value of security can be minimized.
- Rothschild is making final preparations to begin water main project parallel to Business Highway 51 and which required the easement from Weston on the Foremost site. Foremost is interested in a fire line connection to Rothschild's distribution system. I have contacted PSC relative to this request. There should be nothing to prevent us from having an agreement with Rothschild for providing the fire service, but Rothschild does not provide metered service to Foremost unless we have maintenance events at the present time. I would want conditions for the fire connection to stipulate that being the only purpose of the connection at this point. This should also be an opportunity to better articulate conditions of the operation of the interconnection. I have a meeting with Foremost scheduled for Thursday, 8/4.

2. STRATEGIC PLAN PROJECT STATUS.

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to collaborate as Services Division.
- Comprehensive Plan Update
 - Reviewed Chapters for TIF plan and Priorities for project implementation.
 - Continuing to participate in periodic meetings with team from JSD Professional Services and J. Higgins, et. al. of Village re: SE Quadrant of STH 29/CTH X; a.k.a. "Camp Phillips at 29."
 - All committee members and BOT have been furnished documents related to planning for SE Quadrant and Camp Phillips Corridor plan through Administrator Guild. Feedback is sought.
 - Administrator Guild is also forwarding planning information to various stakeholder groups in the area including Marathon County and various committees for the County.
- Transport Way/Weston Avenue
 - Addressed questions at open house for SE neighborhood at transportation station on 5/09
 - Proposal by Keller on behalf of Lamer's for developing site at end of Transport Way has been abandoned due to extent of wetlands.
 - Have received permission forms for survey and wetland delineation from Bruce Flora, Jason Blenker

(4103 Weston Avenue), Gibbs family, and Wausau Child Care.

- Steve Meinel commented on 5/09 at the open house he was not in favor of the rear access road and returned his form indicating he does not give us permission to perform surveys on his property. Guild, Higgins, and I met with him on June 23. He remains opposed to Village proceeding with surveys on his property at this time.
- Intergovernmental agreements.
 - Corresponded with M. Thuot of Schofield re: status of cleaning and televising of Ross Avenue sewer and long term agreement in early June. Will follow up as our consultant begins work on our user ordinance.
 - See discussion under #1 for Rothschild/Foremost
- Strategies for Reduced Energy Consumption.
 - M. Wodalski coordinating LED street lights installation and reporting on status.
- Water Rate Case
 - Greg Johnson of Ehlers met with staff on 7/27. Rate increase of approx. 15% is needed for current estimated O & M projects. Refinement needed to spread costs over multiple years, factor in capital, and use of fund balance. Anticipate bringing recommendations to 2nd board meeting in September to have rates in place at beginning of 2017.
- Workload and Labor Needs Analysis in Services Division
 - Services Division Management and Supervisory team worked on surge of workload to clean up medians in June & July. Wodalski is developing spreadsheet for annual schedule. Deficiency of manpower is most critical in early mowing season before seasonal help arrives and during water utility spring distribution system flushing.
- Infrastructure Master Plans
 - Contract for Ross Avenue and Mesker-Colleen lift station replacements were awarded to Haas Sons, Inc., 4/18. Old Castle Glass easement has been recorded and Old Castle notified of pending construction start. Start date originally indicated as approximately July 1 was revised to August 1. Haas began work on Ross Avenue on 7/26 with planned closure of Ross Avenue for August 1 and 2.
 - R. Roth preparing RFP for sewer condition assessment.
 - J. Wallenkamp and J. Schoenborn of Kueny Architects have met with staff on 3 occasions since last report. Staff has been identifying space needs for the future and Kueny is assessing ability of existing facility to be able to accommodate. Kueny's report is expected by the end of August.
 - Ryan Nachreiner of Water Technology, Inc., visited the Aquatic Center on 7/27 for the on-site assessment inspection. A report will be completed to support Capital Improvement Planning.
 - CIP for infrastructure is in process and will include TIF project plan. Wodalski was tasked with obtaining update of "Plan-It" software (MS Access based tool) for compiling projects. The software has been used for previous versions of the Village CIP. CIP is a priority in August.
- Policy and Ordinance Development/Revisions
 - Sewer Utility Ordinance update proposals received on 7/13. Recommendation to partner with MSA is on 8/1 PIC and BOT agendas.
 - Preparing recommendations for formalizing water and sewer main extension policy. Reviewed policies from other communities, but not substantial differences in principles that customer/developer pays for costs of extensions and financial burden to existing customers for extensions is minimized.
- Wage & Compensation Plan Advancement Guidelines
 - Provided a memo and back-up on wage recommendations for streets and utilities personnel to Administrator on 5/12. Additional fine tuning needs to take place with team to tie in with recommended

wage adjustments and reviews. Team needs to take next step of articulating criteria better referenced to job descriptions. Possibly think about reducing number of job titles in wage and compensation matrix. This is a priority item for Public Works & Utilities for August

- Technology Integration
 - K. Donner completing RFP for Automated Meter Reading and Advanced Metering Infrastructure (AMR/AMI). Updated estimate for full implementation with meter replacements is approx. \$1.7 M. Costs to be included in projected utility expenses for rate case analysis.
- Safety Manual Update and Training
 - Have discussed CPR and First Aid training with Brad Mroczenski and elected to defer until after Aquatic Center closes for the season.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Water rate case and CIP will be completed in August. See #2 above.
- Water utility report for Public Service Commission was submitted by Jacobs/Finance.
http://psc.wi.gov/pdf/annlrpts/WEGS/WEGS_2015_6420.pdf

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Continue to emphasize need to collaborate on maintenance needs affecting park and R.O.W. aesthetics in weekly scheduling meetings with Operations Foremen (Behnke, Skrzypchak, Borth), S. Osterbrink and M. Wodalski. Work that can be assimilated by other specialized areas is being assigned, such as plumbing related issues to utilities, and banner/light pole issues to street staff.
- Attended MPO meeting on 6/14
- Met with utility team on 7/20 regarding performance reviews.
- Met with utility team on 7/22 regarding vehicle policy. Item was discussed at 7/18 meeting of the Personnel Committee.
- Completed performance review with Administrator Guild with some follow up yet regarding job description and strategic plan. Reviews of staff to follow.
- Randy Vlietstra observed his 25th anniversary of working for the Village/Town on 7/8.
- Tony Skrzypchak observed his 30th anniversary of working for the Village/Town on 6/09

5. PERFORMANCE AND METRICS.

- Meeting weekly with Administrator to discuss priorities.
- Working with Deputy Director Wodalski and staff on Wage and Compensation Plan training and competency matrix with goal of establishing advancement guidelines for Services Division Employees.
- Weston Municipal Utilities Compliance Maintenance Annual Report for the wastewater collection system and RFC with Resolution for 6/20 meeting of BOT
- Reviewed and edited first Annual Report for Weston Municipal Utilities containing informational articles.

6. COMMUNITY FEEDBACK

- Responded to questions from prospective builder on sites in Annabelle Subdivision (off Von Kanel north of STH 29).
- Department received several compliments for maintenance paving project on Callon Avenue.

7. IDENTIFIED NEEDS.

- Prepare letter affirming RCA/REU assessment for all properties in assessment district
- R.O.W. maintenance policy addressing limits of Village involvement and responsibilities of property owners.

8. NEW IDEAS & OPPORTUNITIES.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Reviewed various site plans – InterCon, Becca’s (Lokre Site), CoVantage Credit Union, utility service to Mortenson field office for St. Clare’s project.
- Chris Reedy/Reedy Builders, LLC, met conditions to file their CSM for Anastasia Drive, coordinated President Ermeling’s signature on development agreement and certificate of dedication on CSM.
- Participated in C-Team canoe trip on Eau Claire River on 6/24, putting in at Ross Avenue canoe-kayak launch and taking out above Schofield dam.
- Attended Park and Rec meeting at Yellow Banks Park in June.
- Walked Prohaska property with C-Team on June 13 and attended meeting of Park and Rec Committee on 7/27 on site.
- Reviewed and provided editing suggestions to Higgins for letter to Mitch King re: non-conforming use on property south of Jelinek. Weston staff advised not to take material to King’s property on 6/9. King had drop-in meeting with Planning & Development this past week.
- REI Engineering has been retained by PGA for developing plans for the proposed Misty Pines plat. Staff has responded to several information requests from REI.
- Gary Guerndt is planning for a large lot subdivision across from the Ryan Street site extending east of the home being built for his father-in-law. He was furnished standard street cross section information approx. 6/24.
- Plan Commission deferred action on a proposed ordinance for temporary material processing at meeting of 7/11. Staff was directed to massage language to limit duration to 6 months or otherwise require conditional use. Lewis Construction has applied for a conditional use to crush concrete brought on their property from various project sites.
- DNR has asked all utilities to review their approved sites for lead and copper rule compliance sampling. This involves review of assessor’s information re: single family home construction between 1/1/1983 and September 1984 to determine if Village has more sites of highest interest in monitoring for lead levels in water supply. Homes to be researched are those which were not on public water circa 1992/1993 and which have copper plumbing with lead based solder. Wehner asked to conduct data base research.