



OFFICIAL NOTICE AND AGENDA
of a meeting of a City Board, Commission, Department
Committee, Agency, Corporation, Quasi-Municipal
Corporation, or Sub-unit thereof.

A Meeting of Wausau Water Works Commission will be held in the
Council Chambers, 1st Floor City Hall, Wausau, WI 54403 at 1:30 p.m. on
Tuesday, March 7th, 2023.

Members: Katie Rosenberg (President), Dawn Herbst, Jim Force, Joe Gehin, John Robinson

AGENDA

1. Approve Minutes of February 7th 2023 Meeting.
2. Director's Report on Utility Operations
 - Wastewater 2023 Rate Increase approved, 2024 Rate Increase Deferred for Public Hearing- October
 - Wastewater Facility Construction Update
 - Wastewater Whole Effluent Toxicity Testing (WET) Commenced week of February 5th
 - Wastewater Collection System Technician (Sewer Maintainer)- Remains Vacant
 - Wastewater Plant Operations Technician- 2 Vacancies
 - Wastewater Hiring/Training Staff Challenges
3. Presentation by Johnson Controls Inc. (JCI) on Developing Energy Saving Projects with Guaranteed Cost Savings Using WI Performance Contracting and Cooperative Purchasing.
4. Discussion and Possible Action Approving the Final Pilot Study Results and the Interim Anion Exchange Media Replacement Schedule.
5. Discussion on the 5-year Capital Plan and Identifying Other Potential Funding Sources.
6. Discussion and Possible Action to Contract with Municipal Electric Utilities of Wisconsin for Utility Staff Safety Training Requirements and Safety Training Tracking.
7. Discussion on Drinking Water Treatment Facility Construction Completion.
8. Discussion and Possible Action on Approving Amendment #1 With CDM Smith for the Next Phase of the Corrosion Control Treatment Study.
9. Discussion on the Private Side Lead Service Line Replacement Plan (LSLRP) in 2023 and 2024 and Future Action Items.
10. Discussion and Possible Action on Purchasing a Generator and Automatic Transfer Switch for 2024 Installation.
11. Discussion and Possible Action Filling the Senior Facility Tech Position with a Facility Tech Position and Promoting Within Once All Positions are Filled.
12. Discussion and Possible Action on Approving Sole Source Request for Magnesium Hydroxide Chemical at the Wastewater Treatment Facility.
13. Discussion and Possible Action to Standardize Equipment and Approve Sole Source Equipment Purchase for Sewage Lift Stations.

Adjourn.

**Next meeting scheduled for April 3rd 2023 at TBD (Possible Joint: Finance)*

Signed by: /s/ Katie Rosenberg, Mayor
Presiding Officer or Designee

THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: March 3rd, 2023 at 9:15 a.m.

This meeting is being held in person. Members of the public who do not wish to appear in person may view the meeting live over the internet, cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/wausaucitycouncil>. Any person wishing to offer public comment not appearing in person may e-mail gina.vang@ci.wausau.wi.us with "Water Commission Public Comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be made a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.



Minutes of February 7, 2023

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on Tuesday, February 7th, 2023. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on February 3, 2023.

Members Present: President Rosenberg, Commissioners Herbst, Gehin, Robinson, Force 1:33pm
Others Present: Eric Lindman, Scott Boers, Ben Brooks, James Henderson, Valerie Swanborg, Tonia Westphal/ClarkDietz, Joe Kafczynski/ Becher-Hoppe
Via WebEx: Susan Wojtkiewicz/Donohue

1) Approve Minutes of January 9th 2023 Meeting.

Herbst motioned to approve minutes. Seconded by Robinson.

Boers clarified that he misspoke on utility operations for the director's report, referring to our PFOA/PFAS that said non-detects. We did have some detects but they are below the method reporting limits which is a number that is non-quantifiable, so it's not a non-detected but below the reporting limit.

Robinson questioned the level quantification or detection.

Boers replied the level below quantification result was 2.18 and for PFOA/PFAS was less than .41 parts per trillion. We received our results from samples sent last month, we are at a combined level of 8.9 and 9.9 for those results.

Motion carried 4-0.

2) Director's Report on Utility Operations.

Brooks stated we are getting closer to being on track with Class A production. The sludge management program was submitted to Department of Natural Resources (DNR) last week in January and they reviewed that and gave us insight on additional information they would like.

Robinson questioned if we were concerned about the anion exchange breakthrough resin tracking as the bench scale seemed like 120-150 days, how would we address the 8.9 and 9.9 PFOA/PFAS combined.

Boers replied we have just started tracking and referring back to the pilot study with the varying numbers off the results dependent upon the backwash cycles and trying to put that information together. We are not required to test for PFOA/PFAS till next quarter but that would be a question to ask the Commissioners on their thoughts as far as consistency or timeframe in between testing that they would be comfortable with, the tests are about \$500 a piece.

Robinson questioned the volumes over the resin in terms of its life. Estimated so many gallons therefore so many days?

Boers replied in terms of life the resin in each vessel we don't have that calculated. We are looking at the pilot study that showed about 9 months. I expect we would be a little less than that, we are 2 regens into each vessel which is about 50 million gallons. We do have time left but can try to bring back more accurate numbers. We've only been operating for a month so we won't

have much for trending. We don't have a good understanding of total run time because running the vats was only intermittent between equipment being on/off and Scada system wasn't completely set up yet but we could make estimates.

Robinson replied if we could bring back that number to help us determine the frequency of the sampling. Perhaps in future meeting if we could revisit those bench scale studies, breakthrough period, where we are, then make decision on frequency of monitoring.

Gehin questioned if we tested for PFAS at the Wastewater Treatment Plant?

Brooks replied the DNR took one sample in 2020.

Robinson questioned if we had plans going forward with the growing concern among farmers on spreading the biosolids and potential impact to agricultural lands, looking at effluent? I know it would be additional workload but if it's in the biosolids then we not only have liability at the plant but in the fields as well.

Brooks replied we may see some of that as I submit the application for our discharge permit in July this year and will await the draft to see what requirements DNR set forth for us to follow for PFAS testing on biosolids and effluent.

Lindman stated he would caution the Commission on getting ahead of the regulations and requirements of the DNR. They will be directing us as we move forward with our new discharge permit and will provide us information and direction if detection is made as well. Right now, we are trying to manage PFAS in our drinking water. It is important that we consider what the DNR would be proposing and keep an eye to see if they are recommending anything ahead of time on the Wastewater side and will bring that back to the Commission for review.

Robinson stated a word of caution as he's spent a portion of his career doing cost allocation for people and thought they were complying with rules and subsequently didn't. There were also third-party lawsuits popping up all over and it's something we have to factor into our discussion as we look not only at the WPDES permit requirements but what the trends and nature of the third-party actions that are modifying behavior, so it's not just the regulations that drive but the concern of what others perceive as our responsibility to keep them out of the wave stream.

Lindman replied regulation is what we follow and would be happy to look at other options.
Director's Report Placed on File.

3) Public Hearing: Discussion and Possible Action on Proposed Sewer Rate Increases for Calendar Years 2023 and 2024.

Lindman began in 2020 we had a rate case before the construction of our new facilities for both our Drinking and the update to our Wastewater Facility. At that time, we knew we had to complete another rate case study which Ehlers's prepared and presented in November on their recommendations not only for the remaining cost of upgrades on the drinking water side but proposed capital projects as well as increased operational costs we've seen over the last 2-3 years. The Wisconsin Public Service Commission (PSC) regulates the drinking water rates and that rate case was submitted in December to the PSC who are reviewing. The Sewer rates are regulated locally. The last rate increase, stepped in over time, for Sewer was in 2020, the Commission established a policy/procedure that a public hearing be held for proposed increase on Sewer rates. Based on Ehlers proposal in your packet, they are proposing a 5% increase for 2023 and 10% for 2024.

Rosenberg stated we are opening the public hearing and as a reminder, no one on this body can respond to you, but we will be listening. You'll just need to give your name and address for the record and you will have 3 minutes. Anyone here is welcome to approach the podium. Called on citizens present a 2nd time to approach the podium. Called on citizens present a 3rd time to approach the podium. One comment was available via email and could be found in the packet. With no one presenting at the podium, we are now closing the public hearing.

No Action Taken.

4) Discussion and Possible Action on Proposed Sewer Rate Increases for Calendar Years 2023 and 2024.

Robinson questioned if the rates factored the proposed table of the organizational chart and if there were any projected increase/impact on the budget for those positions, or if there were any opportunities for the bipartisan infrastructure law or others to minimize that capital costs that could favorably impact rates?

Lindman replied Ehlers rate increases did not include Baker Tilly's study as they were not available at that time. The spreadsheet provides some estimates on some of those costs as we add new full time employees over time but those are just estimates, positions haven't been classified and not fully vetted yet. It may still be a full year but hopefully we can get the first round in 2024 budgets. We've applied for a dozen projects for State Fiscal year 2024 on both the Water and Wastewater side for project funding. In hopes of principal forgiveness but we won't know until June or July this year if any of those projects would be funded and to what amount. Most of our street capital projects on the utility side were approved through Council using ARPA funding for 2022 and 2023. It's Ehlers recommendation but you could do one at a time and approve the 5% this year and hold another public hearing and analysis towards the end of the year to see if that 10% still holds or what's changed. We've had discussions that we could relook at the operational costs after a full year of operation to see where we are at in late 2024.

Force questioned if we were able to anticipate this 5% and 10% increase or if it came with other implementations over the last 5-6 years.

Lindman replied that when the project started there were 3 rate increases for Wastewater that were stepped in over time. Ehlers suggested rates be reviewed based on actual cost of the projects once completed. This considered what projects have been proposed, what we've seen for cost increases, and is based on moving forward with proposed projects and operations needed to continue.

Robinson questioned the compensation levels relative to inability to fill positions, and if we've addressed that issue and where we were relative to the wage study?

Henderson replied we had an initial meeting with Gallagher who would be doing our wage study. We've spoken about needing true comparable, not with Madison or Milwaukee because those are not truly comparable. We wanted like communities, like population and operations and are at the beginning stages. In March, Gallagher will get input from our directors.

Robinson questioned if we needed to define the comparable if we already established a baseline with Baker Tilly's Study?

Henderson replied that Gallagher's study would be closer as Baker Tilly is more a recruitment firm. The whole city was not involved with Baker Tilly's study so Gallagher would be for the entire city employees.

Robinson motioned he was comfortable with approving the 2023 rate but concerned about 2024 without clarifications of the unknown without this study. We should reserve time to discuss rates in the future and other opportunities for funding that would drive down capital side. We should divide and deal with 2023 and discuss 2024 later.

Rosenberg reiterated that the motion is to go ahead with the 2023 rate and hold off on 2024 rate increase.

Force stated maybe we won't need a 10% down the road so I would support Robinson's motion. Seconded by Force.

Lindman replied that is a smart decision as there are a lot of projects, corrosion control, lead service lines and solar that we are hoping would shake out through 2023 but I can't guarantee that because things have been changing and a lot happening, but from month to month as we get

items through Director's report or Agenda items we will bring forth for more information or consideration. Especially on projects we know need to be completed but we don't have clarification on fiscal impacts, so we will bring those back.

Rosenberg recapped the motion was to approve the proposed sewer rate increase for calendar year 2023 and hold off for more information for 2024.

Motion carried 5-0.

5) Discussion and Possible Action for Additional Funding Available Through the DNR Principal Forgiveness Loan for Fiscal Year 2022.

Lindman began over the last several years DNR had a principal forgiveness loan program for private side lead service line replacement. We have been working under that program and every year we get a few hundred thousand dollars to replace private side lead service lines. 2022 was the last year that they will provide funding in that manner. We ran out of money with the requests that we had for 2022 and asked City Council to approve \$200,000 from ARPA to help cover those private side lead services we could replace during the 2022 construction season with the thought that if the DNR received money back at the end of 2022, they would allocate those funds to help us cover those costs, and that happened. The DNR is providing us an additional \$270,000 from the 2022 allocation and that is what this item is for to approve that resolution of accepting the additional \$270,000 of principal forgiveness loan for 2022.

Herbst motioned to approve the additional funding available through the DNR principal forgiveness loan for fiscal year 2022. Seconded by Gehin

Robinson motioned to amend and insert fiscal year 2022 on the 2nd and 3rd Whereas clause for tracking purposes. Seconded by Gehin.

Motion carried 5-0.

6) Discussion and Possible Action on the Private Side Lead Service Line Plan Implementation Beginning 2024.

Lindman began that staff would like to start working on the plan this year as it would take a full year to get organized, there are more things evolving as we move forward that need to be considered. We requested \$3.5 million from the BIL for State fiscal year 2024 and for the next fiscal year we will apply for more as it becomes available. We are finalizing the plan with CDM Smith and Clark-Dietz and will bring it back to the Commissioners for review and we'll continue to work on inventory as we move forward. There's another item on the agenda too for additional technical assistance. If commission is ok with this plan implemented in 2024 as pieces of the plan need to be approved by the commission, we will bring those back to you for decisions.

Force stated he wanted to put to test the communication program with residents in that area on how to communicate the need for lead service line replacement and obtain their buy in so there wouldn't be a pushback. The pilot program would teach us some lessons on how to handle situations so he was disappointed that we were not going to do the pilot.

Lindman stated if you'd like to, we can, but if there is no incentive, the citizens would most likely not want to do it. I don't want to not do it if it's the commission wish to move ahead with something but I would need to know what that is.

Robinson stated he shared some concerns of rolling it out but in looking at success rates, the pilot gives you the opportunity to begin working on collaboration and had concerns about the staff but to control the message in a timely manner so we don't get the unintended push back. I would be open to delaying but there needs to be a strong communication strategy going forward to be prepared. We could defer the pilot but develop a communication policy and education with the community.

Lindman replied that is one of the key pieces with the lead service line replacement plan that is not fully complete. That's where there is concern, the timeline. The construction projects

begin in April/ May. We are not ready to begin this communication and we won't have funding or know till Summer. As we finalize that plan, we could begin to work with the health department to get the message out for all areas within the city.

Herbst agreed that we need to research everything we need to do.

Robinson questioned if there were any technical resources that we could leverage from EPA or DNR that could help in our messaging and ability to adopt best management practices to getting the message out.

Rosenberg stated there will be technical expertise available to us in the acceleration of the lead service line program. We don't know what it looks like yet but we are excited to get this going. We want to make sure we are communicating in the language that people use and make sure we have professional communicators. We hope to have more information but we must wait.

Force reiterated that we need a communication plan and he would be wary of communicators implementing a plan without the input of the citizens.

Herbst motioned to approve private side lead service line implementation beginning in 2024. Seconded by Gehin.

Robinson questioned the time frame.

Lindman replied possibly at the April meeting.

Motion carried 5-0.

7) Discussion and Possible Action Requesting Public Service Commission (PSC) Permission to use User Rates for Private Side Lead Service Line Replacements.

Lindman began we need formal approval by the PSC to use user rates for the lead service line replacements on the private side. If you get this approval, it doesn't mean you have to use this for the replacements but leaves this open as a potential funding source. There are other communities doing this allowing you to pay up to 50% with user rates without this approval you can't use the user rates.

Gehin motioned to make an application with PSC to use user rate funds for possible support of the private side lead service line replacements. Seconded by Herbst.

Motion carried 5-0.

8) Discussion and Possible Action Participating in the United States Environmental Protection Agency (USEPA) Lead Service Line Replacement Accelerators Community Initiative.

Lindman began that DNR didn't have a lot of details but the understanding is that the environmental protection agency is going to hire a technical assistance firm to certain number of communities within Wisconsin. There are 4 States participating in this. The DNR reached out to ones that have been proactive in lead service line replacements and we were one of them. Wausau was one of their recommendations to use this program. There will be no financial impact to us, this is technical assistance funded by the EPA.

Force motioned to approve we accept this participation in the USEPA Lead service line replacement accelerators community initiative. Seconded by Robinson.

Motion carried 5-0.

9) Discussion on the 5-Year Capital Improvement Project Plan and User Rates.

Lindman began the attached shows the breakdown of what is included in the proposed rate increases and what was not included in those projected rate increases. We will work with Ehlers later on this year with revenue and usage and if there is anything proposed for 2024. Was there

something else you would like to see?

Robinson questioned if the corrosion control implementation was there?

Lindman replied it is down below, we had some CCT engineering that we are doing right now but we didn't have costs for lead service line loops, testing and engineering. The plant is now online. The lead service line loop skids are \$150,000 but we don't have a testing plan established with the DNR yet so I don't know what those costs may be.

Robinson questioned if there was any way to guesstimate those costs going forward. In relative to the Granular Activated Carbon (GAC), we have some funding from EPA but was there some offsets in terms of potential grant funding from Bipartisan Infrastructure Law (BIL) or American Rescue Plan Act (ARPA) dollars through States or Federal government that may help offset those costs for the net impacts on rates.

Lindman replied he could look at some guesstimates and bring that back. Rate increase does not consider any grant funding as we do not have those funds committed.

Force questioned why the rate increase proposal would not be adequate to cover expected additional costs and clarification on when we should expect a response from those applications of the various funding sources.

Lindman replied we are anticipating worst case scenario on the anticipated rate increase. Anticipating that we are going to borrow \$17 million for the GAC but we've applied for other funding, for principal forgiveness loan for both state fiscal year 2023 and 2024, emerging contaminant funds but we don't know if we are getting them. If we do receive some of this funding, we may not need another rate increase in future years. When Ehlers prepared that rate increase in December and submitted it to PSC, the projects down below and costs were not included in that water rate increase. We are anticipating that the Safe Drinking Water Loan Program would come out with their decision around June. Emerging Contaminants through the DNR may come out earlier or not sure if it's the same time frame but anticipating late Spring early Summer. The only one we've had verification on was Senator Baldwin's office on that special project with the \$1.6 million.

No Action Taken.

10) Discussion and Possible Action on Revisions to the Proposed Organizational Chart for the Utility.

Lindman began the organization chart was prepared based on Baker Tilly's recommendations. This is a draft but would be beneficial to see how that would impact the utility on both the water and wastewater side. If the commission has no objections this would be our starting point that would be a multiyear implementation. Will work with HR and Henderson and get recommendations. I wanted to bring this forward more of a consensus for the start of further discussions to come.

Robinson stated a rough idea of implementation plan with cost and ballpark the numbers so that they could help us understand the needs and wants and looking at a context of 5 year plan.

Lindman replied some of those are drafted and with finance but those items will come as we move forward. Cost impact estimates over the next five years are included on the spreadsheet we discussed earlier in the meeting.

Force reiterated the struggle of finding employees to work for us.

Lindman replied as we work through these, we will try to find some solutions and options for that and bring those forward as well.

Gehin questioned if the motion on item 4 had to go through Council?

Rosenberg replied only if there were any opposition.

Lindman stated ordinance is delegated to the commission to set rates. In the past, it went through Council because the ordinance carried the rates, so there was an ordinance change or amendment every time. If the city council wants to make any changes it would go through them but it doesn't have to go through resolution to council. The goal was by April.

Force expressed appreciation for the public comment received via email.

No Action Taken.

11) Adjourn.

Herbst motioned to adjourn. Seconded by Gehin.

Motion carried 5-0.

Link to view meeting in its entirety: <https://tinyurl.com/wausaucitycouncil>

Gina Vang, Recording Secretary

S:\WaterWorks\Common\WaterCommission\2023\March\WWWC_20230207_Minutes.doc.



MEMORANDUM

TO: President Rosenberg
Commissioner Herbst
Commissioner Force
Commissioner Gehin
Commissioner Robinson

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

SUBJECT: Director's Report – March 2023

In February, the Commission approved a 5% wastewater rate increase which will take effect on April 1, 2023. The Commission deferred the proposed 10% increase for 2024 which was recommended by Ehler's based on the utility's proposed capital and operating budgets. Based on the discussion at the commission staff would propose another Public Hearing in October 2023 to consider a sewer rate increase in 2024 once we have more operating data and actual costs for our capital projects. It is important this is reviewed timely to prevent the utility from getting behind again with delaying rate increases as needed.

WASTEWATER DIVISION

1. Wastewater Facility Construction Update: See attached.
2. The Wastewater Treatment Plant continues to operate well and is discharging a quality effluent. Optimization continues. Whole Effluent Toxicity Testing (WET) commenced the week of February 5, 2023 with no Toxicity found in Acute or Chronic testing.
3. Collection System Technician (Sewer Maintainer): Position remains vacant. Advertising closes on March 1, 2023. Interviews will commence in March if qualified applicants are received.
4. Wastewater Plant Operations Technician: Two positions are currently vacant. Advertising for these two positions commenced on February 20, 2023 and closes on March 13, 2023. Interviews will follow.

5. Hiring and training of new staff continues to be a challenge for the utility. These positions require in depth knowledge of complex treatment processes and equipment being used and it takes a great amount of time to train to a level that new staff can operate equipment confidently and take the on-call status.

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

Engineer Activities This Period

- Construction administration services related to technical review of contractor shop drawings, responding to contract interpretation questions (RFIs), initiating requests for proposals (RFPs), attending weekly and monthly construction progress meetings, processing work changes to the contract, and contractor monthly payment requests.
- Prepared and submitted Clean Water Fund disbursement request and provided CWF administration.
- Prepared Work Change Directives and RFPs to address unforeseen work that needed to be expedited to allow the Contractor to maintain their construction scheduled progress.
- The Engineer's application engineering staff working on fine tuning the various systems as unit process systems are being operated.
- In process of developing Change Orders 26 to Contractor for review.
- Preparing final Certificates of Substantial Completion for issue for those process systems that the Owner has begun to operate.
- Working through review of completed punch list items.
- Continue to assist Owner with WDNR Class A biosolids approval.

Engineer Near-Term Activities

- As the project proceeds, the engineer will continue to provide construction administration services including responding to RFIs, preparing RFPs, attending weekly and monthly construction progress meetings, processing change orders, reviewing contractor payment requests, and providing full-time on-site resident engineering services.
- Application Engineering programming to fine tune operations.
- Review completed punch list items.

Contractor Progress to Date

- The Notice to Proceed with Construction was issued to the Contractor on June 18, 2020 and established the final completion date as June 3, 2023.
- Construction on the improvements to the Wastewater Treatment Facility (WWTF) began on July 6, 2020.
- Structure 100 (Main Building):
 - Lift station communications working well and final tune up of SCADA work is ongoing.

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

- Currently, all contractors working on punch list items, clean up and final tasks being worked on throughout the structure.
- Structure 110 (Vehicle Storage Garage) – Construction completed on the entrance gates, east and west of Structure 110. Electrical work and gate card installed; system startup needs to be completed.
- Structure 120 (Administration Building) – Remaining punch list items are in process of being completed.
- Structure 200 (Grit Building)—Structure 200:
 - Waiting on final section of safety railing inside the grit removal area.
 - Grit system and building up and running.
 - Punchlist work continues.
- Structures 310, 320, 330 and 340 (Primary Clarifiers 1, 2, 3, and 4) along with Structure 350 (Primary Effluent Channel):
 - All four clarifiers in operation.
 - Adjustments to the mechanism skimmer arms completed.
 - Minor punch list items regarding the clarifiers remain.
- Structure 400 (Activated Sludge Building):
 - All three blowers working well.
 - The microturbines have been placed back in operation.
 - Railing completed on top of roof.
- Structure 404 (Junction Box)— Structure is in operation.
- Structure 405 (Anoxic Selector Tank) and Structure 406 (Mixing Tank)— Both structures are in operation.
- Structure 410 (Activated Sludge Basins)—Basins in operation and working well.
- Structure 415 (Basin Drain Pump Station)— Work has been completed on the basin drain pump station; it is in operation as needed.
- Structure 420 (Mixed Liquor Channel) and Structure 500 (Secondary Splitter)— Work completed on these two structures including insulation on phosphorus removal chemical (PRC) line.

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

- Structures 510 and 520 (Secondary Clarifier 1 and 2) and Structure 515 (Secondary Scum Manhole 1)— Clarifiers in operation, Structure 515 working as needed.
- Structure 530 (Secondary Clarifier 3)—Clarifier is up and running with no issues.
- Structure 535 (Secondary Scum Manhole 3)—This structure is in operation and is working when needed.
- Structure 540 (Secondary Clarifier 4)—Clarifier continues to work well; minor punch list items to be completed.
- Structure 600 (Effluent Building):
 - Vendor representatives working on the functional testing and performance checkout of disc filters.
 - Punchlist work continues in this structure.
- Structure 610 (Chemical Building) – Magnesium Hydroxide Solution (MHS) system, PRC system and sodium hypochlorite (SHC) system are working; on-going punchlist work.
- Structure 700 (Digester Building) and Structures 710, 720, 730 and 740 (Digesters 1, 2, 3 and 4): Systems operating in structure. Some issues with digester gas boilers continue being worked out with engineers and vendor. Final punch list work on going.
- Structure 755 (Waste Gas Burner)— Waste gas flare operating.
- Structure 760 (Biosolids Storage Building):
 - Final electrical lighting and controls completed.
 - Fire safety control work to be completed in February.
- Structure 770 (Solids Building):
 - The dryer is currently in operation and City is working to complete WDNR Class A Sludge biosolids performance demonstration.
 - Gravity belt thickeners, belt filter press and sludge screening are all in operation.
 - Return activated sludge, waste activated sludge, thickened primary sludge and recycle pumps in the lower level are working as needed.
 - Punch list item completion ongoing.

Project Status Report



Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

- Structure 775 (PSD Thickener) and Structure 776 (Basin Drain Pump Station 2)—Structures 775 and 776 have been in service and continue to operate.
- Tunnel 900— Punchlist items, labeling and cleanup are ongoing; concrete injection work to help with groundwater infiltration is planned at north end of tunnel.
- Tunnel 910— No work in this structure.
- Site Work: Punchlist items associated with the site, grading, landscaping and yard work are ongoing for the entire site and structures.
- Construction progress photographs are located at the end of this progress report.

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

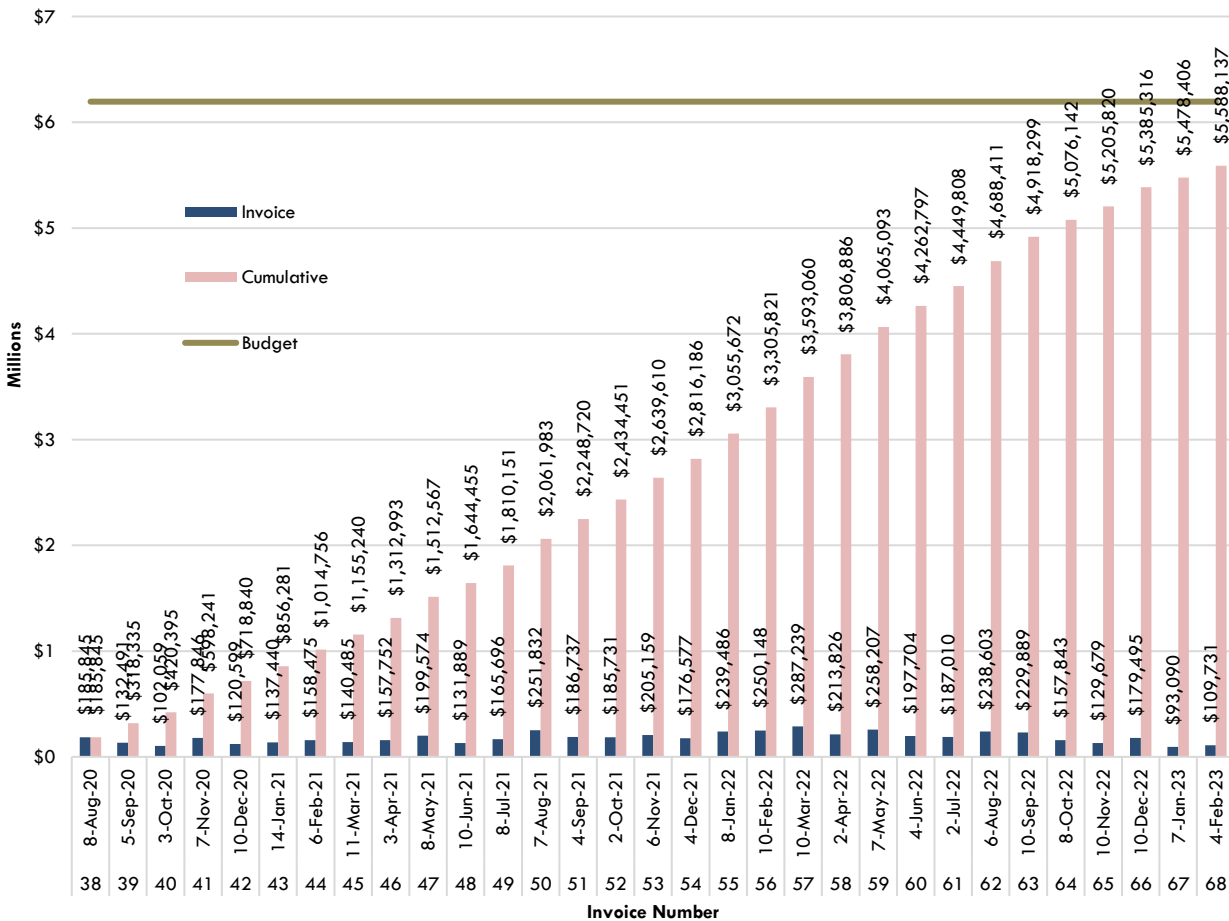
Period | January 8, 2023 – February 4, 2023
Invoice 68

Construction Schedule

- The Contractor has developed a detailed construction schedule that defines a timeline for the orderly completion of the work and a breakdown by structure of the work to be done in the various work areas. We continue to review the timeline and work tasks against the various constraints identified in the project manual to confirm that the contractor has adequately addressed them and accounted for shutdown time limits as their work proceeds.

Project Related Budget Snapshot

Construction Engineering Budget



Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

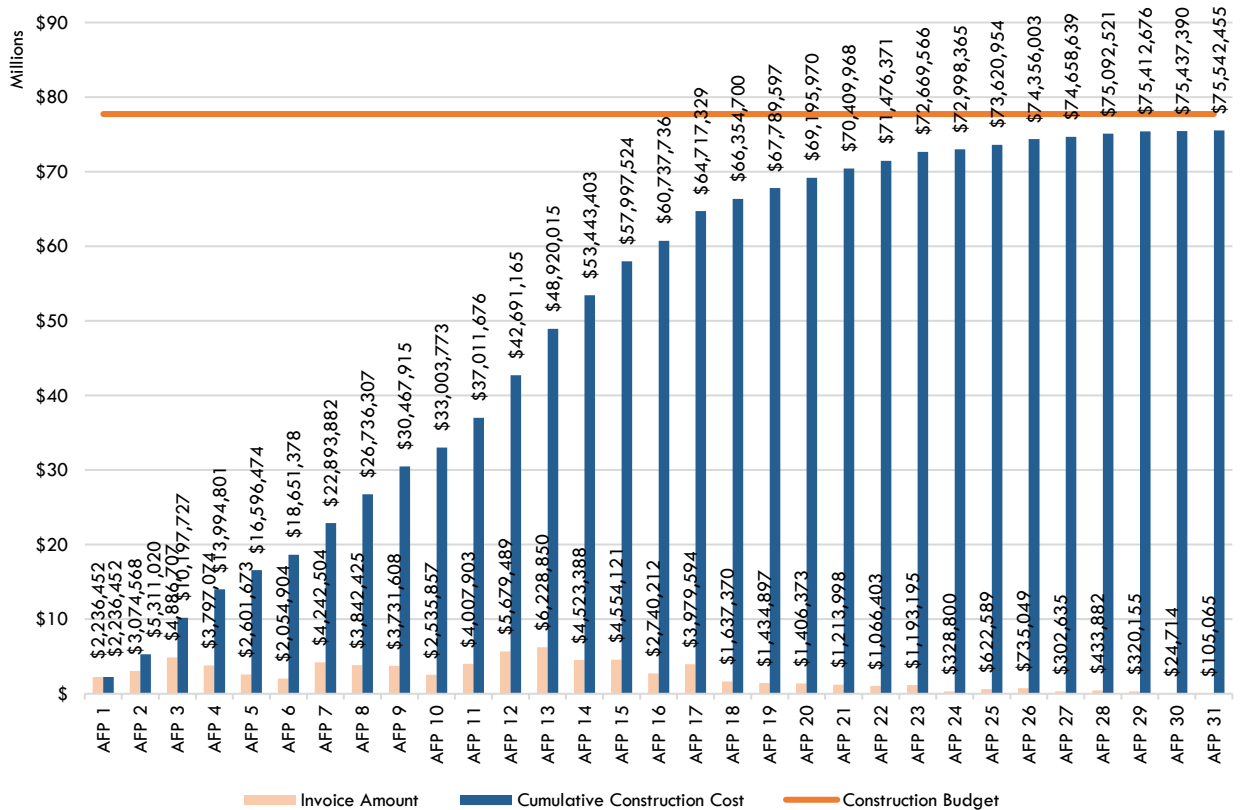
City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

Construction Budget: Pay Applications Approved by Engineer



Project Status Report



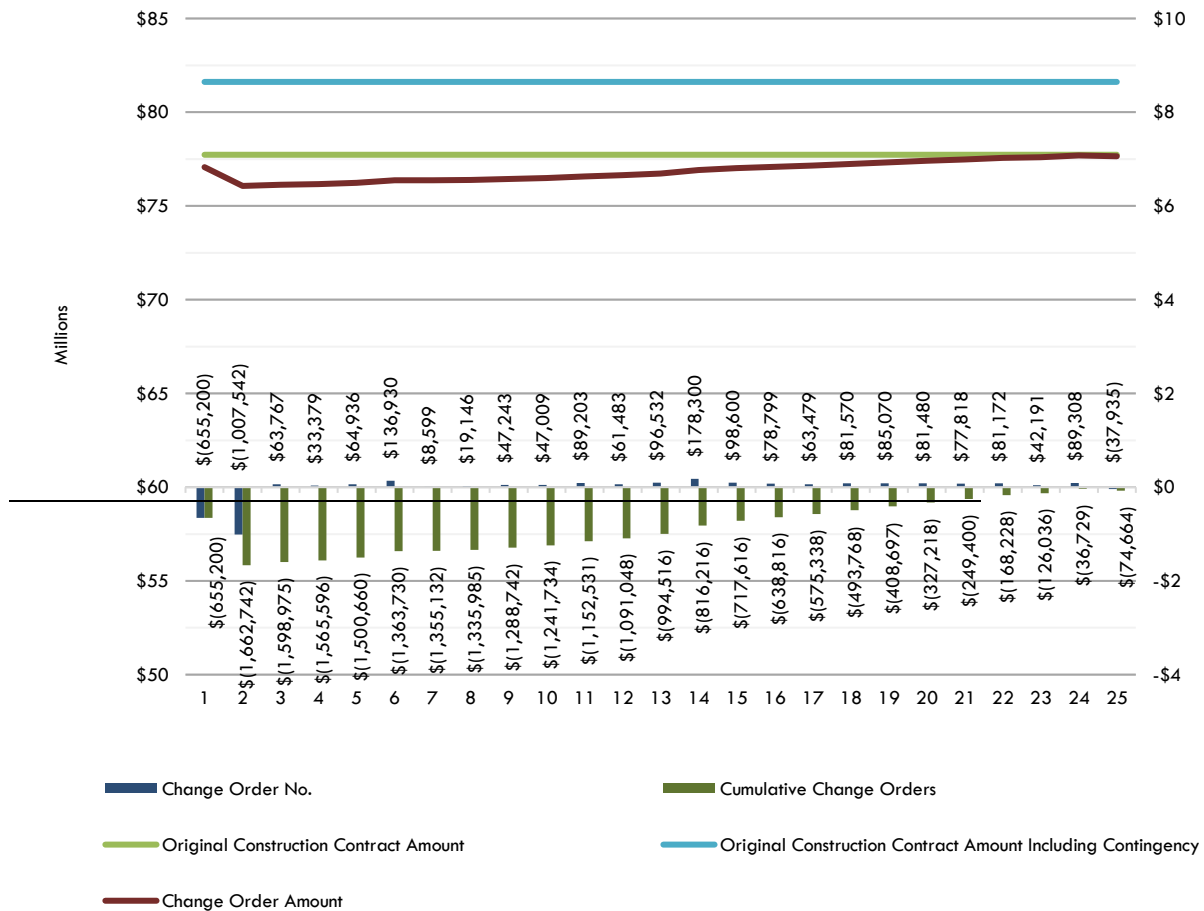
Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023
Invoice 68

Overall Project Budget



Budget Notes:

1. No budget issues at this time.

Remarks

1. None.

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68

Construction Photographs



West hand/guard rail installed to proper height and membrane roof finished around railing at Structure 700 (Digester Building).



Membrane roof finished around railing at Structure 700 (Digester Building).

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

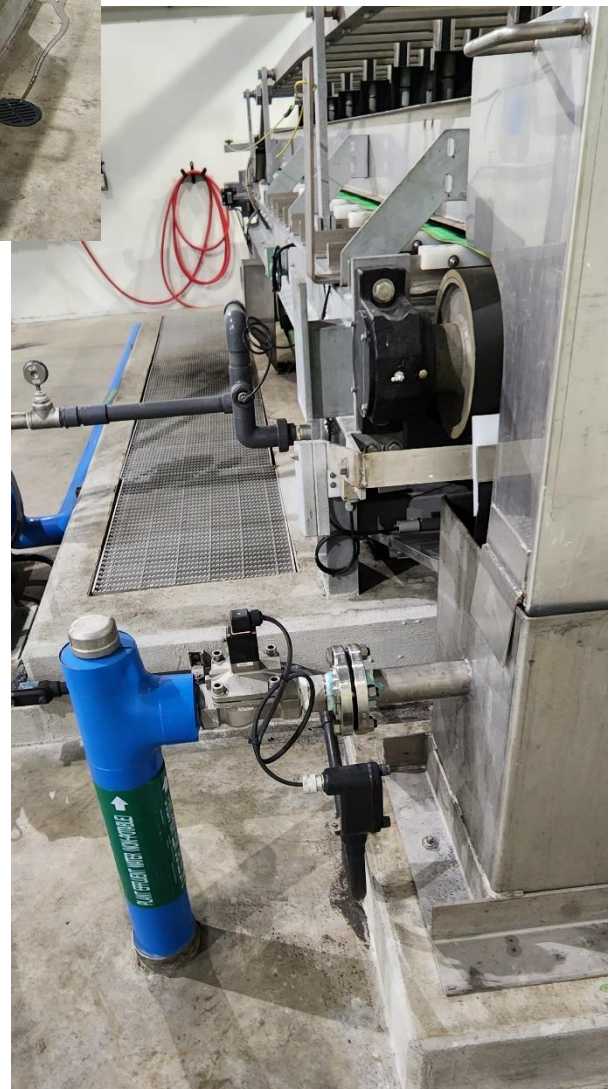
Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68



Left: Gravity belt thickener hopper extensions installed at Structure 770 (Solids Building).



Right: Structure 770 (Solids Building) gravity belt thickener hopper flushing water installed.

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68



Belt filter press safety plates and hopper collection shields getting installed at Structure 770 (Solids Building).



Working on finalizing yard lighting operation settings.

Project Status Report



Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | January 8, 2023 – February 4, 2023

Invoice 68



Department of Public Works/WWTF alleyway gate installed for access to Adrian Street.



East gate card readers and electrical are installed.

Parting Words from Donohue construction team: Thanks to all of the staff of the Wausau WWTF and contractors who made this project cooperative and safe. We offer our sincere condolences to family and friends on the loss of Mark Hilgendorf.

INVOICE



3311 Weeden Creek Road
Sheboygan, WI 53081
Phone: 920-208-0296
www.donohue-associates.com

Invoice To:	Invoice Date:	February 9, 2023
City of Wausau	Donohue Project No.:	13229
Attn: Ben Brooks	Invoice No:	13229-68
407 Grant Street	Project Manager:	Mike Gerbitz
Wausau, WI 54403	Terms:	Net 30 Days
	Billing Period:	01/08/23 - 02/04/23

Project Description: Wastewater Facilities Plan & Design

Your Authorization: Engineering Services Agreement, Signed 03/29/17
Amendment No. 1, Signed 06/28/18
Amendment No. 2, Signed 03/05/19
Amendment No. 3, Signed 01/27/20
Amendment No. 4, Signed 05/07/20
Permit Review Fees Payment Request, 02/27/20

Compensation:	Time and Expense	\$	129,220.00
	Time and Expense	\$	984,565.00
	Time and Expense	\$	3,323,900.00
	Time and Expense	\$	4,351,831.00
	Time and Expense	\$	1,843,325.00
	Permit Review Fees	\$	12,534.50
	Total	\$	10,645,375.50

Billing Summary:	Total Charges to Date	\$	10,038,372.30
	Charges Previously Billed	\$	9,928,641.49
	Current Charges	\$	109,730.81

<u>Summary of Current Charges</u>			
Labor (556.0 hours)	\$	107,547.50	
Reimbursable Expenses	\$	2,183.31	
Permit Review Fees	\$	-	
Subconsultants	\$	-	
Total	\$	109,730.81	

Current Charges Due	\$ 109,730.81
----------------------------	----------------------

Please Remit to: Donohue & Associates, Inc.
3311 Weeden Creek Road
Sheboygan, WI 53081
Phone: 920-208-0296
Fax: 920-208-0402

<u>Aged Receivables</u>				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 days</u>	<u>>120 days</u>
\$109,730.81	\$93,090.28	\$0.00	\$0.00	\$0.00



Comprehensive Efficiency Program Accelerated Implementation

Sustainable Infrastructure with Guaranteed Efficiencies



Today's Objective

1. Introduce Alternative Funding & Implementation Program
2. Recommendation of Projects
3. Financial and Other Benefits
4. Schedule of Events



WI Legislation for Turn-key Construction and Project Funding

Eliminate waste, Reinvest that money into the City with Guaranteed Results

WI state statute 66.0133, Energy savings performance contracting is a legislation designed to:

1

Identify energy and operational inefficiencies. Quantify and eliminate them.

2

Redirect savings into renovations or provide flexibility to O&M budget for other required resources.

3

Have a qualified partner financially guarantee results of their estimated savings and improvements.

Preliminary Analysis of Our Past Year's Efforts

Scope of Assessment

- Preliminary audit of following representative infrastructure:
 - City Hall, Police Station, Fire Station, Airport
 - Street Lighting
 - Water Meter / AMI
 - Renewable Energy

Objective

- Investigate current state of facilities
- Determine potential cost / benefit of implementing an Energy Saving Performance Contract

Results of Assessment

- Savings opportunities exist to fund key investments:
 - **Water Meter / AMI Implementation**
 - **Wastewater Treatment Plant Solar Array**
 - **New DPW Fleet Maintenance Facility Solar Array**

Recommend Go to next step



Recommended Solution

1. Water Meter / AMI upgrade

- Turn-key installation of entire system within approximately one year
- Pay for majority of cost with meter accuracy benefit and O&M savings over project term
- Add a portion of capital budget allocation to reduce cost and term

2. Renewable Energy – City owned

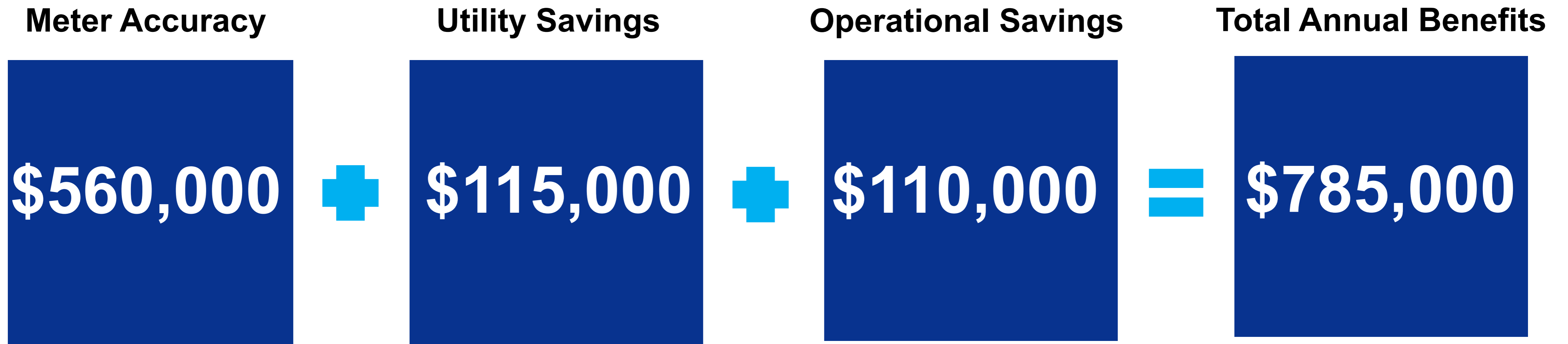
- Turn-key design / installation of solar arrays at select locations (Water Treatment Plant, DPW Maintenance facility, other select City buildings)
- Pay for majority of cost with benefit of generated energy over term
- Leverage Inflation Reduction Act and other available grants/incentives

3. Sustainability Consulting and Reporting

- OpenBlue Digital Solution, including resident-facing kiosk
- Educational programs for community



Annual Total Benefit Potential



DRAFT - numbers for illustrative purpose



Benefits of Our Performance-based Program

- Alternative Funding and Procurement Process
 - Turn-key design and implementation
 - Create Efficiencies, Savings and Minimize Waste
 - Invest Savings into Major Facility and Metering Upgrades
 - Reduce reliance on Capital Budget
 - Minimize/eliminate need for additional rate increases
- Guaranteed results



Next Steps



Contact:

Jeff Van Ess

262-505-0842

jeff.vaness@jci.com

Thank You

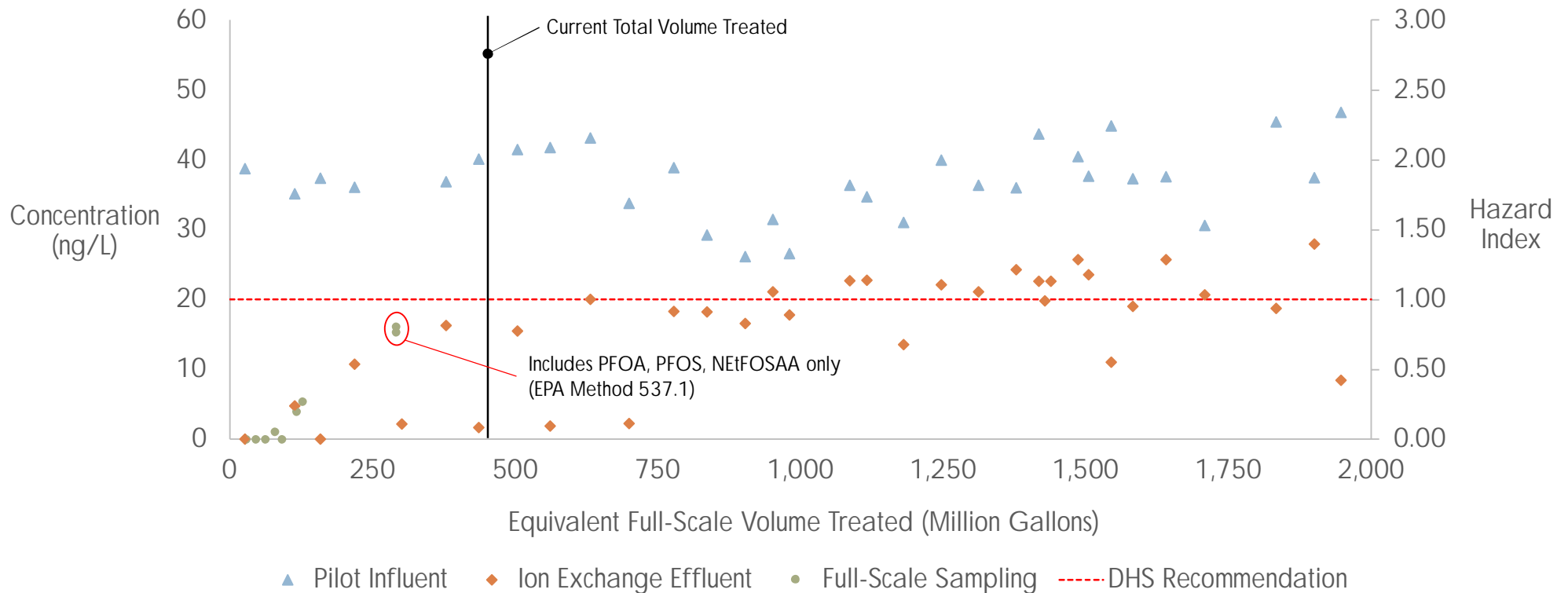


Background Information: PFAS Sampling

- Two compounds (PFOA and PFOS) are included in Wisconsin's 70 ppt maximum contaminant level (MCL). Public water systems are now required to test for PFOA and PFOS in finished water quarterly.
- Wisconsin DHS has recommended a groundwater standard of 20 ppt (combined) for six compounds (PFOA, PFOS and four PFOS precursors – FOSA, NtFOSA, NtFOSAA, NtFOSE). These six compounds were included in the January 2022 sample analysis (wells and finished water) and in data collected throughout the pilot study.
- DHS uses a "hazard index" to assess the overall health risk from exposure to a mixture of PFAS. The hazard index (HI) is calculated based on 18 compounds for which DHS has recommended standards. The HI attributable to PFOA, PFOS & precursors is calculated by dividing their combined concentration by the recommended standard of 20 ppt. The HI contribution from the twelve other compounds is negligible based on their concentrations in Wausau's water. WDNR has indicated that a PFAS HI greater than 1.0 requires public notification.
- DNR currently requires quarterly monitoring for PFOA and PFOS using EPA method 537.1 or 533, which include PFOA and PFOS but do not include all four precursors. Monitoring of all six compounds that contribute toward the Hazard Index in Wausau's water would require supplemental analysis of each sample using the WIPFAS method in addition to one of the required EPA methods (537.1 or 533).
- The following graph includes the pilot influent, pilot effluent, and available full-scale treated water sample results in terms of the combined concentration and corresponding Hazard Index.

Combined Concentration of PFOA, PFOS & Four Precursors in Pilot Test and Full-Scale Sampling

Combined Concentration: PFOA, PFOS, NEtFOSAA, NEtFOSA, NEtFOSE, FOSA



Media Changeout Cost for Average Customer

AVERAGE RESIDENTIAL CUSTOMER COST PER \$1,000,000 IN MEDIA CHANGEOUT

Funding Scenario	No external funding	50% grant	70% grant	100% grant
Annual Cost	\$ 30.74	\$ 15.37	\$ 9.22	\$ 0
Monthly Cost	\$ 2.56	\$1.28	\$ 0.77	\$ 0

Assumptions

1. Residential customers account for 45% revenue (2021 PSC Annual Report)
2. 14,638 residential customers (2021 PSC Annual Report)



TO: Wausau Waterworks Commission

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: 5-year Capital Plan – Previously Approved

Staff recommends reaffirming and approving this project list to be able to bid and complete work within the cash we have on hand. Bidding season is starting to become short with construction season about to begin and we have projects designed and ready to move forward.

This was brought forward in February and it seemed the commission needed more time to review. Information is the same which includes proposed staffing increase costs and other capital projects. As requested, I added the potential funding sources we have or will be requesting funding from currently. There will potentially be other avenues of funding that may be more project specific and staff continues to monitor possible funding sources and when applications may be available. Many of these funding sources have just started providing their application process and some we continue to wait to determine how funding will be available.

The spreadsheet is broken up between water and sewer and there are a list of capital projects and other costs included with the proposed rate increases and a list of items that are not included with the rate increases. The capital projects that have already been included in the proposed rate increases are the projects the utility will move forward with in 2023 and begin planning for in 2024. Staff has applied for as many projects as we could for WDNR Safe Drinking Water and Clean Water Fund loan programs. We do not anticipate knowing if any of the projects will be funded until June 2023.

The sewer rate increase will be implemented April 1, 2023 and it is anticipated the PSC will implement the drinking water rate increase June 1, 2023.

Moving these projects forward is important to keep up with the needs of the utility. If other funding becomes available to offset the cash outlay from the utility, then these direct savings will help fund the projects and expenses currently not included in the proposed rate increases. Our list of capital projects will continue to be updated throughout the year and updates will be provided on future agendas.

Drinking Water 5-year Capital Plan and Expected Cost Increases

Project Description	2023	2024	2025	2026	2027
Granular Activated Carbon (GAC) - PFAS Removal		\$17,000,000			
Emerson Street, EauClaire to Kent		\$20,000			
Mount View Blvd., EauClaire to Kent		\$20,000			
Pied Piper Lane, EC to Kent		\$40,000			
Eau Claire BLVD		\$510,000			
Stark St (5th St- 12th St)			\$1,200,000		
W. Randolph (Burek to Merrill)				\$350,000	
S. 11th Ave (W. Thomas to Flieth)				\$180,000	
Stewart Ave (12" WM Looping)		\$315,000			
14" Steel WM Replacement (17th Ave)		\$450,000			
LSL Replacements - Unscheduled (Public Side)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Asset Management	\$50,000	\$100,000			
Generator (West Wausau)		\$240,000			
Monroe Booster Station Reconstruction		\$60,000	\$500,000		
Future Well				\$650,000	
Meter/Radio Box Replacement	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000
Reservoir Coatings		\$180,000	\$310,000	\$150,000	
Equipment Replacement	\$500,000	\$160,000	\$325,000		\$200,000
SCADA Upgrades - Booster Stations					\$360,000
Total Included in 2023 Rate Case =	\$1,270,000	\$19,815,000	\$3,055,000	\$2,050,000	\$1,280,000
Drinking Water Expected Cost Increases (NOT Included in Proposed Rate Increase)					
Staffing Increases		\$90,000	\$200,000	\$90,000	\$90,000
Staff Training & Coordination (Annual Contract)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Utility Locates (Annual Contract)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Water Main Looping	\$280,000		\$400,000		\$400,000
CCT Study - LSL Loops, testing, Engineering	\$300,000	\$180,000			
Anion Exchange Media	\$800,000	\$800,000			
16hr/day Per Mar Security (DNR Mandate)	\$50,000				
LSL Replacement - 15 year Plan(Private Side)	\$350,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Total NOT Included in 2023 Rate case =	\$1,828,000	\$6,118,000	\$5,648,000	\$5,138,000	\$5,538,000
Drinking Water Possible Funding Other Sources (NOT Included in Proposed Rate Increase)					
Special Project Allocations	\$1,667,000.00				
Emerging contaminants					
BIL-SDWL - WDNR					
IRA Funding					
WPS/WE Energies					
ARPA					
Total Other Funding =	\$1,667,000	\$0	\$0	\$0	\$0

Wastewater 5-year Capital Plan and Expected Cost Increases

Project Description	2023	2024	2025	2026	2027
Emerson Street, EauClaire to Kent		\$30,000			
Mount View Blvd., EauClaire to Kent		\$25,000			
Pied Piper Lane, EC to Kent		\$30,000			
Eau Claire BLVD		\$280,000			
Stark St (5th St- 12th St)			\$800,000		
W. Randolph (Burek to Merrill)				\$275,000	
S. 11th Ave (W. Thomas to Flieth)				\$220,000	
Lift Station Engineering-Construction oversight				\$250,000	
Airport Lift Station upgrade			\$700,000		
Greenwood Hills & Northwestern LS upgrades	\$1,100,000				
Cherry & Crocker St. lift station upgrades		\$1,100,000			
24th & 44th Ave LS Upgrades					\$1,100,000
Industrial Park LS Parallel Force Main					\$300,000
32nd Ave lift station upgrade				\$600,000	
Slipline Sewers (Cured in Place); I&I Repairs	\$500,000		\$500,000		\$500,000
Forcemain Pigging and Cleaning		\$120,000		\$120,000	\$250,000
Interceptor Line H2S Rprs		\$500,000		\$500,000	
Washington St Siphon	\$400,000				
Asset Management	\$50,000	\$100,000			
Meter/Radio Box Replacement	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000
Lift Station Upgrades	\$400,000	\$1,000,000	\$800,000		
Equipment Replacement	\$525,000		\$140,000	\$120,000	\$160,000
Cellular Amplification - WWTF Tunnel	\$300,000				
Unanticipated Sewer Projects	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Total Included in 2023 Rate Case =	\$3,845,000	\$3,755,000	\$3,510,000	\$2,655,000	\$2,880,000
Wastewater Expected Cost Increases (NOT Included in Proposed Rate Increase)					
Lift Station - construction Oversight	\$120,000.00	\$120,000.00	\$60,000.00	\$60,000.00	\$120,000.00
Washington St Siphon	\$400,000.00				
Sewer Sliplining	\$525,000.00	\$525,000.00	\$525,000.00	\$525,000.00	\$525,000.00
Interceptor H2S Repairs	\$400,000.00		\$500,000.00		
Staffing Increases		\$160,000	\$160,000	\$90,000	\$90,000
Staff Training & Coordination (Annual Contract)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Utility Locates (Annual Contract)	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Total NOT Included in 2023 Rate Case =	\$1,493,000	\$853,000	\$1,293,000	\$723,000	\$783,000
Wastewater Possible Funding Other Sources (NOT Included in Proposed Rate Increase)					
Special Project Allocations					
BIL-CWFL - WDNR					
IRA Funding					
ARPA					
Total Other Funding =	\$0	\$0	\$0	\$0	\$0



Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: Municipal Electrical Utility of Wisconsin (MEUW) – Contract Safety Training

The Department of Public Works & Utilities is proposing to enter into a long-term contract with MEUW for annual safety training. MEUW is a non-profit entity and is currently working with other municipalities to perform and track their annual safety training requirements. This will allow for training coordination throughout the department, perform onsite training here in Wausau and MEUW will track and give us full access to all information related to our past, current and proposed training needs and requirements.

Staff recommends approving entering into this contract.

COMPLIANCE SERVICES AGREEMENT

This Compliance Services Agreement (“Agreement”), dated [REDACTED], is entered into between Municipal Electric Utilities of Wisconsin, Inc. (“MEUW”), a nonprofit corporation organized under Wisconsin law, and The City of Wausau, a political subdivision of the State of Wisconsin (“Client”).

RECITALS

WHEREAS, the MEUW's Regional Safety Program helps municipal employers achieve and maintain a high level of compliance with workplace health and safety standards under state and federal laws and regulations; and

WHEREAS, Client is a Wisconsin municipality interested in participating in MEUW's Regional Safety Program in order to provide its employees with high-quality safety compliance training in a cost-effective manner.

NOW, THEREFORE, for good and valuable consideration, MEUW and Client do hereby agree as follows:

AGREEMENT

- Services:** MEUW will provide and deliver for the term of this Agreement the services of its team of safety professionals, which may include Regional Safety Coordinators (“RSC”) or MEUW employees with other titles. The assigned resources will comply with the job tasks outlined on Schedule 1 of the Agreement (“Services”). Services not expressly set forth in this Agreement are excluded, unless otherwise provided by mutual agreement of the parties, as provided in Section 3, below. Such Services will be provided to the department(s) of Client listed on Schedule 2 of this Agreement.
- Term:** This Agreement shall commence on [REDACTED] (“Effective Date”) and continue for an Initial Term of two years ending on [REDACTED] (“Expiration Date”). The Agreement shall renew automatically for successive one-year terms (each a “Renewal Term”) following the Expiration Date. The Initial Term and the Renewal Terms are collectively referred to as the "Term." Either party may terminate this Agreement by giving written notice at least sixty (60) days prior to the Expiration Date or the end of the then-current Renewal Term, as applicable. Termination will then be effective on the Expiration Date or the end of the then-current Renewal Term. Notwithstanding the foregoing, either party may terminate this Agreement following a material breach by the other party that remains uncured after ten (10) days' written notice from the non-defaulting party.
- Amendment:** This Agreement may be amended or modified upon the mutual agreement of both parties, but only if in writing. Such amendment or addendum shall be signed, dated and appended to this Agreement.
- Compensation:** For the Services, Client agrees to pay MEUW an annual fee of \$15,750

("Annual Fee"). The Annual Fee shall be invoiced on a quarterly basis and is due within thirty (30) days after the date of MEUW's invoice.

- a. In the event the individual designated to deliver Services to Client terminates employment with MEUW, the Client will receive a pro-rated credit equal to eighty percent (80%) of the Annual Fee for the time period when the position is vacant. MEUW agrees not to withhold delivery of Services that are critical and/or time-sensitive to the Client during this time period.
 - b. The above program cost is intended to be all inclusive.
 - c. MEUW shall provide Client with written notice of any increase in the fees at least ninety (90) days prior to the start of the next Renewal Term.
5. Delivery of Services: The Annual Fee constitutes a 10 percent (10%) share of MEUW's cost to employ the RSC and support the Services identified on Schedule 1. The service level under this Agreement allocated to Client is the applicable share of the RSC's work days per month. Workday calculations include time the RSC spends attending continuing education, MEUW meetings, and other off-site meetings, as well as time spent on administrative duties, all of which MEUW deems integral to the performance and delivery of Services, but excluded holidays, vacation, and sick days.

Upon receiving notice from Client of a serious incident or unannounced inspection by the Wisconsin Department of Safety and Professional Services ("DSPS"), the RSC will respond as soon as practicable to a location designated by Client. In the event of an incident that triggers MEUW's Mutual Aid Program, the RSC and other MEUW staff shall be available on a 24/7 basis for assistance.

In the event more than one serious incident or unannounced inspection by the DSPS occurs simultaneously within the territory of the Client's RSC, RSC shall determine which client(s) to assist first, based on gravity of the situation or such other circumstances as RSC in his/her reasonable discretion deems appropriate. Client shall respect the RSC's decision on which client(s) to assist first.

Normal working hours each day the RSC is at Client's location is eight (8) hours, except that any one-way travel time that is above 30 minutes from the RSC's home location to the Client's location is considered work time.

6. Client Obligations: Client shall be responsible for the following:
- a. Provide workspace for RSC when he/she is on site;
 - b. Provide a file cabinet for safety recordkeeping on-site;
 - c. Provide copier and internet access for RSC when he/she is on-site;
 - d. Provide limited clerical support for RSC;
 - e. Schedule required training for employees as recommended and delivered by RSC;
 - f. Provide employee accountability support regarding safety infractions as mutually agreed by RSC and Client's management personnel;
 - g. Establish and maintain a Safety Committee comprised of Client employees;

- h. Schedule participation of employees in regular safety meetings;
 - i. Provide appropriate feedback to MEUW management throughout the year, regarding the RSC's performance when necessary;
 - j. Complete the annual written evaluation of services of MEUW and the RSC; and
 - k. Provide to MEUW, in a timely manner, any information that MEUW reasonably requests as necessary to perform the Services. It is understood and acknowledged that MEUW may rely on the accuracy of information provided by Client and its representatives.
7. MEUW Obligations: MEUW shall be responsible for the following:
- a. Employ, assign, and supervise the RSC;
 - b. Ensure the RSC carries out all essential job functions as outlined by the RSC job description contained on Schedule 1;
 - c. Provide management support to Client during safety- or health-related conflicts or personnel issues;
 - d. Monitor and ensure completion of RSC's professional development including, but not limited to, safety training/certification/licensure, as applicable; and
 - e. Apply an industry standard interpretation of applicable safety- or health-related laws, rules, codes, and regulations as they pertain to compliance.
8. Independent Contractor: In the performance of the Services, MEUW is an independent contractor and shall not be considered an employee, agent or representative of Client for any purpose. All employees of MEUW providing services under the Agreements shall at all times remain employees of MEUW and shall not be considered employees or agents of Client.
9. Prohibition on Third Party Beneficiaries and Assignment of Rights and Duties: The Services performed by MEUW under this Agreement are solely for the benefit of Client and nothing in this Agreement shall be construed to create any obligation, duty or liability on the part of either party to any third party. Assignments of benefits and delegations of duties created by this Agreement are prohibited and without effect.
10. Standard of Care: Client acknowledges that MEUW undertakes to provide the Services described herein to Client in a manner consistent with MEUW's status as a nonprofit corporation that serves public sector entities. Client acknowledges that MEUW will perform Services provided hereunder in a commercially reasonable manner with qualified personnel trained in applicable safety- and health-related laws, rules, codes, and regulations. Client bears the risk of its own actions or inactions as regards Client's compliance with applicable federal and state laws, rules, codes and regulations as they relate to workplace health and safety.
11. Limitation of Liability: Notwithstanding any other provision of this Agreement, MEUW shall not incur any liability whatsoever to Client, whether based on contract, tort, strict liability, warranty, or any other legal or equitable claim or theory, relating in any way to the Services provided hereunder, except in cases of reckless conduct or willful misconduct. MEUW shall not be liable to Client for any indirect, incidental, consequential punitive, multiple, delay-related, performance-related, loss of use, loss of

opportunity, loss of goodwill, special or exemplary damages, lost profits of government, or regulatory penalties or sanctions arising out of, due to, or in connection with its performance or nonperformance under this Agreement, or any of its obligations herein, whether based in contract, tort, strict liability, warranty or otherwise. Notwithstanding the above, Client may seek specific performance in the event of MEUW's non-performance of services.

- 12. Disputes: If any controversy or claims arise out of, or relate to this Agreement, including, but not limited to, an alleged breach of the Agreement, the parties shall attempt to resolve the dispute by direct discussion and negotiation by the principals (who, for MEUW shall be the Executive Director). If the parties cannot resolve the dispute within sixty (60) days or whatever extended period the parties may agree to, then either party may pursue any remedies it has in law or equity.
- 13. Program Materials: Client agrees not to use any materials, programs, or processes developed by MEUW and provided to Client under this Agreement (collectively, "Program Materials") for any use other than Client's own use. Client may duplicate the Program Materials without obligation of royalty or first seeking MEUW's consent.
- 14. No Solicitation of MEUW Employees: Client shall not, directly or indirectly, solicit any MEUW employee to terminate his or her employment with MEUW so that Client may employ the MEUW employee. Client shall not hire or enter into a contract for any services with any MEUW RSC whose employment with MEUW terminated within the immediately preceding twelve- (12) month period.
- 15. Notices: Any notice provided for or concerning the Agreement shall be (a) in writing and delivered by person, mail, or facsimile, or (b) sent by electronic transmission with reasonable verification of receipt by the party to whom the notice is transmitted, to the following:

If to MEUW: Michael Czuprynko, Manager of Safety Services
Municipal Electric Utilities of Wisconsin
725 Lois Dr.
Sun Prairie, WI 53590
Phone: (608) 478-2530
Email: mczuprynko@meuw.org

If to Client: _____

16. Counterparts: This Agreement may be executed in counterparts.

17. Governing Law: This Agreement shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.

**MUNICIPAL ELECTRIC
UTILITIES OF WISCONSIN, INC.**

CITY OF WAUSAU

By: _____
Michael Czuprynko
Manager of Safety Services

By: _____
Name:
Title:

SCHEDULE 1

Job Description: Regional Safety Coordinator (“Coordinator”)

JOB ANALYSIS

The Coordinator manages a multi-employer safety and health program (“Program”) designed to foster a safe work environment by focusing on the creation and maintenance of a safe and healthy workplace. The Coordinator’s primary function is to ensure compliance with applicable health and safety regulations through development of safety programs materials, periodic inspections, application of risk management procedures, and employee training. The Coordinator serves multiple municipal employers (“Communities”) and, therefore, the position requires regular travel to the Communities within the Coordinator’s assigned territory.

SUPERVISION

The Coordinator is under the general supervision of MEUW’s Regional Safety Manager. However, the Coordinator is responsible for setting his/her own daily work activity schedule within the context of established MEUW policies and procedures.

ESSENTIAL JOB FUNCTIONS

The essential job functions of this position are performed on site within each Community location (including Client’s).

- A. Perform general safety and health related duties, including, but not limited to, written Program management, employee training, inspections, incident analysis/investigation and Program audits as necessary to ensure state and federal safety compliance.
- B. Visit each employer site according to the allocated percentage of Community time and specific Program needs.
- C. Develop and maintain a monthly schedule to include time spent at the Community, training sessions, meetings and general workload.
- D. Perform site-specific safety training sessions according to community needs and regulatory compliance requirements.
- E. Participate in Safety Committee meetings and events
- F. Write, modify and maintain written programs including, but not limited to, Blood borne Pathogens, Confined Space Entry/Rescue, Excavation, Hazard Communication, Hazardous Energy Control, Hearing Conservation, Personal Protective Equipment, Respiratory Protection and General Safety to ensure state and federal safety compliance.
- G. Develop and maintain an accurate safety Program recordkeeping and reporting system to ensure state and federal safety compliance.
- H. Create and submit monthly safety reports as required, which will include what the Coordinator completed for the month.
- I. Create and submit an employee training schedule as required.

REQUIRED ABILITIES AND COMMITMENTS

- A. Ability to work as a team player in the absence of or minimal supervision.
- B. Ability to communicate effectively in written and oral communications.

- C. Ability to work efficiently and accurately when there is time, pressure, or emotional strain.
- D. Ability to maintain reliability and sound professional judgement.
- E. Ability to work in the presence of distractions under monotonous conditions without significant loss of efficiency.
- F. Ability to prioritize multiple tasks.
- G. Commitment to meet scheduled deadlines.
- H. Ability to demonstrate knowledge of principles and practices of public management.
- I. Ability to function as a team player.
- J. Possess excellent troubleshooting and problem solving skills.
- K. Possess working knowledge of general office equipment and computer software.
- L. Possess excellent proficiency in grammar, spelling, punctuation, and arithmetic.
- M. Possess strong leadership skills.

QUALIFICATIONS

- A. Minimum of three years practical experience working with Wisconsin and federal safety and health regulatory compliance.
- B. Must have an insurance acceptable driver's license.
- C. Maintain certification and training standards
- D. Occupational health and safety degree or related discipline preferred.
- E. Any additional qualifications as appropriate to services provided hereunder.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Willing to go to any work environments for emergency or training situations.

PHYSICAL DEMANDS

- A. Must have good hand-eye coordination.
- B. Must be able to sit for long periods of time.
- C. Must be able to lift and move up to 50 pounds.
- D. Must be able to bend, squat, stretch, and twist frequently.

ADDITIONAL DUTIES

- A. Work outside normal hours when necessary.
- B. Additional duties as assigned.
- C. Be available during working hours in order to address any concerns, complaints or suggestions.
- D. Travel as needed.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY COORDINATOR.

THEY ARE NOT INTENDED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY THE COORDINATOR.

MEUW IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, MEUW WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MEUW'S EXECUTIVE DIRECTOR WHEN NECESSARY.

SCHEDULE 2

The Services provided by the Regional Safety Coordinator will be provided to Client employees in the following departments:

Department of Public Works



Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: Drinking Water Facility – Completion Dates

The drinking water treatment facility had a final completion date of February 9, 2023. This was established in the fall of 2022 when the contractor failed to meet their previously adjusted dates for milestone, substantial and final completion. The date of February 9, 2023 was requested by the contractor and agreed to by the city in anticipation the work would be completed. The facility still has outstanding punchlist items remaining to be completed and no formal contract extension has been requested by the contractor. Liquidated Damages began to be assessed starting February 10, 2023.

The contractor submitted a request for Final Completion and Final Payment on February 24, 2023. It should be noted in accordance with the contract documents final payment cannot be issued until all work is fully complete and satisfactory. Engineer and Owner have reviewed the request and provided a formal response that the work is not complete and, in accordance with the contract documents, final completion and final payment will not be issued.

Utility staff and engineers have provided every opportunity for the contractor to complete their work. The punchlist was prepared over multiple weeks for the contractor to begin working on items immediately while remaining areas of the project were inspected. Punchlist items were added to the list as discovered and the contractor has not completed all of these items.

There remains outside work that cannot be completed until spring and those have been acknowledged by Owner/Engineer and a timeline for completion of those items will be established once the contractor provides us a schedule for this remaining work.

At this time we are awaiting a response to a meeting request or a formal response to our recent letter.



Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: Amendment #1 to Agreement with CDM Smith for the CCT Study

Staff recommends approval of the Amendment #1 to the Agreement with CDM Smith for the Corrosion Control Treatment (CCT) Study

Please review the attached Amendment to the agreement.

**AMENDMENT NO: 1
TO AGREEMENT
BETWEEN
OWNER AND ENGINEER**

This Amendment No: 1 is made and entered into this 14th day of February, 2023 to the Agreement between CDM Smith Inc. (CDM Smith) ("ENGINEER") and City of Wausau ("OWNER") dated April 26, 2022, ("the Agreement").

WHEREAS, ENGINEER and OWNER entered into the Agreement for the Wausau Water Works Corrosion Control Study, and

WHEREAS, the parties desire to amend the Agreement so as to amend the scope of work, time periods of performance and payment, and/or responsibilities of OWNER; and

WHEREAS, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

NOW THEREFORE, in consideration of the mutual understandings and Agreements contained herein, the parties agree to amend the Agreement as follows:

1. The Basic Services of ENGINEER as described in the Agreement are amended and supplemented as follows:
 1. CDM Smith will furnish three pipe loop sampling skids that will be used for water sampling and testing associated with the corrosion control study. CDM Smith will provide 80 hours of engineering services for coordination and labor associated with pipeloop startup.
 2. This contract duration will extend beyond the initial agreement's expiration date of March 22, 2023. Additional cost will be incurred due to annual salary escalation during the extended duration of the project.
 3. Amendment is based on three pipe loops. If additional pipe loops are required by WDNR or the City, an amendment will be required to cover the additional cost.
2. The responsibilities of OWNER as described in the Agreement are amended and supplemented as follows:
 1. Provide a secure a location to receive a delivery of the pipe loop sampling skids.
 2. Harvesting of lead service lines is assumed to be done by the City.
 3. City will provide connections for power, water and drainage to the pipe loop area. City will make final connections to the pipe loops.
 4. Chemicals for pipe loops will be purchased by the City.
 5. All lab costs associated with this study are the responsibility of the City.
3. The time periods for the performance of ENGINEER's services as set forth in the Agreement are amended and supplemented as follows:

The initial agreement is set to expire on March 22, 2023. This amendment extends the contract duration to March 22, 2024.

4. The payment for services rendered by ENGINEER shall be as set forth below:

Item 1 - Additional Cost due to extended duration of project - \$10,715

Item 2 - Fabrication and delivery of pipe loops - \$133,386

Item 3 - Pipe loop coordination and startup - \$19,000

Item 4 - Additional data review and evaluation - \$14,400

This amendment authorizes an increase of \$177,501 to the total contract. The total amount for this project is changed from \$261,740 to \$439,241.

5. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this amendment on the date indicated above for the purpose herein expressed.


ENGINEER

DATE: February 14, 2023

OWNER

DATE:



TO: Wausau Waterworks Commission

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: LSL Replacement Plan and Decision Points – 2023/2024 Implementation

Over the past two months a Lead Service Line Replacement (LSLR) Pilot Study for 2023 has been discussed with some detail. At the February meeting the consensus of the Commission was to move this forward and staff feels it is significantly important to begin a formal step toward this effort as soon as possible, especially since the pledge the city made as part of White House event and Wausau now being part of the US EPA Lead Accelerator Plan.

General information related to the public outreach that will be taking place March into April.

General community outreach

- FAQ's about general potential hazards to lead
- How to mitigate issues with lead if you have a lead service line
- How to determine if you have a lead service line, WWW can help determine this
- What is the current plan for removing LSL's within the system and how long will it take
- Prepare information for website and use social media to help with the message

Typical homeowner outreach

- FAQ to homeowners (in person and door hangers)
- Right of entry during FAQ distribution if possible.
- Direct homeowners to website if ROE approval is not signed during FAQ visit.
- Once ROE is signed, Schedule inspection team (this runs in parallel with continued homeowner outreach/ROE efforts, including open house)
- Home inspection - prepare a sketch and take photos for bid docs

The Pilot Study would be done within the project boundaries for the following 2023 Street Reconstruction Projects:

- Henrietta St
- 10th Ave
- Grant St

All the above projects will have the water and sewer lines within the street right of way replaced. The finance committee and council are considering an ARPA request to fund the private side LSLR under the same cost allocation the Commission established several years ago. Each of the properties will be able to receive up to \$4,000 to replace their LSL from the curb stop to the water meter.

Due to a short timeline for project outreach/education, gathering LSL information, bidding the work, preparing contracts and establishing rights of entry agreements additional funding will be needed to hire consultants to assist in this effort. As part of the ARPA request we would be hiring a consulting firm, amending the contract with Clark Dietz & CDM Smith, to perform the majority of the outreach as well as the tracking of the completed replacements. The utility just does not have the resources in house to complete this work with such a limited time available. The street projects have already been bid and are in the process of being awarded. For the private side LSLR pilot we will be bidding out the work as required by the ARPA funding.

We will begin with outreach and education materials for the community as a whole and then focus on the project area owners who are within the project areas for reconstruction. We will begin with preparing FAQ's for potential health risks of lead and also other questions that have been typically asked with these types of projects in other communities.

There remains decisions that the Commission needs to make related to a LSLRP. The Pilot Study this year will be a completely volunteer program by the homeowner and will not be funded 100%. Decisions that need to be made:

1. Is the Commission going to create a mandatory replacement ordinance when will this decision be made?
2. Funding of the LSLRP, will the city portion be 100% grant funded and is the commission willing to put this debt service on the users?
3. If not 100% funded how do we meet the Lead/Copper Rule with partial replacements? If not fully funded then mandatory replacement seems to be a requirement.
4. Establish permit fees that cover most of the costs of the inspection and possibly two new plumbing inspectors.

Memo

To: Wausau Waterworks
Attention: Scott Boers
From: Paul Zouski, PE
Date: February 2, 2023
Subject: West Wausau Ave. Booster Station - Generator Equipment Procurement Quote Summary
Copies:

Clark Dietz is under contract to design construction documents for the installation of a new generator and automatic transfer switch to provide backup power to the West Wausau Avenue Booster Station. Wausau Waterworks intends to direct purchase the generator and automatic transfer switch due to current long lead times for this equipment. The installation of the equipment will be bid at a later date.

Clark Dietz prepared technical specifications for the generator and automatic transfer switch and solicited quotes from three vendors. Clark Dietz reviewed the quotes and requested revisions where needed to ensure that the vendors were providing quotes for equipment that met the specifications. A summary of the quotes received is attached.

It is important to note that none of the vendors included preventative maintenance services in their base bid. Clark Dietz recommends that preventative maintenance services be provided at the manufacturers recommended intervals.

Based on the itemized quotes received from each vendor all bids appear to meet the procurement specifications. All vendors were notified that order release will be subject to a formal shop drawing review for technical specification compliance.

Wolter Power Systems is the apparent low bidder with a package consisting of a Generac Generator and an ASCO automatic transfer switch.

Clark Dietz has had good experiences with both Generac generators and ASCO automatic transfer switches in the past and recommends that Wausau Waterworks proceeds with a direct purchase from Wolter Power Systems.

**Wausau Waterworks
West Wausau Ave Booster Station
Generator and Automatic Transfer Switch (ATS) Equipment Purchase
Summary of Quotes Received**

Line No.	Supplier	Generator Manufacturer	ATS Manufacturer	Base Bid	CD Comments
1	Wolter Power Systems	Generac	ASCO	\$ 47,523.00	Maintenance plan not included in base bid.
2	Total Energy	Kohler	ASCO	\$ 50,546.00	Maintenance plan not included in base bid.
3	Cummins	Cummins	ASCO	\$ 49,679.96	Maintenance plan not included in base bid.



Department of Public Works

Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

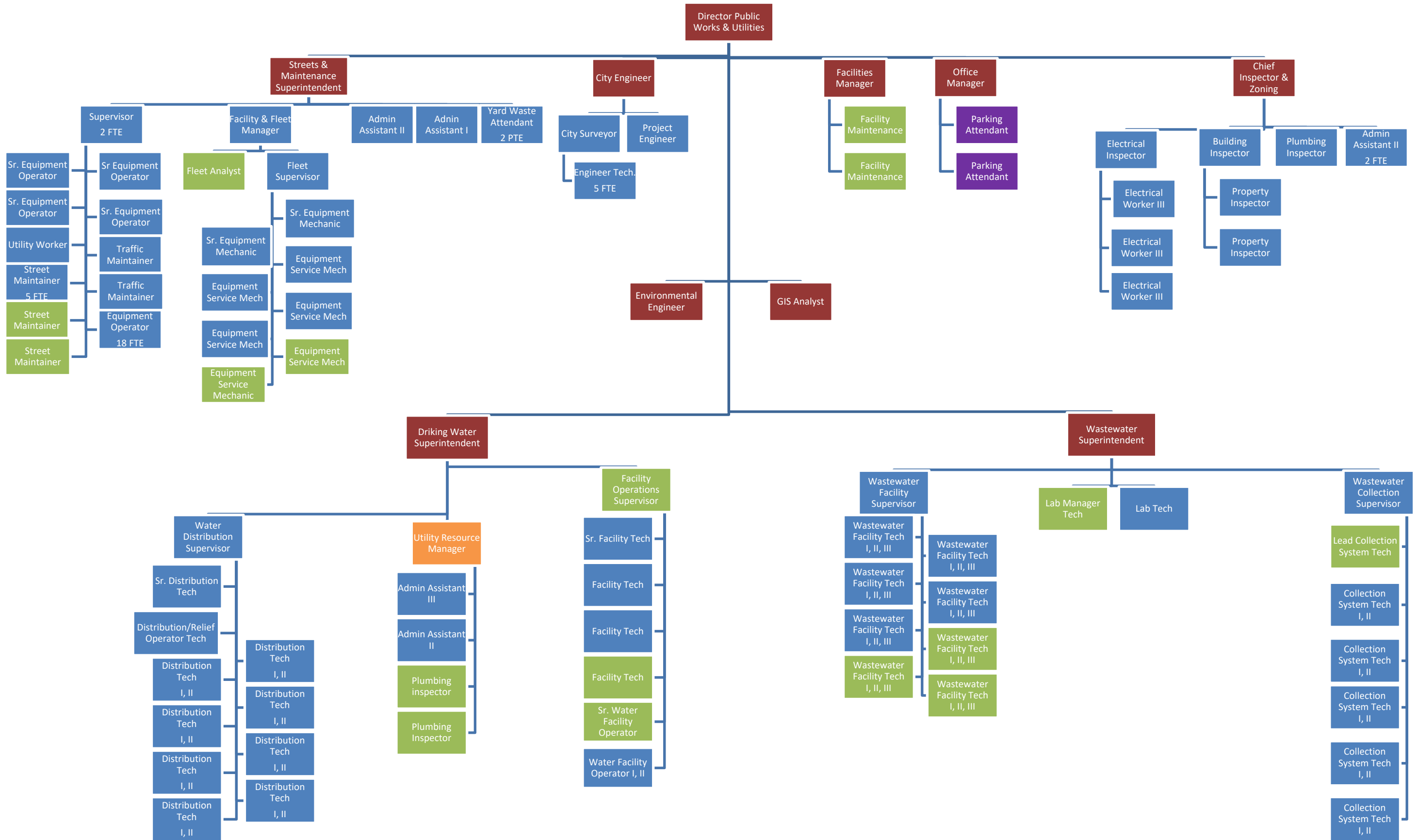
DATE: March 7, 2023

SUBJECT: Drinking Water - Backfilling Sr. Operation Tech with Operation Tech

Staff recommends advertising and backfilling the Sr Operations Technician position (will be vacated due to retirement in June 2023) with an Operations Technician position in the immediate. This will allow us to have a better opportunity to be fully staffed and then look at promoting within in the future.

The utility has advertised 3-times for an Operator Technician position and we have received no qualified candidates. It has been determined if we want to get candidates with the current job description we will need to raise the pay grade, the alternative is to reduce the qualifications even more and readvertise.

I have attached the proposed organizational chart for the utility and in the interim it would be best for us to reduce the qualifications, readvertise and bring someone on board to work with our Sr Tech before his retirement in June. Through this year we will be rewriting the job descriptions and considering reclassifications for many of the positions as outlined in the attached organizational chart. These positions are planned to be vetted and determined prior to the adoption of the 2024 budget so the utility may properly budget for any proposed changes. Making adjustments and classifications to existing positions is not anticipated to be a significant increase in the cost to the budget, creating new positions will have more of a significant impact to the budget.



New Position
Backfill vacant position
Remove Positions

Department of Public Works & Utilities



Eric Lindman, P.E.
Director of Public Works and Utilities

TO: Wausau Waterworks Commission

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: Sole Source Magnesium Hydroxide - Wastewater

Staff recommends approval of sole sourcing the purchase and delivery of Magnesium Hydroxide for the wastewater treatment facility. Please see attached justification.



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Ongoing Sole Source – 365 days **One Time Sole Source Request**

1. Provide a detailed explanation of the good or service to be purchased and vendor.

Magnesium Hydroxide in bulk delivery from Midwest Chemical. The Magnesium Hydroxide will be delivered via tanker load and stored at the wastewater treatment plant in the bulk storage tanks located in Structure 610.

2. Provide a brief description of the intended application for the service or goods to be purchased.
Magnesium Hydroxide chemical will be used at the wastewater treatment facility to increase the alkalinity of the wastewater and stabilize pH levels of the effluent wastewater being discharged to the Wisconsin River. This chemical will be used for pH control to meet WPDES permit requirements as well as to increase over-all alkalinity that aides with buffering capacity.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications. The Wastewater Treatment Facility has been using this chemical for approximately one year now achieving excellent results, reporting no pH violations to the WDNR. This chemical is water soluble making ease for clean-up whereas other vendors products gel up when water is added, causing clogging issues. If a different form of Mag-Lime was used the entire chemical system would need to be thoroughly cleaned and would involve a lot of man hours.

4. Describe your efforts to identify other vendors to furnish the product or services.
Other Vendors do not offer the water-soluble Magnesium Hydroxide that Midwest Chemical does.

5. How did you determine that the sole source vendor's price was reasonable?

The cost is reasonable in its nature. It does not exceed that which would be incurred by another Utility in the conduct of competitive business. This determination is based off historical data from previous year. As noted on the Midwest quote. Pricing will be honored from March 1, 2023 to December 31, 2024.

6. Which of the following best describes this sole source procurement? Select all that apply.

- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

Department: Wausau Water Works – Wastewater Treatment Facility

Preparer: Ben Brooks

Vendor Name: Midwest Chemical

Expected amount of purchase or contract: \$242,000.00 for a 1 year supply

Department Head Signature:

Date:

Finance Director Signature:

Date:



March 1, 2023

To: Ben Brooks

Re: Quote for Mag Hydroxide in bulk at Wausau Water Works

On behalf of Midwest Chemical & Equipment, below is our proposed pricing for your mag hydroxide needs effective March 1, 2023 through December 31, 2024. Pricing and terms are as follows:

Product: Mag Hydroxide Pricing: \$0.22 per lb delivered

Based upon: Approx 300 gallons per day usage;
full bulk tanker deliveries

Terms: Net 20 days

Ordering: David Olson@phone/text 920-615-2288 or
email djolson@midwestce.com

Sincerely,

Dave Olson

Confidential Prices quoted and agreement to ship are subject to customer's acceptance to Solenis Terms and Pricing listed above. All information in this email is strictly confidential and intended solely for delivery to and authorized use by the addressee(s) identified above and may contain privileged, confidential, proprietary and or trade secret information entitled to protection and/or exempt from disclosure under applicable law. If you are not the intended recipient, please take notice that any use, distribution or copying of this communication and /or any action taken or omitted to be taken in reliance upon it, is unauthorized and may be unlawful.



TO: Wausau Waterworks Commission

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: March 7, 2023

SUBJECT: Standardization of Lift Station Controls – Sole Source Request

Staff recommends approval of standardizing lift station controls and equipment for ease and familiarization with operation, maintaining equipment inventory and establishing contracted emergency services to minimize time onsite. See attached sole source request.

To complete this standardization, we would sole source the work with Energenecs for the electrical controls and programming of each of the lift stations. Equipment would be similar at each station to include the panels and electrical wiring and Energenecs also has a local on call service representative for emergency situations. This would also allow us to be able to provide the vendor with remote access to our stations to help our staff troubleshoot issues without having to be onsite, much less cost for the utility. We have already begun standardizing the types of pumps for the majority of the lift stations and it would be best to standardize the electrical controls as much as possible.

The sewer utility will be completing upgrades and some reconstruction on up to 6-lift stations over the next 3-4 years and it is recommended to standardize equipment and controls for all lift stations moving forward. This includes control panels, programming, electrical/radio equipment, wet well equipment, etc. This creates a similar operation at each lift station and is much more user friendly for the operators as their routine maintenance at each station is similar. Equipment inventory will be simplified by not having to try and stock various types of parts that perform the same function, we will be able to reduce our inventory and standardize more readily accessible parts used in the industry.



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City’s requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Ongoing Sole Source – 365 days **One Time Sole Source Request**

1. Provide a detailed explanation of the good or service to be purchased and vendor.

The sole source request is for standardization of Lift Station Controls, Control Panels and vendor supplier of the same. The utility is currently under design of upgrading a significant number of LS’s over the next 4-5 years and is proposing to standardize the equipment and the supplier of the equipment for the electrical controls at all of the utilities LS’s.

2. Provide a brief description of the intended application for the service or goods to be purchased.

The sole source purchase would be for the electrical panels, electrical controls and service for each of the LS’s.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

Allowing open market products to be used on every lift station makes it difficult to keep parts on hand for so many different parts and manufacturers. Having standardized similar equipment at each LS allows for operators to be more familiar with the set up at each station and to have a continuity of operations is important during emergency operations.

The utility has already standardized our use and types of pumps for the LS’s, they are Xylem/Flygt and we have used other products if there is circumstances outside the capability of the standardized pump.

Standardization of the electrical equipment and controls also allows us to utilize a nearby service vendor for routine maintenance as needed, upgrades and emergencies if needed and they are familiar with all of our controls and programming.

4. Describe your efforts to identify other vendors to furnish the product or services.
The utility has used other vendors as well as other prime bidders for work in the past on LS's. This has not always worked out well as we end up with other types of control equipment that is not necessarily standard in the industry or is not always easy to obtain. The equipment we are proposing to standardize is standard in the industry, usually available and the vendor, Energenecs, has service technicians in the area to service this equipment.
5. How did you determine that the sole source vendor's price was reasonable?
Prices are compared to other similar projects we have conducted in the past. If prices are unreasonable we work with the vendor to discuss a reasonable price for the work or they provide us specific justification for pricing increases in the industry (materials, labor, etc).
6. Which of the following best describes this sole source procurement? Select all that apply.

- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

Department: Public Works & Utilities

Preparer: Eric Lindman

Vendor Name: Energenecs

Expected amount of purchase or contract:

Department Head Signature: **Date:**

Finance Director Signature: **Date:**