



# **BOARD OF WATERWORKS COMMISSIONERS AGENDA**

**December 01, 2025 at 3:30 PM**

**Water Utility Admin Office, 72 Park Avenue, Sheboygan WI**

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Persons with disabilities who need accommodations to attend this meeting should contact the Sheboygan Water Utility, (920) 459-3805. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the Utility at 920-459-3805 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Pledge of Allegiance
2. Election of officers

## **MINUTES**

3. Approve minutes of the October 20, 2025 Board meeting

## **REPORTS**

4. Financial reports and approval of vouchers
5. Superintendent's report including operations, construction-maintenance, and customer relations/fiscal

## **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Request approval of 2026 water treatment chemical bid
7. Request approval for year-end bankruptcy and other write-offs
8. Update on hydraulic model and filter 7/8/9 reconstruction projects
9. Request approval for renewal of UnitedHealthCare health, Delta dental, and Superior Vision medical plans

## **PERSONNEL**

10. Update on Utility Accountant and Distribution Technician recruitments

## **NEXT MEETING**

11. Next meeting will take place on: December 15, 2025

## **ADJOURN**

12. Motion to Adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*



## REPORT OF BILLING

OCTOBER 2025

	<u>2025</u>	<u>2024</u>	<u>Increase or (Decrease)</u>
<b><u>Quarterly Metered*</u></b>			
(Dist II - between Union and Superior Ave.)			
Residential	266,018.01	222,066.33	43,951.68
Multi-Family	39,547.05	35,124.50	4,422.55
Commercial	98,387.80	87,472.47	10,915.33
Industrial	8,700.34	7,125.64	1,574.70
Public	<u>27,631.52</u>	<u>20,699.70</u>	<u>6,931.82</u>
<b>Subtotal</b>	<b>440,284.72</b>	<b>372,488.64</b>	<b>67,796.08</b>

\* Billing for scheduled district only for the three preceding months usage.

Public Fire Protection	81,286.25	69,154.12	12,132.13
Monthly Metered	<u>548,890.23</u>	<u>488,960.74</u>	<u>59,929.49</u>
<b>Sheboygan Net</b>	<b>1,070,461.20</b>	<b>930,603.50</b>	<b>139,857.70</b>
Sheboygan Falls	79,980.67	76,784.55	3,196.12
Kohler	<u>49,758.48</u>	<u>40,130.48</u>	<u>9,628.00</u>
<b>Total</b>	<b>1,200,200.35</b>	<b>1,047,518.53</b>	<b>152,681.82</b>

Total accumulative billing for 2025 is \$10,742,037.17. An increase of \$1,279,758.90 from 2024 accounted for as follows:

	<u>2025- Total Year to Date</u>
Sheboygan	1,121,532.71
Sheboygan Falls	103,779.58
Kohler	<u>54,446.61</u>
	1,279,758.90

Total bills mailed October, 2025: 6,435

Residential	5,342	Wholesale	5
Multi-Family	112	Multi-Family	12
Commercial	781	Commercial	22
Industrial	34	Industrial	68
Public	56	Public	3
<b>Quarterly</b>	<b>6,325</b>	<b>Monthly</b>	<b>110</b>



## RETURN ON RATE BASE

October 31, 2025

	OCTOBER 2025	OCTOBER 2024
<b><u>Add 2 YR Average</u></b>		
Utility Plant Balance	\$ 114,971,991	\$ 111,202,951
Materials and Supplies Inventory	\$ 294,373	\$ 279,392
<b><u>Less 2 YR Average</u></b>		
Reserve for Depreciation	\$ 30,108,516	\$ 27,965,655
Customer Adv for Const	\$ 146,744	\$ 3,489,861
Average Rate Base	\$ 85,011,105	\$ 80,026,828
Net Operating Income YTD	\$ 2,384,034	\$ 2,306,195
<b>Net Operating Income As a Percent of Average Net Rate Base</b>	<b><u>2.80%</u></b>	<b><u>2.88%</u></b>

Rate base is calculated using the two year average balance in the following accounts:

Utility Plant Balance - includes all capital assets less any contributed capital assets.

Materials and Supplies Inventory - includes all materials and supplies on hand and in inventory.

Reserve for Depreciation - includes depreciation on capital assets less any contributed capital assets.



**CASH RESERVE**  
**October 31, 2025**

Ending balance on report for September 30, 2025	<u>10,735,160.03</u>
Plus: Receipts	935,365.34
Misc Receipts	7,062.95
Direct Pay Receipts	695,640.93
LSL Repayment	35,864.25
Money Market/CDARs Accrued Interest	12,881.97
Minus:	
Disbursements - vendors and payroll	(857,272.07)
Bank Service Fees & Credits	150.64
Health & Dental Claims/Adm Costs	(71,721.24)
NSF Checks & Customer Refunds	(1,951.18)
Invoice Cloud/Paymentech Deposit Fees	(12,854.17)
Reallocate Sewer/Garbage - payments	(142.12)
Reallocate Sewer/Garbage - monthly	(1,289.01)
SDWLP LSL Reimbursement	99,221.64
Customer Payment Adjustment	(31.45)
Returned Duplicate ACH Payment	53.00
WRS for Rounding	(0.02)
Automated Credit Card Payments	(6,108.13)
Utility Water Payments	(3,351.68)
<b>Ending Balance    October 31, 2025</b>	<b><u>\$    11,566,679.68</u></b>

Note: The above amount includes:

Bond Reserve Fund	534,909.38
LSL Revolving Loan Fund	873,936.12
Money Market Investment	1,038,318.56
CDARS1	550,497.78
CDARS2	1,662,379.72
CDARS3	1,107,008.71
CDARS4	1,003,755.72
Total	<b><u>\$    6,770,805.99</u></b>

General Unrestricted Operating Cash	4,795,873.69
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**STATEMENT OF NET POSITION**  
**OCTOBER 31, 2025 AND 2024**

<b><u>Assets and Other Debits Utility Plant</u></b>	<b><u>Year to Date 2025</u></b>	<b><u>Year to Date 2024</u></b>	<b><u>Liabilities and Other Credits</u></b>	<b><u>Year to Date 2025</u></b>	<b><u>Year to Date 2024</u></b>
			<b><u>Proprietary Capital</u></b>		
Utility Plant	129,088,721	128,327,487	Capital Paid by Municipal	1,640,701	1,640,701
Depreciation- Utility Plant	34,240,823	31,001,352	Unapprop. Earned Surplus	65,252,290	63,744,473
Net Utility Plant	<u>\$ 94,847,899</u>	<u>\$ 97,326,134</u>	Total Proprietary Capital	<u>\$ 66,892,991</u>	<u>\$ 65,385,174</u>
<b><u>Other Property and Investments</u></b>			Bonds, Loans & Advances	40,544,293	41,318,929
Appropriated Funds	873,936	611,936	Total Long Term Debt	<u>\$ 40,544,293</u>	<u>\$ 41,318,929</u>
Bond Redemption Fund	534,909	574,394			
Net Pension Asset <sup>1</sup>	-	-			
Deferred Outflow - Pension & OPEB <sup>1</sup>	2,388,326	2,648,031	<b><u>Current &amp; Accrued Liabilities</u></b>		
Total Other Prop & Investment	<u>\$ 3,797,172</u>	<u>\$ 3,834,361</u>	Accounts Payable	(309)	(9,224)
			Accrued Liabilities	1,543,446	1,314,753
			Unearned Revenue	-	-
			Total Current & Accrued Liab.	<u>\$ 1,543,137</u>	<u>\$ 1,305,529</u>
<b><u>Current and Accrued Assets</u></b>					
Cash & Investments <sup>3</sup>	10,158,584	7,542,221			
Accounts Receivable	1,884,012	1,575,410	<b><u>Deferred Credits</u></b>		
LSL Loan Receivable <sup>2</sup>	682,381	595,314	Bond Premium	79,271	105,977
Grant Receivable - Restricted	352,455	-	Other Deferred Credits	-	-
Materials & Supplies Inventory	321,090	267,657			
Prepaid Expenses	34,765	52,991		<u>\$ 79,271</u>	<u>\$ 105,977</u>
Total Current & Accrued Assets	<u>\$ 13,433,287</u>	<u>\$ 10,033,593</u>			
			<b><u>Operating Reserves</u></b>		
<b>Total Assets and Debits</b>	<b><u>\$ 112,078,357</u></b>	<b><u>\$ 111,194,088</u></b>	Net Pension & OPEB Liability <sup>1</sup>	652,443	835,240
			Deferred Inflow - Pension & OPEB <sup>1</sup>	1,586,860	1,533,534
			Accrued Vac & Sick Leave	779,362	709,706
			Total Operating Reserve	<u>\$ 3,018,665</u>	<u>\$ 3,078,480</u>
			<b>Total Liab &amp; Other Credits</b>	<b><u>\$ 112,078,357</u></b>	<b><u>\$ 111,194,088</u></b>

<sup>1</sup> See full audited Financial Statements for disclosures and details regarding pensions and OPEB.

<sup>2</sup> Receivable related to the SWU Lead Service Lateral loan program.

<sup>3</sup> Sheboygan Water Utility received \$2.4M combination grant and loan from the DNR SDWLP to reimburse prior year LSL expense.



**STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
**OCTOBER 31, 2025 AND 2024**

	2025		2024		Incr (Decr)	% Incr/Decr
	MONTH	YTD	MONTH	YTD	YTD	YTD
Sales Revenue <sup>1</sup>	\$ 1,210,867	\$ 10,474,019	\$ 1,065,388	\$ 9,241,506	\$ 1,232,513	13.34%
Other Water Revenue <sup>2</sup>	\$ 5,546	\$ 49,014	\$ 5,666	\$ 39,062	\$ 9,951	25.48%
Total Operating Revenues	\$ 1,216,412	\$ 10,523,032	\$ 1,071,054	\$ 9,280,568	\$ 1,242,464	13.39%
Operating Expenses	437,389	3,835,074	477,687	3,889,499	(54,426)	-1.40%
Maintenance Expenses <sup>3</sup>	131,854	963,677	109,098	883,162	80,515	9.12%
Depreciation Expenses <sup>4</sup>	228,089	2,299,834	125,067	1,268,882	1,030,953	81.25%
Taxes <sup>4</sup>	121,080	1,040,413	109,044	932,832	107,582	11.53%
Total Operating Expenses	\$ 918,413	\$ 8,138,998	\$ 820,895	\$ 6,974,375	\$ 1,164,624	16.70%
Utility Operating Income	\$ 298,000	\$ 2,384,034	\$ 250,158	\$ 2,306,194	\$ 77,840	3.38%
Other Income & Expense						
Non-operating Grant Revenue <sup>5</sup>	352,455	2,277,971	-	-	2,277,971	
Non-Operating Grant Expenses	(252,720)	(459,988)	-	-	(459,988)	
Bond Premium	1,637	21,228	2,739	27,394	(6,166)	
Interest Earned on Investments	13,324	113,675	12,843	140,142	(26,467)	
Contributions	-	-	225,381	293,487	(293,487)	
Other Expense	-	-	-	-	-	
Misc Amortization	-	-	-	-	-	
Bond Interest Expense	(76,031)	(794,706)	(199,238)	(712,345)	(82,361)	
<b>Change in Net Position</b>	<b>\$ 336,665</b>	<b>\$ 3,542,214</b>	<b>\$ 291,882</b>	<b>\$ 2,054,872</b>	<b>\$ 1,487,342</b>	

<sup>1</sup> The increase in Sales Revenue in 2025 is due to a phase I rate increase that went into effect on 4/1/24 with phase II rates implemented 4/1/25.

<sup>2</sup> The increase in Other Water Revenue in 2025 is due to an increase in billing and collection revenues.

<sup>3</sup> The increase in Maintenance Expense in 2025 is due to office painting and lighting replacement, office HVAC unit maintenance, an increased number of water main breaks earlier this year, as well as water main maintenance, an increase in pumping maintenance, and an increase in hydrant painting, parts, and maintenance.

<sup>4</sup> The increase in Depreciation Expense and Taxes is due to the addition of the Raw Water Improvement Project to capital assets.

<sup>5</sup> Sheboygan Water Utility received \$2.4M combination grant and loan from the DNR SDWLP to reimburse prior year LSL expense.



**APPROVAL OF VOUCHERS**  
**October 31, 2025**

<u>Total Of The General Vouchers</u>	<u>\$ 615,726.81</u>
<u>Gross Payroll</u>	<u>\$ 221,991.43</u>
<u>Net Payroll</u>	<u>\$ 136,998.20</u>

**BOARD OF WATER COMMISSIONERS**

\_\_\_\_\_  
 PRESIDENT

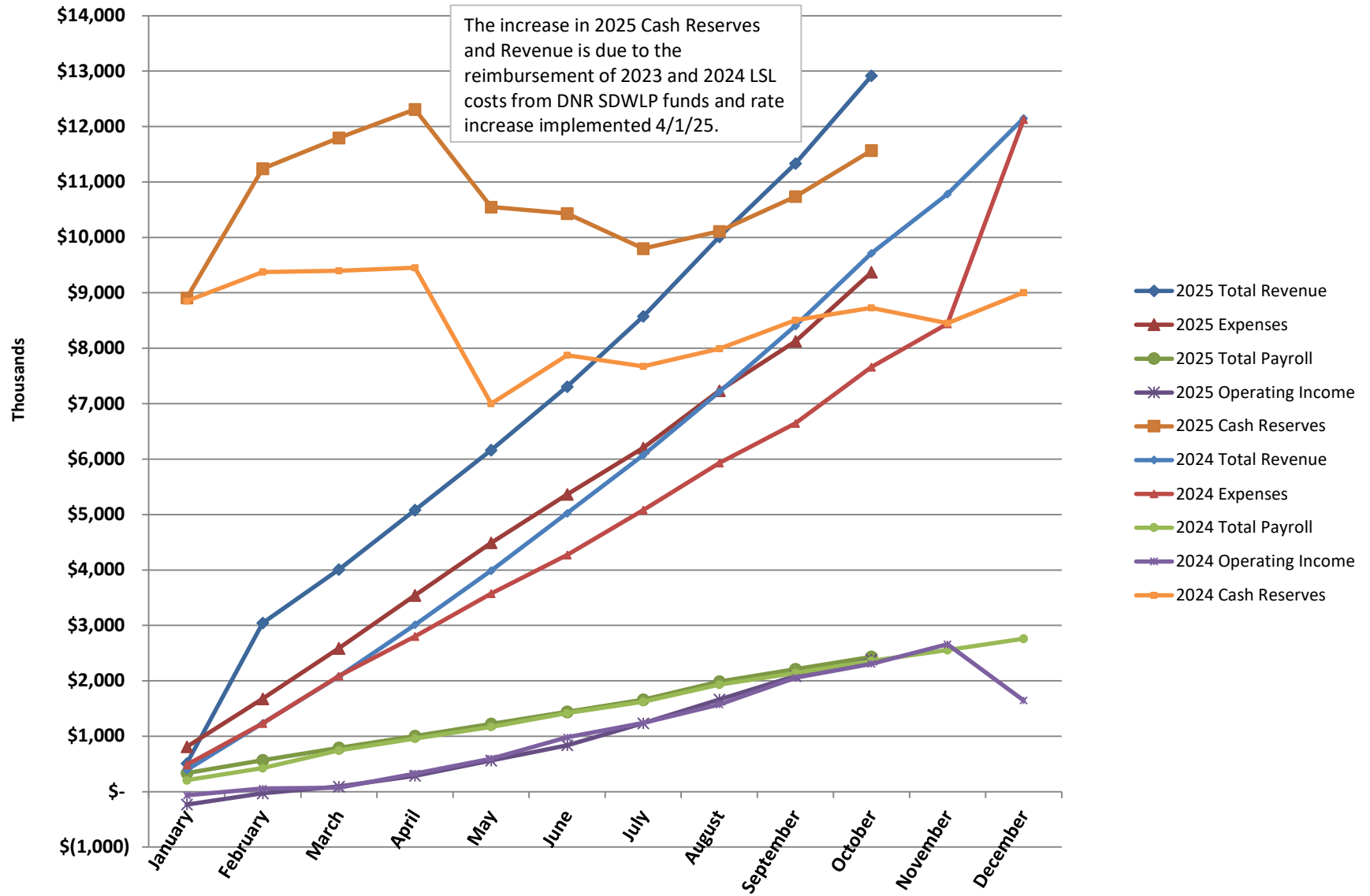
\_\_\_\_\_  
 SECRETARY

\_\_\_\_\_  
 MEMBER

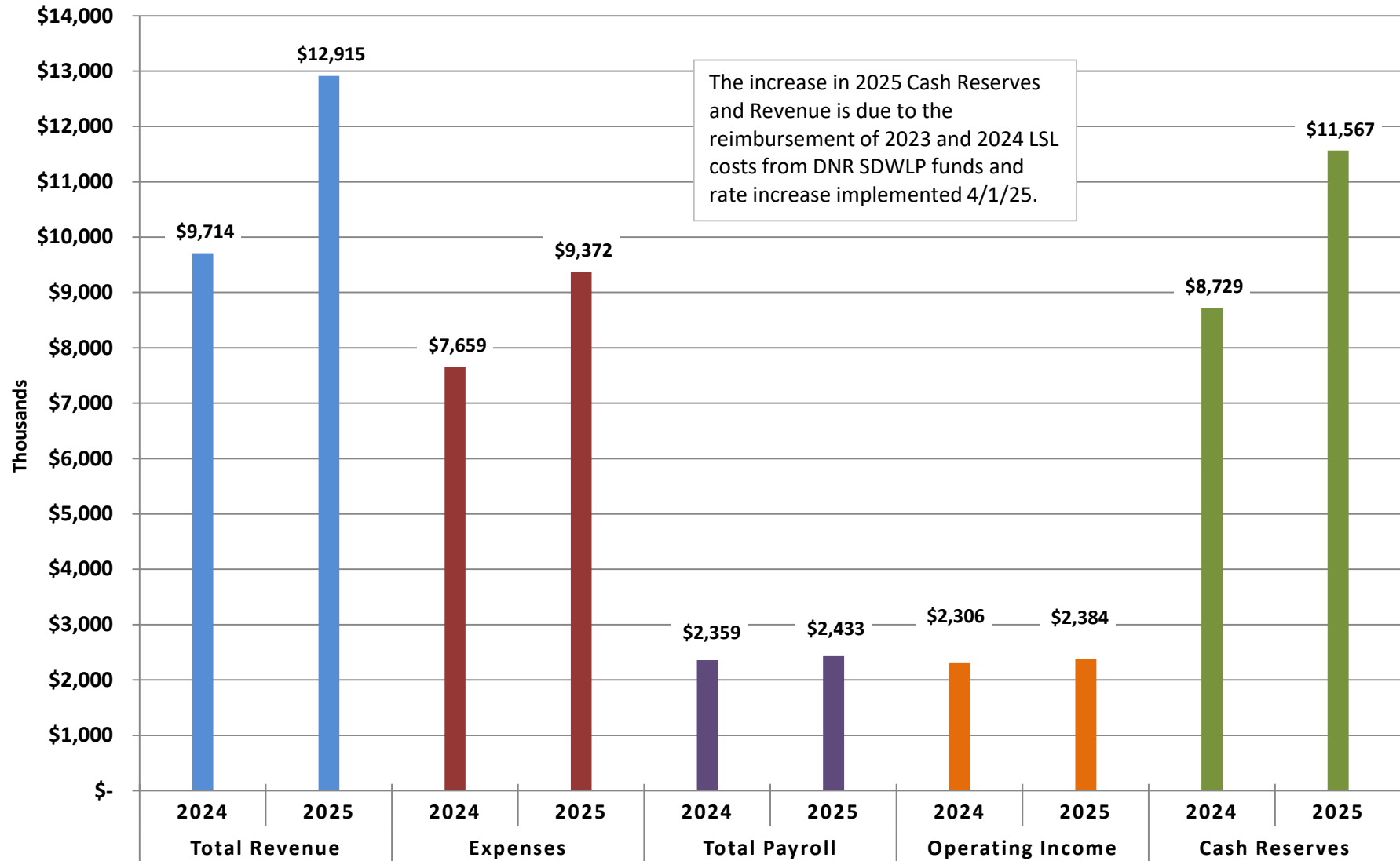
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 SUPERINTENDENT

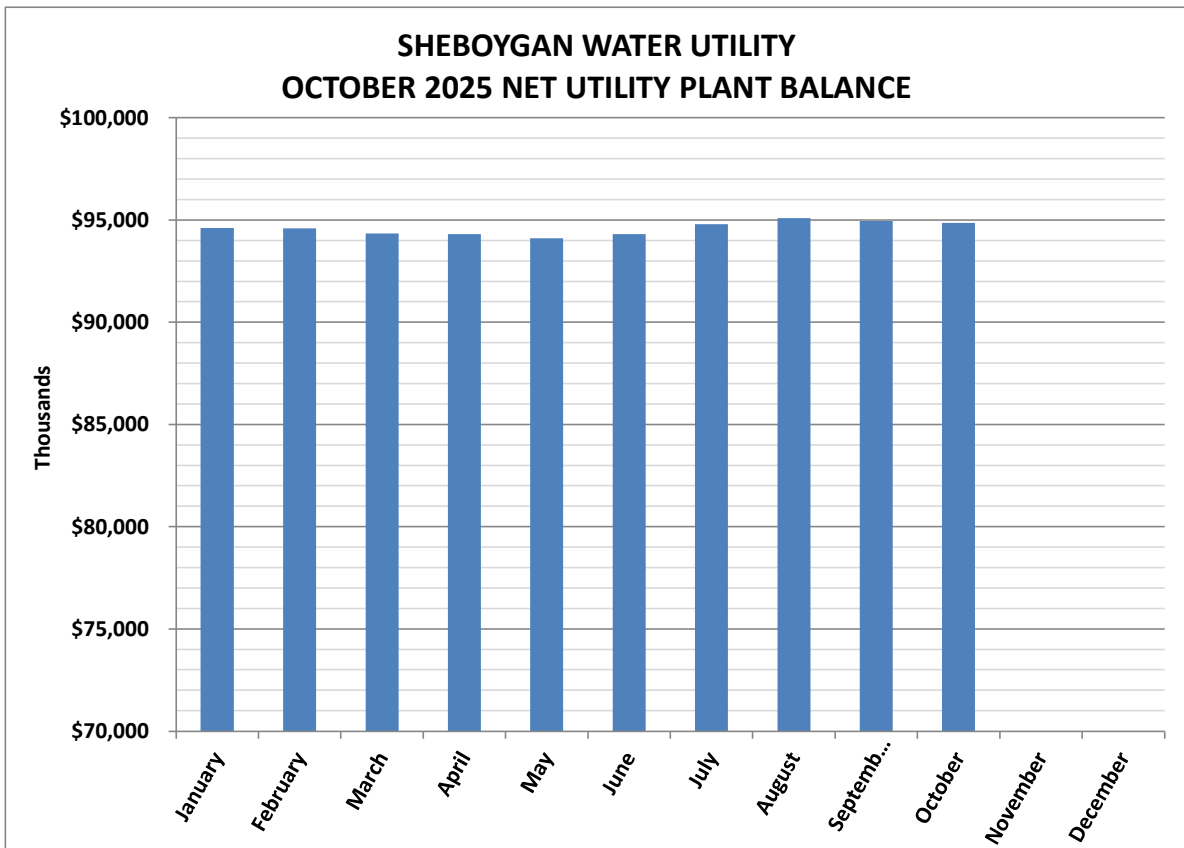
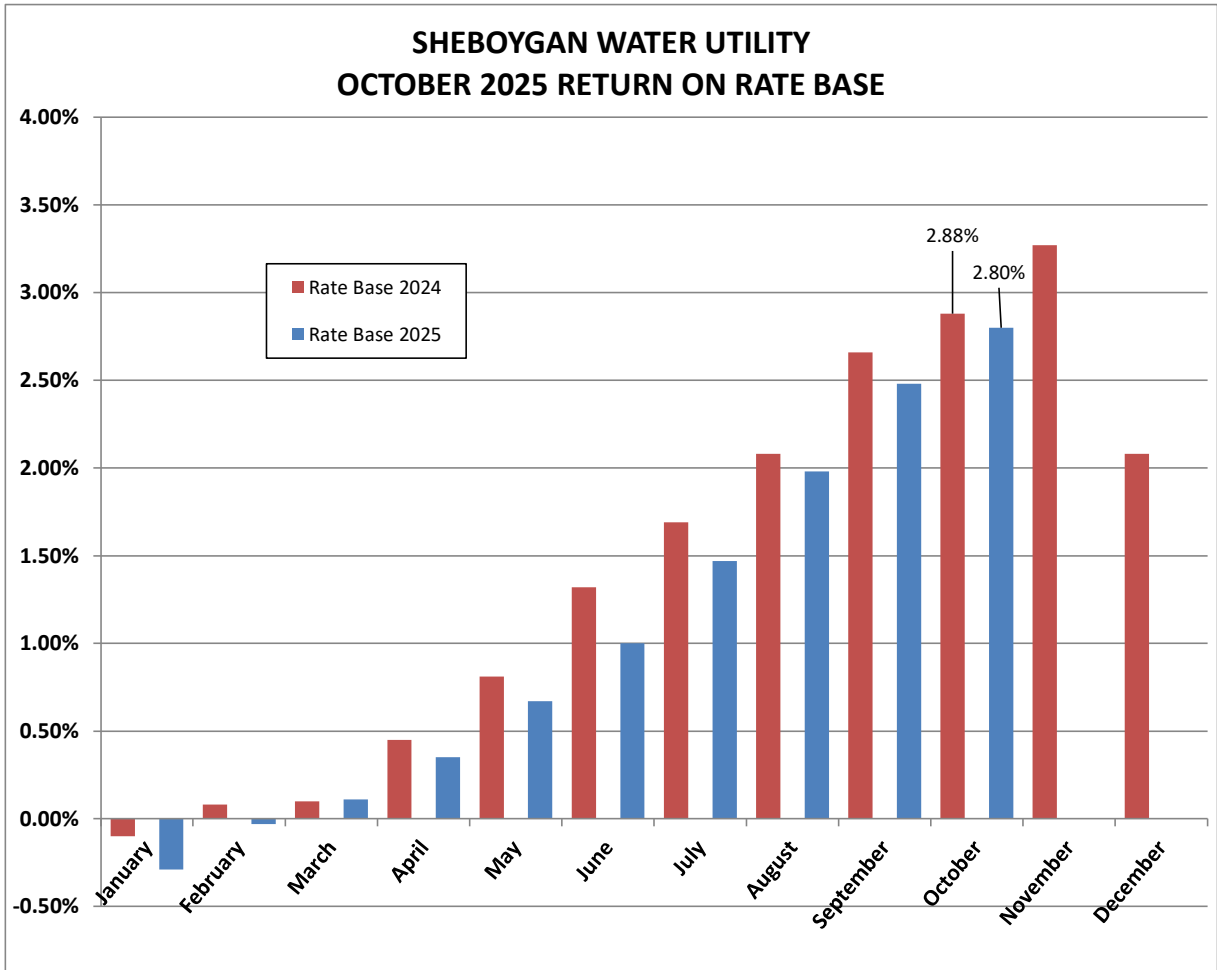


## SHEBOYGAN WATER UTILITY OCTOBER 2025 MONTHLY FINANCIAL TREND



## SHEBOYGAN WATER UTILITY OCTOBER 2025 YTD FINANCIAL POSITION

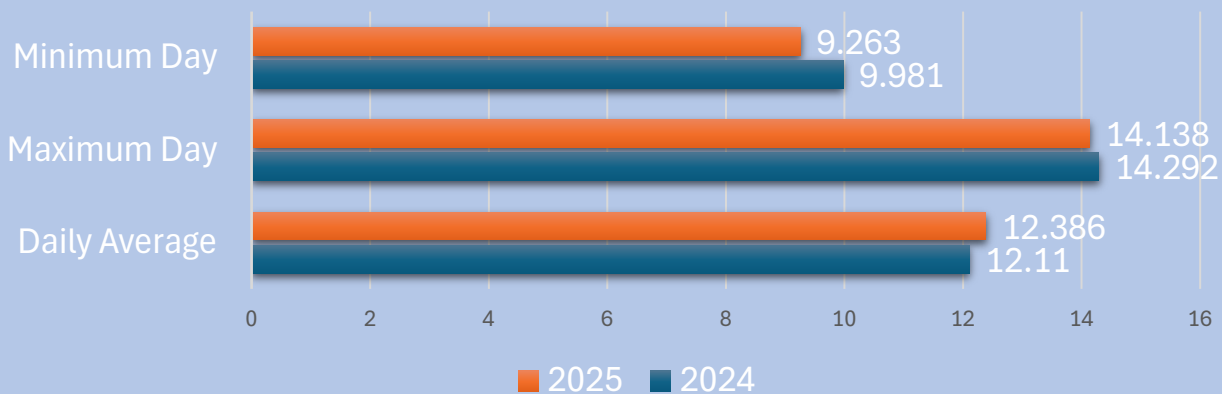




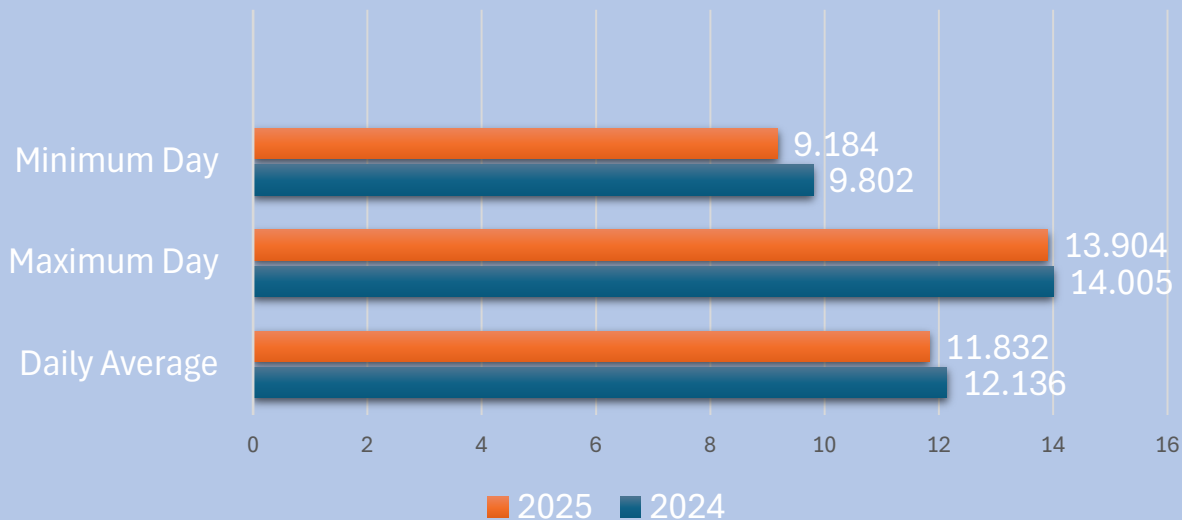
# OPERATIONS MONTHLY REPORT

## PUMPING

### Raw Water Pumpage (MGD)



### Finished Water Pumpage (MGD)



**3,574,433,000**  
Gallons Pumped YTD

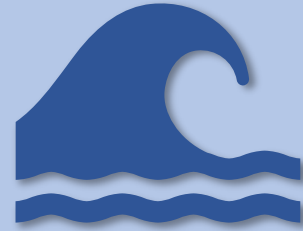
OCTOBER  
2025

# OPERATIONS MONTHLY REPORT

## WATER QUALITY

### Raw Water

	2024	2025
Turbidity	1.4	0.9
pH	8.15	8.22
Alkalinity	108.4	109.3
Temperature	52.4	54.2
Positive Bacteriological Testing	2.2	3.7



### Finished Water

	2024	2025
Turbidity	0.028	0.046
pH	7.69	7.73
Alkalinity	102.6	104.1
Temp.	53.4	53.3
Chlorine Residual	0.87	0.9
Fluoride Residual	0.72	0.6
Orthophosphate Residual	1.45	1.48
Bacteriological Testing	0	0

## ADDITIONAL ACTIVITIES

- ◆ Routine Plant Operations
- ◆ Routine Plant and Remote Site Maintenance
- ◆ Annual WDNR Lab Testing and Monitoring
- ◆ Safety Equipment Checks
- ◆ Property grounds, cleaning, and building maintenance
- ◆ Safety Training
- ◆ Chemical Systems Maint
- ◆ Shift Coverage

OCTOBER  
2025

# DISTRIBUTION MONTHLY REPORT

## WATER MAIN

Water Main Installed

**6,663'**

YTD

Street, Curb, and  
Sidewalk Restoration

**9,040**

Cu Ft  
YTD

## Water Main Breaks



## HYDRANTS YEAR TO DATE

**23**

Removed

**20**

Installed

## VALVES YEAR TO DATE

**518**

Exercised

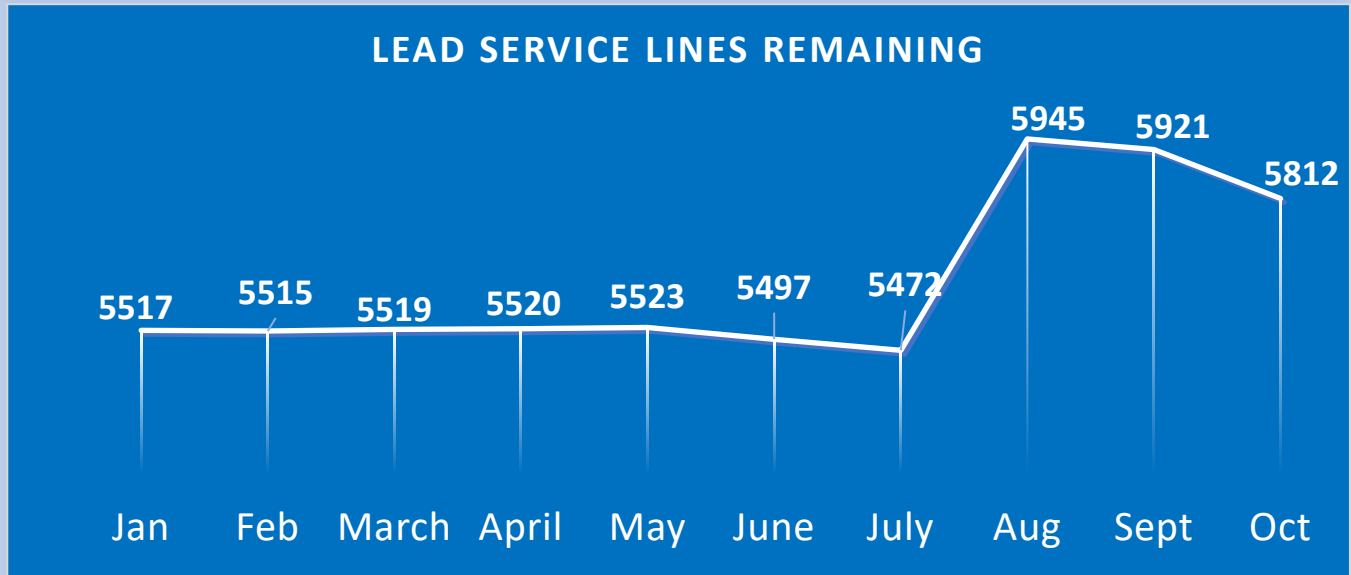
**39**

Installed

OCTOBER  
2025

# DISTRIBUTION MONTHLY REPORT

## LEAD SERVICE LINE INFORMATION



# 250

2025 Replacement  
Goal

# 66%

2025 Replacement  
Goal Completed

# 211

YTD WIDNR Lead  
Brochures  
Distributed

## ADDITIONAL ACTIVITIES

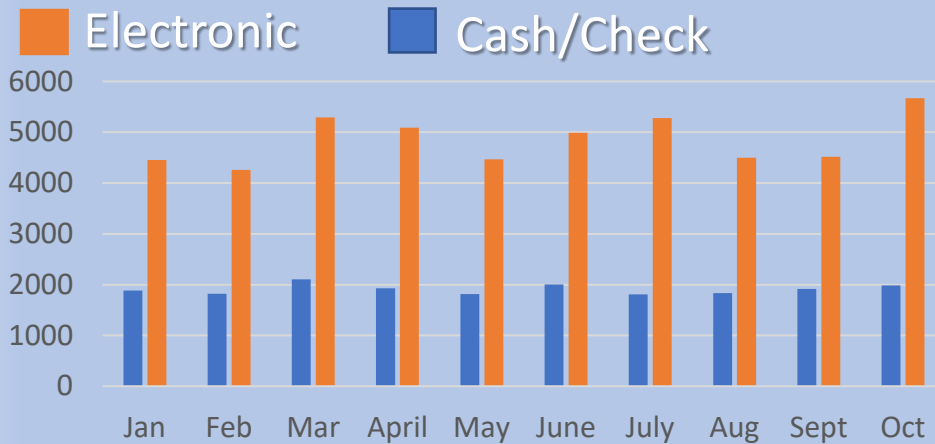
- ◆ C/M completed seasonal hydrant flushing.
- ◆ C/M started winter hydrant checks.
- ◆ C/M and Operations worked to replace problematic piping in Utility driveway.
- ◆ Utility Engineer attended hydraulics course through UW-Madison.
- ◆ Distribution Department attended safety training conducted by Fox Valley Safety.



OCTOBER  
2025

# CUSTOMER RELATIONS & FISCAL SUMMARY

## PAYMENT TRANSACTIONS



## PAPERLESS ENROLLMENT

5,110

## CUSTOMER TRANSFERS

213

## CROSS CONNECTION

240



Inspections Completed

## METERS

211

Meters Installed  
/Replaced

205

Meters  
Tested

## WEBSITE VISITORS

3,152

## TAX ROLL

	2023	2024	2025
Number of Customer Letters Mailed	2051	2213	2636
Number of Owner Letters Mailed	913	977	1129
Dollars Subject to Tax Roll as of October 15	\$459,959.00	\$ 621,858.89	\$1,086,991.85
Dollars Subject to Tax Roll as of November 1	\$327,241.79	\$455,951.12	\$ 703,473.60
Dollars 10% Penalty	\$32,724.03	\$45,594.73	\$ 70,349.02
Total Outstanding Dollars as of November 15 w/Penalties	\$311,408.41	\$424,268.98	\$ 683,865.52
Total Outstanding Garbage/Recycling & Sewer Dollars w/Penalties as of Nov 15	\$213,527.43	\$255,982.82	\$ 421,618.55
<b>Total Outstanding Water Dollars w/Penalties as of November 15</b>	<b>\$97,880.98</b>	<b>\$131,420.34</b>	<b>\$ 222,732.02</b>
Total Outstanding Delinquent LSL Replacement Loans	\$9,418.56	\$36,865.82	\$ 39,514.95

OCTOBER  
2025



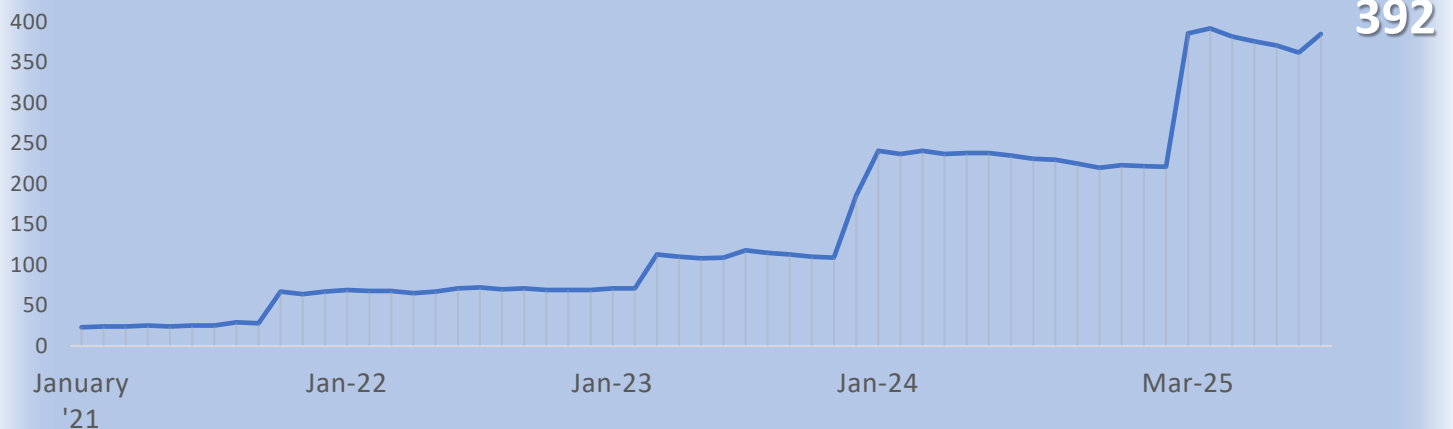
# CUSTOMER RELATIONS & FISCAL SUMMARY

## LEAK ALLOWANCES ISSUED

**1** Customer Requests **107** CCF Allowed @ Reduced Rate



## LEAD SERVICE LINE REPLACEMENT LOANS



## ADDITIONAL CR/F ACTIVITIES

- ◆ Service Techs (STs) continue their work replacing meters due to age, and due to LSL replacements.
- ◆ Conducted small and large meter testing.
- ◆ USSs issued bills to District 2 and Monthly customers.
- ◆ Attended safety training through Fox Valley.
- ◆ Issued tax roll notices for delinquent accounts.
- ◆ One Service Tech retirement.

OCTOBER  
2025

## CHEMICAL BIDS SUBMITTED FOR 2026 - SUBMITTAL DEADLINE 11/12/2025

CHEMICAL BIDDER	ALUMINUM SULFATE (Iron-Free Grade)	ALUMINUM SULFATE (FCC, Food Grade)	FLUORIDE	SODIUM HYPOCHLORITE	Liquid Phosphate
ChemTrade	\$451.00 per dry ton	\$461.00 per dry ton			
US Alco	\$632.1597 per dry ton	No Bid			
Hawkins Inc			\$5,238.65 per dry ton	\$2.05 per gallon	\$10.56 per gallon
Rowell Chemical				\$1.78 per gallon	
Affinity Chemical	No Bid	No Bid			
Carus Corporation					No Bid
Martelle Water Treatment					\$10.62 per gallon
Mosaic Co			No Bid		
Solvay			No Bid		
Brenntag Great Lakes, LLC			No Bid		
Hydrite Chemicals Co.				\$1.609 per gallon	
<b>2025 Chemical Suppliers &amp; Pricing</b>	ChemTrade (FCC, Food Grade) \$431.00 per dry ton		Hawkins \$5238.65 per dry ton	Rowell \$1.81 per gallon	Carus \$10.396 per gallon

## 2026 Recommendation:

Chemical	Low Bidder	Price	Quantity	Total	% change
Alum (FCC Food Grade)	ChemTrade	\$461.00 per dry ton	300 Dry Tons	\$138,300.00	6.96%
Fluoride	Hawkins Inc	\$5,238.65 per dry ton	10 Tons	\$52,386.50	0.00%
Sodium Hypochlorite	Hydrite	\$1.609 per gallon	80,000 Gallons	\$128,720.00	-11.10%
Phosphate	Hawkins Inc	\$10.56 per gallon	18,000 Gallons	\$190,080.00	1.57%