



# **BOARD OF WATERWORKS COMMISSIONERS AGENDA**

**December 18, 2023 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

## **MINUTES**

2. Approve minutes from the November 20, 2023 meeting

## **REPORTS**

- [3.](#) Financial reports and approval of vouchers
- [4.](#) Superintendent's report including operations, construction-maintenance, and customer relations/fiscal

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

- [5.](#) Approval to purchase three hybrid vehicles
- [6.](#) Approval to maintain legal retainer agreement for ongoing LSL program review
- [7.](#) Approval to purchase water meters for inventory

## **PERSONNEL**

8. Update on USS recruitment
9. Update on perf/eval process

## **NEXT MEETING**

10. Next meeting will take place on: January 15, 2024

## **ADJOURN**

11. 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

**NOVEMBER 2023**

	<u>2023</u>	<u>2022</u>	<u>Increase or (Decrease)</u>
<b><u>Quarterly Metered*</u></b>			
(Dist III - south of Union Ave)			
Residential	231,568.82	229,565.57	2,003.25
Multi-Family	27,929.44	28,099.09	(169.65)
Commercial	35,278.97	38,363.25	(3,084.28)
Industrial	21,002.71	21,924.42	(921.71)
Public	<u>10,700.36</u>	<u>12,129.88</u>	<u>(1,429.52)</u>
<b>Subtotal</b>	<b>326,480.30</b>	<b>330,082.21</b>	<b>(3,601.91)</b>
Public Fire Protection	70,127.08	70,026.95	100.13
Monthly Metered	<u>385,081.06</u>	<u>398,349.40</u>	<u>(13,268.34)</u>
<b>Sheboygan Net</b>	<b>781,688.44</b>	<b>798,458.56</b>	<b>(16,770.12)</b>
Sheboygan Falls	48,504.88	56,563.48	(8,058.60)
Kohler	<u>27,697.31</u>	<u>28,615.04</u>	<u>(917.73)</u>
<b>Total</b>	<b>857,890.63</b>	<b>883,637.08</b>	<b>(25,746.45)</b>

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

Total accumulative billing for 2023 is \$9,413,773.12. A decrease of \$14,372.79 from 2022 accounted for as follows:

	<u>2023 - Total Year to Date</u>
Sheboygan	64,165.69
Sheboygan Falls	(65,389.09)
Kohler	<u>(13,149.39)</u>
	(14,372.79)

Total bills mailed November, 2023: 6,725

Residential	6,131	Wholesale	5
Multi-Family	92	Multi-Family	9
Commercial	327	Commercial	20
Industrial	45	Industrial	65
Public	27	Public	4
<b>Quarterly</b>	<b>6,622</b>	<b>Monthly</b>	<b>103</b>



## RETURN ON RATE BASE

November 30, 2023

	NOVEMBER 2023	NOVEMBER 2022
<b><u>Add 2 YR Average</u></b>		
Utility Plant Balance	\$ 91,178,373	\$ 73,958,839
Materials and Supplies Inventory	\$ 238,979	\$ 235,783
<b><u>Less 2 YR Average</u></b>		
Reserve for Depreciation	\$ 26,596,925	\$ 25,160,169
Customer Adv for Const	\$ 5,618,271	\$ 2,275,154
Average Rate Base	\$ 59,202,157	\$ 46,759,298
Net Operating Income YTD	\$ 1,766,669	\$ 2,236,941
<b>Net Operating Income As a Percent of Average Net Rate Base</b>	<b><u>2.98%</u></b>	<b><u>4.78%</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**  
**November 30, 2023**

Ending balance on report for October 31, 2023	<u>8,876,036.45</u>
Plus: Receipts	453,369.93
Misc Receipts	3,666.30
Direct Pay Receipts	442,241.53
LSL Repayment	13,471.39
Money Market/CDARs Investment Interest	12,368.17
Minus:	
Disbursements - vendors and payroll	(3,444,698.39)
Bank Service Fees & Credits	278.51
Health & Dental Claims/Adm Costs	(70,265.82)
NSF Checks & Customer Refunds	(468.95)
Invoice Cloud/Paymentech Deposit Fees	(10,053.14)
Reallocate Sewer/Garbage - payments	(1,770.72)
Reallocate Sewer/Garbage - monthly	(1,009.93)
Bond & SDWLP Interest Payments	(212,896.23)
SDWL RWI Reimbursement	3,200,529.75
WRS Preliminary Reconciliation	(0.02)
Automated Credit Card Payments	(5,998.83)
Postage	(428.76)
Utility Water Payments	(3,862.94)
<b>Ending Balance November 30, 2023</b>	<b><u>\$ 9,250,508.30</u></b> <sup>1</sup>

Note: The above amount includes:

Bond Reserve Fund	612,359.69
LSL Revolving Loan Fund *	330,924.72
Money Market Investment	1,019,579.95
ARPA Money Market Restricted - RWI	360,333.80
6 Month CD	508,887.50
3 Month CD	1,535,566.89
9 Month CD	1,023,625.00
Total	<b><u>\$ 5,391,277.55</u></b>

General Unrestricted Operating Cash 3,859,230.75

<sup>1</sup> The increase in cash in November is due to an increase in cash collections from customers, interest earnings on investments, and timing of SDWLP reimbursements.

\*LSL revolving loan fund is cash available for funding LSL replacement and comes from customer repayment of LSL loans.



**STATEMENT OF NET POSITION**  
**NOVEMBER 30, 2023 AND 2022**

<b><u>Assets and Other Debits Utility Plant</u></b>	<b><u>Year to Date 2023</u></b>	<b><u>Year to Date 2022</u></b>	<b><u>Liabilities and Other Credits</u></b>	<b><u>Year to Date 2023</u></b>	<b><u>Year to Date 2022</u></b>
			<b><u>Proprietary Capital</u></b>		
Utility Plant	113,046,409	85,184,453	Capital Paid by Municipal	1,640,701	1,640,701
Depreciation- Utility Plant	29,491,489	27,888,537	Unapprop. Earned Surplus	62,151,293	53,417,754
Net Utility Plant	<u>\$ 83,554,920</u>	<u>\$ 57,295,916</u>	Total Proprietary Capital	<u>\$ 63,791,994</u>	<u>\$ 55,058,455</u>
<b><u>Other Property and Investments</u></b>			Bonds, Loans & Advances	29,180,083	11,226,674
Appropriated Funds	691,259	5,586,422	Total Long Term Debt	<u>\$ 29,180,083</u>	<u>\$ 11,226,674</u>
Bond Redemption Fund	612,360	644,320			
Net Pension Asset <sup>1</sup>	992,887	769,762			
Deferred Outflow - Pension & OPEB <sup>1</sup>	2,025,204	1,402,233	<b><u>Current &amp; Accrued Liabilities</u></b>		
Total Other Prop & Investment	<u>\$ 4,321,709</u>	<u>\$ 8,402,737</u>	Accounts Payable	793	-
			Accrued Liabilities	1,271,456	1,138,338
			Unearned Revenue <sup>4</sup>	342,707	5,002,820
			Total Current & Accrued Liab.	<u>\$ 1,614,957</u>	<u>\$ 6,141,158</u>
<b><u>Current and Accrued Assets</u></b>			<b><u>Deferred Credits</u></b>		
Cash & Investments	7,947,640	7,496,289	Bond Premium	136,110	168,982
Accounts Receivable	1,585,473	1,654,368	Pre 2003 Depr on Contributed Assets	2,049	27,167
LSL Loan Receivable <sup>2</sup>	331,627	199,608	Other Deferred Credits	0	0
Grant Receivable - Restricted <sup>3</sup>	0	34,040		<u>\$ 138,159</u>	<u>\$ 196,149</u>
Materials & Supplies Inventory	226,567	251,391			
Prepaid Expenses	21,450	23,005	<b><u>Operating Reserves</u></b>		
Total Current & Accrued Assets	<u>\$ 10,112,758</u>	<u>\$ 9,658,700</u>	Net Pension & OPEB Liability <sup>1</sup>	190,275	357,040
			Deferred Inflow - Pension & OPEB <sup>1</sup>	2,402,200	1,752,555
<b>Total Assets and Debits</b>	<b><u>\$ 97,989,386</u></b>	<b><u>\$ 75,357,353</u></b>	Accrued Vac & Sick Leave	671,719	625,323
			Total Operating Reserve	<u>\$ 3,264,194</u>	<u>\$ 2,734,918</u>
			<b>Total Liab &amp; Other Credits</b>	<b><u>\$ 97,989,386</u></b>	<b><u>\$ 75,357,353</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 LSL loan program.

<sup>3</sup> Grants Receivable - Restricted pertains to the Lead Water Service Lateral Replacement Program funded by the DNR.

<sup>4</sup>Unearned Revenue is the remaining balance of unspent American Rescue Plan Act funding designated to the Raw Water Improvement project.



**STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION**  
**NOVEMBER 30, 2023 AND 2022**

	<b>2023</b>		<b>2022</b>		<b>Incr (Decr)</b>	<b>% Incr/Decr</b>
	<b>MONTH</b>	<b>YTD</b>	<b>MONTH</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD</b>
Sales Revenue	\$ 878,899	\$ 9,193,950	\$ 905,450	\$ 9,230,628	\$ (36,678)	-0.40%
Other Water Revenue	\$ 4,684	\$ 54,762	\$ 4,752	\$ 53,945	\$ 817	1.51%
Total Operating Revenues	\$ 883,583	\$ 9,248,712	\$ 910,202	\$ 9,284,573	\$ (35,861)	-0.39%
Operating Expenses <sup>1</sup>	323,364	4,112,070	295,169	3,657,865	454,205	12.42%
Maintenance Expenses <sup>2</sup>	119,086	864,253	74,341	777,163	87,090	11.21%
Depreciation Expenses	131,902	1,468,759	130,557	1,455,219	13,539	0.93%
Taxes <sup>3</sup>	96,560	1,036,961	106,923	1,157,386	(120,425)	-10.40%
Total Operating Expenses	\$ 670,912	\$ 7,482,042	\$ 606,989	\$ 7,047,632	\$ 434,410	6.16%
Utility Operating Income	\$ 212,671	\$ 1,766,670	\$ 303,213	\$ 2,236,941	\$ (470,271)	-21.02%
Other Income & Expense						
Non-operating Grant Revenue	-	151,358	16,250	100,007	51,350	
Non-Operating Grant Expenses	-	(151,358)	(16,250)	(100,007)	(51,350)	
Bond Premium	2,739	30,133	2,739	29,384	749	
Interest Earned on Investments	12,829	111,475	6,525	45,810	65,665	
Contributions <sup>4</sup>	-	6,686,234	-	4,550,308	2,135,926	
Other Expense	-	-	-	(17,086)	17,086	
Misc Amortization	2,094	23,039	2,094	23,039	-	
Bond Interest Expense	(43,748)	(481,824)	(25,033)	(277,667)	(204,157)	
<b>Change in Net Position</b>	<b>\$ 186,587</b>	<b>\$ 8,135,726</b>	<b>\$ 289,539</b>	<b>\$ 6,590,728</b>	<b>\$ 1,544,998</b>	

<sup>1</sup> The increase in Operating Expense is due to an increase in chemical costs, water treatment filter study and salaries, distribution locating services, electricity and fuel costs, third party billing implementation, web hosting services, increase in workers comp and liability insurance premiums, credit card fees, and costs related to the 2023 rate study.

<sup>2</sup> The increase in Maintenance Expense is due to maintenance of pumping structures and equipment, treatment equipment, maintenance in upper garage area, timing of hydrant maintenance compared to 2022.

<sup>3</sup> The decrease in Tax Expense is due to a decrease in the City tax rates.

<sup>4</sup> The Contributions in 2022 relate to American Rescue Plan Act funds contributed to SWU by the City of Sheboygan which was moved to Unearned Revenue at year end 2022. The Contributions in 2023 are earned revenues as ARPA funds are spent, and also includes \$2,000,000 EPA community grant funds.



**APPROVAL OF VOUCHERS**  
**November 30, 2023**

<u>Total Of The General Vouchers</u>	<u>\$ 3,228,737.90</u>
<u>Gross Payroll</u>	<u>\$ 200,592.90</u>
<u>Net Payroll</u>	<u>\$ 122,114.75</u>

**BOARD OF WATER COMMISSIONERS**

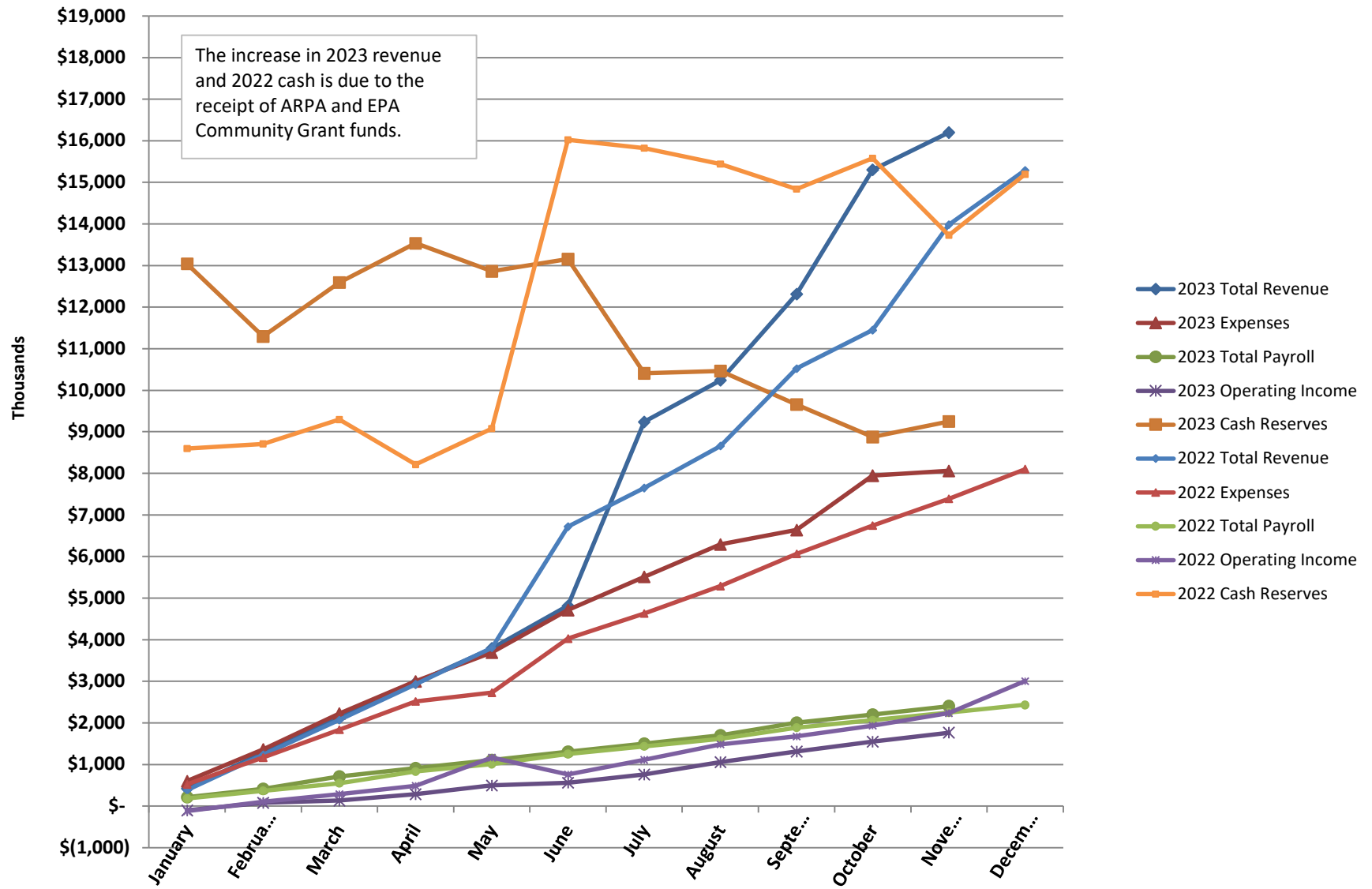
\_\_\_\_\_  
 PRESIDENT

\_\_\_\_\_  
 SECRETARY

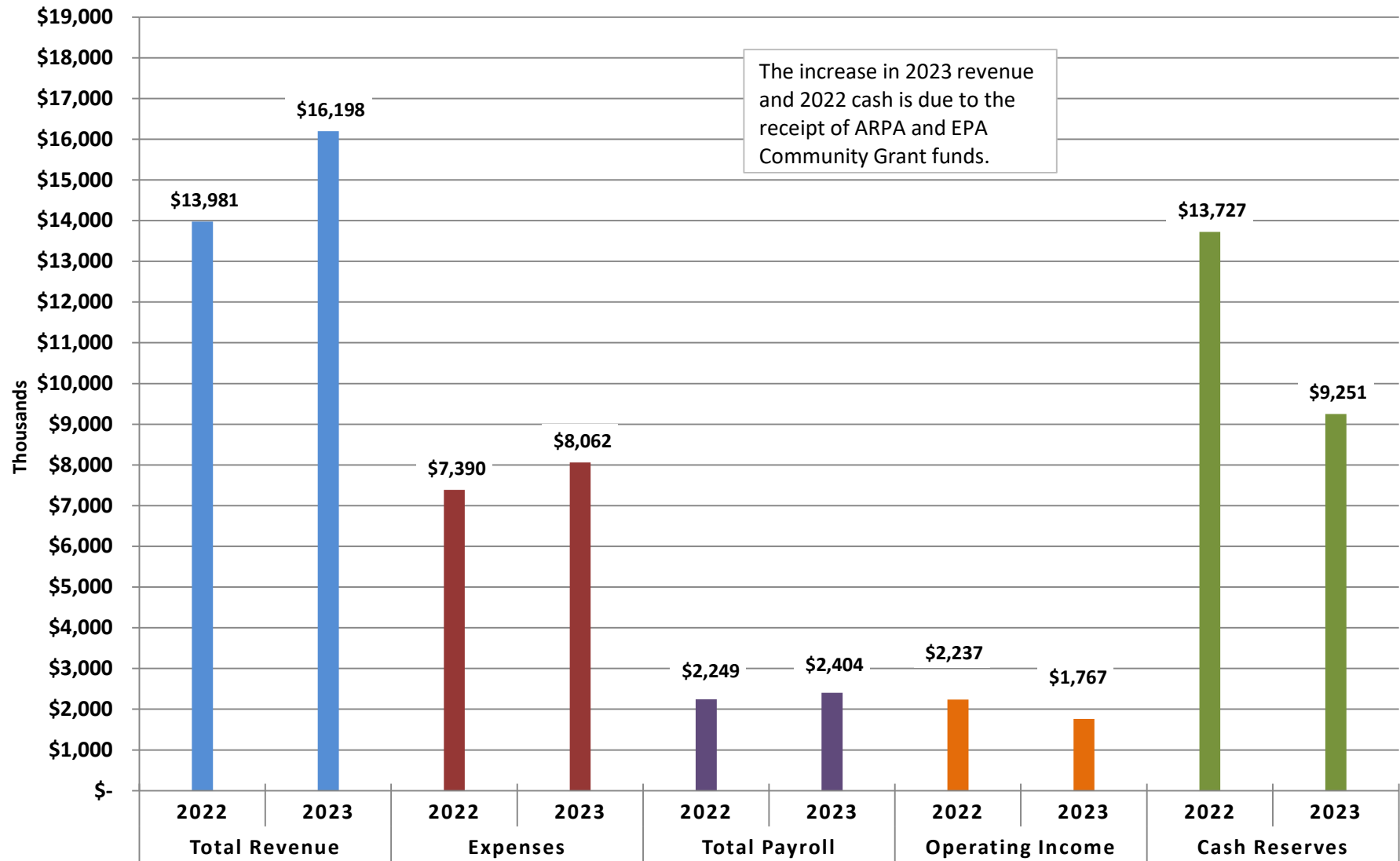
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 MEMBER

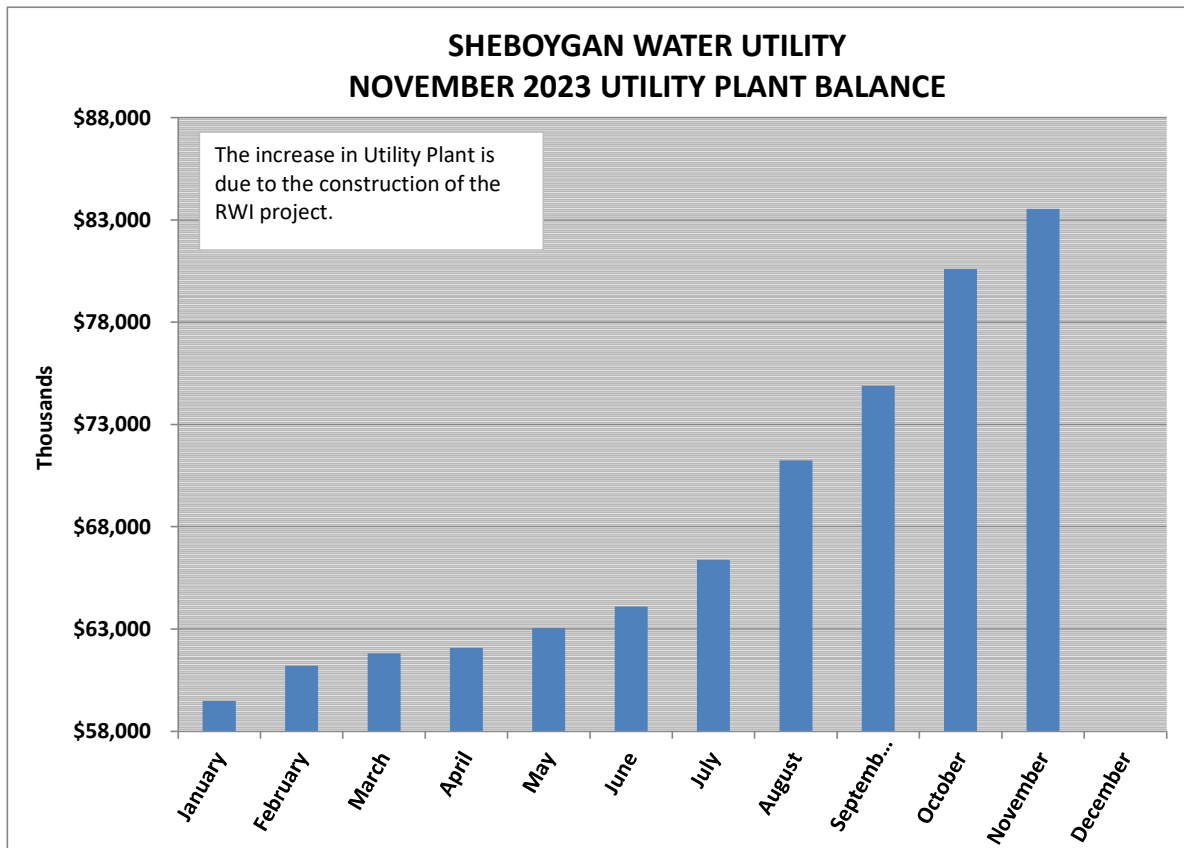
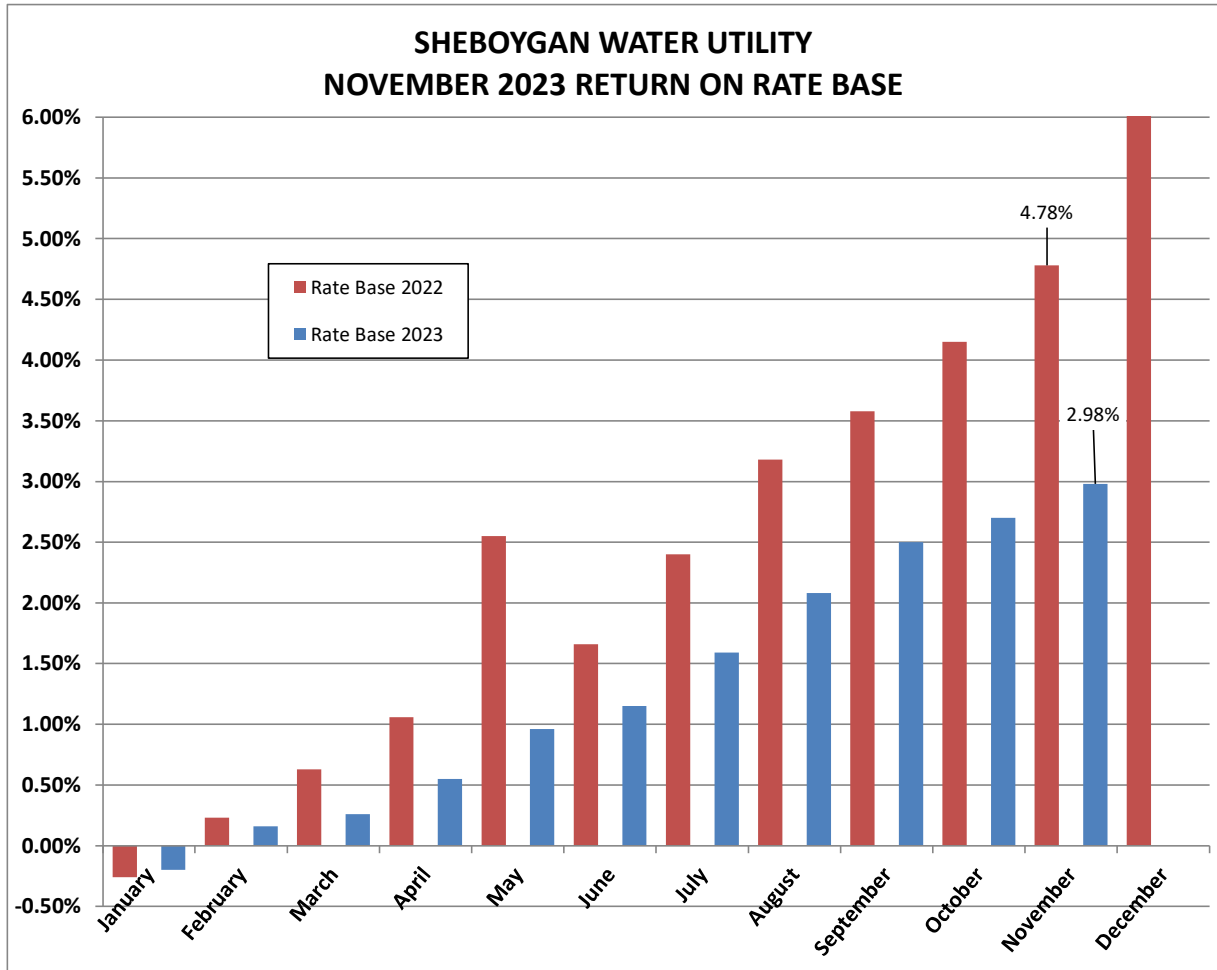
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 SUPERINTENDENT

### SHEBOYGAN WATER UTILITY NOVEMBER 2023 MONTHLY FINANCIAL TREND



## SHEBOYGAN WATER UTILITY NOVEMBER 2023 YTD FINANCIAL POSITION





# November 2023

OPERATIONS' DEPARTMENT MONTHLY REPORT	
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		HIGH LIFT		LOW LIFT		2023 VS 2022
PUMPAGE		2022	2023	2022	2023	HL
Total in MG		341.292	342.657	355.420	357.309	0.40%
Daily Average (MG)		11.376	11.437	11.847	11.910	
Max. Day (MG)		12.913	12.688	14.122	13.907	2023 VS 2021
						HL
Gal/KwH		1,206	1,207	4,951	4,906	-0.69%
ELECTRICAL COSTS						
		2022		2023		
A. Pumping:		KwH	\$	KwH	\$	
High Lift		279,759	\$21,140.83	277,840	\$25,022.97	
Low Lift		71,305	\$5,388.38	71,298	\$6,421.31	
Wash Pump 1		2,800	\$211.59	2,800	\$252.18	
Georgia St. Bstr.		55,800	\$5,209.04	55,800	\$5,952.39	
Wilgus Ave. Bstr.		3,200	\$431.30	3,000	\$442.70	
EE Pit / Bstr.		5,418	\$697.38	5,088	\$719.59	
Erie Ave. Bstr.		16,000	\$2,259.52	16,800	\$2,638.56	\$/KwH
Sub Total		434,282	\$35,338.04	432,626	\$41,449.70	17.7%
B. Treat./Fiscal/Misc.		KwH	\$	KwH	\$	
Office & Maint. Bldg.		4,764	\$621.89	5,729	\$818.91	
Filter Plant / Pump Station / 2nd Service		55,736	\$6,530.20	61,862	\$6,592.30	
						\$/KwH
Sub Total		60,500	\$7,152.09	67,591	\$7,411.21	-7.2%
C. Distribution:		KwH	\$	KwH	\$	
Taylor Hill Tank		2,019	\$275.91	1,538	\$233.71	
Kohler Meter Pit		0	\$0.00	0	\$0.00	
EE Tower		1,232	\$175.77	1,054	\$165.60	
Washington (PRV) Pit		301	\$59.90	529	\$96.62	
Sub Total		3,552	\$511.58	3,121	\$495.93	\$/KwH
Total Electrical Costs		498,334	\$43,001.71	503,338	\$49,356.84	13.6%
Electrical Cost / MG		\$126.00		\$143.85		
		2022		2023		
NATURAL GAS COSTS		CCF Used	Cost	CCF Used	Cost	
Production Facility		2,099	\$2,033.58	3,106	\$1,761.52	
South Basin		2,226	\$2,163.29	2,408	\$1,413.34	
Georgia St. Bstr.		23	\$34.97			
Erie Ave. Bstr.		282	\$301.72	209	\$148.91	
Wilgus Ave. Bstr.		5	\$20.21			
Office & Maint. Bldg.		821	\$791.60	950	\$560.91	\$/CCF
Total Natural Gas Costs		5,456	\$5,345.37	6,673	\$3,884.68	-40.6%
Natural Gas Cost / MG		\$15.66		\$11.32		
		2022		2023		
CHEMICAL COSTS		Lbs. Used	Cost	Lbs. Used	Cost	
Alum		52,492	\$9,527.30	50,152	\$10,105.63	11.0%
Carbon		0	\$0.00	0	\$0.00	#DIV/0!
Chlorine		5,996	\$8,874.06	6,211	\$12,608.33	37.2%
Fluoride		1,652	\$2,296.28	1,595	\$3,224.29	45.4%
KMnO4		0	\$0.00	49	\$179.76	#DIV/0!
Cationic Polymer		0	\$0.00	0	\$0.00	#DIV/0!
Liquid Phosphate		3,973	\$6,269.39	4,152	\$12,700.97	93.9%
Total Chemical Costs		\$26,967.03		\$38,818.98		43.9%
Chemical Cost / MG		\$79.01		\$113.14		
		Grand Total		\$92,060.50		22.24%
		Total Cost / MG		\$268.31		21.59%

YTD HL 2023 vs 2022	-0.98%	YTD HL HIGH DAY PUMPAGE	15.876	June 21, 2023	
YTD HL 2023 vs 2021	-1.32%	YTD HL LOW DAY PUMPAGE	9.294	January 1, 2023	
				YTD HL Ave Day	
NOTE:				2023	12.367
				2022	12.426
				2021	12.537



## COMPARATIVE SUMMARY OF PLANT OPERATIONS

November 2022

vs

November 2023

## Pumping Record

## High Lift

## Low Lift

	2022	2023	Diff.		2022	2023	Diff.
Tot. Water in MG	341.292	342.657	0.40%	Tot. Water in MG	355.420	357.309	0.53%
Daily Average	11.376	11.437	0.54%	Daily Average	11.847	11.910	0.53%
Maximum Day	12.913	12.688	-1.74%	Maximum Day	14.122	13.907	-1.52%
Minimum Day	7.138	7.113	-0.35%	Minimum Day	7.230	7.096	-1.85%
By Natural Gas	3.932	7.747	97.02%	By Natural Gas	2.418	7.508	210.50%
Power in KWH	279,759	277,840	-0.69%	Power in KWH	71,305	71,298	-0.01%
Gals. per KWH	1,206	1,207	0.09%	Gals. per KWH	4,951	4,906	-0.91%
Power \$ / KWH	\$0.07557	\$0.09006	19.18%	Power \$ / KWH	----	----	----
Power \$ / MG	\$61.94	\$72.93	\$10.99	Power \$ / MG	\$15.16	\$17.97	\$2.81
Tot. Power \$/MG	\$126.79	\$144.56	\$17.77	Tot. Power \$/MG	----	----	----

## Treatment Chem.

## Lbs. Used

## Cost

Total Lbs.	2022	2023	Diff.	Total Cost	2022	2023	Diff.
Alum	52,492	50,152	-4.46%	Alum	\$9,527.30	\$10,105.63	\$578.33
Carbon			#DIV/0!	Carbon	\$0.00	\$0.00	\$0.00
Chlorine	5,996	6,211	3.59%	Chlorine	\$8,874.08	\$12,608.33	\$3,734.25
KMnO4	0	49	#DIV/0!	KMnO4	\$0.00	\$179.76	\$179.76
Polymer	0	0	#DIV/0!	Polymer	\$0.00	\$0.00	\$0.00
Liquid Phosphate	3,973	4,152	4.51%	Liquid Phosphate	\$6,269.39	\$12,700.97	\$6,431.58
Lb/ MG:				Cost / MG:			
Alum	147.7	140.4	-4.96%	Alum	\$26.81	\$28.28	\$1.48
Carbon	0.0	0.0	#DIV/0!	Carbon	#DIV/0!	#DIV/0!	#DIV/0!
Chlorine	16.9	17.4	3.04%	Chlorine	\$24.97	\$35.29	\$10.32
KMnO4	0.0	0.1	#DIV/0!	KMnO4	#DIV/0!	\$0.50	#DIV/0!
Liquid Phosphate	11.2	11.6	3.95%	Liquid Phosphate	\$17.64	\$35.55	\$17.91
Fluoride:	2022	2023		Fluoride:	2022	2023	
Total Lbs.	1,652	1,595	-3.45%	Cost	\$2,296.28	\$3,224.29	\$928.01
mg/l applied as F	0.71	0.74		Cost/MG	\$6.74	\$9.41	\$2.67
Av. Res. Plt. Tap	0.75	0.70					

## Water Quality:

## Raw

## TAP

	2022	2023
Turbidity	4.40	3.20
pH	8.26	8.26
Alkalinity	112.5	110.4
MF (E-Coli)	6.9	1.3
Temperature	41.2	44.1
Wash-H2O % /LL	2.66	2.60
Av. Flt. Run/hrs	94.5	92.9
Av. ROF / MG	1.40	1.36

	2022	2023
Turbidity	0.035	0.039
pH	7.63	7.70
Alkalinity	102.5	103.0
Plate Count	0.00	0.00
Colilert	0	0
Temp.	43.5	47.3
Cl Res.	0.88	0.88

## Natural Gas:

	2022	2023		2022	2023	Diff.
Nat. Gas Heating	3,826	2,902	Plant & South Basin	\$3,713.23	\$1,693.22	(\$2,020.01)
Nat. Gas Pumping	499	2,613		\$483.64	\$1,481.64	\$998.00

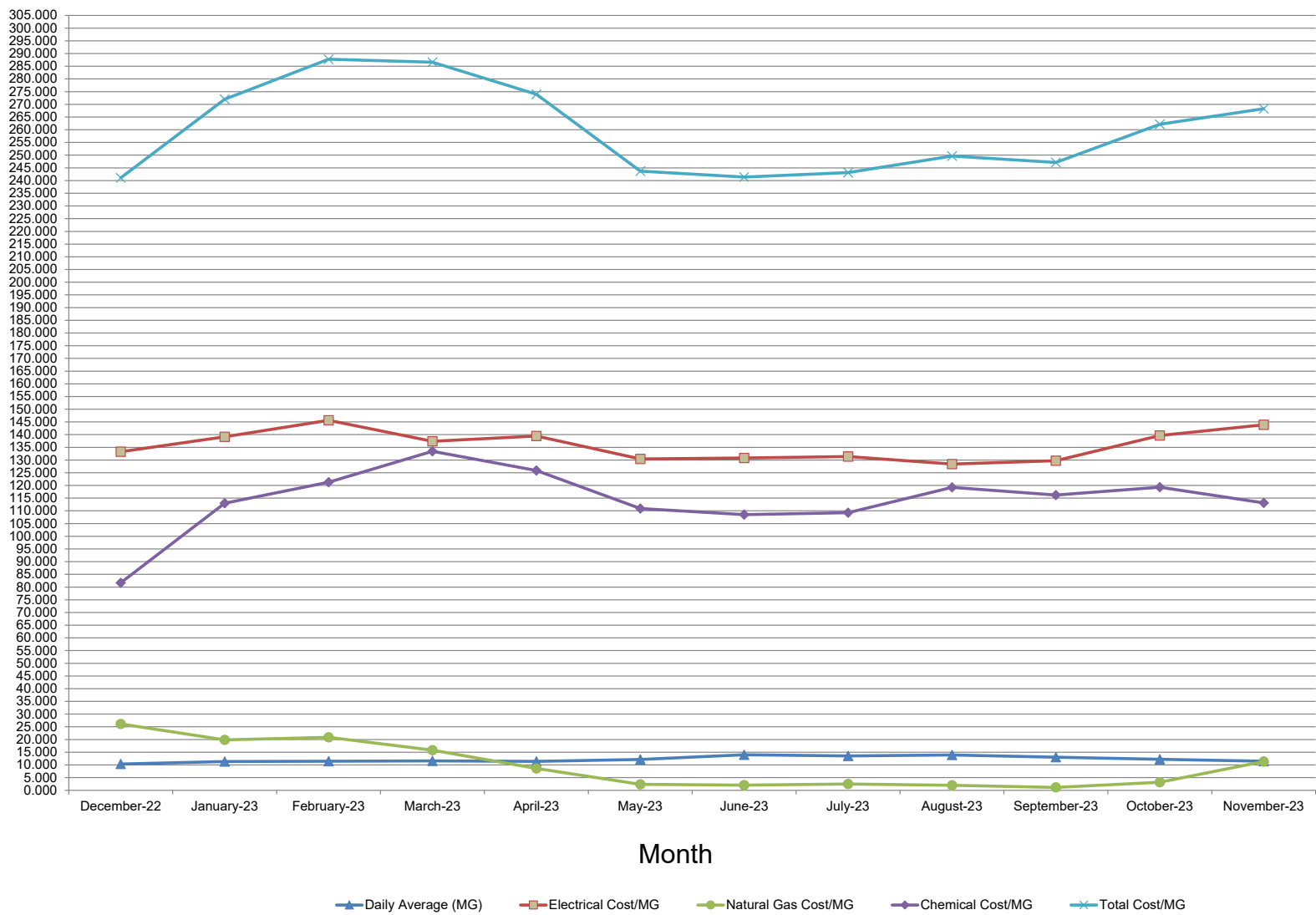
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	CCF	Cost	Natural Gas Cost	Natural Gas CCF
#3 Gas Pump	0.0	\$0.00	\$3,174.86	5,514
#4 Gas Pump	1314.0	\$745.21		
#7 Gas Pump	722.5	\$409.75		
Electric Generator	576.0	\$326.67		
<b>Pumping totals</b>	<b>2612.5</b>	<b>\$1,481.64</b>		

## November 2023

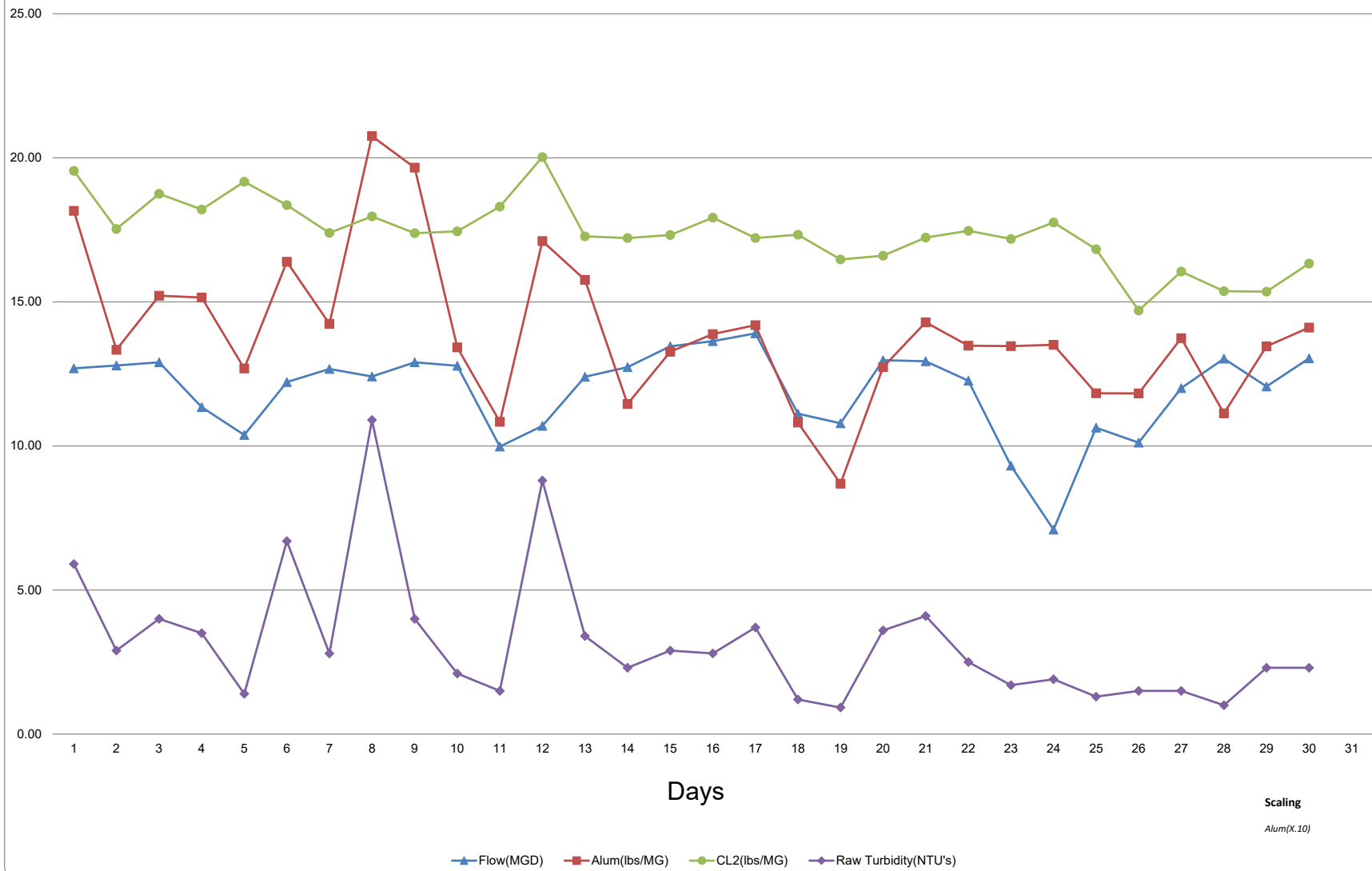
		12/1/2023	11/1/2023			12/1/2023	11/1/2023		
% Run	Elapsed Time:				SLUDGE No. 1 Hour Meter	0.0	0.0	0	
50.5%	No. 6 Pump	75,706.6	75,343.0	363.6	SYSTEM No. 2 Mag Meter	509,440	202,400	307,040	
3.17%	Wash Pump Meter	5,900.78	5,877.95	22.83	Recycle Meter (Reset to zero each month)			307,040	
4.0%	No. 7 Pump	873.9	845.0	28.9					
0.0%	No. 8 Pump	59,540.3	59,540.3	0.0					
96.1%	No. 9 Pump	32,689.0	31,997.0	692.0					
1.4%	Wash Pump 2	177	167	10	Power Cost	\$0.0900625	Bill >>>>	\$37,934.33	
	No. 1 Prime Pump	1,056.1	1,054.9	1.2		0.302588462	KWH >>>	421,200	
	No. 2 Prime Pump	1,138.3	1,136.4	1.9	Init. Chg.	\$37,502.03		Low L. KWH	71,298
						\$	KWH	L.L. Cost \$	\$6,421.31
Kw/Hr run	Watt hour Meters:				Kohler Pit			High L. KWH	277,840
122.6	Wash Pump 1	1324.1	1320.1	2,800	Horizon	\$241.90	1,501	H.L. Cost \$	\$25,022.97
64.6	No. 9 Pump	6294.47	6249.78	44,698	Taylor	\$233.71	1,538	Total Cost	\$31,444.28
#DIV/0!	No. 8 Pump	6837.1	6837.1	0	ALT. 72 Park	\$786.73	2,600		
73.2	No. 6 Pump	2732.2	2637.2	26,600	Geo. Ave.	\$5,952.39	55,800	Plant Costs	\$6,592.30
127.2	Wash Pump 2	18.624	17.564	1,272	Wilgus Ave.	\$442.70	3,000		
564.6	No. 1 Pump	10037.63	10029.33	8,300	EE Pit	\$719.59	5,088		
240.8	No. 2 Pump	4965.848	4950.058	15,790	EE Tower	\$165.60	1,054		
295.0	No. 3 Pump	1101.437	1010.626	90,811	Washington	\$96.62	529		
#DIV/0!	No. 4 Pump			0	Office	\$818.91	5,729		
479.4	No. 5 Pump	12,918.949	12,756.010	162,939	Erie Ave.	\$2,638.56	16,800		
					Total	\$49,598.74	510,039		
	Garage (MWatt/Hrs.)	1,112.85	1,108.50	4,350					
	Power Co. (Step #3)	43,064	42,717	416,400					
	Left Meter - OUTSIDE								
	Volume Used:				SUMMARY	HIGH LIFT		LOW LIFT	
	Nat. Gas (Correct)	46,425,954	46,182,796	305,650		2022	2023	2022	2023
					Tot. Pump	341.292	343.111	355.420	357.309
	Elapsed Time:				Daily Ave.	11.376	11.437	11.847	11.910
	Emer. Generator	1,159.4	1,130.6	28.8	Max. Day	12.913	12.688	14.122	13.907
					Min. Day	7.138	7.113	7.230	7.096
% Run	No. 1 Pump	18,613.2	18,598.5	14.7	By Nat. Gas	3.932	7.747	2.418	7.508
2.0%	No. 2 Pump	21,180.58	21,115.00	65.58	Power KWH	279,759	277,840	71,305	71,298
9.1%	No. 3 Elec. Pump	3,767.1	3,459.3	307.8	Gals/KWH	1206	1207	4951	4906
42.8%	No. 3 Nat. Gas Pump	599.3	599.3	0.0	Cost/KWH	\$0.07557	\$0.09006	*****	*****
0.0%	No. 4 Elec. Pump	0.00	0.00	0.0	Cost/MG	\$61.94	\$72.93	\$15.16	\$17.97
0.0%	No. 4 Nat. Gas Pump	155.4	126.2	29.2	Tot. Cost/MG	\$126.79	\$144.56	*****	*****
4.1%	No. 5 Pump	27,012.200	26,672.350	339.850					
47.2%	UV Building Generator	181.4	156.1	25.3					
3.5%									

Plant Operations: Expense Report



# November 2023: Sheboygan Water Utility Plant Operations Summary

Item 4.



## Filter Plant Maintenance Completed For November 2023

Subject	StartDate	EndDate	Description
			Yellow indicates days operating or running labs
Dakota Supply Group	1-Nov-23		Purchase new SD Hammer drill and battery combo.
Horizon Ave.	1-Nov-23		Turn on/test heating system, check reagents, walk grounds, etc.
Taylor Hill	1-Nov-23		Turn on/test heating system, check reagents, walk grounds, etc.
Georgia Ave.	1-Nov-23		Turn on/test heating system, check reagents, walk grounds, etc.
Erie Ave.	1-Nov-23		Turn on/test heating system, check reagents, walk grounds, etc.
EE Tower	1-Nov-23		Turn on/test heating system, walk grounds, etc.
EE and Washington Pits	1-Nov-23		Turn on/test heating system, walk grounds, etc.
Kohler Meeting	2-Nov-23		Generator switch gear and general operation training.
BW 20" Actuator	2-Nov-23		Replace actuator fuses.
2" B.W. Basin Line	3-Nov-23		<b>Begin installing new 2I filter basin rinse line.</b>
2" B.W. Basin Line	3-Nov-23		<b>Begin disassembling old 2I line used to rinse the filter backwash basin.</b>
Dakota Supply Group	3-Nov-23		<b>Purchase 60' of schedule 80, elbows, 90s, male connectors, and hangers.</b>
Menards	3-Nov-23		<b>Purchase strut connectors and price check 2I plumbing components.</b>
security cams Ethernet line	3-Nov-23		Crimped new end on plant security camera ethernet cable in ops office closet
Ops office chair	3-Nov-23		Assembled new operations office chair
Operator Chair	3-Nov-23		Assemble new operators chair.
Generac Georgia Ave.	6-Nov-23		Install new generator screen.
2" Backwash Basin Line	6-Nov-23		<b>Continue installing new 2I backwash basin line.</b>
Monday Meeting	6-Nov-23		Topics include raw water tie in, FSO basin cleaning, Georgia Ave. touch screen, winter prep, and filter maintenance.
Horizon Ave.	6-Nov-23		Check reagents, verify heater operations, walk grounds, etc.
Georgia Ave.	7-Nov-23		Verify new generator touch screen operates correctly.
2" Backwash Basin Line	7-Nov-23		<b>Begin fabricating new 2I ball valve bracket.</b>
2" Backwash Basin Line	7-Nov-23		<b>Continue install 2I line; added inside gate valve and bracketry.</b>
Erie Ave.	7-Nov-23		Perform maintenance and run generator: no load.
2" Backwash Basin Line	8-Nov-23		<b>Finish fabricating the 2I ss ball valve bracket out of aluminum.</b>
West Basin Cleaning Setup	8-Nov-23		Assist FSO setting up for West Basin service.
Sheboygan Glass	8-Nov-23		Went to Sheboygan falls glass to check on keying new building locks, have to return with key set
South Basin SWAN	8-Nov-23		Remove mixing components and begin deep clean.
South Basin Bathroom	9-Nov-23		Clean south basin bathroom.
Sheboygan Glass	9-Nov-23		Drop off new lock cylinders.
Erie Ave.	9-Nov-23		Check reagents and lower heater temperature.
Dakota Supply Group	9-Nov-23		<b>Acquire new 1/4 bur bit set.</b>
2" Backwash Basin Line	9-Nov-23		Finish installing new ball valve and outside plumbing.
South Basin	10-Nov-23		Begin filling South basin: turn on chemicals, open influent, etc.
Dan Covering Laboratory	10-Nov-23	11-Nov-23	<b>Dan covering laboratory for Eric.</b>
New Construction Colifert Sample	10-Nov-23		Collect 2 samples for new construction project on 14th and Illinois.
Valve Turner	10-Nov-23		Diagnose/repair turn counter inop.
Menards	10-Nov-23		Purchase winter gloves, batteries, cleaning supplies, stainless washers, etc.
Office Chair	10-Nov-23		Assemble new office chair.
West Basin Service	10-Nov-23		Begin decanting West basin: close ball valves, open sluice gates, bypass filter backwash basin, etc.
South Basin Valve #43	10-Nov-23		Open valve #43 after raw water improvement tie in; 110 full turns.
Dan medical appointment	13-Nov-23		Dan medical Appointment
East Basin	13-Nov-23		Open drain valves.
Raw Sample Pump	13-Nov-23		Run a temporary line from the south poly feed point to the raw water sample pump.
Sample Trough	13-Nov-23		Clean sample trough and add another Rubatex layer to the sink bottom.
West Basin FSO	13-Nov-23		Switch over ball valves, open drains, turn on sludge pump 1, etc.
East Basin	13-Nov-23		Begin decanting east basin for sludge removal.
Dan vacation	14-Nov-23	17-Nov-23	<b>Dan on vacation</b>
Raw Water Sample Line	14-Nov-23		Re-connect raw water sample line.
Pipe Gallery	14-Nov-23		Sweep the floor by filters 7-9, throw away plastic sheeting by filter 3, and tighten leaking interconnect fitting.
East and West Post Hypo	14-Nov-23		Repair both East and West post hypo feed lines: broken fitting and broken hose clamp.
Old Rapid Mix Room	14-Nov-23		<b>Sweep, replace East sample line 1/4 fitting, and scrub/rinse floor.</b>
West SWAN Analyzer	14-Nov-23		Deep clean the West SWAN analyzer.
East SWAN Analyzer	14-Nov-23		Deep clean the East SWAN analyzer.
East Basin	14-Nov-23		Begin filling East basin after closing decants.
East Basin Inspection	14-Nov-23		Enter East basin and inspect door, manhole covers, etc.

Sludge Sample	14-Nov-23		Collect sludge sample for laboratory.
FSO Startup	14-Nov-23		Open backwash basin influent valve, throttle sludge valve, and ensure sludge pump is operating as normal.
West Basin Inspection	15-Nov-23		Begin setting up for West basin inspection tomorrow.
East Basin Sample Pumps	15-Nov-23		Clean lines, prime pumps, and put into service.
East Basin	15-Nov-23		Put East basin back into service.
FSO Startup	15-Nov-23		Open backwash basin influent valve, throttle sludge valve, and ensure sludge pump is operating as normal.
West Basin	16-Nov-23		Begin filling West basin: turn on chemical feed pumps, ensure drain valves are shut, etc.
Joshua Covering 1st Shift	16-Nov-23		Joshua covered first shift for Tyler.
Leak Check	17-Nov-23		Leak check all basin drain valves.
Basin Service Tools	17-Nov-23		Clean and place basin service tools/equipment in respective storage locations.
East Basin	17-Nov-23		Check East basin drain valves for leaks.
West Basin	17-Nov-23		Put SWAN unit back online, prime effluent sample pump, and ensure chemical feed pumps are operating properly.
West Basin	17-Nov-23		Put West basin back into service.
East UV Reference Check	20-Nov-23		Perform reference check on East UV train: ¼ slots need diagnostic work.
East UV Reactor	20-Nov-23		Replace 4 sleeves, clean 2, and reassemble.
UV Room	20-Nov-23		Install 8 L.E.D. bulbs.
West UV Train	20-Nov-23		Fire up West train, clean orthophosphate feed line, and turn East reactor off.
West Alum Feed	21-Nov-23		Replace West alum feed hose, clean area, and fabricate new replacement hose.
East Alum Feed	21-Nov-23		Flush East alum feed line.
East Alum Feed	21-Nov-23		Pull alum feed quill and flush line: pressure had risen again and removing the injector quill helped remove sand/grit blockage.
South Basin Cabinet	21-Nov-23		Fabricate and install new wood shelving inside plastic cabinet.
Garbage	21-Nov-23		Throw out garbage and recycling.
Menards	21-Nov-23		Purchase 2x4s and ¾" plywood for South basin cabinet.
South Basin Bathroom	22-Nov-23		Clean South basin bathroom and operator floor.
Joshua Operating 1st	22-Nov-23	22-Nov-23	Joshua covering 1st shift for Wayne.
Thanksgiving Holiday	23-Nov-23		Thanksgiving holiday
Utility observed holiday	23-Nov-23		
Dan covering 1st shift	23-Nov-23	23-Nov-23	Dan covering 1st operations for thanksgiving holiday
Lower Hall and Stairs	27-Nov-23		Clean floor and steps.
Engine 7+10	27-Nov-23		Top off engine oil and coolant: engine 7 took 4 quarts oil, engine 10 took 5 quarts oil.
Gas Engine 3+4	27-Nov-23		Top off oil and coolant: engine 3 took 5 gallons oil, engine 4 took 2 gallons oil + 1 gallon coolant.
Dan Covering Laboratory	27-Nov-23	27-Nov-23	Dan covering laboratory for Eric.
Sodium Thio	27-Nov-23		Replace feed hose.
Fluoride Hose	27-Nov-23		Replace fluoride feed pump hose and lube rollers.
SWAN Tap Hypo Meter	27-Nov-23		Clean unit with CLR, fine brush mixing orifices, and adjust flow.
SWAN Fluoride Meter	27-Nov-23		Clean with CLR and attempt process calibration.
SWAN Orthophosphate Meter	27-Nov-23		Replace reagents, clean unit, and run fill cycle.
Monday Meeting	27-Nov-23		Topics include filter maintenance, plant running on gas engines Tuesday-Thursday, coverage, reservoir run, sodium hypochlorite repair, etc.
Georgia reagents	27-Nov-23		Replaced reagents at Georgia pump station
Taylor hill reagents	27-Nov-23		Replaced reagents at Taylor hill reservoir
Hang cold weather curtains	28-Nov-23		Hung cold weather curtains in front entrance for vac truck hoses
Menards	28-Nov-23		Plastic sheeting and filter plant maintenance items
Put away valve keys	28-Nov-23		Put away valve keys for interconnect by Johnson shed
Hypo Storage Tanks	28-Nov-23		Repair 21 fill line.
Laboratory Stand	28-Nov-23		Fabricate new stand for Bunsen burner.
Lab ceiling tiles	29-Nov-23		Replaced ceiling tiles in lab
bathroom supplies to office	29-Nov-23		Brought bathroom supplies to main office
Filter to waste filter 3 and 4	29-Nov-23		Got filter to waste valves on filter 3 and 4 operating
Menards	29-Nov-23		Menards for filter plant maintenance items
Bulk Alum Storage Light	29-Nov-23		Install new L.E.D light bulb in bulk alum storage area.
Smoke and Carbon Monoxide Detectors	29-Nov-23		Replace smoke and carbon monoxide detectors in Lab and generator room.
Ortho Feed Hoses	29-Nov-23		Replace hoses, lube rollers, reset tube timers, and clean area.
Dan lab operations	30-Nov-23	30-Nov-23	Dan lab operations
Filter 3 Filter to Waste	30-Nov-23		Install new filter to waste indicator.
Filter 4 Filter to Waste	30-Nov-23		Install new filter to waste indicator.
Filter 4 Filter to Waste	30-Nov-23		Diagnose inop open indicator: found blue wire disconnected in filter table PLC box.
Maintenance Shop	30-Nov-23		Clean maintenance shop and tools.
Horizon and EE Pit	30-Nov-23		Double check SCADA faults related to power outage.
Filter 3+4 Filter to Waste	30-Nov-23		Remove old indicator boxes, brackets, and wiring.



## **MONTHLY DISTRIBUTION DEPARTMENT REPORT**

**November 2023**

### **Distribution System Maintenance:**

- Repaired watermain break on Ontario Avenue.
- Concrete restoration of water main break service hole.
- Finished final restoration at Gateway Drive project site.
- Completed annual winter hydrant checks.
- Finished annual inventory counting process.

### **Taps:**

- 2" tap at 3207 South Business Drive.
- (2) 6" taps for 1009 S 14th Street
- 1.25" tap for 1822 N 7th Street. LSL was removed from system.
- 1" tap at 822 Oakland Ave.

### **Building/Grounds Maintenance:**

- General shop maintenance and cleaning.

### **Equipment Maintenance:**

- Performed routine maintenance and repairs on construction equipment and vehicle fleet.

### **Engineering:**

- Continued work on water main design on Lincoln Avenue project.
- Monthly map and database updates.
- Started design of Lincoln Ave and S 11th St. LSL project.
- Water service replacement record updates.



### Distribution System -- November 2023

#### Street Valves and Hydrant Valves Installed (including water main projects and others)

Location	Date Installed	Size ("), Jt	Installed By	Type
----------	----------------	--------------	--------------	------

Total Valves Installed = 0

#### Street Valves and Hydrant Valves Removed

Location	Installed	Abandoned	Type
----------	-----------	-----------	------

Total Valves Removed = 0

#### Street Valves and Hydrant Valves Abandoned

Location	Installed	Abandoned	Type
----------	-----------	-----------	------

Total Valves Abandoned = 0

#### Street Valves and Hydrant Valves Maintained

Location	Maintained	Size	By
----------	------------	------	----

Total Valves Maintained = 0

#### Hydrants Installed (including water main projects and others)

Location	Installed	Tr Size	Valve	By
----------	-----------	---------	-------	----

Total Hydrants Installed = 0

#### Hydrants Removed (including water main projects and others)

Location	Installed	Removed	Hyd Valve?
----------	-----------	---------	------------

Total Hydrants Removed = 0

#### Hydrants Abandoned (including water main projects and others)

Location	Installed	Abandoned	Tr Size	Hyd Valve?
----------	-----------	-----------	---------	------------

Total Hydrants Abandoned = 0

#### Hydrants Maintained/Moved (including water main projects and others)

Location	Installed	Maintained
----------	-----------	------------

Total Hydrants Maintained/Moved = 0

#### Water Main Breaks

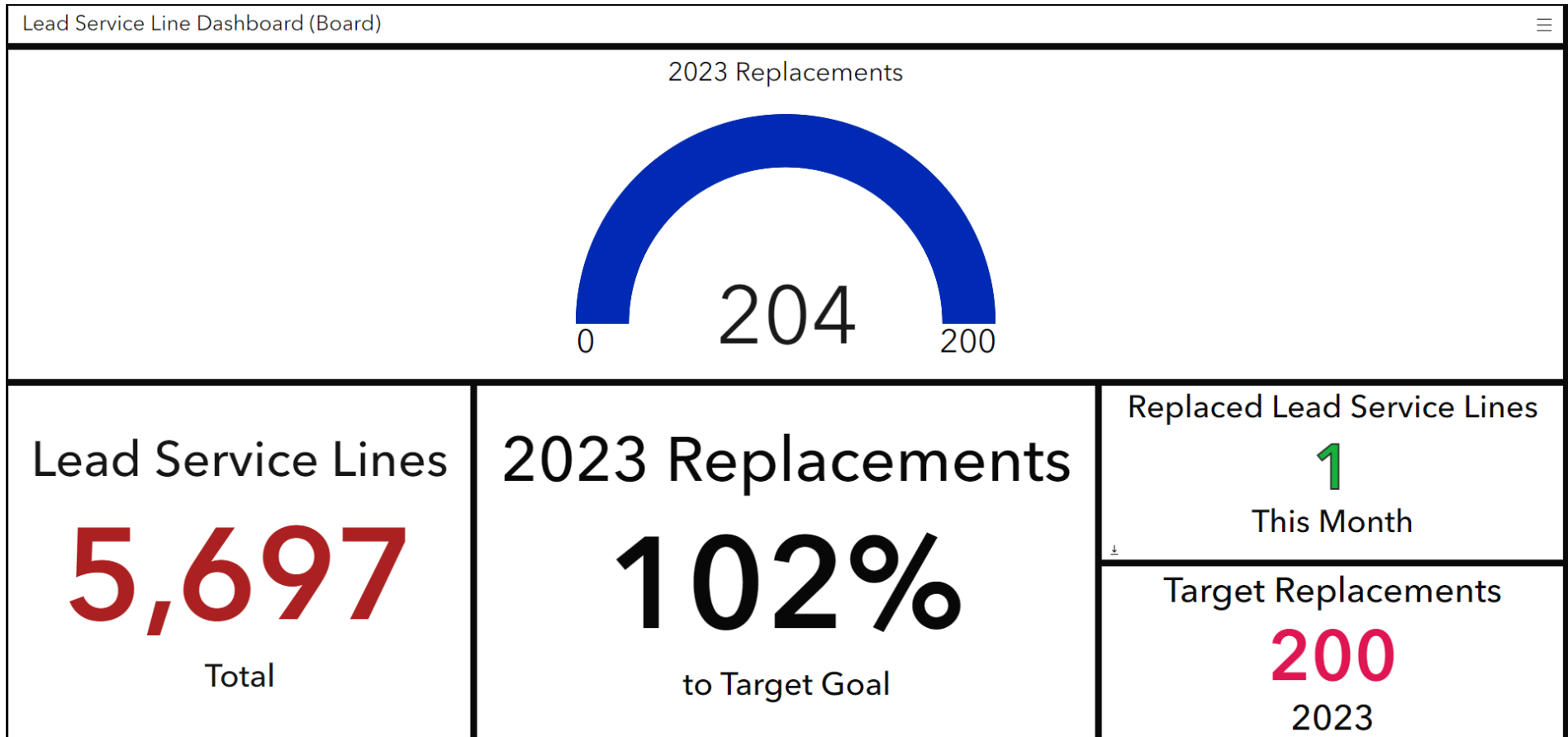
Location	Date	Size
2411 Ontario Ave	11/30/2023	6"

Number of Water Main Breaks= 1



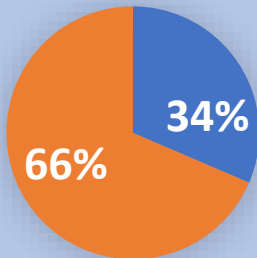
**SUMMARY**

Number of feet of 4 inch water main installed	0.0	water main
Number of feet of 6 inch hydrant lead installed	0.0	
Number of feet of 6 inch water main installed	0.0	
Number of feet of 8 inch water main installed	0.0	
Number of feet of 12 inch water main installed	0.0	
Number of feet of 16 inch water main installed	0.0	
Number of feet of 20 inch water main installed	0.0	
Number of feet of 24 inch water main installed	0.0	
Number of feet of water main abandoned or removed	0.0	
Number of water main breaks repaired	1	hydrants
Number of hydrants installed	0	
Number of hydrants removed or abandoned	0	
Number of hydrants maintained or moved	0	valves
Number of street valves installed	0	
Number of hydrant valves installed	0	
Number of street valves removed or abandoned	0	
Number of hydrant valves removed or abandoned	0	
Number of valves maintained	0	
Number of water connections installed	5	

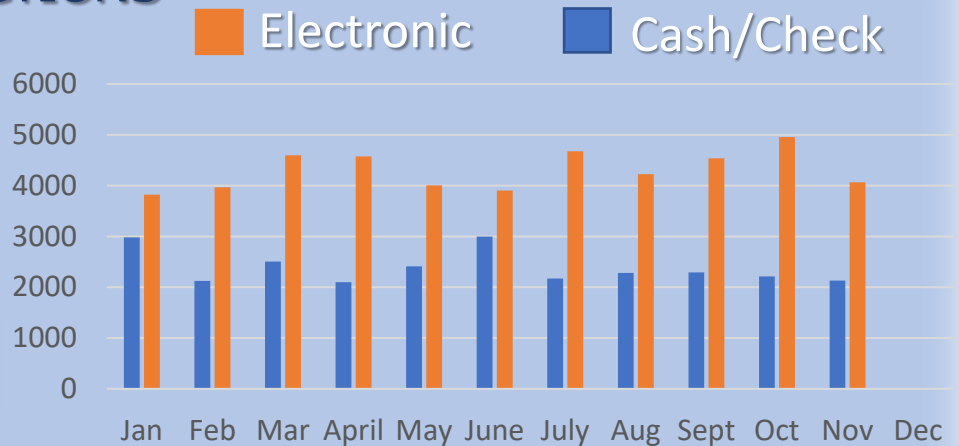


# CUSTOMER RELATIONS & FISCAL SUMMARY

## PAYMENT TRANSACTIONS



**6,196**  
Total # of  
Payments Processed



## COLLECTIONS

District 1

**\$1,092,862**

Total Billed

**\$219,585**

Outstanding  
After Due Date

**1,354**

Past Due Letters Mailed

**0**

Disconnection  
Letters Mailed

**0**

Properties Disconnected

**\$95,481**

Outstanding At  
Month End

*\*Due to tax roll process, no disconnections took place in November.*

## PAYMENTS BY SOURCE

	November 2022	November 2023
<b>Payment Window</b> <small>(Cash/Check)</small>	418	440
<b>Drop Box Payments</b>	180	150
<b>Electronic Payments</b>	3788	4065
<b>Mail Payments</b>	1671	1541
<b>Total Payments</b>	6057	6196

Payments Returned **15**

## UTILITY BILLS



Total Emailed  
Statements  
3,443

Total Paperless  
1,274



**NOVEMBER  
2023**

# CUSTOMER RELATIONS & FISCAL SUMMARY

## PROPERTY TRANSACTIONS

	November 2022	November 2023
Account Transfers <i>(Finals)</i>	178	218
Property Data Requests	63	56

## PSC COMPLAINTS

**0** PSC Complaint(s) Filed

## ACCOUNTS PAYABLE

**181** Invoice Items Paid

## CUSTOMER SERVICE



**166**

Customer Service Email  
Requests Completed



**447**

USS Calls Answered



**24:41**

USS Hours  
On the Phone



**59**

Lead ST Calls Completed  
*(Incoming & Outgoing)*



**5:19**

Lead ST Hours  
On the Phone

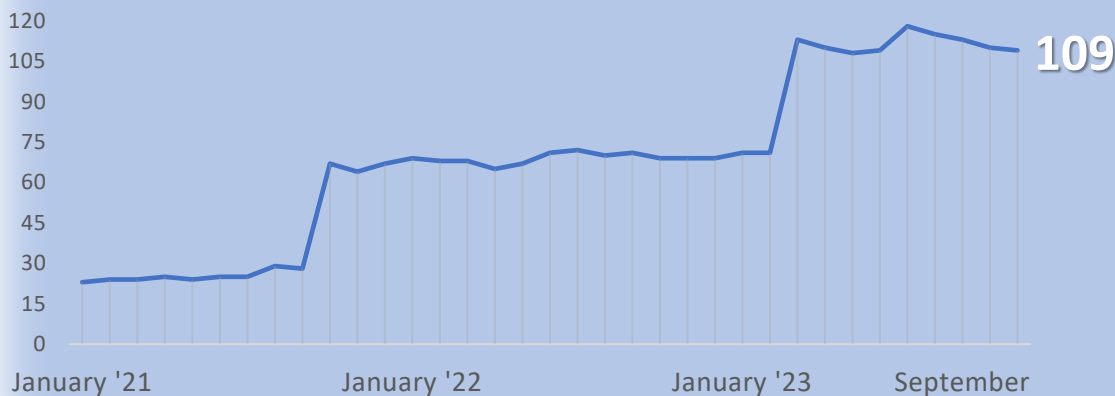
## CUSTOMER ASSISTANCE PAYMENTS

Number of Payments Received: **2**

Total Dollars: **\$606.67**

\*Payments received from Wisconsin Emergency Rental Assistance Program, LIHWAP, Salvation Army, and St. Vincent DePaul for customer benefit.

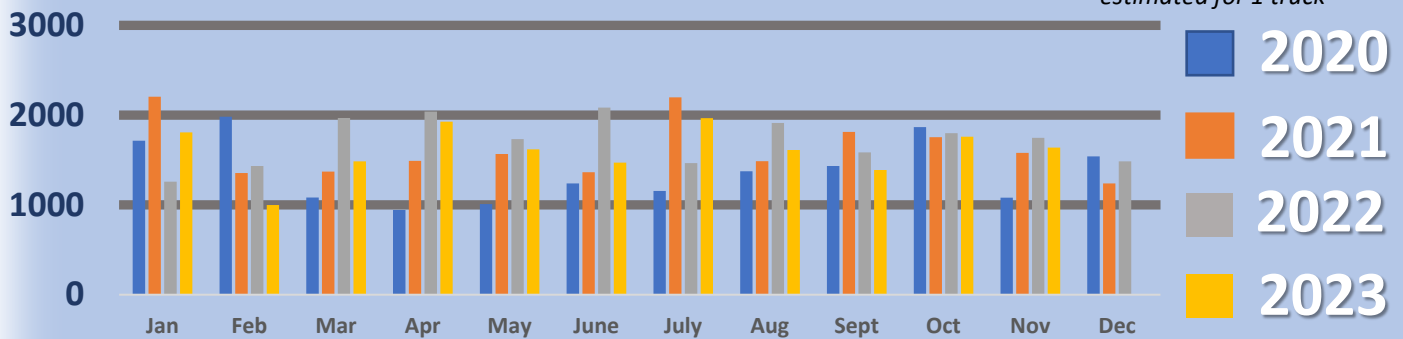
## LEAD SERVICE LINE REPLACEMENT LOANS



**NOVEMBER  
2023**

# CUSTOMER RELATIONS & FISCAL SUMMARY

## SERVICE TECH MILES DRIVEN



## CROSS CONNECTION

**37** Inspections by SWU  
**140** Inspections by Hydro Corp



**39** Facilities with Compliance Issues

## LEAD EDUCATION

**3** WDNR Lead in Drinking Water brochures distributed at home visits

## TROUBLESHOOTING WORK ORDERS COMPLETED

**83** Work orders completed for high consumptions, zero/low, and checks.

## LEAK ALLOWANCES ISSUED

**5** Customer Requests **557** CCF Allowed @ Reduced Rate



## SERVICE LEAKS

**0** New Reported Leak(s)  
**1** Leak(s) Fixed or Off  
**1** Active Leak(s) Month End

## METERS

**39** Meters Installed/Replaced  
**34** Meters Tested



**NOVEMBER  
2023**

# CUSTOMER RELATIONS & FISCAL SUMMARY

## FACEBOOK PAGE

932



Total Page Follows & Likes

## WEBSITE VISITORS

3,305



2022 Visits in October: 3,112

Top Page Viewed: Pay Your Bill

## ADDITIONAL CR/F ACTIVITIES NOVEMBER

- Service Techs (STs) continue their work replacing and testing water meters.
- USSs issued bills to District 3 and Monthly customers.
- Implemented a new print water bill.
- Continued recruitment process for a Utility Support Specialist.
- Delinquent amounts were transferred for collection on property tax bills. A

summary is provided below:

	2021	2022	2023
Number of Customer Letters Mailed	1906	2112	2051
Number of Owner Letters Mailed	916	962	913
Dollars Subject to Tax Roll as of October 15	\$434,025.37	\$745,385.71	\$459,959.00
Dollars Subject to Tax Roll as of November 1	\$299,132.77	\$330,482.02	\$327,241.79
Dollars 10% Penalty	\$29,912.85	\$33,048.29	\$32,724.03
Total Outstanding Dollars as of November 15 w/Penalties	\$278,727.60	\$326,058.78	\$311,408.41
Total Outstanding Garbage/Recycling & Sewer Dollars w/Penalties as of November 15	\$190,473.28	\$223,400.69	\$213,527.43
Total Outstanding Water Dollars w/Penalties as of November 15	\$84,637.26	\$102,658.09	\$97,880.98
Total Outstanding Delinquent LSL Replacement Loans	\$3,616.33	\$21,847.85	\$9,418.56
*Added Recycling Fee Collections 01/01/2020			
*No disconnections due to pandemic April 2020-April 2021			
*Resumed Disconnection 4/2021 for \$300+ Balances			
*2019 balances \$150+ Subject to Tax Roll			
*2021 balances \$10+ Subject to Tax Roll			

NOVEMBER  
2023

# SHEBOYGAN WATER UTILITY

## RAW WATER IMPROVEMENTS



## CONSTRUCTION PROGRESS REPORT

December 2023

### Project Description

This Project consists of the installation, testing, and commissioning of a new 4,250 SF low lift pump station, a new sixty-inch diameter raw water intake and future intake stub, a new chemical storage and feed system, yard piping and site improvements, and other associated work. C.D. Smith is the General Contractor and Kokosing is the subcontractor completing the intake work in Lake Michigan.

### Monthly Progress

C.D. Smith has completed the following work this month:

- CDS completed installation of oil containment around transformer pad.
- CDS completed exterior pump station brick washing.
- Pieper began electrical gear assembly in the electrical room.
- Pieper completed U/G electrical ductbank installations around the pump station.
- Crane Engineering installed resinous floor in chemical room.
- August Winter received and unload RW pumps and motors.
- August Winter continued louver and damper installations in pump station.
- August Winter completed 36" RW tie-in work.
- Hartford Landscape placed seed and erosion control mats in ravine and around pump station.
- WPS installed new gas service to pump station. Valve and meter assembly was also installed.
- Kokosing continued main line intake pipe installation.
- Michels completed revetment stone placement.
- Allstates Rigging unloaded and located electrical switchgear in electrical room.
- Porta Painting continued interior pump station painting activities.
- Andrew Excavating continued site grading around pump station.

### Contract Amount

To date, 83.8% of the Contract value has been completed.

	Amounts
Original Cost of Project	\$41,289,000.00
Total Change Orders to Date	\$572,533.88
Total Cost of Project to Date	\$41,861,533.88
Total Completed to Date	\$35,099,781.69
Retainage	\$2,093,076.69
Approved Payments to Date	\$33,006,705.00
Balance to Finish	\$8,854,828.88

### Change Management



A total of (9) Change Orders valued at \$572,533.88 have been approved to date.

#### Contract Duration and Schedule

The Notice to Proceed for the project was issued May 17, 2022. The Substantial Completion date is February 6, 2024 and the Final Completion date is April 6, 2024. Work related to Change Order # 7, Drive Entrance Modifications and final contract paving activities, will be complete by June 3, 2024.

#### Construction Photos

Progress photos below:



Oil containment installation at transformer pad.



Pump station face brick washing.

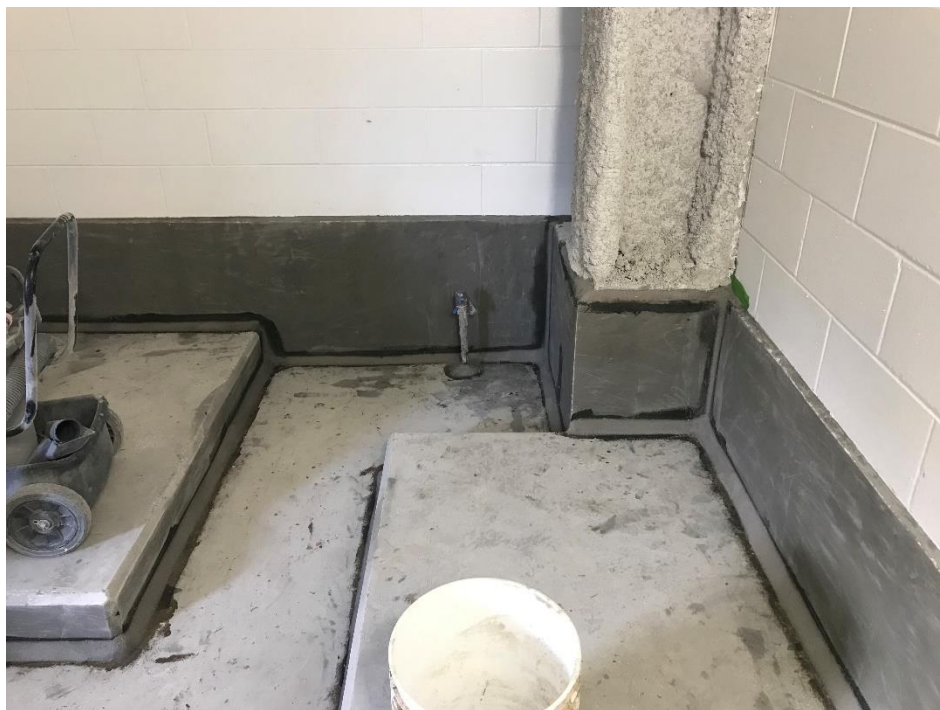


Electrical gear installation.





Electrical ductbank concrete placement.



Resinous floor installation in chemical room.



RW pumps and motors delivered.



Pump motors located in pump room.





Louvers and dampers installed in generator room.



36" RW pipe assembled for tie-in.





36" RW pipe installed at tie-in location.



Seed and erosion control mat installed in ravine.





Gas pipe, meter and valve assembly installed at pump station.



Kokosing prepares to place bedding stone at installed intake pipe.





Kokosing prepares to install intake pipe.

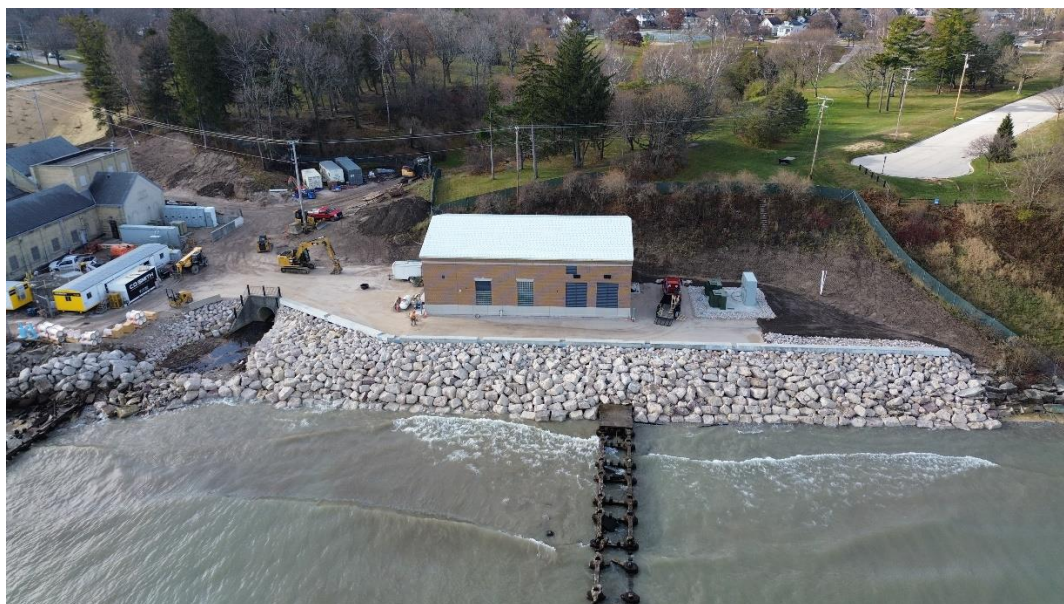


Kokosing installs final emergency riser section at sta. 60+00.

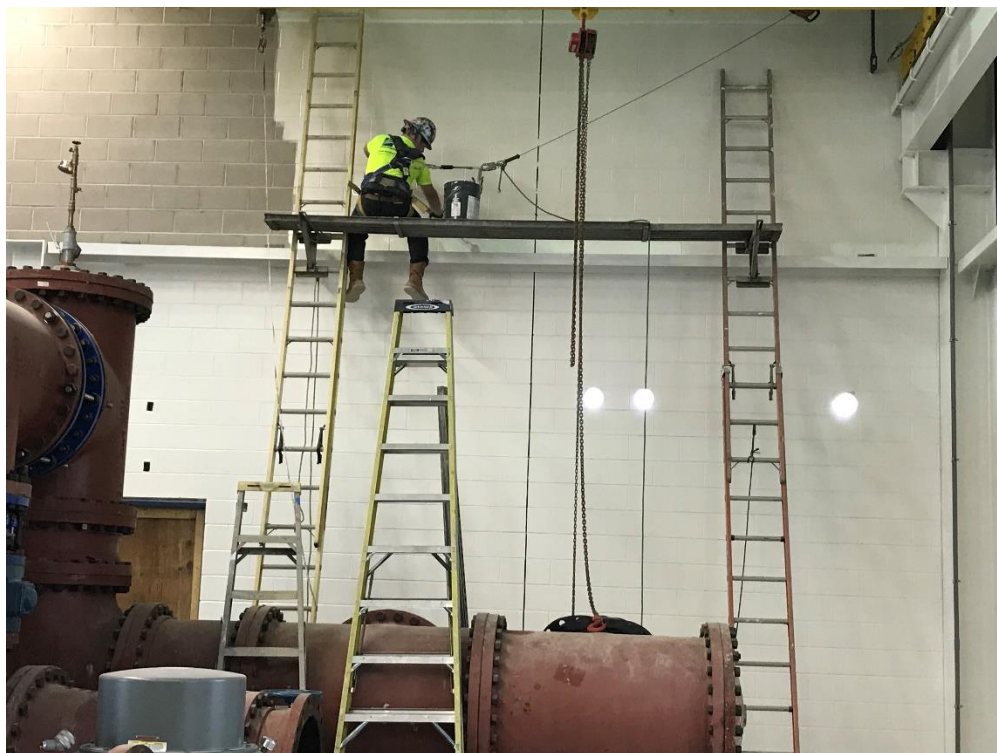




Michels installs revetment stone.



Completed revetment stone placement.



Interior painting continues at pump station.



Electrical gear is unloaded and transferred to pump station.





Topsoil placed north of pump station.



Seed and erosion control mat placed north and west of pump station.

## 2024 Honda CR-V Spor

Zimbrick Honda:

CR-V	\$36,630
Trade-FP	\$5,000
Doc fee	\$299
Non tax fees	\$374
<b>TOTAL</b>	<b>\$32,303</b>

CR-V	\$36,630
Trade-ST	\$4,000
Doc fee	\$299
Non tax fees	\$374
<b>TOTAL</b>	<b>\$33,303</b>

Morries Honda:

CR-V	\$35,298
Trade-FP	\$7,500
Doc fee	\$0
Non tax fees	\$184
<b>TOTAL</b>	<b>\$27,982</b>

CR-V	\$35,298
Trade-ST	\$6,200
Doc fee	\$0
Non tax fees	\$184
<b>TOTAL</b>	<b>\$29,282</b>

t Hybrid Bids

December 8, 2023

***VIA EMAIL ONLY***

Mr. Joe Trueblood, Superintendent  
City of Sheboygan Water Utility  
72 Park Avenue  
Sheboygan, WI 53081

joetrueblood@sheboyganwater.org

**RE: Engagement of Legal Service**

Dear Joe:

We are pleased to confirm our engagement to represent the City of Sheboygan Water Utility with respect to its private lead service line financial assistance program.

We have performed a conflicts of interest check, and we have determined we have no current conflicts of interest that could affect our representation. In the future, if we represent you in another matter, we may review that issue again.

An important factor in maintaining the trust and confidence of our clients is clearly communicating the scope of our professional engagement and our procedures for billing and payment. This letter attempts to fulfill this objective. Please review the letter carefully. If you have any questions, please do not hesitate to contact me.

**Identification of Client**

As attorneys, we owe certain professional obligations to our clients. With respect to the matters set forth in this letter, the City of Sheboygan Water Utility ("Sheboygan") is our client.

**Scope of Engagement and Expectations**

You have asked us to represent Sheboygan in connection with its private lead service line financial assistance program.



Mr. Joe Trueblood  
December 8, 2023  
Page 2

### Fees, Costs, Billing and Payment

**Fees.** We believe that we charge fair value at competitive rates for the type and quality of legal services we render. Our fees are based principally on the time expended by our attorneys, paralegal assistants and law clerks who work on your representation. We have established an hourly rate for each attorney, paralegal assistant and law clerk in our firm.

Typically, our fee is equal to our hourly rates multiplied by the hours worked. Hourly rates for work on your matter will range from \$85 to \$350. This includes the rates of attorneys, paralegal assistants, and clerks whom I may assign to work on this matter. My hourly rate for 2024 will be \$350. Our firm reviews hourly rates periodically, and our rates may be adjusted from time to time. We typically review and change hourly rates effective January 1 of each year.

**Other Fees, Costs and Expenses.** Major filing fees and charges for outside services such as local counsel, appraisal fees, title work, and the like, will be forwarded to you for direct payment. Other out-of-pocket costs and expenses, such as travel, long-distance telephone, facsimile, photocopy, minor filing fees, transportation costs (including automobile mileage at the per-mile rate established by the firm), computer research fees, and other miscellaneous expenses identifiable to your matter will be billed monthly, and will be appropriately described on an invoice. Charges for certain of the above-listed expenses may be adjusted annually, on or about January 1.

**Billing and Payment.** Our standard practice is to bill each month for services we render during the previous month. Payment is due upon receipt of our billing invoice. Any different payment arrangements must be approved by me in advance, in writing.

The firm accepts credit cards for payment of invoices.

**Interest.** We charge interest to business clients with a balance of \$1,000 or more on receivables of 60 days or more. We do not charge interest on individual accounts, unless the individual has a signed credit agreement or other installment arrangement.

### Additional Representation Terms

Sheboygan will at all times have the right to terminate our services upon prior written notice.

Mr. Joe Trueblood  
December 8, 2023  
Page 3

I will have primary responsibility for your representation and will coordinate the use of other attorneys, paralegal assistants, and clerks on your matter. Please direct to me any questions or concerns about bills or the services that we provide.

#### Firm's LLP Status

The Wisconsin Supreme Court has adopted a rule permitting law firms to practice as limited liability organizations. Our firm chose to become a limited liability partnership as of April 1, 1998. Limited liability status generally exempts the partners from personal responsibility for the firm's liabilities. The rule provides, however, that "Nothing in this rule ... shall relieve a lawyer from personal liability for any acts, errors or omissions of the lawyer arising out of the performance of professional services." The rule also requires the firm to maintain professional liability insurance coverage with a policy limit of at least \$10,000,000. If you have any questions regarding our status as a limited liability partnership, please call our Business Manager Julie McDermott at (608) 283-7586.

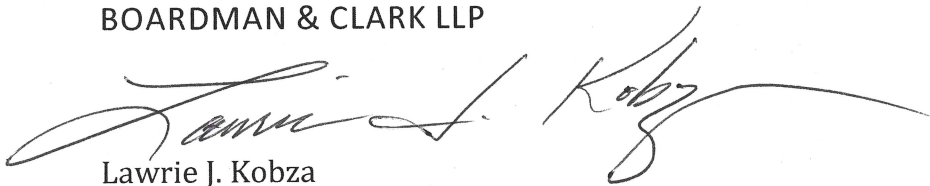
#### Conclusion

We appreciate the opportunity to represent Sheboygan. We look forward to a long and mutually rewarding relationship. If you have any questions or comments about the objectives and scope of our representation or about our billing and payment policies, please let me know.

Please acknowledge your agreement to these terms and your consent to our representation of Sheboygan, as described above, by signing a copy of this letter and returning it to me at your earliest convenience.

Sincerely,

BOARDMAN & CLARK LLP



Lawrie J. Kobza



Mr. Joe Trueblood  
December 8, 2023  
Page 4

ACKNOWLEDGMENT AND CONSENT:

\_\_\_\_\_

Date: \_\_\_\_\_

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# REQUISITION

SHEBOYGAN WATER UTILITY

REQUISITION DATE 12/13/2023

Item 7.

VENDOR: BADGER METER INC  
4545 W BROWN DEER RD  
P. O. BOX 245036  
MILWAUKEE WI 53224

SHIP TO 72 Park Ave Sheboygan WI 53081

DATE REQUESTED BY 12/19/2023

REQUISITION NO. 5067

QTY	ITEM #	INVENTORY #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
360			M25 Plastic disc meter 5/8" x 3/4" x 7 1/2"--3/4" bore, bare	62.73	22,582.80
			Total Freight Misc		
NOTE:					
TOTAL					22,582.80

☐ CALL IN PURCHASE ORDER NUMBER PREPARED BY davew  
PHONE NO. 800-616-3837

☐ FAX PURCHASE ORDER REQUESTED BY DW  
FAX NUMBER: 888-371-5982

☐ SEND ORIGINAL PURCHASE ORDER TO VENDOR APPROVED BY

☐ ALREADY ORDERED