



# BOARD OF WATERWORKS COMMISSIONERS AGENDA

**January 20, 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

## **MINUTES**

2. Approval of minutes from the December 16, 2024 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. Discussion of qualified plumbers listing for lead service line replacements
6. Review water meter proposal
- [7.](#) Approval of R.O. transmitting 2024 4th quarter report

## **PERSONNEL**

8. Review staffing levels and 2024 performance evaluations

## **NEXT MEETING**

9. Next meeting will take place on: February 17, 2025

## **ADJOURN**

10. 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**

**DECEMBER 2024**

	<u>2024</u>	<u>2023</u>	<u>Increase or (Decrease)</u>
<b><u>Quarterly Metered*</u></b>			
(Dist I - north of Superior Ave)			
Residential	271,524.01	229,789.20	41,734.81
Multi-Family	21,357.76	17,914.15	3,443.61
Commercial	15,922.53	13,877.66	2,044.87
Industrial	819.42	577.64	241.78
Public	5,898.18	4,197.79	1,700.39
<b>Subtotal</b>	<b>315,521.90</b>	<b>266,356.44</b>	<b>49,165.46</b>
Public Fire Protection	64,308.89	65,306.34	(997.45)
Flat Rate	32,885.07	32,386.90	498.17
Monthly Metered	<u>407,437.45</u>	<u>346,331.01</u>	<u>61,106.44</u>
<b>Sheboygan Net</b>	<b>820,153.31</b>	<b>710,380.69</b>	<b>109,772.62</b>
Sheboygan Falls	65,072.85	45,886.39	19,186.46
Kohler	<u>29,903.68</u>	<u>25,527.10</u>	<u>4,376.58</u>
<b>Total</b>	<b>915,129.84</b>	<b>781,794.18</b>	<b>133,335.66</b>

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

Total accumulative billing for 2024 is \$11,397,709.06. An increase of \$1,202,141.76 from 2023 accounted for as follows:

	<u>2024-Total Year to Date</u>
Sheboygan	924,981.84
Sheboygan Falls	201,246.09
Kohler	<u>75,913.83</u>
	1,202,141.76

Total bills mailed December, 2024: 6,944

Residential	6,205	Wholesale	5	Residential	3
Multi-Family	84	Multi-Family	14	Multi-Family	14
Commercial	204	Commercial	20	Commercial	196
Industrial	8	Industrial	67	Industrial	63
Public	34	Public	3	Public	24
<b>Quarterly</b>	<b>6,535</b>	<b>Monthly</b>	<b>109</b>	<b>Flat Rate</b>	<b>300</b>
				<b>PUBLIC FIRE PROTECTION</b>	



**CASH RESERVE**  
**December 31, 2024**

Ending balance on report for November 30, 2024	8,448,296.28
Plus: Receipts	651,782.45
Misc Receipts	31,328.60
Direct Pay Receipts	502,048.46
LSL Repayment	14,411.50
Money Market/CDARs Accrued Interest	11,886.40
Minus:	
Disbursements - vendors and payroll	(701,693.34)
Bank Service Fees & Credits	7.05
Health & Dental Claims/Adm Costs	(55,352.03)
NSF Checks & Customer Refunds	(1,935.89)
Invoice Cloud/Paymentech Deposit Fees	(9,741.27)
Reallocate Sewer/Garbage - payments	146.62
Reallocate Sewer/Garbage - monthly	172.29
SDWLP RWI Reimbursements	115,637.03
WRS Preliminary Reconciliation	(0.04)
Automated Credit Card Payments	(2,004.98)
Utility Water Payments	(1,735.98)
<b>Ending Balance December 31, 2024</b>	<b>\$ 9,003,253.15</b>

Note: The above amount includes:

Bond Reserve Fund	574,393.75
LSL Revolving Loan Fund	685,200.70
Money Market Investment	1,030,138.72
CDARS1	534,235.36
CDARS2	1,613,060.47
CDARS3	1,073,042.93
Total	<b>\$ 5,510,071.93</b>

General Unrestricted Operating Cash	3,493,181.22
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\*Remaining ARPA funds used to pay in part final invoice from CD Smith Construction for RWI project



**APPROVAL OF VOUCHERS**  
**December 31, 2024**

<u>Total Of The General Vouchers</u>	<u>\$ 481,725.13</u>
<u>Gross Payroll</u>	<u>\$ 207,108.87</u>
<u>Net Payroll</u>	<u>\$ 125,443.70</u>

**BOARD OF WATER COMMISSIONERS**

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

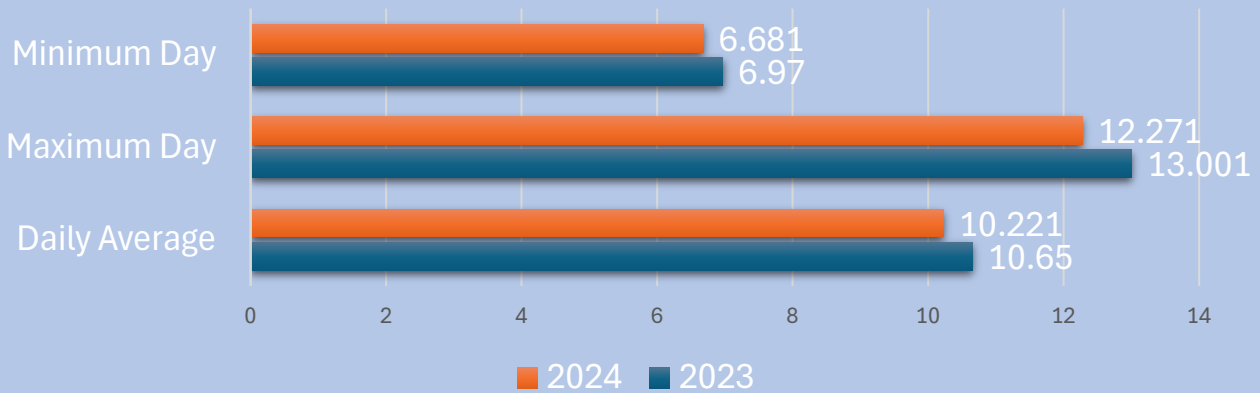
\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SUPERINTENDENT

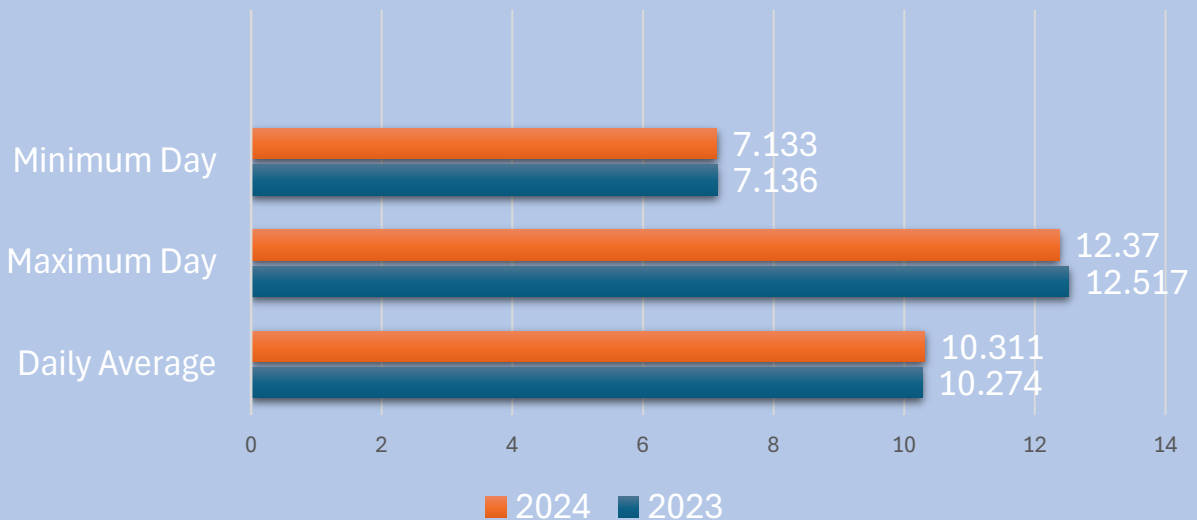
# OPERATIONS MONTHLY REPORT

## PUMPING

### Raw Water Pumpage (MGD)



### Finished Water Pumpage (MGD)



**4,254,521,000**  
Gallons Pumped YTD

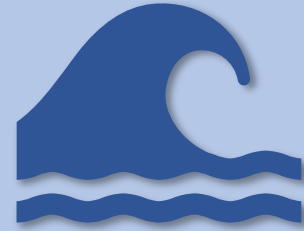
DECEMBER  
2024

# OPERATIONS MONTHLY REPORT

## WATER QUALITY

### Raw Water

	2023	2024
Turbidity	2.8	1.5
pH	8.31	8.2
Alkalinity	113	108.9
Temperature	37.9	40
Positive Bacteriological Testing	0.1	0



### Finished Water

	2023	2024
Turbidity	0.039	0.042
pH	7.72	7.72
Alkalinity	105	103.1
Temp.	47.3	45.6
Chlorine Residual	40.3	39.8
Fluoride Residual	0.88	0.87
Orthophosphate Residual	1.48	1.46
Bacteriological Testing	0	0

## ADDITIONAL ACTIVITIES

- ◆ Routine Plant Operations
- ◆ Routine Plant and Remote Site Maintenance
- ◆ RWI Project-O&M Manuals and Close Out
- ◆ Annual WDNR Lab Testing and Monitoring
- ◆ Filter 1 and 2 rehab work
- ◆ Low Lift Maint- Steel Plate Work
- ◆ Property grounds, cleaning, and building maintenance
- ◆ Chemical Systems Maint
- ◆ Shift Coverage
- ◆ Water Quality Notes:
- ◆ Aluminum Sulfate Usage Down 20.22%

DECEMBER  
2024

# DISTRIBUTION MONTHLY REPORT

## WATER MAIN

Water Main Installed

# 932.7'

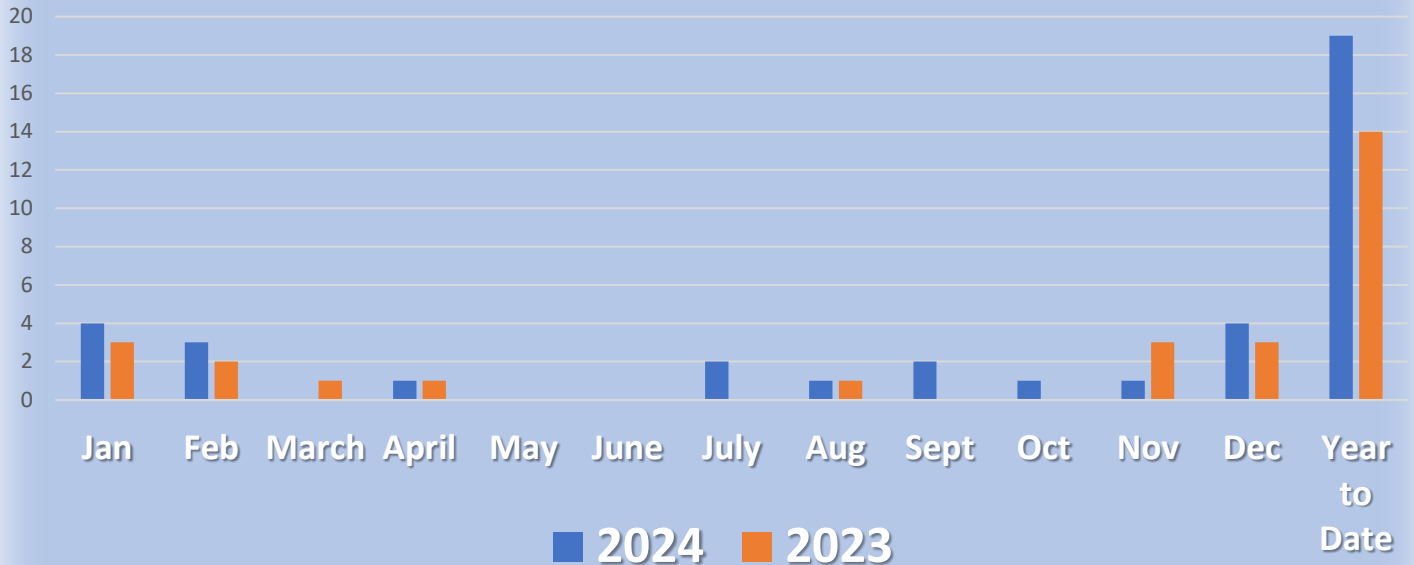
YTD

Street, Curb, and Sidewalk Restoration

# 14,832.9

Cu Ft  
YTD

### Water Main Breaks



### HYDRANTS YEAR TO DATE

# 15

Removed

# 17

Installed

### VALVES YEAR TO DATE

# 192

Exercised

# 14

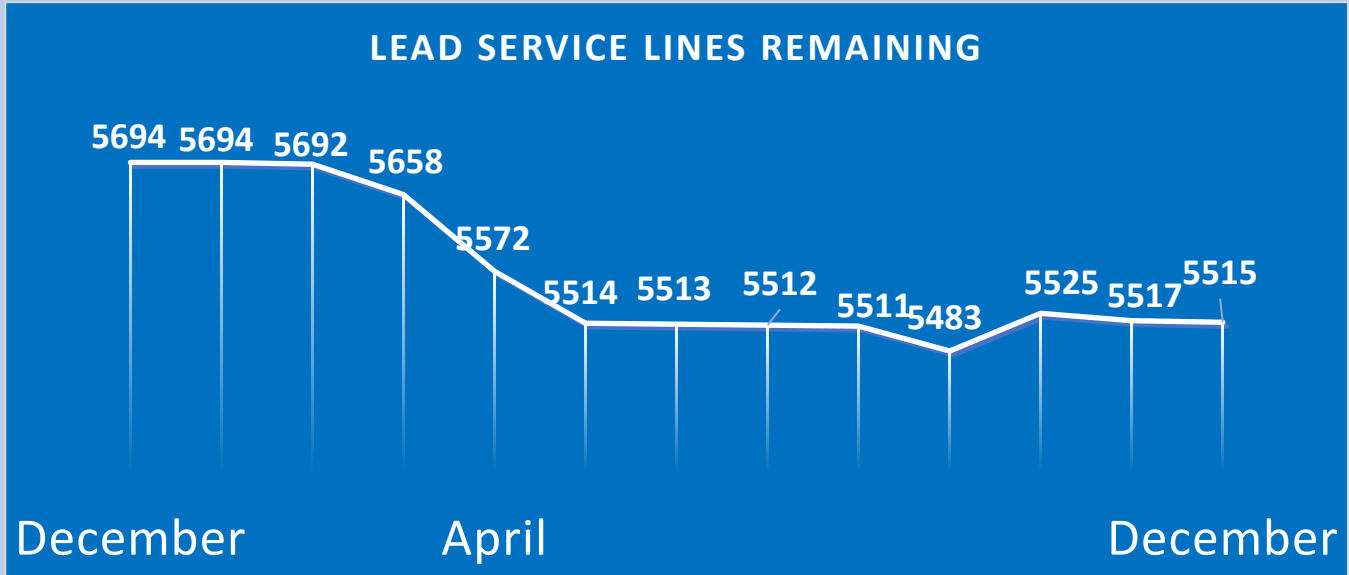
Installed

DECEMBER  
2024



# DISTRIBUTION MONTHLY REPORT

## LEAD SERVICE LINE INFORMATION



**250**

2024 Replacement Goal

**100%**

2024 Replacement Goal Completed

**238**

YTD WIDNR Lead Brochures Distributed

## ADDITIONAL ACTIVITIES

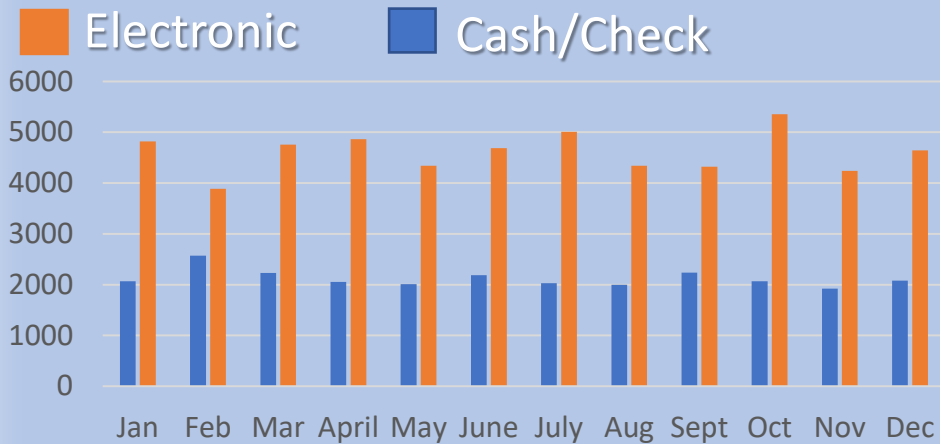
- ◆ Worked with the Centricity integration team to continue building the Unity Asset Management system.
- ◆ Completed new Utility Engineer office.
- ◆ Began painting in Utility Office building.
- ◆ Onboarded and started training for new Distribution Tech and Utility Engineer.



**DECEMBER  
2024**

# CUSTOMER RELATIONS & FISCAL SUMMARY

## PAYMENT TRANSACTIONS



## PAPERLESS ENROLLMENT

6,202

## CUSTOMER TRANSFERS

166

## COLLECTIONS

District 2

\$1,193,615

Total Billed

\$257,538

Outstanding After Due Date

1,252

Past Due Letters Mailed

448

Owner/Landlord Letters Mailed

\$131,893

Outstanding At Month End

## METERS



77

Meters Installed/Replaced

123

Meters Tested

Installed/Replaced

## CROSS CONNECTION



58

Inspections Completed

## WEBSITE VISITORS

3,569



DECEMBER 2024

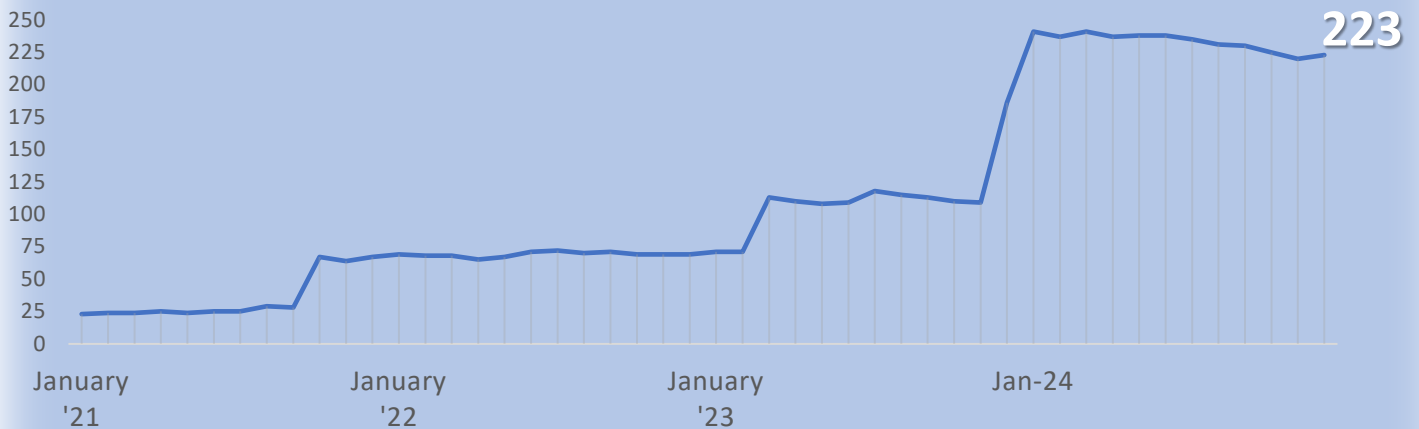
# CUSTOMER RELATIONS & FISCAL SUMMARY

## LEAK ALLOWANCES ISSUED

**3** Customer Requests      **391** 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.
- ◆ Completed meter inventory.
- ◆ USSs issued bills to District 1 and Monthly customers.
- ◆ CR/F staff attended Workplace Wellness session part 2.

DECEMBER  
2024

**CITY OF SHEBOYGAN  
R. O. \_\_\_\_\_**

**BY BOARD OF WATER COMMISSIONERS.**

**JANUARY 20, 2025**

R. O. No. 12 - 31 - 24. By BOARD OF WATER COMMISSIONERS.  
January 15, 2024

We, hereby, submit the Board of Water Commissioners' Report on the Water Utility for the fourth quarter of 2024.

The water pumpage decreased 1.78% from the same period in 2023. 1,021,123,000 gallons were pumped in the fourth quarter 2024, compared to 1,039,681,000 in 2023.

The 2024 audited balance sheet and income statement will be submitted separately in April 2025 upon completion of the final audit.

Construction-Maintenance:

Construction-maintenance work by the Water Utility during the fourth quarter of 2024:

Number of feet of 4 inch water main installed .....	0.0
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 10 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 .....	5
Number of fire hydrants installed, replaced, relocated, removed, flushed, or major repairs made....	2
Number of water main valves installed, repaired, removed, or replaced .....	1
Number of water service connections installed .....	14

Details are shown on the attached spreadsheets.

Other Utility Business:

The Utility began preparations to replace media and caps in filters #1 and #2 as part of its ongoing filter rehabilitation project. This work will be completed early in 2025. Filters #7,8, and 9 are planned for complete reconstruction later in 2025/2026 along with filter roofing repairs.

The Utility continued working with WDNR on final plans for a water main river crossing near the Garton Toy Factory site. Construction of the 12" crossing is anticipated for later in 2025.

The Utility completed replacement of 250 lead service lines in 2024 and also spent considerable time in resolving funding issues due to program changes at WDNR.

The new intake facility continued to perform well, with an approximate 30% reduction in aluminum sulphate usage throughout the year due to improved raw water quality provided by the longer and deeper intake pipeline.

The Utility completed mandatory USEPA notification of properties served by private lead service lines.

Attachments - Distribution System Quarterly Report  
High Lift Delivery Operations Quarterly Report



**Distribution System -- 4th Quarter - October, November, and December 2024**

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

Location	Date Installed	Size ("), Jt	Installed By	Type
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Total Valves Installed = 0

**Street Valves and Hydrant Valves Removed**

Location	Installed	Abandoned	Type
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Total Valves Removed = 0

**Street Valves and Hydrant Valves Abandoned**

Location	Installed	Abandoned
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Total Valves Abandoned = 0

**Street Valves and Hydrant Valves Maintained**

Location	Maintained	Size	By
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Total Valves Maintained = 0

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

Location	Installed	Tr Size	Valve	By
S. 15th St. at Oakland Ave.	11/7/2024		No	SWU

Total Hydrants Installed = 1

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

Location	Installed	Removed	Hyd Valve?
S. 15th St. at Oakland Ave.	11/7/2024	12/29/1899	No

Total Hydrants Removed = 1

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

Location	Installed	Abandoned	Tr Size	Hyd Valve?
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Total Hydrants Abandoned = 0

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

Location	Installed	Maintained
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Total Hydrants Maintained/Moved = 0

**Water Main Breaks**

Location	Date	Size
72 Park Ave.	12/23/2024	6"
2531 S 18th St.	12/17/2024	12"
2418 Wedemeyer St.	12/13/2024	6"
1415 S 16th St.	11/28/2024	6"
2519 S. Business Dr.	10/14/2024	12"

Number of Water Main Breaks=5



**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	5	
Number of hydrants installed	1	hydrants
Number of hydrants removed or abandoned	1	
Number of hydrants maintained or moved	0	
Number of street valves installed	0	valves
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	1	
Number of water connections installed	14	

<b>HIGH LIFT DELIVERY      QUARTERLY REPORT      2024</b>				
<b>I. FIRST QUARTER</b>		Jan - Feb - Mar		
		GALLONS	COST \$	\$/MG
	2023	1,028,642,000	\$290,526.13	\$282.44
	2024	995,348,000	\$277,403.58	\$278.70
	Percent Difference	-3.24%	-4.52%	-1.32%
<b>II. SECOND QUARTER</b>		Apr - May - Jun		
		GALLONS	COST \$	\$/MG
	2023	1,136,726,000	\$286,793.50	\$252.30
	2024	1,056,461,000	\$255,333.07	\$241.69
	Percent Difference	-7.06%	-10.97%	-4.21%
<b>III. THIRD QUARTER</b>		Jul - Aug - Sep		
		GALLONS	COST \$	\$/MG
	2023	1,240,280,000	\$306,280.54	\$246.94
	2024	1,181,589,000	\$298,727.24	\$252.82
	Percent Difference	-4.73%	-2.47%	2.38%
<b>IV. FOURTH QUARTER</b>		Oct - Nov - Dec		
		GALLONS	COST \$	\$/MG
	2023	1,039,681,000	\$274,137.72	\$263.67
	2024	1,021,123,000	\$241,257.98	\$236.27
	Percent Difference	-1.78%	-11.99%	-10.39%
<b>YEAR TO DATE : 2024</b>				
		GALLONS	COST \$	\$/MG
<b>ELECTRICITY CHEMICALS NATURAL GAS</b>	2023	4,445,329,000	\$1,157,737.89	\$260.44
	2024	4,254,521,000	\$1,072,721.87	\$252.14
	Percent Difference	-4.29%	-7.34%	-3.19%
<b>YEAR TO DATE : 2024</b>				
<b>SLUDGE DISPOSAL to WWTP</b>		GALLONS	COST \$	
	2023	4,838,061	\$62,503.75	
	2024	3,076,074	\$27,281.90	
	Percent Difference	-36.42%	-56.35%	
<b>STORM WATER CHARGES</b>	2024	NA	\$0.00	
<b>HIGH LIFT SYSTEM DELIVERY :</b>				
	Maximum Pumpage Day	15,752,000	August 26, 2024	
	Minimum Pumpage Day	7,133,000	December 25, 2024	

	MG	\$	\$/MG
2023	4,445,329,000	\$1,157,737.89	\$260.44
2024	4,254,521,000	\$1,072,721.87	\$252.14

**NOTE:** Monthly sludge disposal costs do not reflect the current actual monthly sludge discharge total to date.  
 Filtrate discharges from Spring/Fall sludge disposal operations are included in 2024 treatment plant sludge disposal costs.  
 Spring/Fall basin sludge/residual solids volumes and disposal costs are contract work.  
 Sludge disposal costs are not included in \$/MG.