



BOARD OF WATERWORKS COMMISSIONERS AGENDA

February 20, 2023 at 3:30 PM

Water Utility Admin Office, 72 Park Avenue, Sheboygan WI

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 of Jan. 16, 2023 meeting

REPORTS

- [3.](#) Financial reports and approval of vouchers
- [4.](#) Superintendent's report including operations, construction-maintenance, and customer relations/fiscal
- [5.](#) Update on Raw Water Improvements (RWI) project

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Request approval to purchase water meters/transceivers
- [7.](#) Update on lead service line (LSL) removal plans for 2023
- [8.](#) Request approval of sludge processing/removal contract
- [9.](#) Update on filter #6 and request approval for new caps and media

PERSONNEL

- [10.](#) Review Board's harassment policy
11. Update on performance evaluations

NEXT MEETING

12. Next meeting will take place on: March 27, 2023

ADJOURN

13. 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

JANUARY 2023

	<u>2023</u>	<u>2022</u>	<u>Increase or (Decrease)</u>
<u>Quarterly Metered*</u>			
(Dist II - between Union and Superior Ave.)			
Residential	193,901.70	186,669.16	7,232.54
Multi-Family	27,027.78	26,815.03	212.75
Commercial	65,291.83	59,988.16	5,303.67
Industrial	5,841.14	5,000.40	840.74
Public	10,285.38	11,364.83	(1,079.45)
Subtotal	302,347.83	289,837.58	12,510.25

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

Public Fire Protection	70,031.32	68,114.75	1,916.57
Monthly Metered	<u>318,385.22</u>	<u>296,417.68</u>	<u>21,967.54</u>
Sheboygan Net	690,764.37	654,370.01	36,394.36
Sheboygan Falls	47101.84	48751.4	(1,649.56)
Kohler	<u>25713.53</u>	<u>24804.45</u>	<u>909.08</u>
Total	763,579.74	727,925.86	35,653.88

Total accumulative billing for 2023 is \$763,579.74. An increase of \$35,653.88 from 2022 accounted for as follows:

	<u>2023-Total Year to Date</u>
Sheboygan	36,394.36
Sheboygan Falls	(1,649.56)
Kohler	<u>909.08</u>
	35,653.88

Total bills mailed January, 2023: 6,352

Residential	5,268	Multi-Family	9
Multi-Family	113	Commercial	20
Commercial	779	Industrial	66
Industrial	34	Public	9
Public	54		
Quarterly	6,248	Monthly	104



CASH RESERVE

January 31, 2023

Ending balance on report for December 31, 2022	<u>15,192,175.97</u>
Plus: Receipts	791,408.69
Misc Receipts	4,722.81
Direct Pay Receipts	394,327.54
Stop Loss Reimbursement	-
Money Market/CDARs Investment Interest	5,752.41
Minus:	
Disbursements - vendors and payroll	(3,237,146.46)
Bank Service Fees	(155.18)
Health & Dental Claims/Adm Costs	(84,017.18)
NSF Checks & Customer Refunds	(950.42)
Invoice Cloud/Paymentech Deposit Fees	(7,868.26)
Reallocate Sewer/Garbage - payments	(689.23)
Reallocate Sewer/Garbage - monthly	43.79
SDWL LSL Reimbursement	-
SDWL RWI Reimbursement	-
Automated Credit Card Payments	(3,411.74)
Postage	(5,000.00)
Utility Water Payments	(9,093.27)
Ending Balance January 31, 2023	<u>\$ 13,040,099.47</u>
Note: The above amount includes:	
Bond Reserve Fund	644,319.88
LSL Revolving Loan Fund	192,940.71
Money Market Investment	4,004,349.57
ARPA Money Market Restricted - RWI	5,032,144.51
	-
Total	<u>\$ 9,873,754.67</u>
General Unrestricted Operating Cash	3,166,344.80



APPROVAL OF VOUCHERS
January 31, 2023

<u>Total Of The General Vouchers</u>	<u>\$ 3,030,652.56</u>
<u>Gross Payroll</u>	<u>\$ 216,661.47</u>
<u>Net Payroll</u>	<u>\$ 119,521.66</u>

BOARD OF WATER COMMISSIONERS

 PRESIDENT

 SECRETARY

 MEMBER

 SUPERINTENDENT



MONTHLY DISTRIBUTION DEPARTMENT REPORT

January 2023

Distribution System Maintenance:

- Repaired a hydrant that was struck by a motor vehicle.
- Repaired main breaks throughout the city.
- Temporary patches poured for water main break service holes.
- Raised a section of water main and installed a new valve in the intersection of Erie Ave and N 14th St.
- Completed hydrant checks.
- Trucked out spoils.
- Hauled in fill to replenish stock.

Taps:

- 1" tap at 2007 N 8th St. LSL was removed from system.
- 1" tap at 710 Spring Ave. LSL was removed from system.
- 1" tap at 1734 N 10th St. LSL was removed from system.
- 1" tap at 2152 Weeden Creek.

Building/Grounds Maintenance:

- General shop maintenance and cleaning.
- Snow removal at all Water Utility sites.
- Updating and remodel of C/M shop was started.

Equipment Maintenance:

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

Engineering:

- Performed design work on Indiana Avenue water main replacement project.
- Worked on a customer facing service outage map and dashboard for the Water Utility website.
- Continued work on a GIS database and map to show water service material information for all Utility accounts.
- Project and property identifications for 2023 LSL projects.
- Monthly map and database updates.



Distribution System -- January 2023

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

Location	Date Installed	Size ("), Jt	Installed By	Type
North 14th St. @ Erie Ave	1/10/2023	6" MJ	Ute	G (vert)

Total Valves Installed = 1

Street Valves and Hydrant Valves Removed

Location	Installed	Abandoned	Type
North 14th St. @ Erie Ave		1/10/2023	G (vert)

Total Valves Removed = 1

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
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Total Hydrants Installed = 0

Hydrants Removed (including water main projects and others)

Location	Installed	Removed	Hyd Valve?
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Total Hydrants Removed = 0

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
Grams Court, West S 17th St.	1/7/2023	6"
N 28th St., South of Michigan Ave	1/31/2023	6"

Number of Water Main Breaks= 2

**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	14.9	
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	14.9	
Number of water main breaks repaired	2	
Number of hydrants installed	0	hydrants
Number of hydrants removed or abandoned	0	
Number of hydrants maintained or moved	0	
Number of street valves installed	1	valves
Number of hydrant valves installed	0	
Number of street valves removed or abandoned	1	
Number of hydrant valves removed or abandoned	0	
Number of valves maintained	0	
Number of water connections installed	4	



WATER MAIN AND APPURTENANCES INSTALLATION -- April 2022

Water Main Projects (including installation or abandonment of more than 3' of pipe by utility or contractors)

Location: 6" Water Main	Installed	New Valves	New Hyd.	New Hyd Valves	Aband. Valves	Aband. Hyd.	Remove Hyd.	Size " Installed	Feet Installed	New Hyd Lead	Size Aband.	Feet. Aband.	Feet. Rem.	By
South 14th St., at Erie Avenue	1/10/2023	1	0	0	0	0	0	6	14.9	0	6" CIP	0	14.9	Ute
Totals:		1	0	0	0	0	0		14.9	0		0	14.9	

January 2023

OPERATIONS' DEPARTMENT MONTHLY REPORT

PUMPAGE	HIGH LIFT		LOW LIFT		2023 VS 2022
	2022	2023	2022	2023	HL
Total in MG	364.389	350.367	366.514	361.303	-3.85%
Daily Average (MG)	11.754	11.320	11.823	11.655	
Max. Day (MG)	13.233	13.403	13.372	13.614	
					2023 VS 2021
					HL
Gal/KwH	1,187	1,201	4,938	4,941	-2.18%
ELECTRICAL COSTS					
		2022		2023	
		KwH	\$	KwH	\$
A. Pumping:					
High Lift		306,937	\$25,158.14	292,078	\$24,984.26
Low Lift		74,230	\$6,084.27	73,129	\$6,255.43
Wash Pump 1		2,800	\$229.50	3,500	\$299.39
Georgia St. Bstr.		44,400	\$5,017.26	48,300	\$5,271.05
Wilgus Ave. Bstr.		3,200	\$426.76	3,000	\$425.75
EE Pit / Bstr.		5,581	\$712.00	5,741	\$776.37
Erie Ave. Bstr.		0	\$0.00	14,000	\$2,272.72
Sub Total		437,148	\$37,627.93	439,748	\$40,284.97
					\$/KwH 6.4%
B. Treat./Fiscal/Misc.					
		KwH	\$	KwH	\$
Office & Maint. Bldg.		4,718	\$550.94	5,674	\$772.10
Filter Plant / Pump Station / 2nd Service		64,433	\$5,724.92	74,093	\$7,000.73
Sub Total		69,151	\$6,275.86	79,767	\$7,772.83
					\$/KwH 7.4%
C. Distribution:					
		KwH	\$	KwH	\$
Taylor Hill Tank		2,433	\$323.90	3,042	\$422.87
Kohler Meter Pit		0	\$0.00	0	\$0.00
EE Tower		1,974	\$267.71	1,400	\$206.14
Washington (PRV) Pit		1,365	\$200.68	826	\$135.57
Sub Total		5,772	\$792.29	5,268	\$764.58
					\$/KwH 6.6%
Total Electrical Costs		512,071	\$44,696.08	524,783	\$48,822.37
Electrical Cost / MG			\$122.66		\$139.13
NATURAL GAS COSTS					
		2022		2023	
		CCF Used	Cost	CCF Used	Cost
Production Facility		2,999	\$2,292.63	1,534	\$1,603.41
South Basin		3,930	\$2,967.67	3,188	\$3,352.19
Georgia St. Bstr.		238	\$193.62		
Erie Ave. Bstr.		483	\$391.91	419	\$456.78
Wilgus Ave. Bstr.		80	\$76.77		
Office & Maint. Bldg.		1,485	\$1,131.29	1,464	\$1,555.36
Total Natural Gas Costs		9,215	\$7,053.89	6,605	\$6,967.74
					\$/CCF 37.8%
Natural Gas Cost / MG			\$19.36		\$19.86
CHEMICAL COSTS					
		2022		2023	
		Lbs. Used	Cost	Lbs. Used	Cost
Alum		71,755	\$13,023.53	59,955	\$12,080.93
Carbon		0	\$0.00	0	\$0.00
Chlorine		5,768	\$8,536.64	5,804	\$11,782.12
Fluoride		1,467	\$2,039.13	1,626	\$3,286.96
KMnO4		0	\$0.00	0	\$0.00
Cationic Polymer		809	\$1,253.95	0	\$0.00
Liquid Phosphate		3,089	\$4,874.44	4,089	\$12,508.25
Total Chemical Costs			\$29,727.69		\$39,658.26
					33.4%
Chemical Cost / MG			\$81.58		\$113.01
Grand Total					
		\$81,477.66		\$95,448.38	
					17.15%
Total Cost / MG		\$223.60		\$272.00	
					21.64%

YTD HL 2023 vs 2022	-3.69%	YTD HL HIGH DAY PUMPAGE	13.403	January 30, 2023
YTD HL 2023 vs 2021	-2.00%	YTD HL LOW DAY PUMPAGE	9.294	January 1, 2023

NOTE:

Electrical costs include an Alliant Energy 9.1% rate increase approved by PSC.
all WPS bills available.

Not

	YTD HL Ave Day
2023	11.320
2022	11.754
2021	11.554

COMPARATIVE SUMMARY OF PLANT OPERATIONS

January 2022

vs

January 2023

Pumping Record

High Lift

Low Lift

	2022	2023	Diff.		2022	2023	Diff.
Tot. Water in MG	364.389	350.367	-3.85%	Tot. Water in MG	366.514	361.303	-1.42%
Daily Average	11.754	11.320	-3.69%	Daily Average	11.823	11.655	-1.42%
Maximum Day	13.233	13.403	1.28%	Maximum Day	13.372	13.614	1.81%
Minimum Day	7.587	9.294	22.50%	Minimum Day	7.613	9.619	26.35%
By Natural Gas	0.000	0.000	#DIV/0!	By Natural Gas	0.000	0.000	#DIV/0!
Power in KWH	306,937	292,078	-4.84%	Power in KWH	74,230	73,129	-1.48%
Gals. per KWH	1,187	1,201	1.22%	Gals. per KWH	4,938	4,941	0.05%
Power \$ / KWH	\$0.08197	\$0.08554	4.35%	Power \$ / KWH	----	----	----
Power \$ / MG	\$69.04	\$71.20	\$2.16	Power \$ / MG	\$14.46	\$17.31	\$2.85
Tot. Power \$/MG	\$123.77	\$140.22	\$16.45	Tot. Power \$/MG	----	----	----

Treatment Chem.

Lbs. Used

Cost

Total Lbs.	2022	2023	Diff.	Total Cost	2022	2023	Diff.
Alum	71,755	59,955	-16.44%	Alum	\$13,023.53	\$12,080.93	(\$942.60)
Carbon			#DIV/0!	Carbon	\$0.00	\$0.00	\$0.00
Chlorine	5,768	5,804	0.62%	Chlorine	\$8,536.64	\$11,782.12	\$3,245.48
KMnO4	0	0	#DIV/0!	KMnO4	\$0.00	\$0.00	\$0.00
Polymer	809	0	-100.00%	Polymer	\$1,253.95	\$0.00	(\$1,253.95)
Liquid Phosphate	3,089	4,089	32.37%	Liquid Phosphate	\$4,874.44	\$12,508.25	\$7,633.81
Lb/ MG:				Cost / MG:			
Alum	195.8	165.9	-15.24%	Alum	\$35.53	\$33.44	(\$2.10)
Carbon	0.0	0.0	#DIV/0!	Carbon	#DIV/0!	#DIV/0!	#DIV/0!
Chlorine	15.7	16.1	2.08%	Chlorine	\$23.29	\$32.61	\$9.32
KMnO4	0.0	0.0	#DIV/0!	KMnO4	#DIV/0!	#DIV/0!	#DIV/0!
Liquid Phosphate	8.4	11.3	34.28%	Liquid Phosphate	\$13.30	\$34.62	\$21.32
Fluoride:	2022	2023		Fluoride:	2022	2023	
Total Lbs.	1,467	1,626	10.84%	Cost	\$2,039.13	\$3,286.96	\$1,247.83
mg/l applied as F	0.56	0.72		Cost/MG	\$5.61	\$9.38	\$3.77
Av. Res. Plt. Tap	0.70	0.71					

Water Quality:

Raw

TAP

	2022	2023
Turbidity	12.10	7.90
pH	8.25	8.25
Alkalinity	117.0	114.5
MF (E-Coli)	0.2	1.1
Temperature	33.2	34.6
Wash-H2O % /LL	2.03	2.40
Av. Flt. Run/hrs	137.6	86.3
Av. ROF / MG	1.34	1.39

	2022	2023
Turbidity	0.050	0.039
pH	7.53	7.60
Alkalinity	101.0	104.6
Plate Count	0.00	0.00
Colilert	0	0
Temp.	34.4	35.2
Cl Res.	0.87	0.89

Natural Gas:

	2022	2023		2022	2023	Diff.
Nat. Gas Heating	6,861	4,660	Plant & South Basin	\$5,208.32	\$4,890.79	(\$317.53)
Nat. Gas Pumping	68	62		\$51.98	\$64.81	\$12.83

	CCF	Cost	Natural Gas Cost	Natural Gas CCF
#3 Gas Pump	0.0	\$0.00	\$4,955.60	4,722
#4 Gas Pump	0.0	\$0.00		
#7 Gas Pump	0.0	\$0.00		
Electric Generator	62.0	\$64.81		
Pumping totals	62.0	\$64.81		

January 2023

% Run

Elapsed Time:

	2/1/2023	1/1/2023	
No. 6 Pump	70,716.8	70,373.5	343.3
Wash Pump Meter	5,642.73	5,616.86	25.87
No. 7 Pump	791.1	791.1	0.0
No. 8 Pump	59,540.3	59,540.3	0.0
No. 9 Pump	25,497.0	24,753.0	744.0
Wash Pump 2	85	75	10
No. 1 Prime Pump	1,047.7	1,047.1	0.6
No. 2 Prime Pump	1,123.9	1,122.7	1.2

Kw/Hr run

Watthour Meters:

Wash Pump 1	1286.1	1281.1	3,500
No. 9 Pump	5864.59	5816.38	48,209
No. 8 Pump	6837.1	6837.1	0
No. 6 Pump	1442.2	1353.2	24,920
Wash Pump 2	8.833	7.774	1,271
No. 1 Pump	9314.751	9309.184	5,567
No. 2 Pump	4850.707	4838.949	11,758
No. 3 Pump	502.087	384.038	118,049
No. 4 Pump			0
No. 5 Pump	11,190.251	11,033.547	156,704

Garage (MWatt/Hrs.)	1,083.07	1,079.47	3,600
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Power Co. (Step #3)	39,252	38,882	444,000
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Left Meter - OUTSIDE

Volume Used:

Nat. Gas (Correct)	45,404,886	45,286,145	149,257
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% Run

Elapsed Time:

Emer. Generator	1,066.5	1,063.4	3.1
No. 1 Pump	17,273.4	17,263.2	10.2
No. 2 Pump	20,699.40	20,650.24	49.16
No. 3 Elec. Pump	1,728.5	1,328.1	400.4
No. 3 Nat. Gas Pump	560.2	560.2	0.0
No. 4 Elec. Pump	0.00	0.00	0.0
No. 4 Nat. Gas Pump	63.7	63.7	0.0
No. 5. Pump	23,400.090	23,073.240	326.850
UV Building Generator	139.8	139.8	0

2/1/2023 1/1/2023

SLUDGE No. 1 Hour Meter	0.0	0.0	0
SYSTEM No. 2 Mag Meter	7,144,639	6,720,960	423,679
Recycle Meter (Reset to zero each month)			423,679

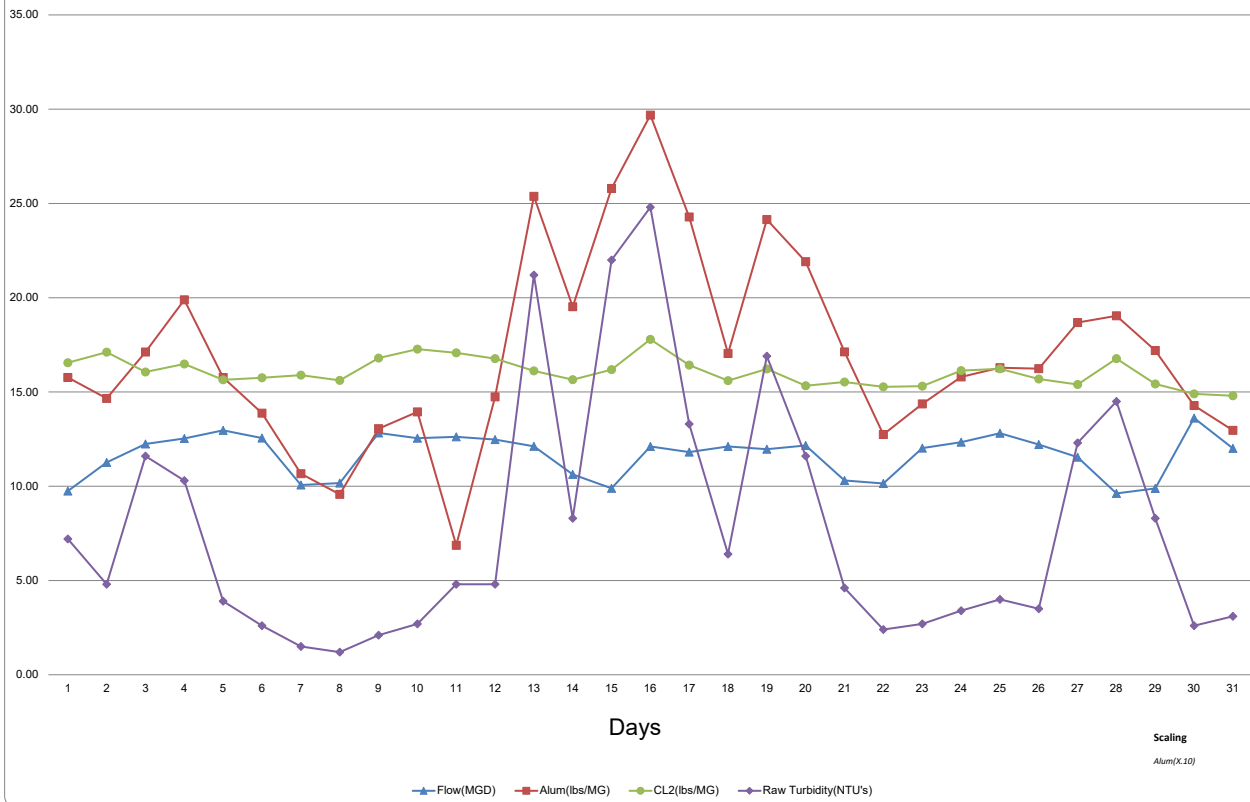
Power Cost	\$0.0855397	Bill >>>>	\$36,029.31
	0.466825	KWH >>>	421,200
Init. Chg.	\$37,979.61		
	\$	KWH	
Kohler Pit			
Horizon	\$383.79	2,599	
Taylor	\$422.87	3,042	
ALT. 72 Park	\$560.19	1,200	
Geo. Ave.	\$5,271.05	48,300	
Wilgus Ave.	\$425.75	3,000	
EE Pit	\$776.37	5,741	
EE Tower	\$206.14	1,400	
Washington	\$135.57	826	
Office	\$772.10	5,674	
Erie Ave.	\$2,272.72	14,000	
Total	\$49,206.16	529,782	
			Low L. KWH 73,129
			L.L. Cost \$ \$6,255.43
			High L. KWH 292,078
			H.L. Cost \$ \$24,984.26
			Total Cost \$31,239.69
			Plant Costs \$7,000.73

SUMMARY

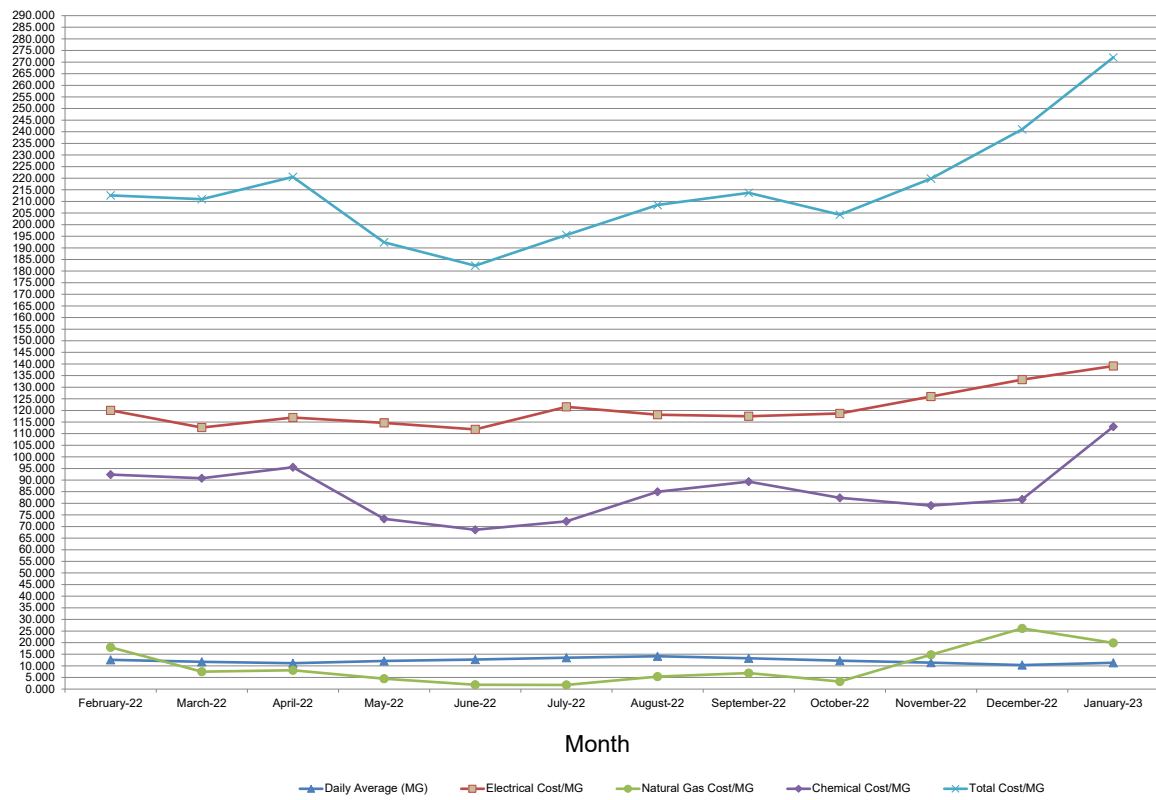
	HIGH LIFT		LOW LIFT	
	2022	2023	2022	2023
Tot. Pump	364.389	350.916	366.514	361.303
Daily Ave.	11.754	11.320	11.823	11.655
Max. Day	13.233	13.403	13.372	13.614
Min. Day	7.587	9.294	7.613	9.619
By Nat. Gas	0.000	0.000	0.000	0.000
Power KWH	306,937	292,078	74,230	73,129
Gals/KWH	1187	1201	4938	4941
Cost/KWH	\$0.08197	\$0.08554	*****	*****
Cost/MG	\$69.04	\$71.20	\$14.46	\$17.31
Tot. Cost/MG	\$123.77	\$140.22	*****	*****

January 2023: Sheboygan Water Utility Plant Operations Summary

Item 4.



Plant Operations: Expense Report



Filter Plant Maintenance Completed For January 2023

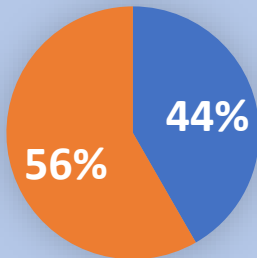
Subject	StartDate	EndDate	Description
Observed new years holiday	2-Jan-23		Observed new years holiday
Dakota Supply Group	3-Jan-23		Purchase/order 1/3 horsepower sump pump, 1 1/2 fittings, and sample pump rebuild kits.
Taylor hill	3-Jan-23		Filled reagents at Taylor hill reservoir
Erie reservoir	3-Jan-23		Filled reagents at Erie reservoir and maintenance checks
Georgia Ave.	3-Jan-23		Check reagents, install new heater motor, and verify repair.
Georgia Heater	3-Jan-23		Disassemble old heater fan and reassemble with new motor.
Menards	4-Jan-23		Purchase cabinet latches, large plastic totes, small torch, and misc.
Horizon Tower	4-Jan-23		Check reagents, inspect grounds, and verify heater operation.
Operations Monitor	4-Jan-23		Install new operations monitor and HDMI cables.
Dan Covering Laboratory	4-Jan-23	4-Jan-23	Dan covering laboratory for Eric H.
Laboratory Cabinets	4-Jan-23		Install 8 new magnetic latches.
Heater by 10	5-Jan-23		Check heater operation; batteries bad.
Sodium Thio	5-Jan-23		Change sodium thio barrel.
Filter 3	6-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Pipe Gallery Maintenance	6-Jan-23		Perform pipe gallery maintenance, bleed transmitters, check vacuum pump, etc.
Filter 2	6-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Menards	6-Jan-23		Purchase T.V. monitor bracket and exchange damaged tote lid.
Filter 1	6-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Garbage	6-Jan-23		Throw out plant garbage and recycling.
Filter 4	9-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Electrical boxes to CD Smith	9-Jan-23		Dropped off electrical boxes for Peiper electric to CD Smith trailer
Filter 5	9-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Open Valve 90	9-Jan-23		Open North decant basin to suction well valve (90).
Flushed 8 inch sludge valve	9-Jan-23		Flushed 8 inch sludge line from backwash basin to sludge pit
Front Gate Keypad	9-Jan-23		Diagnose security gate keypad inop, inspect circuit board, and order new unit; found bad solder joints on board.
Completed unavailable pics	9-Jan-23		Josh and Dan completed unavailable pics paperwork
UV Sleeves	9-Jan-23		Unbox quartz sleeves, place on shelf, and final count reactor maintenance parts; 11 sleeves, 8 new bulbs, 4 used bulbs, and 2 sensors.
Menards	10-Jan-23		Purchase 1/2 I.D. hose and squeegee.
UV Reference Numbers	10-Jan-23		Input UV reference check numbers into computer database.
Dakota Supply Group	10-Jan-23		Purchase sample pump repair kit and order 100' of 1/2 i.d. hose.
Filter 7 pressure testing	10-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 3 pressure testing	11-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 4 pressure testing	11-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 9 new sample tap	11-Jan-23		Filter 9 new sample tap drilled, new stainless steel valves and hose installed
Trilling's	11-Jan-23		Purchase 1/2 I.D. hose for filter 9 sample tap.
Filter 8 Tap	12-Jan-23		Tap new sample hose location.
Filter 11 Pressure Testing	12-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 10 Pressure Testing	12-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 8 Pressure Testing	12-Jan-23		Bleed psi gauge, filter wash, and collect pressure data for filter health check.
Filter 10 Gauge	12-Jan-23		Install new pressure gauge and relocated NTU sample pump point.
Filter 11 Gauge	12-Jan-23		Install new pressure gauge and move NTU sample pump point.
Filter 11 Surface Sweep	13-Jan-23		Remove broken surface sweep operating t and bracket.
Filter 11 Surface Sweep T	13-Jan-23		Fabricate new operating handle, T, and bracket.
Filter 11 T	13-Jan-23		Grind fabricated parts, clean, and prime.
Filter 11 Wash	13-Jan-23		Wash filter 11 after surface sweep handle service.
Filter 6	13-Jan-23		Drain filter for next Tuesdays media removal.
Monday Meeting	16-Jan-23		Topics include coverage, filter 6 sampling, Tuesday media removal, winter list, etc.
Filter 7	16-Jan-23		Install new 4" gauge.
Horizon Ave.	16-Jan-23		Inspect grounds, check reagents, adjust heat, etc.

Yellow indicates days operating or running labs

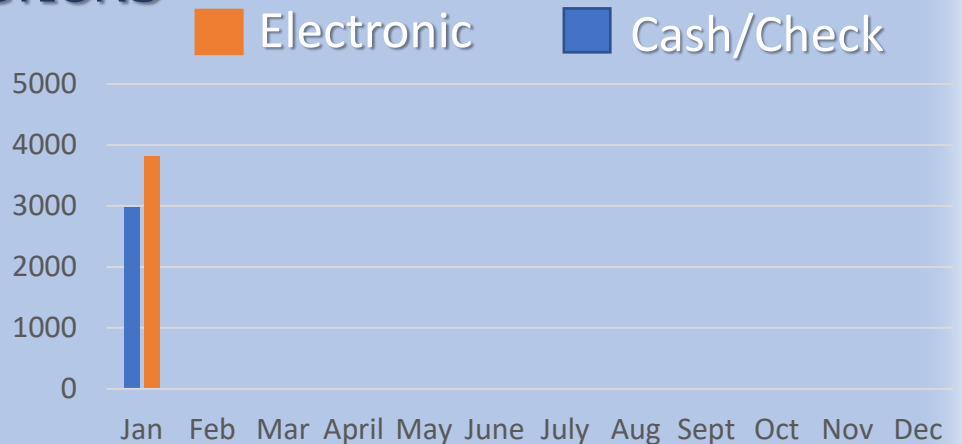
Trilling's	16-Jan-23		Purchase 1 gallon Ziploc bags and parts washing brush.
Filter 6 Media Samples	16-Jan-23		Collect 6 samples for media health check.
Kundinger	17-Jan-23		Purchase 4 clamps and 12' or 1 1/4" hose for filters 10 + 11.
Taylor Hill	17-Jan-23		Check PLC heater installation, grounds, and reagents.
Security Gate Keypad	17-Jan-23		Assemble front keypad, rewire, install, and reprogram.
Shipping Mill	17-Jan-23		Deliver filter 6 media (core samples) for laboratory processing.
Filter 11 T-Handle	17-Jan-23		Install new surface wash valve t-handle and bracket.
Filter 6 Media Removal	17-Jan-23		Assist team removing filter media from 6.
Filter 11 Wash	17-Jan-23		Wash filter 11 after t-handle installation.
Filter 6 Inspection	18-Jan-23		Perform preliminary cap/underdrain inspection.
Filter Hall Floor	18-Jan-23		Sweep and wash filter hall floor and operators office.
Kundinger	18-Jan-23		Purchase 12' of 1 1/4" hose.
Filter 6 Gauge	18-Jan-23		Install new pressure gauge on filter 6.
Filter 11 Wash Hose	18-Jan-23		Install new filter wash hose.
Dan Covering Laboratory	18-Jan-23	18-Jan-23	Dan covering laboratory for Eric H.
Filter Plant Snow Removal	19-Jan-23		Shovel sidewalks and entry.
Filter 6 Post Wash	19-Jan-23		Re-inspect weak points of interest and pull caps for inspection.
Filter 6	19-Jan-23		Pre-wash inspection.
Filter 6 Pressure	19-Jan-23		Perform wash on filter 6, check pressure, and video water entry pattern.
Georgia pump station	20-Jan-23		Georgia pump station for emergency generator alarm. Engine coolant heater not working and cold temp alarm going off, need new heater unit
Engine block heater	20-Jan-23		Researching and finding new engine block heater for Georgia pump station emergency generator
Dan 2 hours comp time	20-Jan-23		Dan 2 hours of comp time
Emergency generators maintenance	23-Jan-23		Maintenance checks on emergency generators in high lift and low lift areas
Chemical feed pump checks	23-Jan-23		Maintenance checks on chemical feed pumps
Dan yearly Eval 8:00 am	24-Jan-23		Dan yearly Eval with Bill 8:00 am
East UVT analyzer bulb	24-Jan-23		Replaced east UVT analyzer bulb and installed new desiccator for humidity
Phosphate analyzer not reading	24-Jan-23		Cleaned lines and primed system, analyzer working
Josh sick time	24-Jan-23		Josh sick time
Georgia coolant heat pump	25-Jan-23		New coolant/engine block heater installed on Georgia pump station emergency generator
Dan 1/4 1st shift coverage	25-Jan-23	26-Jan-23	Dan covering operations 1st shift
Georgia verify generator ops	25-Jan-23		Verified emergency generator block heater was operating properly after weekly 11:00 am run cycle, pump working properly
Joshua Yearly Evaluation 8:00	26-Jan-23		Joshua yearly evaluation with Bill.
Joshua On Vacation	27-Jan-23	6-Feb-23	Joshua on trip to Columbia.
Georgia branches	27-Jan-23		Removed branches from around emergency generator at Georgia pump station
Filter plant garbage	27-Jan-23		Removed garbage and cardboard from filter plant
Cleaning filter plant	27-Jan-23		General cleaning of filter plant common areas
Dan Lab coverage	30-Jan-23	31-Jan-23	Dan Lab coverage
Georgia reagents	30-Jan-23		Filled Hypo reagents at Georgia pump station
Erie reagents	30-Jan-23		Filled reagents at Erie pump station
8 inch sludge valve froze	31-Jan-23		8 inch sludge valve on sludge pit was frozen and buttons were stuck, Filled sludge pit with water, got valve unfrozen and fixed buttons

CUSTOMER RELATIONS & FISCAL SUMMARY

PAYMENT TRANSACTIONS



6,804
Total # of January
Payments Processed



COLLECTIONS

District 3

\$1,118,564

Total Billed

\$190,738

Outstanding
After Due Date

1067

Past Due Letters Mailed

33

Disconnection
Letters Mailed

1

Properties Disconnected

\$64,648

Outstanding At
Month End

PAYMENTS BY SOURCE

	January 2022	January 2023
Payment Window <small>(Cash/Check)</small>	342	341
Drop Box Payments	290	256
Electronic Payments	4208	3822
Mail Payments	1920	2385
Total Payments	6760	6804

Payments Returned NSF **10**

UTILITY BILLS



Total Paperless
1,121

Total Emailed
Statements
3,162



**JANUARY
2023**

CUSTOMER RELATIONS & FISCAL SUMMARY

PROPERTY TRANSACTIONS

	January 2022	January 2023
Account Transfers <i>(Finals)</i>	187	145
Property Data Requests	82	58

PSC COMPLAINTS

0 PSC Complaint(s) Filed

ACCOUNTS PAYABLE

207 Invoice Items Paid

CUSTOMER SERVICE



82

Customer Service Email
Requests Completed



577

USS Calls Answered



12:24

USS Hours
On the Phone



116

Lead ST Calls Completed
(Incoming & Outgoing)



11:40

Lead ST Hours
On the Phone

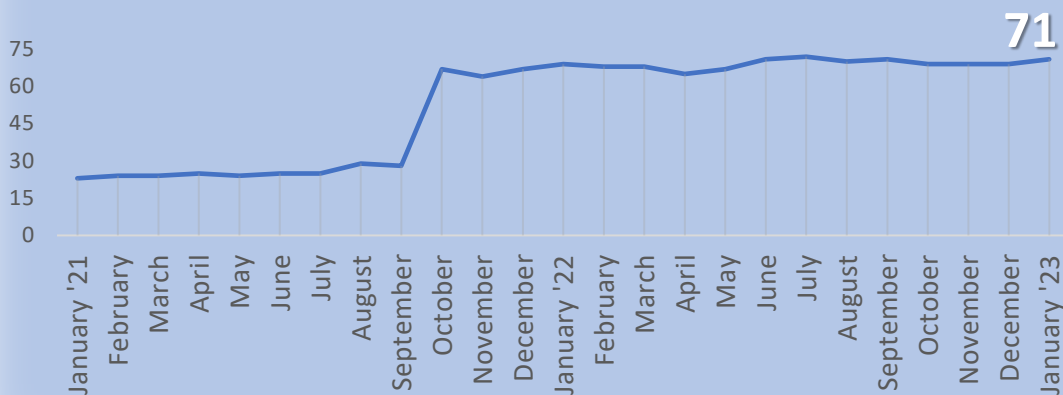
CUSTOMER ASSISTANCE PAYMENTS

Number of Payments Received: **17**

Total Dollars: **\$3,052**

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

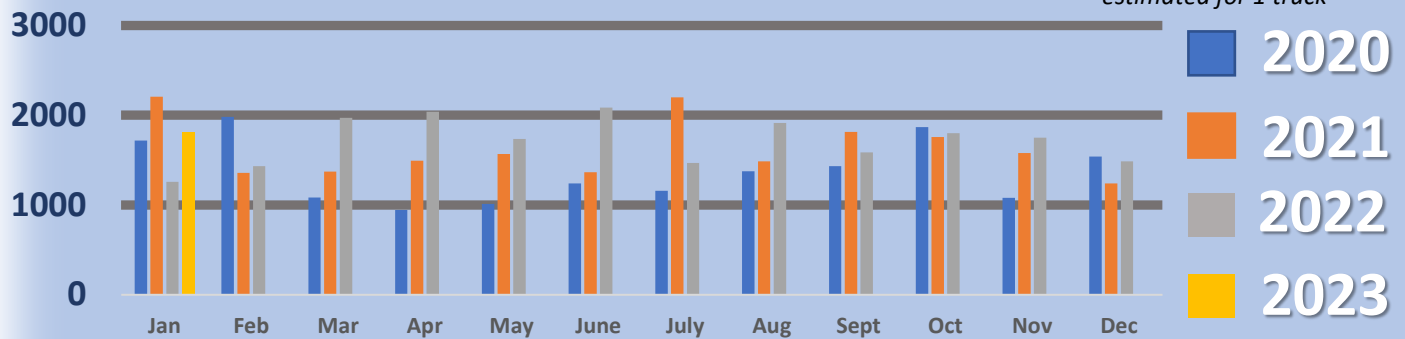
LEAD SERVICE LINE REPLACEMENT ACTIVE LOANS



**JANUARY
2023**

CUSTOMER RELATIONS & FISCAL SUMMARY

SERVICE TECH MILES DRIVEN



CROSS CONNECTION

159 Inspections by SWU
0 Inspections by Hydro Corp



3 Facilities with Compliance Issues

LEAD EDUCATION

41 WDNR Lead in Drinking Water brochures distributed at home visits

TROUBLESHOOTING WORK ORDERS COMPLETED

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

LEAK ALLOWANCES ISSUED

3 Customer Requests **182** CCF Allowed @ Reduced Rate



SERVICE LEAKS

4 New Reported Leak(s)
5 Leak(s) Fixed or Off
3 Active Leak(s) Month End

METERS

162 Meters Installed/Replaced
100 Meters Tested



**JANUARY
2023**

CUSTOMER RELATIONS & FISCAL SUMMARY

FACEBOOK PAGE



3 January New Followers

772 Total Followers

WEBSITE VISITORS

3,356



2022 Visits in January: 3,497
Top Page Viewed: **Pay Your Bill**

ADDITIONAL CR/F ACTIVITIES JANUARY

- ◆ Service Techs continue their work replacing and testing water meters.
- ◆ USS issued bills to District 2 and Monthly customers.
- ◆ Disconnections for nonpayment resumed in January due to the completed tax roll process.
- ◆ Received and starting setting up the portable large meter testing device.

JANUARY
2023



125 South Wacker Drive, Suite 2510
Chicago, Illinois 60606
tel: 312-346-5000
fax: 312-346-5228

Item 5.

February 8, 2023

Mr. Joe Trueblood, P.E.
Water Utility Superintendent
City of Sheboygan Water Utility
72 Park Avenue
Sheboygan, Wisconsin 53082-0956

Subject: Raw Water Improvements – Invoice #25

Dear Joe:

Please find enclosed our invoice for consulting services related to the Raw Water Improvements Project. Specific tasks completed:

- Resident Project Representative inspection services;
- Coordination with CD Smith and Sheboygan Water Utility;
- Construction contract administration;
- Construction progress meetings;
- Review of submittals and RFIs from CD Smith;
- Change management;
- Coordination and permitting support with PSC, WDNR, Army Corps of Engineers, City of Sheboygan, and the City's consultants;
- Project management and coordination.

Please see attached Progress Report and let me know if you have any questions.

Very truly yours,

Amrou Atassi, P.E., PMP
Project Manager
CDM Smith Inc.

SHEBOYGAN WATER UTILITY

RAW WATER IMPROVEMENTS



CONSTRUCTION PROGRESS REPORT

February 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:

- Andrew Excavating completed pump station foundation excavation.
- CDS placed mud slab for pump station foundation.
- Pump station foundation base slab concrete construction was completed.
- CDS assembled wet well wall form panels.
- Michels removed lower elevation foundation excavation bracing.
- CDS began wet well wall form erection.
- Wisconsin rebar began wet well wall rebar installation.
- August Winter installed intake pipe wall thimbles and chemical feed wall pipes at east wet well wall locations.
- Heating system was set up for winter concrete operations.

Contract Amount

To date, 22.7% of the Contract value has been completed.

	Amounts
Original Cost of Project	\$41,289,000.00
Total Change Orders to Date	\$228,525.00
Total Cost of Project to Date	\$41,517,525.00
Total Completed to Date	\$9,444,018.35
Retainage	\$944,401.83
Approved Payments to Date	\$8,449,616.52
Balance to Finish	\$33,017,908.48

Change Management

A total of five Change Orders valued at \$228,525.00 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.

Fabrication and delivery of pump VFDs remains a schedule concern. The contractor and VFD supplier are working to expedite this issue.

Construction Photos

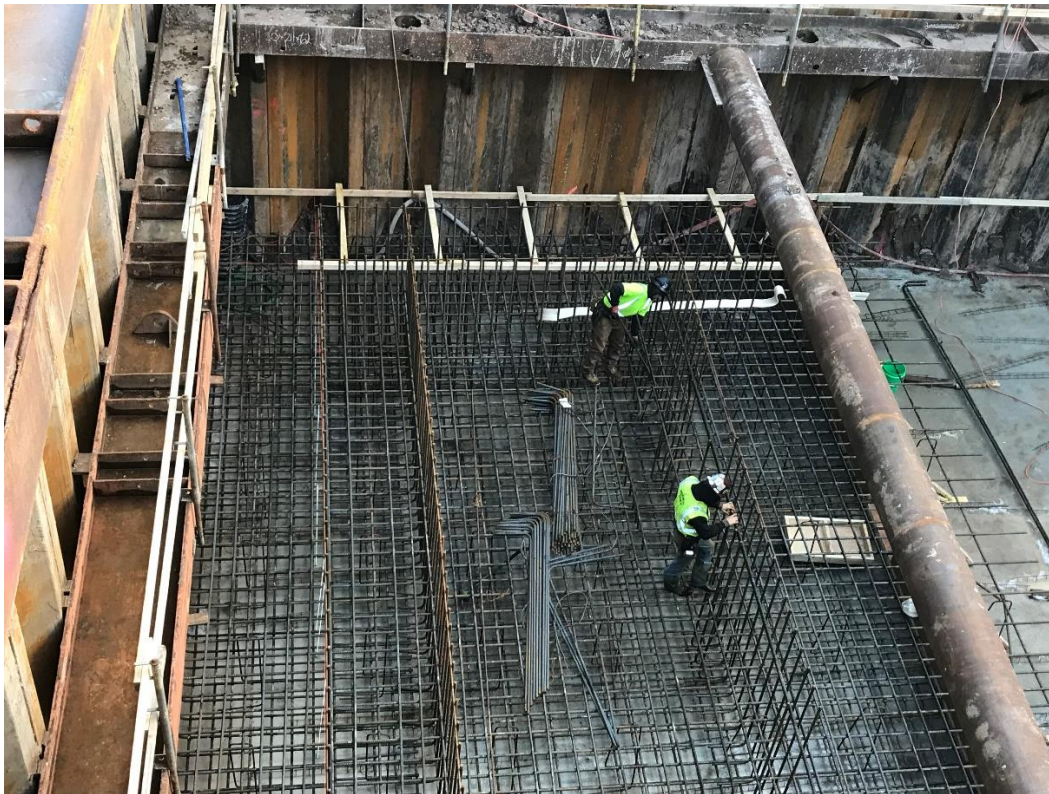
Progress photos below:



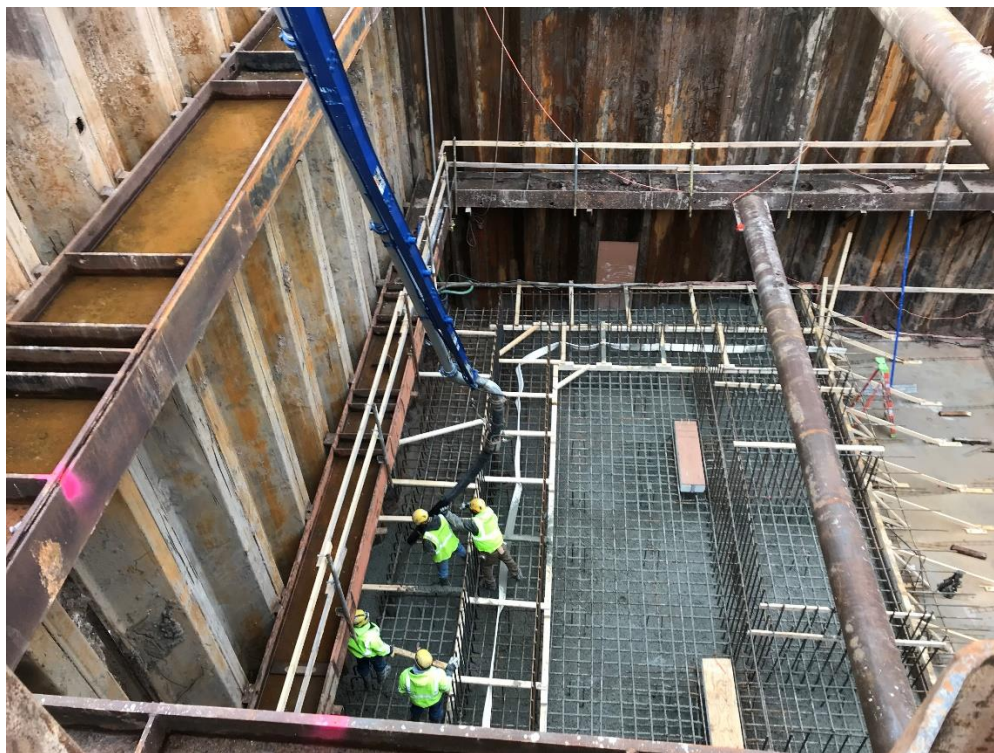
Andrew Excavating completes pump station foundation excavation.



CDS places mud slab at bottom of pump station excavation.



Wisconsin Rebar installs pump station base slab rebar.



CDS places concrete for pump station base slab.



Pump station wet well wall form erection.



CDS assembles wet well wall form panels.



Wisconsin Rebar sets wet well rebar wall mat.



Propane heating system set up for winter concrete.



Pump station base slab area heated prior to concrete placement.



Intake pipe wall thimbles and chemical feed wall pipes set in place.



125 South Wacker Drive
Suite 2510
Chicago IL 60606
Tel: +1(312) 346-5000

INVOICE

Item 5.

Please Remit To:
CDM Smith Inc.
15050 Collections Center Drive
Chicago IL 60693

Sheboygan Water, WI
Joe Trueblood, P.E., Water Utility Superintendent
72 Park Avenue
Sheboygan WI 53082-0956

Account Number: 000200418081
Wire Routing: 011000138
Invoice Number: 90171229
Invoice Date: 08-FEB-2023
Project Number: 256229

Amount Due : \$99,945.82

Services from January 08, 2023 to February 04, 2023

Detail Design and Bidding for Raw Water Improvements

256229 - Raw Water Imprv Detailed Dsgn

Description	Amount
Direct Labor	\$83,988.00
Other Direct Costs	\$673.82
Outside Professionals	\$15,284.00
Total Due	\$99,945.82

Description	Amount
Previously Invoiced	\$2,790,689.11
Invoiced ITD	\$2,890,634.93
Total Contract Amount	\$5,492,829.00
Balance Remaining	\$2,602,194.07
Percent Complete	52.63%

Aging Summary							
Invoice #	Inv Date	Outstanding	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days
90169257	13-JAN-2023	\$105,090.26	\$105,090.26	\$0.00	\$0.00	\$0.00	\$0.00
90171229	08-FEB-2023	\$99,945.82	\$99,945.82	\$0.00	\$0.00	\$0.00	\$0.00
Total Due		\$205,036.08	\$205,036.08	\$0.00	\$0.00	\$0.00	\$0.00



125 South Wacker Drive
Suite 2510
Chicago IL 60606
Tel: +1(312) 346-5000

INVOICE

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256229 - Raw Water Imprv Detailed Dsgn

Direct Labor				
Employee	Description	Hours	Rate	Total Cost
Alvarez K	Junior Engineer II	7.00	\$130.00	\$910.00
Atassi A	Senior Project Manager	3.50	\$265.00	\$927.50
Boening J	RPR II	152.00	\$135.00	\$20,520.00
Brauer W	RPR I	49.00	\$125.00	\$6,125.00
Compton R	Project Engineer II	9.50	\$210.00	\$1,995.00
Cunningham B	Structural Engineer	2.00	\$175.00	\$350.00
Davenport E	Project Engineer I	42.00	\$160.00	\$6,720.00
Diffenderfer B	Project Engineer II	4.50	\$210.00	\$945.00
Eull J	Junior Engineer II	8.00	\$130.00	\$1,040.00
Fehniger S	Technical Reviewer	3.75	\$240.00	\$900.00
Hostetter J	Junior Engineer II	6.50	\$130.00	\$845.00
Plinke T	Construction Manager	132.50	\$215.00	\$28,487.50
Senapati M	Senior Designer-Drafter-Tech	2.35	\$180.00	\$423.00
Wendorf J	Project Manager	54.00	\$240.00	\$12,960.00
White M	Senior Technical Advisor II	3.00	\$280.00	\$840.00
Subtotal Direct Labor		479.60		\$83,988.00
Total Direct Labor				\$83,988.00

Other Direct Costs	
Cost Type	Amount
Reimbursable Expenses	\$673.82
Subtotal Other Direct Costs	\$673.82
Total Other Direct Costs	\$673.82

Outside Professionals	
SubConsultants	Amount
DONOHUE & ASSOCIATES	\$12,885.00
Miller Engineers & Scientists	\$2,399.00
Subtotal Outside Professionals	\$15,284.00
Total Outside Professionals	\$15,284.00

Total **\$99,945.82**

Amount Due **\$99,945.82**

To ensure proper credit, please reference the CDM Smith invoice number on your payment

INVOICE

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

Invoice To:

CDM Smith
 Attn: Amrou Atassi
 125 South Wacker Drive, Suite 700
 Chicago, IL 60606

Invoice Date:

February 7, 2023

Donohue Project No.:

13863

Invoice No:

13863-21

Project Manager:

Mike Stohl

Terms:

Net 30 Days

Billing Period:

01/08/23 - 02/04/23

Project Description:

Raw Water Improvements - Final Design

Your Authorization:

Agreement for Professional Services, dated 02/08/21
 Purchase Order No. 99427 dated 02/17/21
 Amendment No. 1

Compensation:

Time and Expense Not-to-Exceed	\$	432,345.00
Time and Expense Not-to-Exceed	\$	(1,500.00)
Time and Expense Not-to-Exceed	\$	642,875.00
	\$	1,073,720.00

Billing Summary:

Total Charges to Date	\$	524,704.22
Charges Previously Billed	\$	511,819.22
Current Charges	\$	12,885.00

Summary of Current Charges

Labor (102.0 hours)	\$	12,885.00
Reimbursable Expenses (Travel, shipping, printing)	\$	-
Subconsultants	\$	-
Total	\$	12,885.00

Current Charges Due	\$	12,885.00
----------------------------	-----------	------------------

Please Remit to:

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

Aged Receivables

<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 days</u>	<u>>120 days</u>
\$12,885.00	\$11,354.38	\$0.00	\$0.00	\$0.00



CDM Smith
Attn: Amrou Atassi
125 South Wacker Drive, Suite 700
Chicago, IL 60606

Invoice Date: February 7, 2023
Invoice No.: 13863-21
Project Manager: Mike Stohl
Billing Period: 01/08/23 - 02/04/23

DETAIL OF CURRENT CHARGES

LABOR

Name	Hours	Rate	Cost
Mike Stohl	11.0	\$ 250.00	\$ 2,750.00
Frank Macino	9.0	\$ 195.00	\$ 1,755.00
Joe Holzwart	4.0	\$ 180.00	\$ 720.00
Loan Huynh	16.0	\$ 130.00	\$ 2,080.00
Morgan Kleinhans	32.0	\$ 90.00	\$ 2,880.00
Samantha Treft	30.0	\$ 90.00	\$ 2,700.00
TOTAL LABOR	102.0		\$ 12,885.00

REIMBURSABLE EXPENSES

Other Direct Costs - Travel

Gas, Parking, Tolls	\$ -
Airfare	\$ -
Lodging	\$ -
Meals	\$ -
Transportation/Mileage	\$ -
Total Other Direct Costs - Travel	\$ -

Equipment, Materials & Supplies

Telephone/Conf. Call	\$ -
Shipping/Postage	\$ -
Supplies	\$ -
RWI EC Permit	\$ -
Printing	\$ -
Total Equipment, Materials & Supplies	\$ -

TOTAL REIMBURSABLE EXPENSES

\$ -

SUBCONSULTANT

None this period **\$ -**

TOTAL SUBCONSULTANT

\$ -

INVOICE TOTAL

\$ 12,885.00

INVOICE

CDM Smith
NAU-Payables@cdmsmith.com

Invoice # 14653
Date 01/31/2023
Project 20030-012

For Professional Services related to Independent Third-Party Quality Assurance Testing and Observation Services for the Sheboygan Water Utility Raw Water Intake Project. CDM Project No. 256229, PO No. 106182.

Professional Services performed through January 2023.

Labor

	Hours	Rate	Billed Amount
Senior Engineer/Scientist			
Emily A. Micolichuk	1.00	150.00	150.00
Senior Technician			
Brian J. Leibham	19.90	110.00	2,189.00
Labor subtotal	20.90		2,339.00

Reimbursables

	Units	Rate	Billed Amount
Concrete Compression Test - 6"	2.00	30.00	60.00
Invoice total			2,399.00

Reviewed by:

Brian J. Leibham

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
14603	12/30/2022	825.00		825.00			
14653	01/31/2023	2,399.00	2,399.00				
Total		3,224.00	2,399.00	825.00	0.00	0.00	0.00

Badger Meter Inc. Purchase

2/20/223

Requisition 4980 is for the purchase of an ME Transceiver Kit to read ME Orions. In recent years, Badger Meter has phased out CE Orion Endpoints. Now, new orders of Orions are ME Endpoints. Two trucks currently have both CE Receivers and ME Transceivers. The purchase of this until will equip the last truck with a ME Transceiver.

The total purchase amount is \$3,348.10.



Badger Meter

ORION® USB-Powered Migratable (ME) Mobile Transceiver

DESCRIPTION

The ORION® USB-powered Migratable (ME) mobile transceiver is a portable transceiver designed for use with the BEACON® Advanced Metering Analytics (AMA) Mobile Solution and the ORION ORS Mobile Reading System. When connected, the ORION mobile transceiver optimizes performance and can read ORION Migratable endpoints or ORION Fixed Network (SE) endpoints in mobile mode.

The ORION mobile transceiver is packaged in a rugged, weather-resistant aluminum enclosure and features a plug-and-play design that can be easily maintained and operated.

A full speed USB 2.0 device, the ORION USB-powered mobile transceiver performs a series of diagnostic checks when powered and turned on, and communicates via the light emitting diode (LED) at the top of the device.

LED STATUS INDICATORS

Steady red	Transceiver power on.
Flashing green	Transceiver is working properly and capturing the ORION message.
No LED light	Transceiver is not receiving power. Check the power supply and cable connections. Contact Technical Support if unable to restore transceiver power.

POWER

USB-powered devices are powered with 5V provided by the USB port.



SUPPORT PARTS

The ORION USB-Powered Migratable Mobile Transceiver Parts List can be found on the Badger Meter website, www.badgermeter.com.

Making Water Visible®

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www.badgermeter.com

The Americas | Badger Meter | 4545 West Brown Deer Rd | PO Box 245036 | Milwaukee, WI 53224-9536 | 800-876-3837 | 414-355-0400
México | Badger Meter de las Americas, S.A. de C.V. | Pedro Luis Ogazón N°32 | Esq. Angelina N°24 | Colonia Guadalupe Inn | CP 01050 | México, DF | México | +52-55-5662-0882
Europe, Middle East and Africa | Badger Meter Europa GmbH | Nürtinger Str 76 | 72639 Neuffen | Germany | +49-7025-9208-0
Europe, Middle East Branch Office | Badger Meter Europe | PO Box 341442 | Dubai Silicon Oasis, Head Quarter Building, Wing C, Office #C209 | Dubai / UAE | +971-4-371 2503
Czech Republic | Badger Meter Czech Republic s.r.o. | Mařikova 2082/26 | 621 00 Brno, Czech Republic | +420-5-41420411
Slovakia | Badger Meter Slovakia s.r.o. | Racianska 109/B | 831 02 Bratislava, Slovakia | +421-2-44 63 83 01
Asia Pacific | Badger Meter | 80 Marine Parade Rd | 21-06 Parkway Parade | Singapore 449269 | +65-63464836
China | Badger Meter | 7-1202 | 99 Hangzhong Road | Minhang District | Shanghai | China 201101 | +86-21-5763 5412

REQUISITION

Item 6.

SHEBOYGAN WATER UTILITY

REQUISITION DATE 02/14/2023

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

SHIP TO 72 PARK AVENUE SHEBOYGAN WI 53081-2958

DATE REQUESTED BY

REQUISITION NO. 4980

QTY	ITEM #	INVENTORY #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	ME Transceiver Mobil		ME Mobile Transceiver Kit	3,348.10	3,348.10
			Total Freight \Misc		
NOTE:					
TOTAL					3,348.10

☐ CALL IN PURCHASE ORDER NUMBER

PREPARED BY Tamara

PHONE NO. 800-616-3837

☐ FAX PURCHASE ORDER

REQUESTED BY Tamara

FAX NUMBER: 888-371-5982

☐ SEND ORIGINAL PURCHASE ORDER TO VENDOR

APPROVED BY

☐ ALREADY ORDERED

To: Joe Trueblood, Utility Superintendent

From: Dave McMillan, Distribution Supervisor

Subject: 2023 LSL Replacement Plan

The Sheboygan Water Utility will continue the expansion of the LSL Replacement Program in 2023. The replacement goal for 2023 will be 200 LSLs. Below is the plan for replacement based on the categories found in the Sheboygan Water Utility Lead Service Line Replacement Plan.

WATER MAIN AND LSLS REPLACEMENT PROJECTS WITH DPW STREET RECONSTRUCTION		
Project Location:	# LSLs Replaced:	LSL Est. Cost:
Indiana Avenue- (S 24th St. E to RR Tracks)	15	\$ 120,000
Total:	15	\$ 120,000

DPW STREET RESURFACING LSL PROJECTS (water main replaced, rehabbed, left alone)		
Project Location:	# LSLs Replaced:	LSL Est. Cost:
Michigan Ave (N 14th St. to N 18th St.)*	43	\$ 344,000
North 12th Street (Superior Ave to Ontario Ave)*	26	\$ 208,000
North 16th St. (Saemann Ave to Ontario Ave)*	54	\$ 432,000
Additional Locations TBD*	30	\$ 240,000
Total:	153	\$ 1,224,000

LEAKY OR OTHERWISE FAULTY LSLs		
Project Location:	# LSLs Replaced:	LSL Est. Cost:
City-wide	20	\$ 160,000
Total:	20	\$ 160,000

LSL DISRUPTED BY EXCAVATION/CONSTRUCTION		
Project Location:	# LSLs Replaced:	LSL Est. Cost:
North 20th (Superior Ave to Geele Ave)	5	\$ 40,000
City-wide	5	\$ 40,000
Total:	10	\$ 80,000

VOLUNTARY		
Project Location:	# LSLs Replaced:	LSL Est. Cost:
City-Wide	5	\$ 40,000
Total:	5	\$ 40,000

TOTAL REPLACEMENT FOR 2023		
# LSLs Replaced:	LSL Est. Cost:	
203	\$ 1,624,000	

* Denotes project location is within the Disadvantaged Census Tract.

Date: February 16, 2023
 To: Joe Trueblood, Utility Superintendent
 From: Bill Swearingen, Operations Supervisor
 Subject: Residual Solids Management Review and Recommendation

Sealed bids for the above reference project were opened on February 15, 2023. Bids were received from two contractors:

- Full Service Organics Management (FSOM)
- Synagro

The two bidders complied with the following bid requirements:

SCOPE OF WORK

Contractor will provide up to four operating personnel to process, transport and dispose of the contents of two existing WTP settling basins using a belt filter press, conveyor, crane and end dump trailers and road tractor. Contractor will provide pump for filtrate. Contractor will dilute the residuals as needed for pumping. Contractor is also responsible for fire hose cleaning of settling basins and for operating drain valves and sluice gates upon completion. Contractor will provide confine space/fall retrieval and applicable safety equipment.

Estimated Mobilization/ Demobilization	6 Site Visits Total
Estimated Total Gallons:	5,400,000 Gallons
Estimated Total Wet Tons:	1,200 Tons

TRANSPORT AND DISPOSAL:

Contractor will provide transport and disposal of the residual cake at an approved landfill, which will accept all future responsibility for delivered materials.

DURATION OF CONTRACT:

March 1, 2023 through December 31, 2025. Quoted price shall be firm for the duration of the contract period.

RECOMMENDATION:

Based on the review, Full Service Organics Management has met all of the requirements described in the Request for Proposal and Submittal forms. Full Service Organics Management certificate of insurance coverage is current. I would like to recommend awarding the residual solids management work to Full Service Organic Management in the amount of \$552,900.00.

William Swearingen
 Operations Supervisor

Enclosure

RESIDUAL SOLIDS MANAGEMENT BIDS SUBMITTED FOR 2023-2025 - SUBMITTAL DEADLINE 2/15/2023

Item No.	DESCRIPTION	UNIT	FULL SERVICE ORGANICS MANAGEMENT	SYNAGRO
1	All Work shown in Residual Solids Management Request For Proposal and Submittal Form	Lump Sum	\$552,900.00	\$681,102.00

RESIDUAL SOLIDS MANAGEMENT SUBMITTAL FORM

The contract will be awarded upon approval by the Board of Water Commissioners at their February Board Meeting usually held on the third Monday of each month. The successful bidder will be notified by the Utility.

RESULTS WILL NOT BE AVAILABLE BY PHONE

If you would like to receive a copy of the bid tabulation information after the contract has been awarded, please visit our website at www.sheboyganwater.org and go to "Projects" > "Bid Tabs".

Company Name Full Service Organics Management LLC Telephone No. 920-373-6704
 Address 3631 County Road C Oconto Falls, WI 54154 Fax No. _____

 Person Submitting Proposal Rich Ellman
 Title President

NOTE: The Sheboygan Water Utility is giving contractors the option of bidding a 34 Month-Term Proposal:

SCOPE OF WORK:	In accordance with all local, state and federal regulations, contractor will provide up to four operating personnel to process, transport and dispose of the residual solids contents of two existing WTP settling basins using a belt filter press, conveyor, crane and end dump trailers and road tractor. Contractor will dilute the residuals as needed for pumping. Contractor is also responsible for fire hose cleaning of settling basins and for operating drain valves and sluice gates upon completion. Contractor will provide confine space/fall retrieval and applicable safety equipment. Owner will provide pumping of residual solids to contractor. Contractor will transfer the residuals to a belt filter press for dewatering and transfer to end dump trailers. Contractor will provide pump for filtrate. Filtrate will be discharged into sanitary sewer. Hydrant water will be provided and metered and billed to contractor. Contractor will also provide transport and disposal of the residual cake at an approved landfill. All work shall conform to all applicable OSHA, WI Dept. of Commerce, and local health and safety requirements.	
QUANTITY:	Estimated Mobilization/ Demobilization	6 Site Visits
	Estimated Total Gallons:	5,400,000 Gallons
	Estimated Total Wet Tons:	1,200 Tons
CONTRACT DURATION:	34 Months (3/1/2023 – 12/31/2025) SCHEDULE OF SERVICE <ul style="list-style-type: none"> ○ Spring 2023 (April/May) ○ Fall 2023 (October/November) ○ Spring 2024 (April/May) ○ Fall 2024 (October/November) ○ Spring 2025 (April/May) ○ Fall 2025 (October/November) 	

UNIT PRICE SCHEDULE	SERVICE	UNIT PRICE	TOTAL
	Mobilization/ Demobilization per site visit, 6 Site Visits Total	\$ <u>12,000</u>	\$ <u>72,000</u>
	Gallons Processed-Pumping, Dewatering and Loading, per gallon, 5,400,000 Gallons Total	\$ <u>0.0535</u>	\$ <u>288,900</u>
	Wet Ton-Hauling and Disposal, per Wet Ton, 1,200 Wet Tons Total	\$ <u>160</u>	\$ <u>192,000</u>
	TOTAL	\$ <u>552,900</u>	

Five Hundred fifty two thousand nice hunderd dollars zero cents

(Total Dollars- Written)

_____ (\$ 552,900)
(Figures)

The undersigned agrees to meet all conditions, requirements, and specifications as detailed in the Request for Proposal and has attached the required documentation with Residual Solids Management Submittal Form. The Sheboygan Water Utility reserves the right to accept or reject any or all proposals, to waive any technicalities, and to accept the proposal most advantageous to the Utility.

Richard Elman

Signature

2/7/2023

Date

**PLEASE SUBMIT PROPOSAL AND SUBMITTAL FORM IN A SEALED ENVELOPE MARKED BY
FEBRAUARY 15, 2023
"PROPOSAL ENCLOSED" AND MAIL TO:**

**WILLIAM D. SWEARINGEN
SHEBOYGAN WATER UTILITY
72 PARK AVENUE
SHEBOYGAN, WI 53081**

RESIDUAL SOLIDS MANAGEMENT SUBMITTAL FORM

The contract will be awarded upon approval by the Board of Water Commissioners at their February Board Meeting usually held on the third Monday of each month. The successful bidder will be notified by the Utility.

RESULTS WILL NOT BE AVAILABLE BY PHONE

If you would like to receive a copy of the bid tabulation information after the contract has been awarded, please visit our website at www.sheboyganwater.org and go to "Projects" > "Bid Tabs".

Company Name Synagro Central, LLC

Telephone No. 410-688-4438

Address 435 Willams Court, Suite 100

Fax No. 410-779-3558

Baltimore, MD 21220

Person Submitting Proposal Emil Kneis

Title Sales Support Manager

NOTE: The Sheboygan Water Utility is giving contractors the option of bidding a 34 Month-Term Proposal:

SCOPE OF WORK:	In accordance with all local, state and federal regulations, contractor will provide up to four operating personnel to process, transport and dispose of the residual solids contents of two existing WTP settling basins using a belt filter press, conveyor, crane and end dump trailers and road tractor. Contractor will dilute the residuals as needed for pumping. Contractor is also responsible for fire hose cleaning of settling basins and for operating drain valves and sluice gates upon completion. Contractor will provide confine space/fall retrieval and applicable safety equipment. Owner will provide pumping of residual solids to contractor. Contractor will transfer the residuals to a belt filter press for dewatering and transfer to end dump trailers. Contractor will provide pump for filtrate. Filtrate will be discharged into sanitary sewer. Hydrant water will be provided and metered and billed to contractor. Contractor will also provide transport and disposal of the residual cake at an approved landfill. All work shall conform to all applicable OSHA, WI Dept. of Commerce, and local health and safety requirements.						
QUANTITY:	<table> <tr> <td>Estimated Mobilization/ Demobilization</td><td>6 Site Visits</td></tr> <tr> <td>Estimated Total Gallons:</td><td>5,400,000 Gallons</td></tr> <tr> <td>Estimated Total Wet Tons:</td><td>1,200 Tons</td></tr> </table>	Estimated Mobilization/ Demobilization	6 Site Visits	Estimated Total Gallons:	5,400,000 Gallons	Estimated Total Wet Tons:	1,200 Tons
Estimated Mobilization/ Demobilization	6 Site Visits						
Estimated Total Gallons:	5,400,000 Gallons						
Estimated Total Wet Tons:	1,200 Tons						
CONTRACT DURATION:	<p style="text-align: center;">34 Months (3/1/2023 – 12/31/2025)</p> <p>SCHEDULE OF SERVICE</p> <ul style="list-style-type: none"> ○ Spring 2023 (April/May) ○ Fall 2023 (October/November) ○ Spring 2024 (April/May) ○ Fall 2024 (October/November) ○ Spring 2025 (April/May) ○ Fall 2025 (October/November) 						


UNIT PRICE SCHEDULE	SERVICE	UNIT PRICE	TOTAL
	Mobilization/ Demobilization per site visit, 6 Site Visits Total	\$ <u>33,795.00</u>	\$ <u>202,770.00</u>
	Gallons Processed-Pumping, Dewatering and Loading, per gallon, 5,400,000 Gallons Total	\$ <u>0.056</u>	\$ <u>302,400.00</u>
	Wet Ton-Hauling and Disposal, per Wet Ton, 1,200 Wet Tons Total	\$ <u>146.61</u>	\$ <u>175,932.00</u>
	TOTAL	\$ <u>681,102.00</u>	

Six hundred eighty one thousand, one hundred two dollars and zero cents

(Total Dollars- Written)

(\$ 681,102.00)
(Figures)

The undersigned agrees to meet all conditions, requirements, and specifications as detailed in the Request for Proposal and has attached the required documentation with Residual Solids Management Submittal Form. The Sheboygan Water Utility reserves the right to accept or reject any or all proposals, to waive any technicalities, and to accept the proposal most advantageous to the Utility.


Signature

2/13/2023
Date

**PLEASE SUBMIT PROPOSAL AND SUBMITTAL FORM IN A SEALED ENVELOPE MARKED BY
FEBRAUARY 15, 2023
"PROPOSAL ENCLOSED" AND MAIL TO:**

**WILLIAM D. SWEARINGEN
SHEBOYGAN WATER UTILITY
72 PARK AVENUE
SHEBOYGAN, WI 53081**



**Underdrain and IMS Cap
Trip Report**

**Underdrain and I.M.S Cap Report
Filter #6**

Sheboygan WTP

Sheboygan, WI

February 14, 2023



Sheboygan, WI Underdrain and IMS Cap Filter #6 Trip Report

Contents

1. Summary	2
2. Background	2
3. Inspection	3
3.1 Visual Inspection of Filter #6	3
3.2 Filter #6 Conclusions.....	6
4. Recommendations.....	7

1. Summary

Leopold was contacted by Bill Swearingen (Water Utilities Operations Supervisor) regarding filter #6 at the Sheboygan WTP on January 20, 2023. The plant operations staff noticed a low spot in the filter media in filter #6 “left cell” and a high turbulence area was observed during backwash. The plant staff immediately took this filter off line and removed the filter media to expose the filter underdrains and media retainers. The plant personnel observed caps that were bowed up and in some cases the cap had split due to over pressurization.

Leopold Territory Manager Bruce Wolfe visited the WTP on February 7, 2023 to assess the condition of the Type S filter underdrains, I.M.S Caps and grout that holds the underdrains in place.

2. Background

Filter #6 was installed in 1997 as part of a staged filter rehabilitation by the City of Sheboygan and had the following equipment and filter media:



Sheboygan, WI Underdrain and IMS Cap Filter #6 Trip Report

Filters #6 – Type S Underdrain with I.M.S Cap media retainer

- 2" of 1.00-2.00mm garnet gravel (bottom layer)
- 3" of 0.20-0.30mm garnet sand
- 12" of 0.45-0.55mm silica sand
- 16" or 18" of 0.95-1.05mm anthracite (top layer)

The filters are dual cell filters with a central backwash flume that separates the two cells. The filter cells will be defined as "left cell" and "right cell" looking from the filter control panel.

3. Inspection

3.1 Visual Inspection of Filter #6

Prior to Leopold site visit the plant staff provide Leopold with pictures and comments of what they observed after removing the filter media. Below is the information provided to Leopold.

Filter 6 IMS Cap Fail



Filter 6 IMS Cap Fail





Sheboygan, WI
Underdrain and IMS Cap Filter #6
Trip Report





**Sheboygan, WI
Underdrain and IMS Cap Filter #6
Trip Report**



Several I.M.S Caps were removed prior to Leopold arrival. The caps removed had similar coating as filter #5. The bottom side of the caps had a white coating.





Sheboygan, WI Underdrain and IMS Cap Filter #6 Trip Report

Leopold did a visual inspection on filter #6. The seal breach under the hold down angle as shown on the above photo was the cause of media inflowing into the underdrain primary chamber. The media was then pushed into the filter underdrain laterals during backwash causing the caps to bow upward and, in some cases, split the caps down the middle. Other caps within the filters had screws that were also lifted due to the excessive pressure. The I.M.S Caps at this point are damaged beyond repair and will need to be replaced.

The filter underdrain was then inspected for lifting or separation from the filter floor. There was no evidence that the underdrain was lifted or the filter grout was compromised.

Filter #6 "left cell" had the worst media within the filter underdrain laterals and in some cases the underdrain block was completely full of media. The plant operators and I identified 8 to 10 laterals on the "left cell" of filter #6 that will need extra flushing due to severity of media compaction in the underdrain laterals. This will require large holes to be drilled into the primary and secondary chambers of these effected laterals and extra flushing to remove the media. Leopold will provide a procedure for flushing the "extremely" plugged laterals versus the laterals that have only remnants of media.

3.2 Filter #6 Conclusions

Filter #6 was given a series of visual and structural tests to determine if the Type S filter underdrain installed in 1997 was intact and structurally sound. Investigations concluded that the Type S underdrain blocks were undamaged and adhered to the filter floor.



**Sheboygan, WI
Underdrain and IMS Cap Filter #6
Trip Report**

4. Recommendations

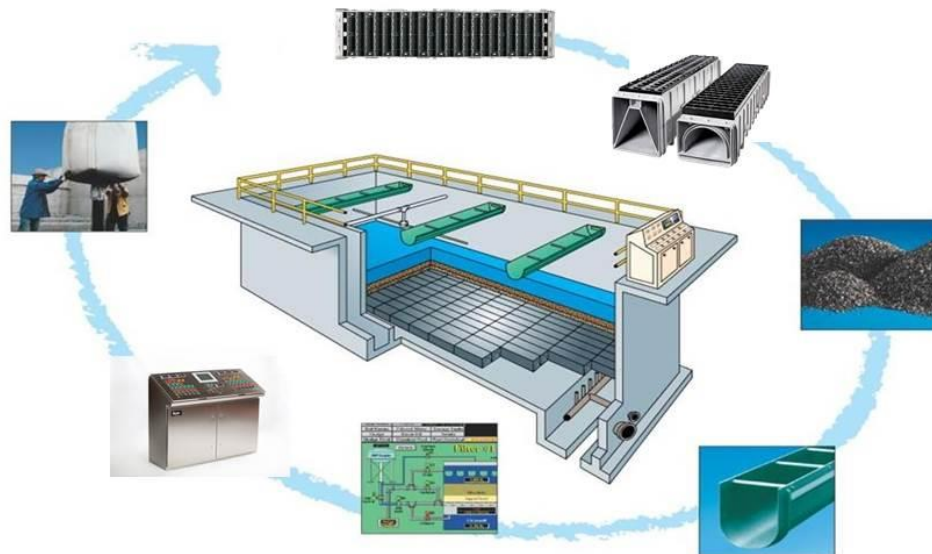
As previously stated, Filter #6 Type S underdrains are in good condition but the I.M.S caps need to be removed and replaced. We recommend a similar procedure to what was done on filter #5. Remove the I.M.S Caps, flush the effected laterals and replace with I.M.S 200 media retainer. This process will provide many additional years of service for the existing system. Leopold will provide a proposal and price for I.M.S. cap replacement with I.M.S. 200 media retainers and field services along with procedures for flushing the underdrains to remove trapped filter media.

See attached "Underdrain Flushing Procedures".



Proposal

Sheboygan WTP Sheboygan, WI



2/14/2023

Xylem Water Solutions USA, Inc.
108 Tomlinson Drive Suite 400
Zelienople, PA 16063
Mr. Bruce Wolfe
Mobile: 724-504-0366
Email: bruce.wolfe@xyleminc.com

2/14/2023

Project name : Sheboygan, WI – Filter #6
Project number : I23029

To Whom It May Concern:

Based on your inquiry, we are pleased to forward the following proposal to your attention. Thank you for the opportunity to offer our equipment and services for the Sheboygan, WI, WTP project.

We hope that our proposal meets your expectation. If you have any questions, please do not hesitate to contact me or our local representative.

Respectfully,

Bruce Wolfe
Territory Manager

Table of Contents

1	Technical Description	4
1.1	Scope of Supply	4
1.2	Services	4
2	Technical Clarification & Deviations	Error! Bookmark not defined.
3	Price & Scope of Supply	4
3.1	Main Scope	4
4	Commercial Terms & Conditions	5
4.1	Delivery schedule	5
4.2	T&C's for proposal	Error! Bookmark not defined.

1 Technical Description

1.1 SCOPE OF SUPPLY

We are pleased to offer the following materials and services by Xylem Water Solutions USA, Inc. This quotation has been prepared using previous Leopold contract L6-8054 and Leopold specifications.

I.M.S® 200 MEDIA RETAINER:

Under this section, we propose to furnish 186 full sections of I.M.S® 200 media retainer for one dual bay filter (2 cells). The scope includes molded thermoplastic I.M.S® 200 media retainer to be field cut as required and installed by the contractor onto the existing Leopold Universal® Type S® Underdrain block in one filter (2 cells). Included in this section are the required sealant and mounting screws for installation.

Leopold will provide **(4) spare I.M.S® 200 media retainers** for any retainers damaged during field cutting.

Filter #6 is 11'- 2 1/8" x 31' – 0 1/2" (694 total square feet)

NOTE: Field trimming of the IMS 200 caps is required to achieve a proper fit to the existing Type S underdrain blocks.

1.2 SERVICES

MANUFACTURER'S SERVICES:

The services of a qualified Leopold technical representative to instruct the Contractor's personnel about the proper installation technique of the I.M.S® 200 media retainer and flushing of the laterals will be provided for a period of (6) days (8 hr/day) on site plus (4) days travel time to and from the job-site in (2) trips.

2 Price & Scope of Supply

2.1 MAIN SCOPE

BASIS of PRICING:

Any items and/or accessories not specifically called out in this quotation must be construed as being furnished by others.

This quotation is considered firm for 60 days. Any order received more than 60 days after the date of this quotation is reviewed by Xylem Water Solutions USA, Inc. before acceptance and is subject to changes in prices or delivery depending on conditions existing at the time of entry. Quoted prices are firm for delivery within 12 months from the delivery date stipulated in the plans & specifications or mutually agreed upon by Xylem Water Solutions USA, Inc. and Purchase Order issuer at time of order placement.

We do not include any applicable taxes.

Orders resulting from this quotation should be addressed to Xylem Water Solutions USA, Inc.
108 Tomlinson Drive Suite 400 – Zelienople, PA 16063, USA.

We propose to furnish the material described in this document for **a total selling price of \$48,885.00.**

Pricing for the equipment and field services outlined in this proposal, DAP Jobsite per Incoterms 2020.

For further information pertaining to the equipment contained in this proposal, please contact our area representative, who is:

Drydon Equipment, Inc.
3033 South 128th Street
New Berlin, WI 53151
Phone: 414-881-3778
Fax: 262-827-9203

Attention: Jeff Williamson

Pricing is based on the following payment terms (net 30 days):

10% following initial submittal for approval

80% following the date of the respective shipments of the product

5% following installation, not to exceed 150 days after shipment of the product

(whichever comes first)

5% following start-up, not to exceed 180 days after shipment of the product

(whichever comes first)

3 Commercial Terms & Conditions

3.1 DELIVERY SCHEDULE

3.1.1 Production schedule

Submittal of mechanical drawings for approval 4 to 6 weeks after order acceptance.

3.1.2 Delivery time

Delivery 9 to 11 weeks after drawing approval.

FILTER MEDIA WARRANTY (if applicable): SELLER warrants that its filter media products will meet the standards established by the latest edition of AWWA (American Water Works Association) B100. SELLER shall be responsible for verifying that the filter media meets or exceeds the AWWA B100 Standard at the point of sale. Testing shall be by an independent laboratory, which regularly performs testing of filter media. BUYER shall notify Xylem Water Solutions USA, Inc. immediately upon discovery of any defective product. The SELLER shall have the right to inspect said product and BUYER shall, if requested, return the defective product to the SELLER with transportation prepaid. NO LIABILITY IS ASSUMED BY THE SELLER UNDER ANY CIRCUMSTANCES FOR LABOR, MATERIAL OR OTHER COSTS ASSOCIATED WITH THE REMOVAL OR REPLACEMENT OF MEDIA UNLESS PREVIOUSLY APPROVED IN WRITING BY AN AUTHORIZED EMPLOYEE OF THE SELLER.

3.2 TERMS AND CONDITIONS OF SALE – NORTH AMERICA

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted. Terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between parties.

Different terms are hereby rejected unless expressly assented to in writing.

AGREEMENT TO PURCHASE: BUYER agrees to purchase the equipment and services herein in accordance with the terms and conditions set forth above.

ACCEPTANCE: SELLER hereby accepts BUYER'S offer to purchase.

(BUYER)

Xylem Water Solutions USA, Inc.

BY: _____

BY: _____

_____, 20 _____

_____, 20 _____

- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.2, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other company-owned equipment;
- Creation of an undisclosed conflict of interest;
- Use of Utility equipment for purposes other than business;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

4.1 ATTENDANCE/PUNCTUALITY

The Utility expects that every employee will be regular and punctual in attendance. This means being ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees.

Employees unable to report for work for any reason should notify their supervisor before regular starting time.

Undue tardiness will result in corrective action.

4.2 HARASSMENT, INCLUDING SEXUAL HARASSMENT

Sheboygan Water Utility is committed to providing a work environment free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report immediately to your supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise the Superintendent, who will handle the matter in a timely and confidential manner (see Section 8, Sexual and Other Harassment Policy).

4.3 COMPUTER AND INTERNET USE

Sheboygan Water Utility employees are allowed use of computers and the Internet in performing their duties. Usage must conform to the Technology Policy, Section 12.

SECTION 8: SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT PROHIBITED IN THE WORKPLACE

I. PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity, and to provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination.

II. POLICY

It is the policy of the Sheboygan Water Utility that all employees have the right to work in an environment free of all forms of harassment. The Utility will not tolerate, condone, or allow harassment by any employee or other non-employees who conduct business with the Utility. The Utility considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Utility shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including termination of employment; repeated violations, even if "minor," will result in greater levels of discipline as appropriate.

III. PROCEDURES

A. Prohibited Activity (Sexual Harassment and Harassment)

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or
 - b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.
2. Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.
 - a. No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.
 - b. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the Utility.

B. Covered Individuals

Individuals covered under this policy include employees and applicants for employment, volunteers, members of the public, elected officials and appointed boards and commissions.

C. Supervisory Responsibilities

1. Each supervisor shall be responsible for preventing prohibited activities as defined above.
 - a. Monitoring the work environment on a daily basis for signs that harassment may be occurring;
 - b. Training and counseling all employees on what constitutes harassment and sexual harassment, on the types of behavior prohibited the Utility's policy and procedures for reporting and resolving complaints of harassment.
 - c. Stopping any observation that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
 - d. Taking immediate action to prevent retaliation towards the complaining party or witnesses, and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.
2. Each supervisor has the responsibility to assist any employee of the Utility who comes to that supervisor with a complaint of harassment in documenting and filing a complaint with the internal investigations authority as designated by the Utility.
3. Failing to carry out these responsibilities will be considered in any evaluation or promotional decisions and may be grounds for discipline.

D. Employee Responsibilities

1. Each employee of the Utility is responsible for assisting in the prevention of harassment through the following acts:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - b. Reporting acts of harassment to a supervisor; and
 - c. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

E. Complaint Procedures

1. Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment by means of Section 1 and who believes that he or she is being harassed shall report the incident(s) as soon as possible to the Superintendent so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with a supervisor or President of the Board of Water Commissioners.
 - a. The Superintendent or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.
3. An employee should utilize the Utility's internal reporting procedure first. However, if after utilizing this procedure the complainant does feels the complaint has not been adequately addressed, the employee may file a complaint with either or both of the following:
 - a. State of Wisconsin Equal Rights Agency
201 East Washington Avenue
Madison, WI 53703
Phone: (608) 266-6860
 - b. Equal Employment Opportunity Commission
210 Martin Luther King Boulevard
Madison, WI 53703
Phone: (608) 266-4910

If the employee exercises the reporting options of (a) or (b) from above, they are encouraged to file a copy of the complaint with the Superintendent within 24 hours of filing of the complaint.

4. An investigation will occur for any complaint alleging harassment or discrimination.
 - a. The Superintendent will immediately notify the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

- b. The investigation shall include a determination as to whether other employees are being harassed by the person, and whether other Utility employees participated in or encouraged the harassment.
 - c. A file of harassment and discrimination complaints shall be maintained in a secure location.
- 5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.
 - 6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
 - 7. Complainants or employees accused of harassment may contact the Board of Water Commissioners if they disagree with the investigation or disposition of a harassment claim.

F. Retaliation

- 1. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Utility policy and by federal statutes.
- 2. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.
- 3. Monitoring to ensure that retaliation does not occur is the responsibility of the Superintendent and the supervisors.

IV. DEFINITIONS

- A. **Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.
- B. **Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons,