



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

A Meeting of Wausau Water Works Commission will be held in the
Council Chambers, 1st Floor City Hall, Wausau, WI 54403 at 1:30 p.m. on
Tuesday, October 6, 2020.

AGENDA

1. Approve Minutes of September 22, 2020 Meeting.
2. Director's Report on Utility Operations
 - Application for LSL Principal Forgiveness.
 - Wastewater Plant on track to meet Permit Limits for September
 - Update: Wastewater Plant Upgrade
 - Industrial Park Lift Station Pumps
 - Open Sewer Maintainer Positions
3. Presentation on the Water Conservation Campaign.
4. Discussion on Water Demand during COVID-19 for Wausau.
5. Discussion and Possible Action on Revisions to the Five Year Capital Plan.

Adjourn.

**Next meeting scheduled for November 10, 2020.*

THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: October 1, 2020 at 12:20 pm.

Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 146 974 2261 and the password is JzY3DipMn33. Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space available will be on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting live over the internet at <https://tinyurl.com/wausaucitycouncil> on the City of Wausau's YouTube Channel https://www.youtube.com/channel/UC-Nigpdco_i8sq5FbbJD_aw, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://waam.viebit.com>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail michelle.weasler@ci.wausau.wi.us with "Water Commission public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.



Minutes of September 22, 2020

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on September 22, 2020. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on September 18, 2020.

Members present: President Rosenberg, Commissioners Force, Robinson, Herbst.

Others present: Eric Lindman, Dave Erickson, Scott Boers, Valerie Swanborg, Anne Jacobson, Toni Vanderboom, Gerry Klein, Steve Opatik/Becher Hoppe.

1) Approve Minutes of August 4, 2020 Meeting.

Herbst moved to approve the minutes of the August 4, 2020 meeting. Seconded by Robinson.

Force requested an update on the Clark Dietz proposal for solar power and the decision to put out an RFP for that work. Lindman advised he is working on that right now and is waiting on information from WPS. He is working with other engineering firms for the correct terminology and anticipates it to be out before our next meeting in October.

Force also mentioned that in the last meeting it was agreed to not extend any further construction permits to TDS until they finished up the work they were engaged in. Has that been taken care of? Lindman responded it has been. Allen Wesolowski/Engineering has been issuing those permits and shared the minutes from the last meeting with TDS and that has created a positive impact for the City.

Robinson mentioned that he has noticed a lot of conduit around town waiting to be connected. Lindman advised that the below ground boxes are backordered so they are putting those in as they get them.

Motion to approve the minutes carried 4-0.

2) Director's Report on Utility Operations.

Robinson mentioned that there is evidence to indicate that some PFOS can accumulate in the bacteria in the wastewater system that then becomes part of the sludge cake in the biosolids. There are concerns in other areas that the spreading of biosolids is going into the soil and there is uptake of the PFOS into plants and animals. His concern is that we get a handle on what is in our waste stream and would encourage an influent evaluation from the facilities or we could have potentially hazardous biosolids. Lindman advised that one of the challenges and why we've been hesitant to do that testing is because there isn't a regulatory standard in place for testing. There are 2 of 3 different methods to test for it. There are also concerns because we are taking leachate and other things. He isn't sure we are ready to take the step to do testing. If Robinson would like to have this discussion further about potential testing, we can do that. Robinson encourages taking a look at what Michigan did and he could get some information and share that. Lindman advised that would be helpful.

Force asked what the fate of PFOS would be in the sludge drying process. Erickson advised it would have to be to the point of incineration and we are just drying it.

Robinson said he was pleased to see the wellhead protection plan on the agenda. When developing this plan he does think we will need to reach out and coordinate with the Village of Maine given the proximity of the Village to our well and water plant operations. He encourages this to go forward.

Force asked Lindman if there is someone that will be taking this on as a project or will we develop a plan. Lindman responded that he would like to talk to some other municipalities on the water side that have similar aquafer's that we have and get some examples and references. We would be hiring a consultant to help us.

Rosenberg stated she was curious about the Covid study samples. Erickson responded that we don't have any results yet but they were talking about setting up some kind of a computer point in which to access it. The numbers need some interpretation.

Force was pleased to see the construction update and asked if we had any complaints from neighbors from dust, noise, commotion, etc. Lindman advised we had some, especially in the beginning and those have been addressed as they've come in. He thinks the residents have been happy with the discussions. There are some of the neighbors talking about the landscaping and Becher Hoppe has been working with them on the final plan. Erickson advised they had one neighbor concerned about the dewatering wells and that maybe we were discharging wastewater. The DNR came and checked it out and they were satisfied.

Director's Report placed on file.

3) Discussion and Possible Action Creating an Administrative III Position within the Utility.

Lindman explained that this overlaps a little with the discussion on Agenda item #4. Back in August of 2019, the commission approved 4 new positions including 2 on the water side and 2 on the wastewater side. We're moving ahead with that organizational chart and staffing of those new positions.

This position is in lieu of the Utility Resource Manager which Cheryl Sell was employed and she has moved on to a different municipality. We will be leaving that position vacant. The need for the utility is really on the administrative side of things. Some of the duties from the Utility Resource Manager came over to this position but this is more of what is needed. This is a newly created position and we will not be filling the position that was recently vacated.

Motion by Robinson to approve an Administrative III Position. Seconded by Herbst. Motion carried 4-0.

4) Discussion and Possible Action Approving the Water Distribution Supervisor and Senior Water Technician Job Classifications.

Lindman advised that 2 of the positions on the water side that were approved last August have not yet been filled. Those have been classified through Human Resources and we'd like to advertise those. We are looking for approval of the classifications. Vanderboom wanted to clarify a correction to the packet. The Water Distribution Supervisor position is currently reflecting a salary grade 17 but they've added additional responsibilities and therefore increased the pay to salary grade 16. The beginning salary is \$51,189.00 and caps out at just over \$72,000.00.

Motion to approve the job classifications carried 4-0.

5) Discussion and Possible Action Establishing a Written Policy Manual for Streamlining Approvals.

Lindman explained that he had a meeting with Human Resources and the Attorney. What prompted this is bringing positions back to the commission more than one time. Seeking approval once they're created, the job descriptions and then the classifications. The code is written as such that the commission has been delegated the authority to create policy on how these types of things will be brought forward, get approved and what level of oversight the commission wants to maintain. As things start coming through for approval, he would like to start writing short policies and have a policy manual on how these types of things would get approved. Examples such as how a sewer rate would be approved and outline the process, how do positions get approved and to what level do they need to go for every step of the process. Those policies would then come to the commission for approval and then

we can begin creating the policy manual. This way if we have new commissioners or new employees, we can have those in writing and stay consistent moving forward.

Motion by Robinson to approve writing a policy manual for streamlining approvals and clarifying roles. Seconded by Force. Motion carried 4-0.

6) Discussion and Possible Action Approving a Resolution to Apply for a WDNR SDW Principle Forgiveness Loan to Replace Private Side Lead Service Lines.

Lindman advised this program is the same as what we did in 2017 and 2018 but they have more funding allocated to it. Force asked how much. Lindman responded there is a total of \$63 million total for the state. They are not restricting funding amounts to certain municipalities like they did in the past. You can apply for the number of services you think you can get completed in one year. We are proposing to apply for 90 service replacements. If we can get through all of those in 2021 and if funding remains the following year, we will apply for more. They are only allocating on an annual basis right now and the money is proposed to be spent the year that you apply for it. Force clarified we'd be applying for approximately \$450,000.00. Lindman confirmed that is about what it will be.

Robinson noted that he would propose that we incorporate the language, "now therefore be it resolved" at the end of the resolution. That language would be to apply for and administer the principle forgiveness funds through the SDWLP Program for LSL replacement. He would move to adopt this with that language.

Motion by Robinson to approve with the added language. Seconded by Force. Motion Carried 4-0.

7) Discussion and Possible Action on Installation of Fiber Optic to the New DWTF as Proposed by CCITC.

Lindman advised that CCIT had bid out some fiber extension projects throughout the city with one of those locations being to the new drinking water treatment facility. The cost is just under \$70,000.00 and this would be fiber that CCIT would own rather than an outside owned fiber. It's a good idea for us to have our own fiber coming into the new facility. He's discussed with finance where those funds would come from and there's a few different places such as capital or we could reduce one of our projects.

Motion by Robinson to approve. Seconded by Herbst. Motion Carried 4-0.

Force asked what the timing is on this. Klein responded before the snow this fall. Force clarified the route would be what is shown on the map in the packet. Klein responded that is correct and this will be very important for all of the controls that will be used at the plant. Force asked about the surface disruption during installation. Klein responded it will most likely be bored and that's typically between the sidewalk and curb.

Adjourn.

There being no further business to discuss, motion was made by Robinson to adjourn the meeting. Seconded by Herbst.



MEMORANDUM

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

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

SUBJECT: Director's Report – September 2020

WATER DIVISION

1. The application for WDNR SDWL private side LSL principle forgiveness was submitted on September 24, 2020. The applications are being reviewed as they are received by the WDNR. The WDNR will be scoring the applications and allocating the funds based on the scoring. If Wausau is allocated funds there will be an environmental review process to be completed which will take 2-3 months. When and if funding is allocated we will begin to reach out to residents about their interest in using these funds. We will be using the priority list that was established by the Commission in 2017 and knowing these funds need to be spent within the 2021 construction season we will be giving residents firm timelines to respond. We will also continue to utilize the Commission approved allocations of up to \$3,000 per site on the City's street reconstruction projects and \$5,000 for all other sites outside of those current construction limits to help offset the costs of sidewalk and landscape replacement.

WASTEWATER DIVISION

1. The wastewater Treatment Plant is on track to meet permit limits for September.
2. The wastewater plant upgrade is moving along rapidly. Milestones include: The Marathon County Landfill has agreed to accept spoil material that has been impacted with bottles, cans, and ash so excavation is proceeding; Donohue is working with WPS to resolve issues with the new electrical service lines as that is critical to keep the construction on schedule; and two of the primary clarifiers were separated from the primary clarifier discharge pipe overnight when flows were less.

3. The two new pumps have arrived and are being installed in the Industrial Park lift station. The new generator is in place and on-line. We are still working with property owners to procure easements for the force main access vaults to facilitate pigging the force main.
4. Dang Vang, Sewer Maintainer, has accepted another job and turned in his resignation. Human Resources is processing two applicants which we hope to have on-board in the next few weeks. With Dang's resignation, we still have two open sewer maintainer positions.



CONSERVATION BRANDING

"AD-LIKE OBJECTS"

October 6, 2020



"AROUND THE YARD"



Sweep. Don't Spray.

Use a broom to clean outdoor areas.
You'll save about 30 gallons for every
five minutes you don't use the hose.

\$WAUter
Savvy
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR

New Math: 3" = 50 Gallons

Set mower blades to 3". Encourages deeper roots and holds moisture better, so less lawn watering needed.

**\$WAUter
Savvy**
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR



Use Your (sprinkler) Head.

Adjust sprinkler heads and fix leaks.
Water your lawn or garden in the cool
morning hours to reduce evaporation.

\$WAUter
Savvy
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR

"IN THE BATHROOM"



Fill the bathtub halfway or less.

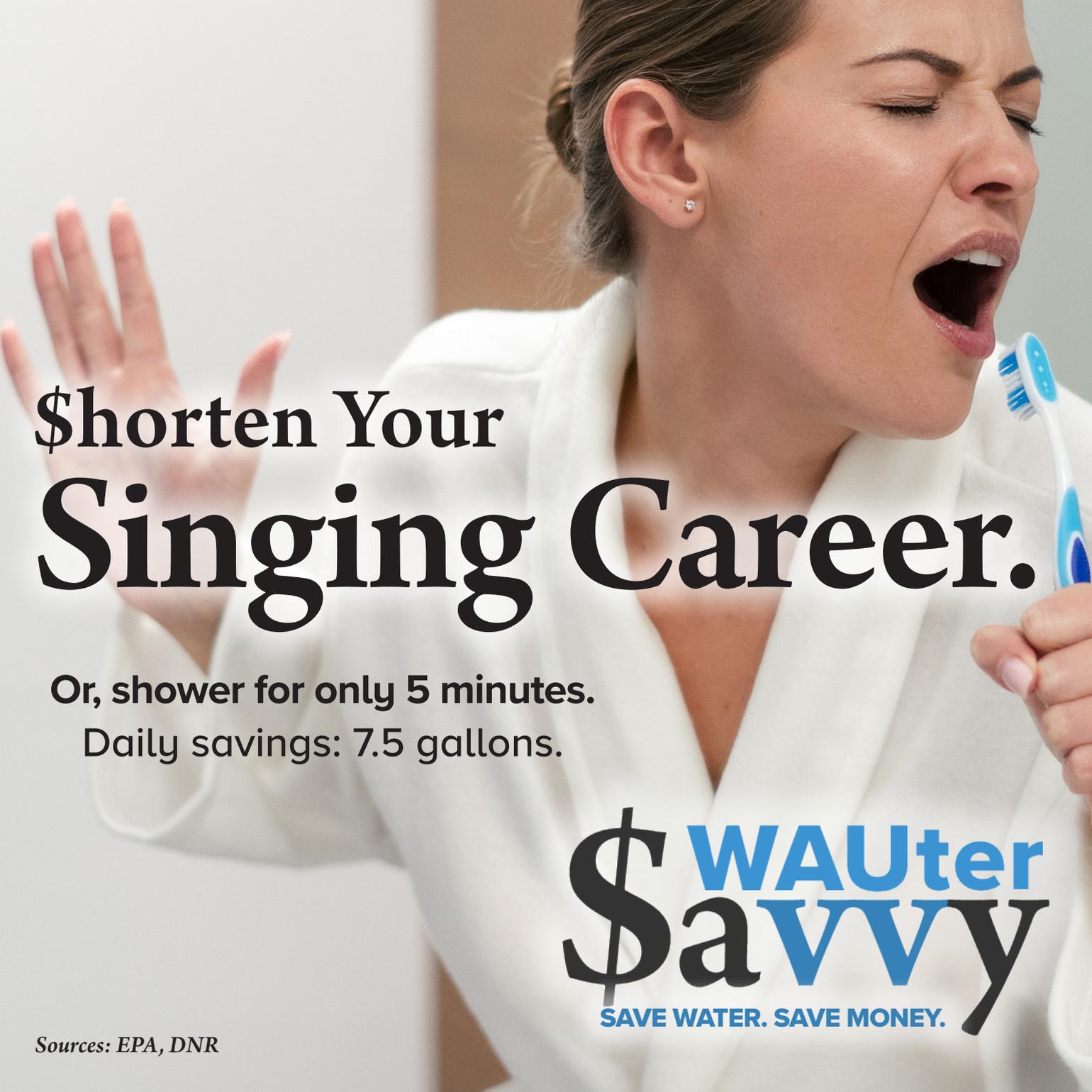
A full tub can require up to 70 gallons of water!

Be A
Tub Half-Full

Kind of Person.

**\$WAUter
Savvy**
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR

A woman with her hair in a bun, wearing a white bathrobe, is singing into a blue and white toothbrush. Her eyes are closed and her mouth is wide open. Her right hand is raised with fingers spread, as if gesturing while singing. The background is a plain, light-colored wall.

\$horten Your Singing Career.

Or, shower for only 5 minutes.

Daily savings: 7.5 gallons.

**\$WAUter
Savvy**
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR

A close-up photograph of a man's face, looking directly at the camera. The lighting is warm and soft, highlighting his features. The background is a plain, light color.

Object In Mirror is Savvier Than It Appears.

Turn off water when
brushing teeth or shaving.

Daily savings
of up to 8 gallons.

\$WAUter
Savvy
SAVE WATER. SAVE MONEY.

Sources: EPA, DNR

"ABOUT THE HOUSE"



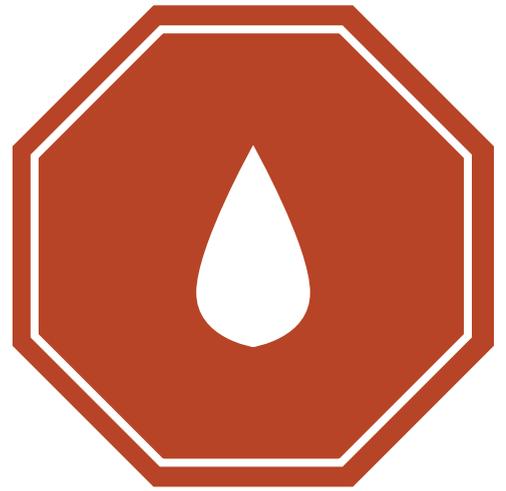
BEING “FULL OF IT” IS OK.

Wash full loads of dishes and clothes, or lower the water settings. Energy Star® labeled models use up to 50 percent less water.

SAVE WATER. SAVE MONEY.

WAUter
\$avvy

\$TOP



THOSE LEAKS.

A dripping faucet can waste 20 or more gallons of water a day, a leaking toilet several thousand gallons a year.

SAVE WATER. SAVE MONEY.

\$WAUter
Savvy

Sources: EPA, DNR

TWICE

AS NICE.



*Recycle indoor water and use for plants.
Saves gallons of water each month.*

SAVE WATER. SAVE MONEY.

**\$WAUter
Savvy**

Sources: EPA, DNR

MEDIA MIX

- City newsletter
- City website
- WaterWorks website
- Social media
- Bill stuffer
- TV - PSAs
- Press release
- Feature story in local media
- Display in City Hall
- Displays at water appliance vendors
- Email blasts
- Outdoor (billboards, busbacks, etc.)
- Postcards
- Radio



HEY, THANKS.





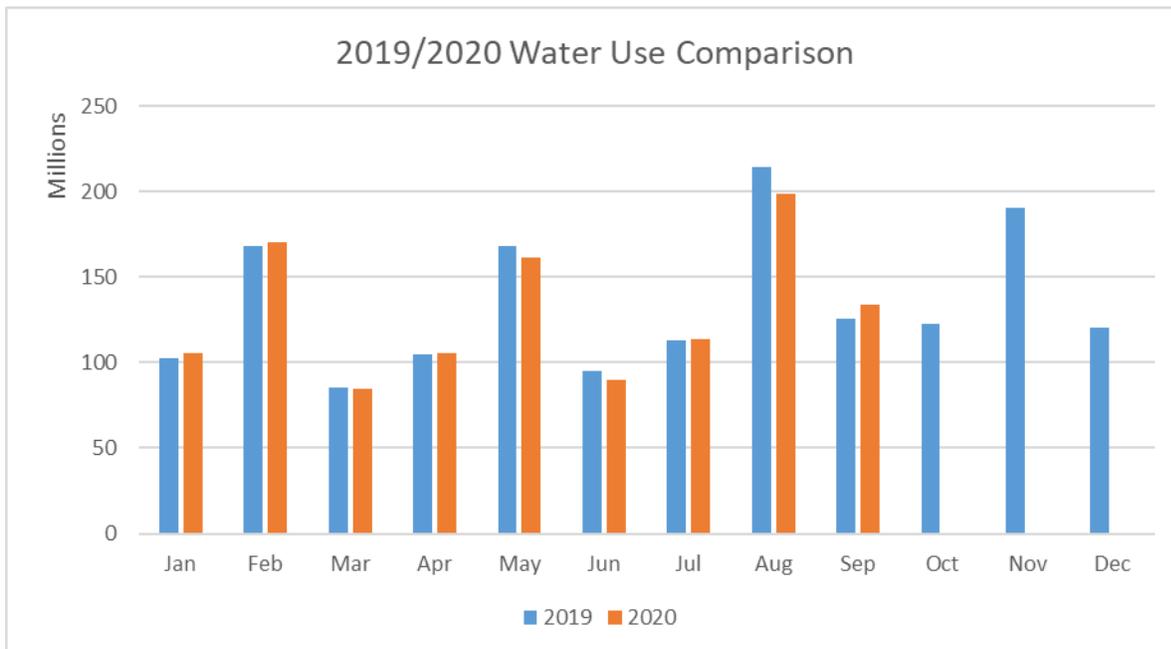
TO: Wausau Waterworks Commission

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

DATE: October 6, 2020

SUBJECT: Water Usage Comparison - COVID Impacts

I attended the AWWA virtual conference and there were many utilities, most of them larger than Wausau, from around the country who had significant water use impacts in early 2020 due to COVID 19. They stated usage reductions of over 20% on the water side for some utilities have drastically affected their revenue. I felt since this information is becoming more public it is good to have a discussion with the Commission to show we have not seen any such impacts.



We know there are increasing active COVID-19 cases in Marathon County and we also know more people are being quarantined due to direct contact with others who have tested positive. We will continue to monitor usage to determine if there is any significant impacts but to date Wausau Waterworks has not seen any significant impacts to water demand/usage.

Department of Public Works



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

TO: Wausau Waterworks Commission
FROM: Eric Lindman, P.E.
Director of Public Works & Utilities
DATE: October 6, 2020
SUBJECT: Revisions to the 5-year Capital Project List

The capital project list has been revised to reflect a change in approved street projects through 2025. The borrowing has changed slightly from the previous approved project list as follows:

Capital Borrowing 2021			
	Previously Approved	Revised	Difference
Water Utility	\$1,190,000	\$1,630,000	\$440,000
Sewer Utility	\$2,010,000	\$2,050,000	\$40,000

The primary difference on both capital budgets is the street work to be completed and these items are highlighted in yellow.

On the sewer utility I am proposing to have the engineering work completed in 2021 for the LS work and then construction to be bid for 2022 construction. This will be better timing for the sewer utility to manage these projects as the facility upgrade has become very time consuming and we are currently short staffed.

Staff is seeking approval of the amended capital plan for 2021 borrowing.

**WAUSAU WATER WORKS - WASTEWATER DIVISION
2021-2025 CAPITAL PLAN**

DATE 09/30/2020

IMPROVEMENTS/PROJECTS	COST EST 2021-2025	FUND SOURCE	2020	2021	2022	2023	2024	2025
SEWER TREATMENT PLANT								
Engineering & Construction Management DWTF	5,328,125	BORROW	2,500,000	5,328,125				
WWTF Construction	36,550,000	BORROW	37,890,000	36,550,000				
Plant ENGNRG/DESIGN/BIDDDING/MNGMT	0	BORROW	4,435,100					
Cost Allocations	3,220,061	BORROW		3,220,061				
Subtotal	45,098,186		44,825,100	45,098,186	-	-	-	-
SEWER LIFT STATIONS								
Airport Lift Station Bar Screen, pumps, and generator	\$525,000	BORROW					\$525,000	
Northwestern LS Check Valves, Electrical, Pumps, Piggings	\$305,000	BORROW		\$305,000				
Greenwood Hills LS Access, Check Valves	\$150,000	BORROW			\$150,000			
Evergreen Lift Station replace/repair Forcemain	\$75,000	BORROW		\$75,000				
Crocker Street LS Rehab	\$290,000	BORROW		\$40,000	\$250,000			
Cherry Street LS & FM Upgrades	\$530,000	BORROW		\$60,000	\$270,000	\$200,000		
Stettin Dr LS Rehab	\$230,000	BORROW		\$30,000	\$200,000			
Packer Drive	\$100,000	BORROW					\$100,000	
24th & 44th Ave LS Upgrades	\$60,000	BORROW				\$60,000		
Trails End LS Forcemain, Control Panel	\$175,000	BORROW		\$175,000				
Lift Station Cellular Communications	\$25,000	BORROW		\$25,000				
SCADA Upgrades	200,000	BORROW	0			100,000	100,000	
Lift Station Ind Park Pump and Controls \$600K	0	BORROW	600,000					
Industrial Park LS Parallel Force Main	300,000	BORROW	0	0	300,000		0	
Crocker St. \$200K	0	BORROW	250,000					
Townline Lift Station	180,000	BORROW	0					180,000
Subtotal	3,145,000		850,000	710,000	1,170,000	360,000	725,000	180,000
TRANSPORTATION/EQUIPMENT								
Jetter	-	BORROW	650,000					
Loader	175,000	BORROW		175,000				
Fork Lift	20,000	BORROW		20,000				
Rodder Truck	60,000	BORROW		60,000				
Dump truck	164,000	BORROW			82,000		82,000	
TV truck	240,000	BORROW			240,000			
Slinger	175,000	BORROW				175,000		
Subtotal	834,000		650,000	255,000	322,000	175,000	82,000	-
Street Projects								
Kickbusch St (Bellis to 13th St)	-	BORROW	213,123					
3rd Ave (Randolph to Bos Creek)	235,000	BORROW		235,000				
5th Ave (West St to Garfield Ave)	130,000	BORROW		130,000				
Rosecrans (17th Ave - 22nd Ave)	20,000	BORROW		20,000				
4th St (McClellan St- Scott St)	60,000	BORROW			60,000			
Bugbee Ave (Burek Ave - Tiernaey Rd)	130,000	BORROW			130,000			
4th Ave (Bridge St - Knox St)	210,000	BORROW			210,000			
Emerson Street, EauClaire to Kent	20,000	BORROW				20,000		
Mount View Blvd., EauClaire to Kent	20,000	BORROW				20,000		
Pied Piper Lane, EC to Kent	30,000	BORROW				30,000		
Eau Claire BLVD	280,000	BORROW				280,000		
Jackson St (Rrtracks to 12th St)	180,000	BORROW					\$180,000	
10th Ave (Bridge to West Wausau)	195,000	BORROW					\$195,000	
Grant St (6th St to 7th St)	80,000	BORROW					\$80,000	
Stark St (5th St- 122th St)	800,000	BORROW						800,000
Hennrietta St (Bellis St - 13th St)	200,000	BORROW				200,000		
Burek & Campus	400,000	BORROW		400,000				
Fulton Street (1st St to 6th St)	225,000	BORROW				225,000		
Subtotal	3,215,000		213,123	785,000	400,000	775,000	455,000	800,000
Proposed Developments/Extensions								
Northwestern Avenue (Higgenbotham)	120,000	BORROW			120,000			
Greenwood Hills Phase 2- Developer schedule unknown	-	BORROW						
Subtotal	120,000		-	-	120,000	-	-	-
Sewer Collection System Projects								
Stewart Avenue Force Main	1,500,000	BORROW				1,500,000		
River Crossings Construction	-	BORROW	2,177,417					
Unanticipated Sewer Projects	1,500,000	BORROW	232,583	300,000	300,000	300,000	300,000	300,000
Subtotal	3,000,000		2,410,000	300,000	300,000	1,800,000	300,000	300,000
TOTAL PLANNED CAPITAL EXPENDITURES TOTAL PLANT & COLLECTION ONLY	55,412,186		48,948,223	47,148,186	2,312,000	3,110,000	1,562,000	1,280,000
CUMULATIVE FULL UPGRADE			48,948,223	96,096,409	98,408,409	101,518,409	103,080,409	104,360,409
SEWER CIP FUNDING								
			2020	2021	2022	2023	2024	2025
OP FUNDS			\$0	\$0	\$0	\$0	\$0	\$0
BORROW			\$48,948,223	\$47,148,186	\$2,312,000	\$3,110,000	\$1,562,000	\$1,280,000
TOTAL			\$48,948,223	\$47,148,186	\$2,312,000	\$3,110,000	\$1,562,000	\$1,280,000
Loan/CWWFL			-44,825,100	-45,098,186	0			
NET BORROW			4,123,123	2,050,000	2,312,000			