



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, January 4th, 2022.

Members: Katie Rosenberg (President), Dawn Herbst, Jim Force, Joe Gehin, John Robinson

AGENDA

1. Approve Minutes of December 7th, 2021 Meeting.
2. Director's Report on Utility Operations
 - DWTF Update
 - Water Plant Operations Technician Position- still Vacant
 - Lead Service Line (LSL) Update
 - Locates
 - Wastewater Treatment Facility Permit Limits
 - Magnesium Hydroxide
 - New Sewer Maintainer Employee
 - Wastewater Plant Operations Technician Position Vacancy
 - Collection Systems, Sewer Maintainer Position Vacancy
 - Job Descriptions for both Vacant Positions to be Reviewed and Reposted
 - Progress for Plant Construction slowed over the Holidays
 - An Offer to Purchase Old Plant Generator was Submitted and Accepted
3. Discussion and Possible Action on Project Priority Updates for the Water and Wastewater Budgets.
4. Discussion and Possible Action on Approval of Another 2-year Contract with Hydro Corp.
5. Discussion Between Staff of the Growing Concerns Related to PFAS in Drinking Water with WDNR.
We are Planning a Thorough Sampling of our Supply and Finished Water in the Very Near Future.
6. Discussion and Possible Action on a Sole Source for Purchase of Magnesium Hydroxide Chemical for the Wastewater Treatment Facility.

Adjourn.

Next meeting scheduled for **February 1st, 2022 at 1:30 P.M.*

THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: December 29th, 2021 at 1:25 p.m.

This meeting is being held in person and via teleconference by calling 1-408-418-9388. The Access Code is 2494 800 4976 and the password is WausauH2O. 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 on the City's YouTube Channel <http://tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/wausaucitycouncil>. 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 December 7, 2021

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on Tuesday, December 7th, 2021. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on December 2nd, 2021.

Members Present: President Rosenberg, Commissioners Robinson, Herbst, Gehin, Force.
Others Present: Eric Lindman, Scott Boers, Valerie Swanborg, Dave Erickson, Ben Brooks, Ryan Dwelly, Tonia Westphal/Clark- Dietz, Diane Thoun/ Clark- Dietz, Via WebEx: MaryAnne Groat

1) Approve Minutes of October 14th & November 2nd 2021 Meeting.

Herbst moved to approve the minutes of the October 14th & November 2nd meeting.

Seconded by Gehin.

Motion carried 5-0.

2) Director's Report on Utility Operations.

Lindman asked if there were any questions on the specific items.

Force questioned being one million under bid for the Wastewater plant.

Lindman confirmed currently we are one million under what the bid was.

Robinson questioned locates to see if those were all just fiber drops and for relocates, if there was a way, we could charge utilities for requesting and not completing their work.

Boers replied that the locates were all different job requests that included the fiber drops and by law, we must respond to locates but there is no rule stating relocates could be charged if they couldn't complete their work.

Gehin questioned the Corrosion Control Treatment Study characteristics but stated he found it in the packet.

Boers stated these are EPA's request along with their Lead/Copper rule.

Director's Report placed on file.

3) Discussion on the PIM (Public Information Meeting) Results for the Proposed Solar Project and Possible Action Moving Forward with the Design of a Solar Array and Landscaping Plan for the new Drinking Water Treatment Facility at 1010 Bugbee Ave.

Lindman stated the summary of concerns brought from the Public Information Meetings held at NTC (Northern Technical College) along with the minutes and the neighboring community comments are in the packet.

Robinson stated he did not feel comfortable with moving forward with the solar array after hearing the concerns of the neighboring community. He stated there is talk about a 30% credit for entities from the 1.75 trillion federal better bill proposal currently being discussed and that there could be funds for solar. His other thought of not moving forward was because we have yet to decide on the size, and the review of the location North via geotechnical investigation.

Force agreed with Robinson's statements.

Lindman stated we got good feedback from the neighbors but we are looking to move forward with a design so we can size the array and start the zoning process.

Robinson stated he would like to wait and see if the government passes that 30% credit because that could be a game changer. Requested utility to reevaluate the geotech to the North of the Water plant and review what's been proposed.

Lindman replied we can look at that. Lindman stated we held two Public Information Meetings (PIM's) that were very beneficial and informative for the Commission to consider when making decisions moving forward. In order to address the neighborhood comments we need to continue to move forward with work and concepts so we can continue discussions. We also want to be ready with a project to request funding as funding becomes available with ARPA or through the infrastructure bill.

Robinson motioned to have additional geotech studied, create a workgroup to engage in the planning, and reevaluate pro-forma on the ARPA (American Rescue Plan Act 2021) funds. Force asked to have landscaping concepts and array layout as part of this to continue to get feedback from the neighborhood.

Rosenberg reiterated that the motion is to have additional geotechnical studies completed, create a workgroup (in which she would draft what criteria needed to be met to be in the workgroup), landscape draft and waiting on the reevaluation of the pro-forma on the ARPA funding.

Seconded by Herbst

Motion carried 5-0.

4) Discussion and Possible Action on a Sole Source Request to Purchase Pipe and Fittings Immediately for 2022 Projects due to Material Delivery Delays and Possible Material Price Increases.

Robinson questioned procurement policies and sole sourcing and why the commission would have to approve of this.

Lindman replied per practice, this commission still has to approve for sole source purchases.

Groat responded stating that sole sourcing is available and has a more aggressive timetable. Per policy, you can sole source equipment, plan project and have commission approve just like quotes. Finance can put in quotes but are not familiar with what the Water or Sewer plants need. Past years had RFP bid process but if there is a need, then sole sourcing is justified.

Lindman replied the reasoning for this is that there is a significant delay in the delivery of materials as well as potential price increases.

Gehin moved to accept sole source request to purchase pipe and fittings but requested staff obtain quotes from available suppliers before making the purchase and if we do not receive any quotes would move to go with core and main.

Seconded by Robinson.

Motion carried 5-0.

5) Discussion and Possible Action on Water Utility Vendor Agreement Contract with DOA (Wisconsin Department of Administration) for Low Income Household Water Assistance Program (LIHWAP).

Lindman requested approval of moving forward with Wausau becoming a vendor of the LIHWAP that assists low-income families with paying for their water bill.

Force questioned how this works and if there would be a lot of work on the admin side.

Swanborg stated application to become a vendor was submitted. This is a surplus funding

but not sure if it goes longer than a year. This program will pay us directly. We just need to track payments and accounts we've applied the funding too. This should be simple because it would be one payment per account. The household applies for the funding, this is secondary to applying for WHEAP (Wisconsin Home Energy Assistance Program) for low-income households. She believes this applies to homeowners because renters have a separate program that helps them but doesn't know for sure. It was clarified after the meeting that both homeowners and renters are eligible for this funding.

Robinson moved to approve and move forward with having Wausau Water participate in the LIHWAP.

Seconded by Gehin.

Motion carried 5-0.

6) Discussion and Possible Action on the Recommendation to Purchase a Tool Cat Type Utility Vehicle.

Robinson questioned procurement policy and reasoning to bring this to the commission as this is an operational decision and within the perimeters of the budget. Questioned if we need to take action.

Lindman replied, we still must have the commission approve. We can take it directly to Board of Public Works, but it was elected to bring it here.

Rosenberg stated maybe we can talk with the attorney's office to see if we should vote on items like this in the future or just place it on the director's report.

Gehin moved to approve the purchase of a tool cat type utility vehicle.

Seconded by Herbst.

Motion carried 5-0.

7) Discussion and Possible Action on the Recommendations for the Purchase of Hydrated Lime, Sodium Silicate and Sodium Hypochlorite for 2022.

Boers stated that we would take the lower bids but the Sodium Hypochlorite had fluctuations and prices have doubled. It's been going up, so we propose to lock it down by going with annual pricing.

Gehin motioned to approve the purchase of those chemicals.

Seconded by Herbst.

Motion carried 5-0.

8) Discussion and Possible Action on the Recommendation for the Purchase of a Forklift.

Force motioned to approve the purchase of the forklift as recommended by staff for the Octane Forklift.

Seconded by Herbst.

Motion carried 5-0.

9) Discussion and Clarification for Private Side Lead Service Line Replacement Funding.

Boers wanted to clarify that Private Side Lead Service Line Replacement Funding can be utilized for those who are replacing sewer lines at their own cost when they dig in and see that they have a lead service water line reiterating the fact that only the water service line would be reimbursed.

Gehin moved to accept staff recommendation.

Seconded by Robinson.

Motion carried 5-0.

10) Discussion and Possible Action on Resolution Designating Director of Public Works & Utilities or Water Superintendent to Apply for Private LSL Replacement Funding.

Lindman presented that re-applying for the private Lead Service Line Replacement Funding for the fiscal year 2022 would be beneficial, requires a resolution of the City Council and is seeking approval to have authority for applying be delegated to the Director or Water Superintendent.

Robinson moved to approve the resolution designation and application for the private Lead Service Line Replacement Funding.

Seconded by Herbst.

Motion carried 5-0.

11) Discussion and Possible Action on the Proposals to Purchase the Existing Wastewater Standby Generator.

There being no proposal received, no action or discussion was required.

No action needed.

12) Discussion and Possible Action on an Amendment to the Clark Dietz Services Agreement to Complete Design & Bid Services for the Sanitary Sewer Interceptor at 48th Ave.

Robinson questioned why we have a lump sum of \$27,900 but not to exceed \$12,000 in material. When contracting with the state it had time and material, are we lump sum or not to exceed.

Lindman stated it is easier to administer with a firm budget number. Typically, with engineering services, payments and services provided can be broken down to understand what we are paying for on a monthly basis and wouldn't have to track time/material/cost for specific individuals from the firm. Time and materials is more difficult to track and you typically do not have a firm budget, the City typically uses lump sum contracts for professional services.

Robinson questioned if we are looking at \$300,000-\$400,000 project.

Westphal stated there is no cost out yet for this project but can do that as we pull this out this portion of the project but we could be close to the \$300,000 range.

Gehin questioned if this needed to be done first before the 48th Ave project.

Westphal stated it's not but the lead time for railroad is great CN & Union Pacific have jurisdiction over that area and this may take time. This sewer would need to be in before the one out on Stewart can be installed.

Thoune stated there is a 15-inch sewer. The flow from West side would be going into that and 72nd Ave and will discharge into that 15-inch sewer long term.

Gehin moved to amend Clark Dietz services agreement to complete design and bid services for the sanitary sewer interceptor at 48th Ave.

Seconded by Robinson.

Motion carried 5-0.

13) Adjourn.

There being no further business to discuss, motion to adjourn by Herbst, seconded by Robinson.

Link to view meeting in its entirety: <https://tinyurl.com/wausaucitycouncil>

Gina Vang, Recording Secretary

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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 – December 2021

As was discussed by the Commission approval of budgeted items will no longer be brought through the Commission; if projects/purchases are approved in the budget then BPW will decide on award of contracts for construction, purchases and professional services. Items that still need to be brought forward and approved by the Commission or Finance Committee, according to the procurement policy, are sole source purchases over \$25,000.

WATER DIVISION

1. Drinking Water Treatment Facility Update: See attached.
2. Our fourth attempt at recruitment for our Water Plant Operations Technician Position was again unsuccessful. The posting closed December 13th and we did not receive any interest from applicants who met the qualifications of the position. Our position salary range, starting at the third step, is \$22.31 to \$25.86 an hour. For comparison, Oconomowoc, a city less than half the size of Wausau, is advertising a similar position with a starting salary range of \$29.22 to \$37.56 an hour.
3. Private LSL Update.
 - We have met our \$320,000.00 limit with 76 replacements.
 - 26 additional replacements have been completed totaling \$118,717.96.
 - Additional replacements will receive reimbursement priority when applying for 2022 funds.

4. Locate Update.
 - 9,085 completed as of 12/28/21
 - 241 done in the last 18 working days
 - 3,075 over 2020

WASTEWATER DIVISION

1. The Wastewater Plant in on track to meet permit limits for June.
2. Magnesium Hydroxide is now being added to the system for effluent pH stabilization.
3. New Sewer Maintainer employee Matthew Stockman started employment on 12/22/21. Matt has 6 months to obtain a Class A CDL and 18 months to obtain DNR certification for Sanitary Collection System.
4. One position remains vacant for a Wastewater Plant Operations Technician, and one position remains vacant for a Collection Systems, Sewer Maintainer. After eliminating the CDL as a requirement prior to hire, there still was only one qualified applicant to interview. With snow removal taking precedence and the shortage of employees, maintenance on the collection system and wastewater plant has slowed down.
5. Job Descriptions for both vacant positions are currently being reviewed, and hopeful to advertise soon into the new year.
6. Plant construction continues to progress day by day with progress slowing down over the Holidays. New equipment start-up will continue into the New Year.
7. Following the last Commission Meeting an offer to purchase the old plant generator was submitted and accepted.

Wausau Drinking Water Treatment Facility - Project Status

December 27, 2021

Drinking Water Treatment Facility

Treatment process piping, pump and equipment installation, HVAC, electrical, and painting continue throughout the facility. Process chemical piping is nearly complete and identification coatings of the piping have begun. Permanent wiring throughout the building continues with a focus on wiring to flow meters and instrumentation panels. The contractor has begun installing laboratory cabinets and tile as well as toilet partitions in the bathrooms.

Nearly all the underground piping on the site is complete and the contractor has begun performance testing. Performance testing and remaining underground piping will continue as weather permits.

Administration Building and Garage

The Contractor has finished insulating and has started to heat the building. Interior finish work has begun. Drywall installation continues with plans to start interior paint in mid-January. Tiling in the locker rooms has also begun. Exterior soffit and fascia have been installed and metal roof installation will take place as weather permits.

Well House Improvements

Well House Improvements have begun with the installation of the natural gas generators at Wells 6, 7, and 10. Planned modifications to Well 10 will begin in early January.

Offsite Utility Modifications

Offsite modifications to the water main from the wells to the new Drinking Water Treatment Facility may occur in January to supply the new facility with the water necessary for performance testing and system demonstrations. Modifications will take place as an as needed basis and as weather permits.

The project team (owner / engineers / contractor) continue to meet weekly to plan for equipment demonstration and coordinate with system integrators and computer-control programmers.

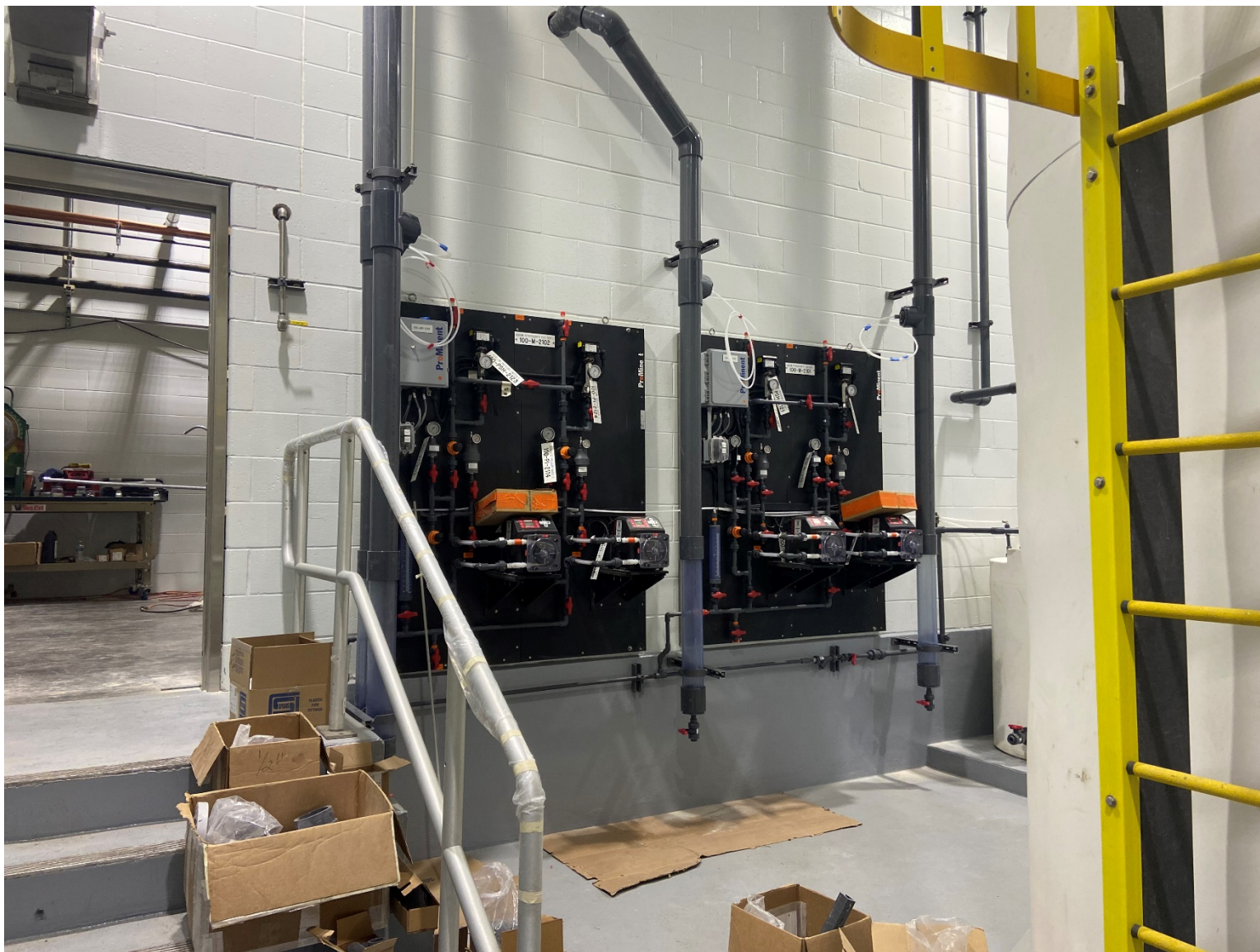
Process Bldg. – High Service Pump Area with Chemical Piping



Process Bldg. – Grade Level Bathroom Tile and Toilet Partition Installation



Process Bldg. – Chemical Room Chemical Pump Mounts and Associated Piping



Process Bldg. – Laboratory Cabinet Installation



Process Bldg. – Anion Exchange Tanks Where Media Installation into the Tanks Have Begun



Process Bldg. – Chemical Storage Room with Fill Instrumentation Panels Installed



Admin. Bldg. – Drywall Installation



Admin. Bldg. – Soffit and Fascia Installation





TO: Wausau Waterworks Commission

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

DATE: January 4, 2022

SUBJECT: 2022 Capital Budget Updates

The capital Budgets for Water and Sewer were previously approved by the commission this passed summer. Based on the completed work of some studies (Inflow and Infiltration Study) and requirements from the WDNR the project list for the Water and Sewer budgets have been adjusted. The overall cost of the budgets, both borrowing and operating are as follows:

Water Capital			
	Current	Proposed	Difference
Borrow	\$2,155,000	\$1,750,000	(\$405,000)
Operating	\$770,000	\$1,110,000	\$340,000

Wastewater Capital			
	Current	Proposed	Difference
Borrow	\$1,705,000	\$1,785,000	\$80,000
Operating	\$1,085,000	\$985,000	(\$100,000)

In general, the overall budgets are remaining the same but some differences in borrowing versus using operating funds for some of the projects.

The other item to note is that some of the proposed projects will be written up to request ARPA and/or IJA funds to assist with covering the capital costs and engineering/design/planning costs. The availability of these funds will likely determine the actual year of construction. The Build Back Better funding is likely to be significantly delayed or possibly not available so it is not being considered at this time for any possible projects.

[illegible]

WAUSAU WATER WORKS - DRINKING WATER DIVISION		12/28/2021						
CAPITAL PLAN-OPERATING 2022-2026								
IMPROVEMENTS/PROJECTS	COST EST 2022-2026	FUND SOURCE	2021	2022	2023	2024	2025	2026
SOFTWARE & STUDIES								
Staffing Level Analysis/Study	30,000	OP FUNDS		30,000				
ASSET MANAGEMENT SOFTWARE	100,000	OP FUNDS		100,000				
LSL REPLACEMENT PLAN	90,000	OP FUNDS		90,000				
CORROSION CONTROL STUDY	120,000	OP FUNDS		120,000				
SUBTOTAL	\$340,000		\$0	\$340,000	\$0	\$0	\$0	\$0
TOWERS/RESERVOIRS/BOOSTER STATIONS								
RESERVOIR INSPECTIONS	40,000	OP FUNDS				40,000		
RESERVOIR INTER/EXTER COATINGS & MAINT	1,000,000	OP FUNDS	180,000	180,000	180,000	180,000	310,000	150,000
SUBTOTAL	\$1,040,000		\$180,000	\$180,000	\$180,000	\$220,000	\$310,000	\$150,000
METERS & RADIO READ BOXES								
METER & RADIO BOX REPLACEMENT (ON-GOING)	2,100,000	OP FUNDS	420,000	420,000	420,000	420,000	420,000	420,000
SUBTOTAL	\$2,100,000		\$420,000	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000
TRANSPORTATION EQUIPMENT - VEHICLES								
LIGHT DUTY TRUCK	200,000	OP FUNDS	55,000	40,000	40,000	40,000	40,000	40,000
SUBTOTAL	\$200,000		\$55,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
TOOLS, SHOP AND GARAGE								
Snow Removal Equipment		OP FUNDS		90,000				
Material Screener		OP FUNDS			40,000			
Forklift	40,000	OP FUNDS		40,000				
SUBTOTAL	\$40,000		\$0	\$130,000	\$40,000	\$0	\$0	\$0
TOTAL CAPITAL								
	\$3,380,000		\$655,000	\$1,110,000	\$680,000	\$680,000	\$770,000	\$610,000
CUMULITIVE CAPITAL								
			\$655,000	\$1,765,000	\$2,445,000	\$3,125,000	\$3,895,000	\$4,505,000
WATER CIP FUNDING								
			2021	2022	2023	2024	2025	2026
		OP FUNDS	\$655,000	\$1,110,000	\$680,000	\$680,000	\$770,000	\$610,000
		BORROW	\$0	\$0	\$0	\$0	\$0	\$0
		TOTAL	\$655,000	\$1,110,000	\$680,000	\$680,000	\$770,000	\$610,000

WAUSAU WATER WORKS - WASTEWATER DIVISION		12/28/2021							12/28/2021
CAPITAL PLAN - CAPITAL ASSETS 2022-2026									
	COST EST	FUND							
	2022-2026	SOURCE	2022	2023	2024	2025	2026	Comments	
SEWER LIFT STATIONS									
Lift Station Engineering Report & Recommendations	-	BORROW						05/17/21 \$160k carryover from 2021	
Airport Lift Station Bar Screen, pumps, and generator	525,000	BORROW			525,000				
LS Upgrades & Reconstruction	800,000	BORROW	550,000	250,000				05/17/21 NW, Crocker St, Cherry St, Trails End, Stettin Dr	
Greenwood Hills LS Access, Check Valves	150,000	BORROW	150,000						
Evergreen Lift Station replace/repair Forcemain	-	BORROW						04/20/21 Currently locating FM near storm sewer	
Packer Drive	100,000	BORROW				100,000		05/17/21 Moved from 2024 to 2025	
24th & 44th Ave LS Upgrades	60,000	BORROW		60,000					
Industrial Park LS Parallel Force Main	300,000	BORROW					300,000	05/17/21 Moved from 2022 to 2026	
Townline Lift Station	180,000	BORROW				180,000			
Subtotal	2,115,000		700,000	310,000	525,000	280,000	300,000		2,350,000
TRANSPORTATION/EQUIPMENT									
Dump truck	240,000	BORROW	120,000			120,000			
TV truck	340,000	BORROW		340,000				05/17/21 Increased cost and moved from 2022 to 2023	
Slinger	175,000	BORROW					175,000	05/17/21 Moved from 2023 to 2026	
Subtotal	755,000		120,000	340,000	-	120,000	175,000		755,000
STREET PROJECTS									
4th St (McClellan St- Scott St)	-	BORROW						11/12/21 Coming from operating	
Bugbee Ave (Burek Ave - Tierney Rd)	90,000	BORROW	90,000						
4th Ave (Bridge St - Knox St)	225,000	BORROW	225,000						
Emerson Street, EauClaire to Kent	-	BORROW						12/1/21 Moved from 2023 to 2024, in operating	
Mount View Blvd., EauClaire to Kent	-	BORROW						12/1/21 Moved from 2023 to 2024, in operating	
Pied Piper Lane, EC to Kent	30,000	BORROW			30,000			05/17/21 Moved from 2023 to 2024	
Eau Claire BLVD	280,000	BORROW			280,000			05/17/21 Moved from 2023 to 2024, IJJA GRANT?	
Jackson St (Rrtracks to 12th St)	180,000	BORROW		180,000				05/17/21 Moved from 2024 to 2023	
10th Ave (Bridge to West Wausau)	195,000	BORROW		195,000				05/17/21 Moved from 2024 to 2023	
Grant St (6th St to 7th St)	80,000	BORROW		80,000				05/17/21 Moved from 2024 to 2023	
Stark St (5th St- 122th St)	800,000	BORROW				800,000			
Hennrietta St (Bellis St - 13th St)	200,000	BORROW				200,000		05/17/21 Moved from 2023 to 2025	
Fulton Street (1st St to 6th St)	225,000	BORROW		225,000				05/17/21 Moved from 2022 to 2023, IJJA GRANT?	
Subtotal	2,305,000		315,000	680,000	310,000	1,000,000	-		2,738,000
Proposed Developments/Extensions									
Northwestern Avenue (Higgenbotham)	120,000	BORROW					120,000	05/17/21 moved from 2022 to 2026	
Subtotal	120,000		-	-	-	-	120,000		
Sewer Collection System Projects									
Stewart Avenue Force Main & Sewer Improvement	1,800,000	BORROW	100,000	200,000	1,500,000			Possible ARPA or IJJA?	
River Crossing (Washington St Siphon)	400,000	BORROW	400,000					05/17/21 new project for 2022	
Unanticipated Sewer Projects	750,000	BORROW	150,000	150,000	150,000	150,000	150,000		
Subtotal	2,950,000		650,000	350,000	1,650,000	150,000	150,000		
TOTAL PLANNED CAPITAL EXPENDITURES	8,245,000		\$1,785,000	\$1,680,000	\$2,485,000	\$1,550,000	\$745,000		

WAUSAU WATER WORKS - WASTEWATER DIVISION		12/28/2021							12/28/2021
CAPITAL PLAN - OPERATING 2022-2026									
IMPROVEMENTS/PROJECTS	COST EST 2022-2026	FUND SOURCE	2022	2023	2024	2025	2026	Comments	
SOFTWARE & STUDIES									
	\$30,000	OP FUNDS	30,000.00					12/28/21 Added	
SEWER TREATMENT PLANT									
Asset/O&M Management	\$200,000	OP FUNDS	100,000	100,000				11/12/21 Reduced as water will pay half	
Subtotal	200,000		100,000	100,000	-	-	-		
SEWER LIFT STATIONS									
	-	OP FUNDS							
Subtotal	-		-	-	-	-	-		
TRANSPORTATION/EQUIPMENT									
Rodder Truck	60,000	OP FUNDS		60,000				04/20/21 Pushed to future year, 2023	
Subtotal	60,000		-	60,000	-	-	-		
Street Projects									
Emerson Street, Eau Calaire Blvd to Kent	30,000	OP FUNDS			30,000			04/20/21 CISM pushed this project to future year, 2024	
Mount View Blvd, Eau Claire Blvd to Kent	25,000	OP FUNDS			25,000			04/20/21 CISM pushed this project to future year, 2024	
4th St (McClellan St - Scott St)	60,000	OP FUNDS	60,000						
Subtotal	115,000		60,000	-	55,000	-	-	Estimated 2024 thru 2026	
Proposed Developments/Extensions									
	-	OP FUNDS							
Subtotal	-		-	-	-	-	-		
Sewer Collection System Projects									
Slipline Sewers (Cured in Place); I&I Repairs	2,525,000	OP FUNDS	425,000	525,000	525,000	525,000	525,000	Sliplining, combined Storm/Sanitary issues; IJJA GRANT?	
Forcemain Pigging and Cleaning	490,000	OP FUNDS		120,000		120,000	250,000		
Interceptor Line H2S Rprs	1,400,000	OP FUNDS	400,000		500,000		500,000	05/17/21 Added \$400k in 2022	
Subtotal	4,415,000		825,000	645,000	1,025,000	645,000	1,275,000		
TOTAL PLANNED CAPITAL EXPENDITURES									
	4,790,000		985,000	805,000	1,080,000	645,000	1,275,000		
TOTAL PLANT & COLLECTION ONLY									
			925,000	745,000	1,025,000	645,000	1,275,000		
CUMULATIVE FULL UPGRADE									
			1,155,000	1,960,000	3,040,000	3,685,000	4,960,000		
SEWER CIP FUNDING									
			2022	2023	2024	2025	2026		
		OP FUNDS	\$985,000	\$805,000	\$1,080,000	\$645,000	\$1,275,000		
		BORROW	\$0	\$0	\$0	\$0	\$0		
		TOTAL	\$985,000	\$805,000	\$1,080,000	\$645,000	\$1,275,000		



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.



Ongoing Sole Source – 365 days



One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

Cross Connection Inspection Services for 2022-2023

2. Provide a brief description of the intended application for the service or goods to be purchased.

Non-residential CC Inspections to maintain WDNR compliance

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

This is a two-year addition to the work they have been doing for us since 2016

4. Describe your efforts to identify other vendors to furnish the product or services.

N/A Continuation of an already established program

5. How did you determine that the sole source vendor's price was reasonable?

Pricing is less than what we could do the work for in-house

6. Which of the following best describes this sole source procurement? Select all that apply.

- ☒ Product or vendor is uniquely qualified with capability not found elsewhere.
- ☐ Urgency due to public safety, serious financial injury or other. (explain)
- ☒ The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- ☐ Lack of acceptable quotes or bids.
- ☐ Product compatibility or the standardization of a product.
- ☒ Continuation of a phased project.
- ☐ Proposal development is uneconomical.

Department: *Water*

Preparer: *Scott Boers*

Vendor Name: *Hydro Corp*

Expected amount of purchase or contract: *\$94,464.00*

Department Head Signature:

Date:

Finance Director Signature:

Date:

PROPOSAL

CROSS-CONNECTION CONTROL SERVICES

City of Wausau

1701 N River Drive.

Wausau, WI 54401

December 21st 2021

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



Cross-Connection Control /

Backflow Prevention

Water Meter Change Out & Installation
Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance /
Documentation



CORPORATE OFFICE
5700 CROOKS RD SUITE 100
TROY MI 48098
800.315.4305 TOLL FREE
262.264.6402 PHONE

PROJECT CONSULTANT: Craig Wolf
612-850-8939 CELL
cwolf@hydrocorpinc.com EMAIL



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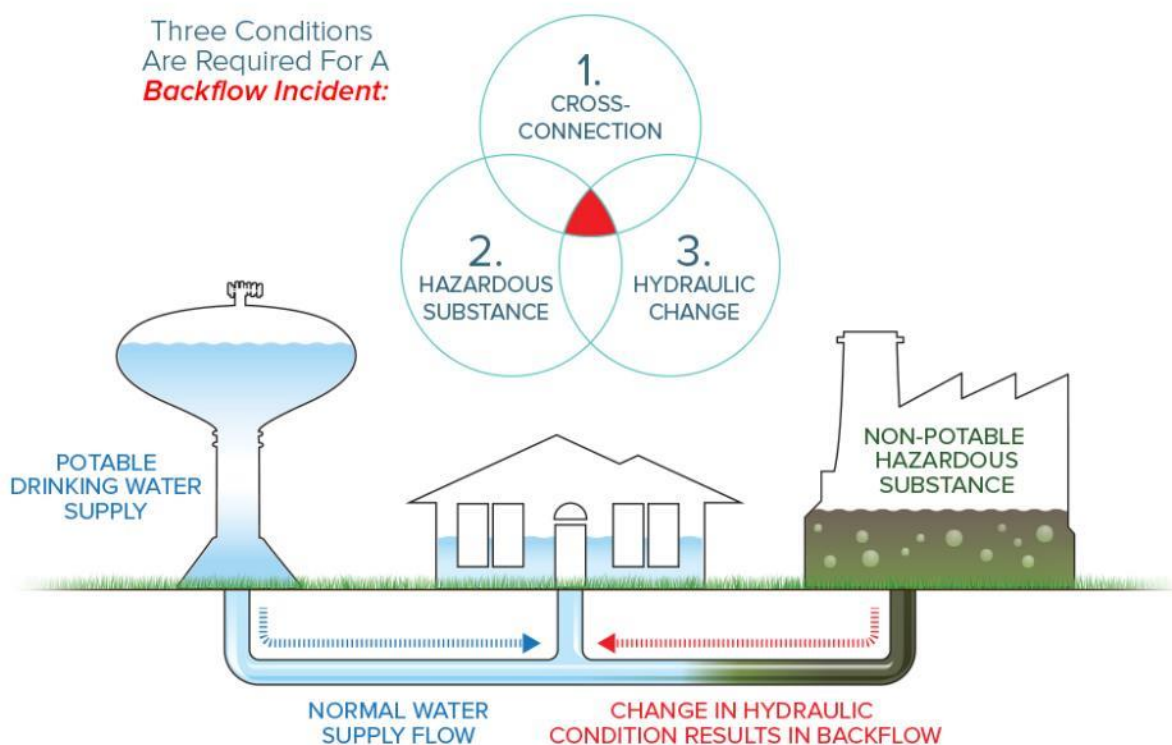
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1. INTRODUCTION

1.1. Definitions

- Backflow – the undesirable reversal of flow of liquid, gas or other substance in a piping system.
- Backflow Preventer – an assembly, device, or method that prevents backflow.
- Cross-Connection – an actual connection or a potential connection between any part of a potable water system and any other environment that would allow substances to enter the potable water system.
- Cross-Connection Control – a program to eliminate cross-connections or to prevent them from causing a public health threat.
- Cross-Connection Control Survey – the review of the plumbing system to determine the existence of potential or actual cross-connections and to assess the degree of hazard of protected and unprotected cross-connections.



1.2. Common Cross-Connection Hazards

- Garden Hose connections with missing backflow preventers.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers.
- Improperly installed or Backflow Prevention Assemblies missing test documentation.

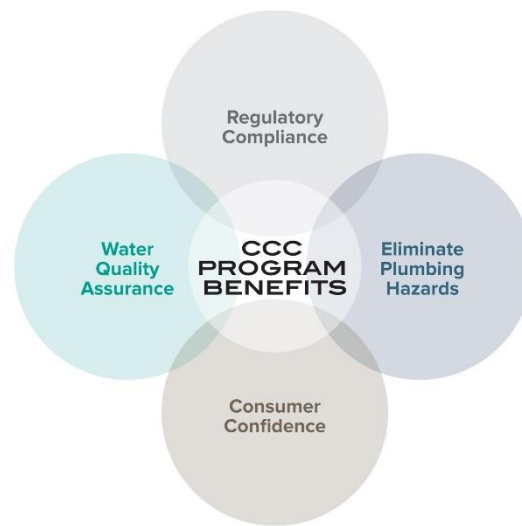


- Toilets with faulty or unapproved anti-siphon fill valves.
- Lawn Irrigation systems with missing or inappropriate backflow preventers.
- Restaurant equipment connected to water supply with missing backflow preventers.
- Dental office equipment with missing backflow preventers.
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing backflow preventers.

2. PROJECT WORK PLAN

2.1. Purpose of a Cross-Connection Control Program

- Protect the water supply from backflow & public health and safety.
- Comply with state and local regulations (WI-DNR 810.15).
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.

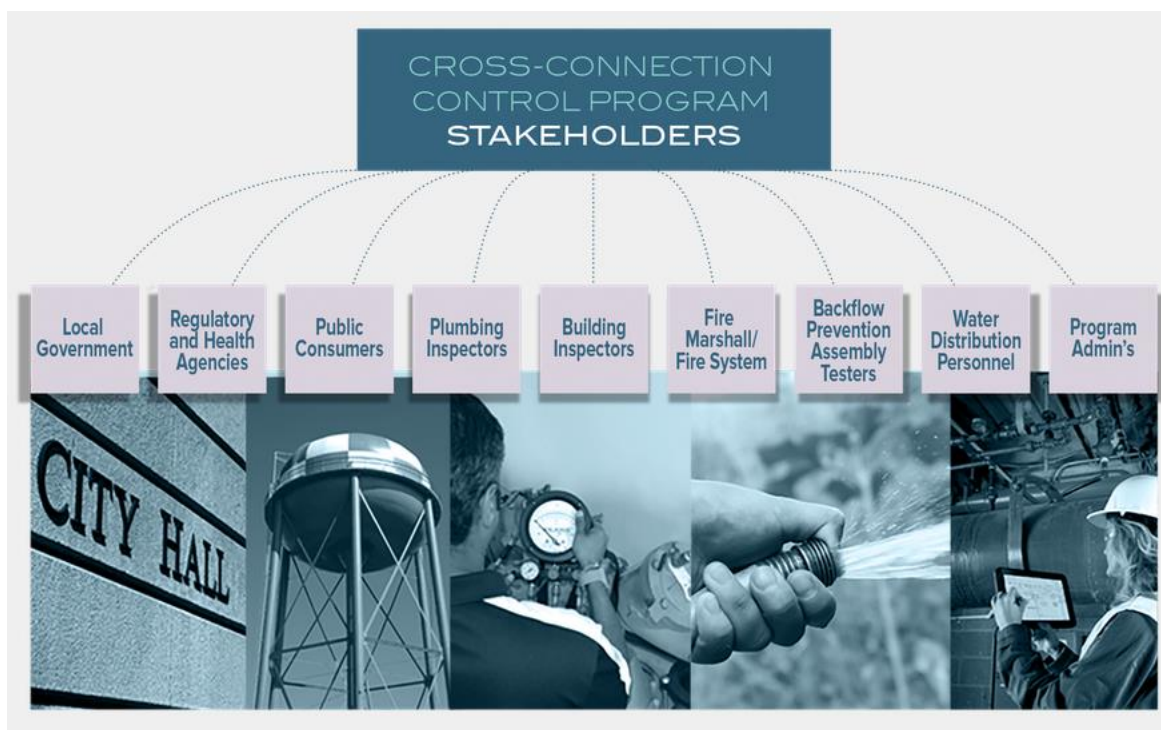


2.2. Meeting the Cross-Connection Control Program Objectives

- Providing cross-connection consultation to the **City of Wausau**.
- Developing a written comprehensive Cross-Connection Control Plan.
- Routinely inspecting water customers for cross-connections or potential cross-connections.
- Maintaining cross-connection control records.
- Notifying water customers of violations and corrective action instructions.
- Providing water customer non-compliance status to the water utility.
- Providing public education.

2.3. Stakeholders

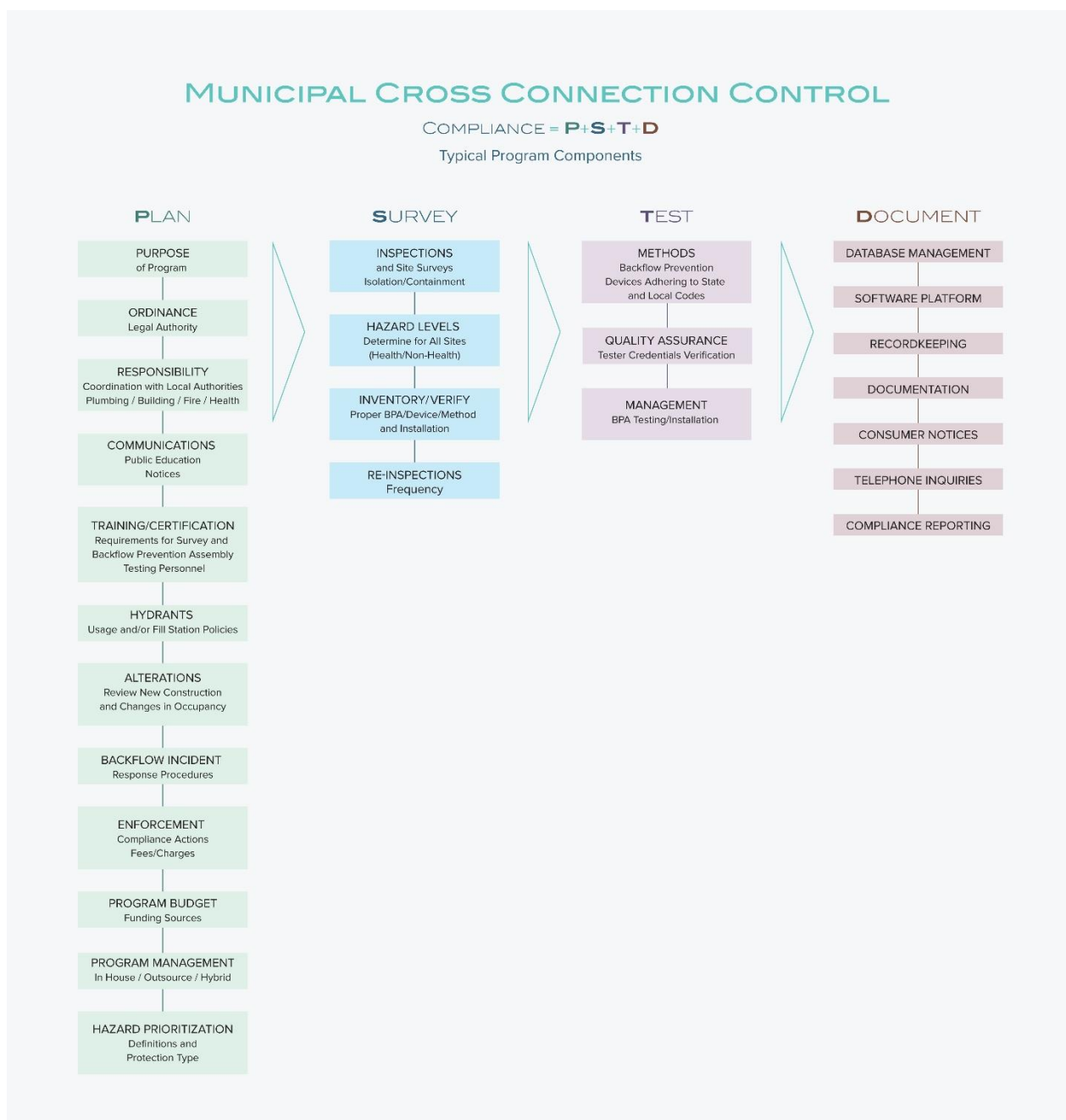
HydroCorp recognizes that many different stakeholders will be affected by a Cross-Connection Control Program. The following chart illustrates the various agencies, internal staff and external people that have an impact on overall program success and compliance.



HydroCorp strives to maintain a good working relationship and clearly communicate the goals of a Cross-Connection Control Program with all of the above stakeholders. We understand that our staff interaction in the community and with regulatory agencies is an extension of your positive community image. HydroCorp has maintained an excellent working relationship with local Mayors, City Managers, plumbing and building officials, health inspectors and others in order to provide them with a simple and clear understanding of the impact of a Cross-Connection Control program, regulations and the need to protect the drinking water supply from contamination.



2.4. Cross-Connection Control Plan Components





3. CROSS CONNECTION INSPECTION PROCESS

3.1. Inspections/Surveys

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using standardized inspection forms, the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices & assemblies, and other pertinent program information. Inspectors having proper identification shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the City will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

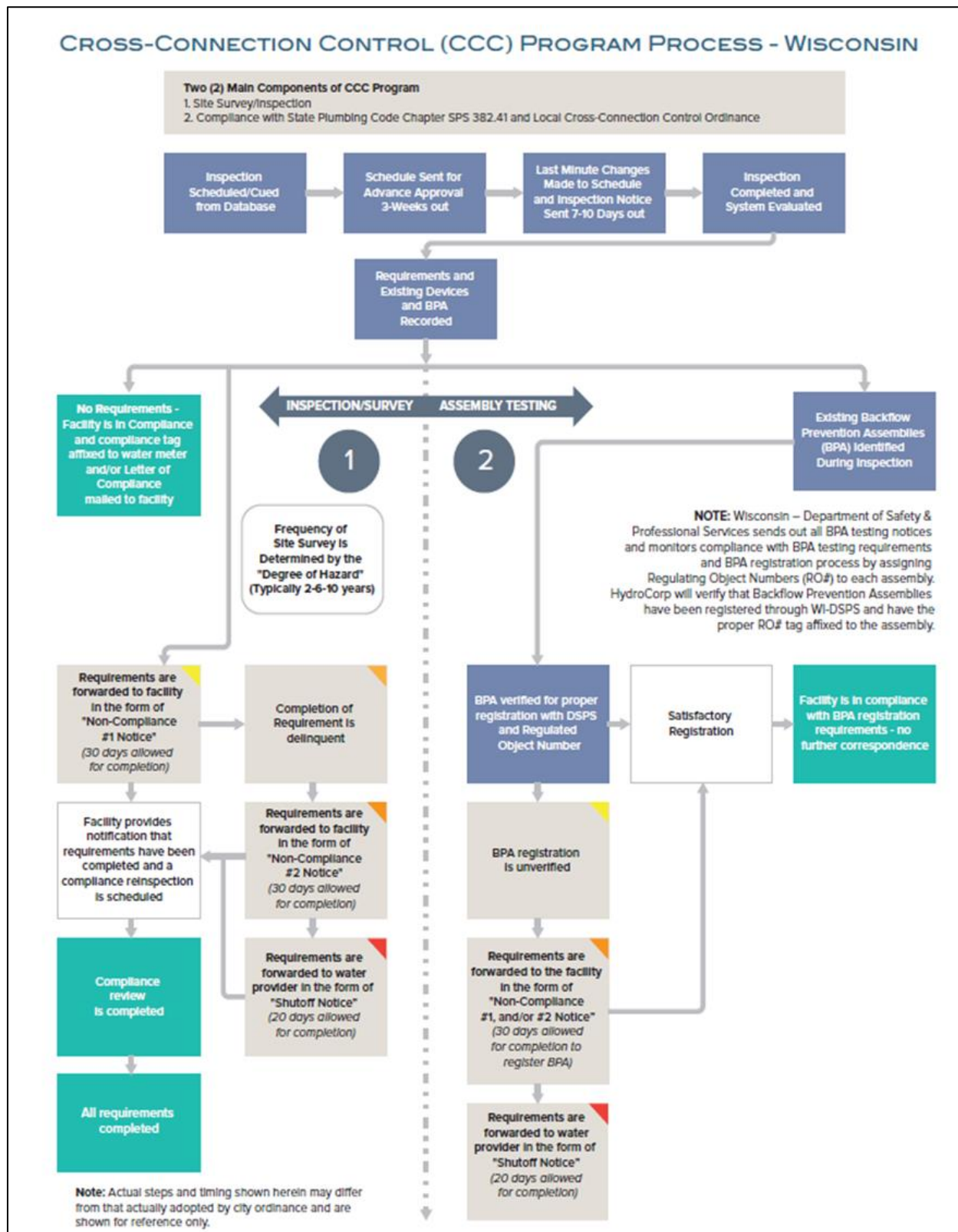
Once initial inspections are complete, a re-inspection frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of the City of Wausau Cross-Connection Control Plan. Accounts with an alternative frequency will require DNR Approval in writing. If requested, HydroCorp will develop an alternative frequency inspection schedule on behalf of the water utility and submit to DNR for final approval.

3.2. Definitions

- Initial Inspection – the first time a HydroCorp representative inspects a facility for cross connections. Degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- Compliance Inspection – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the Initial Inspection to verify that corrective action was completed and meets the program requirements.
- Re-Inspection – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (Re-Inspection cycle/frequency to be determined when Plan is developed).

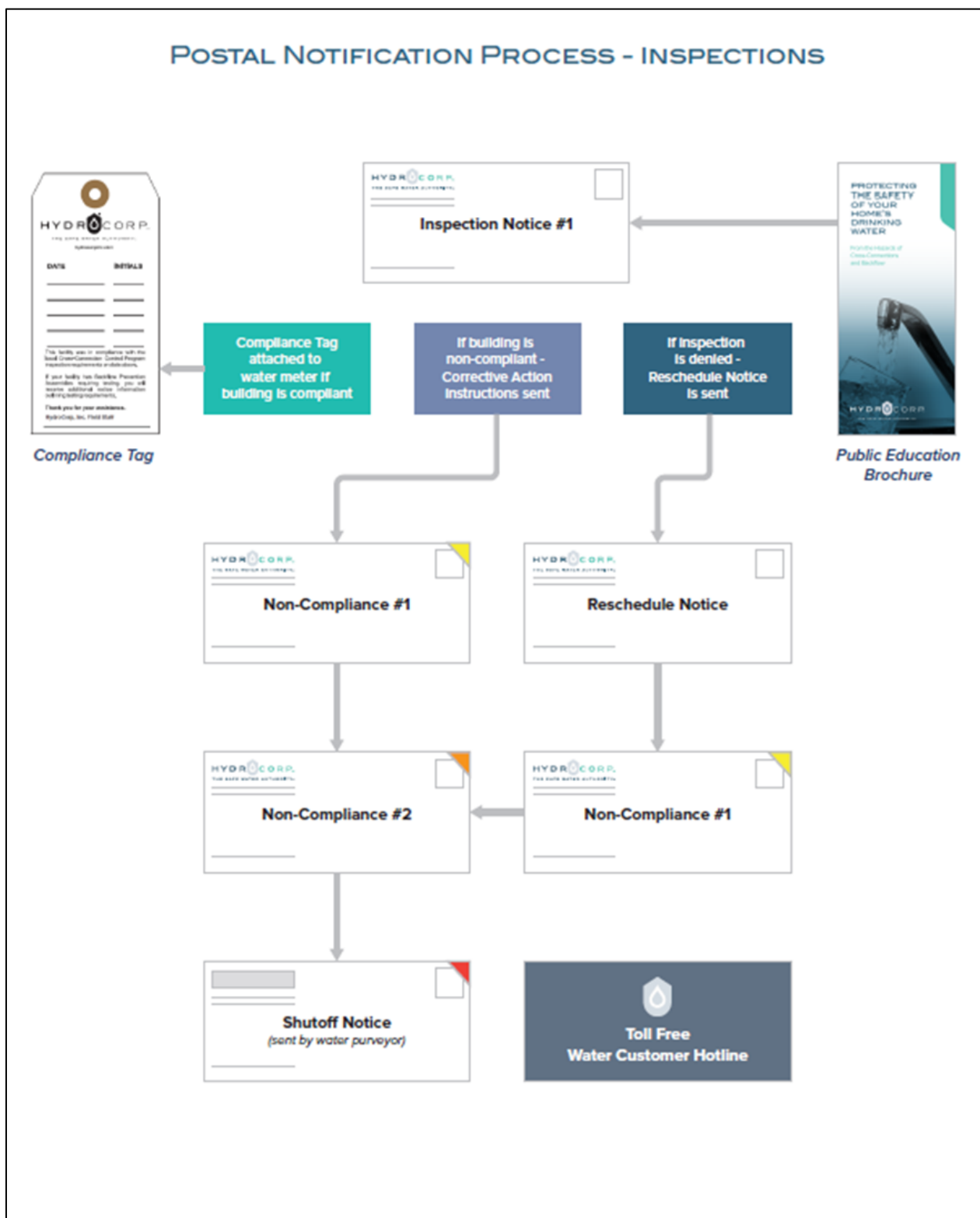


3.3. CCC Program Process





3.4. Postal Notification Process - Inspections





4. WATER CUSTOMER CARE AND ADMINISTRATION PROCESS

4.1. Program Data

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and also result in field survey inefficiencies.

4.2. Database Software

HydroCorp utilizes a proprietary software program – HydroSoft™ to manage Cross-Connection Control Program data. All program data captured shall remain the property of the City of Wausau. All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall.

Standard reports include the following:

- Inspections scheduled, completed, overdue and compliance status
- Custom queries, data exports and reports as needed
- DNR Annual Report

4.3. Information Technology (I/T)

HydroCorp has a dedicated team member responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to insure we have the most accurate information possible at any given point in time.

We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P.C.'s for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs to our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

4.4. Program Data Backup and Storage

All of our Client Data is secured on our Application Server, which is behind both a Hardware and a Software Firewall. The Application Server is backed up twice a day. 5 copies of the backup are then created and stored at 3 separate locations. 3 of the 5 backup copies are stored locally. One is on the application server itself, one is on our File server, and one is backed up to a Network Attached Storage (NAS) device. Having 3 local backup copies stored on the different machines means that in the unlikely event of a hardware malfunction, we can recover the data very quickly. Additionally, we backup the data to our backup server located in our Corporate Office, and we employ a secure on-line backup service that stores 2 copies of our backup at two independent locations.



4.5. Public Awareness Education

In the initial implementation phase of the Cross-Connection Control Program, Public Education on the topic should remain in the community spotlight. HydroCorp will provide a specialized speaker to participate/present at a town hall/public meeting engagement if requested. Press release information will be offered in digital format to the City of Wausau for local distribution to local media resources & website if requested. Further, public education brochures will be available in electronic format for download and can be posted on the City of Wausau web site.



Further Public Education resources including brochures and video files can be found at <http://www.hydrocorpinc.com/resources/links/>



5. EXECUTIVE SUMMARY, PROJECT FEES/COST

Based on your current program, HydroCorp™ will provide the following services to the **City of Wausau**. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the **City of Wausau** with the necessary data and information to maintain compliance with the Wisconsin Department of Natural Resources (DNR) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the **City of Wausau** and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

- A. Perform initial inspections of (615) Non-Residential water services and up to (756) inspections within the City served by the public water supply for cross-connections. Compliance follow up visits shall be completed by HydroCorp and are included in the total inspections.
- B. Inspections will be conducted in accordance with the DNR Water Bureau Cross Connection Control regulations. Inspectors will survey exposed piping and utilize Isolation/Point of Use inventory method of surveying as supported by the State of Wisconsin Plumbing Code – SPS 382.41.
- C. HydroCorp will document existing backflow prevention devices and assemblies and verify proper installation and/or suggest corrective actions if devices and/or assemblies need to be installed to prevent cross-connections. Documentation to include make, model, size, manufacturer, serial number, location and regulated object number if applicable. In lieu of surveying residential kitchens and bathrooms, an educational brochure will be provided as allowed by DNR regulation NR 810.15.
- D. Notify each building owner prior to each inspection via postal letter with opportunity to schedule a specific time of inspection via the Hydro Designs Inc. Provide ongoing support for water customer scheduling and questions via the Hydro Designs Inc. WI office toll free 800# phone line, fax, or email.
- E. Provide Water Utility and building owner with a detailed corrective action report for each non-compliant facility, in most cases, water utility personnel can perform effective follow up compliance inspections.
- F. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of corrective action(s) requirements, and general customer service and program education inquiries by an individual trained in Cross-Connection Control Program Management.
- G. Generate and document the required program data and compliance status using proprietary Software Data Management Program. Submit comprehensive management reports on a quarterly basis and prepare the State of Wisconsin, DNR Water Bureau Annual Cross Connection Control Program Activity Report.
- H. Conduct an annual review meeting to discuss overall program status and recommendations.
- I. Assist the City with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
- J. Provide ongoing support via phone, fax, internet, text or email.



PRICING/PROPOSED FEES

HydroCorp to complete inspections, appointments, customer care service and program administration. Compliance/follow up inspections and administration related to compliance/follow up inspections included.

PRICING:

_____ **Initial Inspections of 615 non-residential services connections and an overall total of up to 756 inspections including follow up compliance inspections.**

_____ **\$94,464.00 dollars.**

HydroCorp will invoice monthly in equal installments upon receipt of signed contract/agreement

Submitted by: HYDROCORP- CORPORATE OFFICE- 5700 CROOKS RD SUITE 100 TROY MI 48098

Craig Wolf | 612-850-8939 | cwolf@hydrocorpinc.com

Accepted by:

X _____

Utility Representative (Signature)

Date

Printed Name / Title



6. BACKGROUND

6.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result – Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

6.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 40 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 25,000 on site, Cross-Connection Control Inspections **annually**.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
 - American Water Works Association (AWWA) | AWWA – Wisconsin Chapter
 - National Rural Water Association (NRWA) | Wisconsin Rural Water Association
 - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



6.3. Office Address & Contact Information

Regional Office:	HYDROCORP – MIDWEST OFFICE 2665 S MOORLAND RD SUITE 209 NEW BERLIN WI 53151
Contact:	Craig Wolf
Telephone:	612-850-8939
Email:	cwolf@hydrocorpinc.com
Corporate Office: (Remit to Address)	HYDROCORP – CORPORATE OFFICE 5700 CROOKS ROAD SUITE 100 TROY MI 48098
Telephone:	800.690.6651 or 248.250.5000
Legal Status:	S-Corporation, 1988 E.I.D. 38-2810008
	



WI Office (Above) Corporate Office (Below)



7. PROJECT REFERENCES

- City of Marshfield, 1210 S Oak St, Marshfield, WI 54449 | John Richmond, Water Utility Manager, john.richmond@MarshfieldUtilities.org | 715-898-2170
- City of Chetek, 1125 Railroad Ave., Chetek, WI 54728 | Dan Knapp, Director-Public Works, chetekcs@chibardun.net | 715-924-4236
- Sturgeon Bay Utilities, 230 E. Vine St, Sturgeon Bay, WI 53235-007 | Cliff White, Superintendent, cwhite@wppienergy.org | 920-746-2820



8. PROJECT TEAM QUALIFICATIONS

Corporate Officers



Larry J. La Bute, Founder & CEO - Chairman of the Board of Directors. Mr. La Bute founded the company in 1983 to improve the safety of drinking water systems. He graduated from Oakland University with a B.S. in Management and received his Master's degree from S.S. Cyril & Methodius Seminary. Prior to founding HydroCorp, Mr. LaBute successfully founded and ran a water treatment equipment manufacturing company for 12 years.



Mark L. Martin, CPA & Chief Financial Officer. Mr. Martin joined HydroCorp in early 2007 and is a seasoned business executive experienced in working with growing small and mid-size companies across a broad range of industries. Mark received a B.S. in Accounting from Michigan State University in 1980 and is also a 10-year board member of Haiti Outreach Mission.



Glenn Adamus, COO. A member of the HydroCorp team for the past fourteen years, Glenn has managed various water quality analysis projects related to process water and potable water systems on HydroCorp's behalf, including Stage 2 DBPR, Lead and Copper Rule, water distribution system/quality characterization studies, water main/system disinfections, legionella risk assessment and monitoring, and industry compliance monitoring. He has also performed and managed numerous cross connection control surveys/consulting projects for large industry and public water systems throughout the United States.



Paul Patterson, Senior Vice President. Mr. Patterson joined HydroCorp, Inc. in 2004, and is responsible for operational oversight of over 200 Cross-Connection Control Programs throughout Michigan, Delaware, Maryland, Florida, Wisconsin and Virginia. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he assisted in the implementation of a stateside installation Cross-Connection Control Program. Paul is an ASSE Certified Instructor for Backflow Assembly Testing Certification and regularly presents at regional water industry association conferences.



Staff Bios Continued



Dave Cardinal, Vice President, Municipal Division. Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. Dave is an ASSE Certified Instructor for multiple ASSE Certifications related to Cross-Connection Control and Backflow Prevention. Dave also has been a speaker at numerous Water Industry Conferences.



Craig Wolf, New Cross-Connection Control Program development in the Midwest Region. Since 2009 at HydroCorp, he was responsible for identification of hazards and deficiencies and determining proper recommendations for over 130 municipal client cross-connection control programs in Wisconsin. He also generated inspection reports and protection recommendations for over 3,000 individual facility surveys of cross-connections. Certified by ASSE for Cross-Connection Control Surveying, Craig applies years of field experience to offering solutions for public water systems that are cost effective. In the past 4 years, Craig has been focused on client retention efforts, and developing new Cross Connection Control Programs for Municipal Water Systems around the region.



Ryan Hensley, Administrative Account Manager – Municipal Division. As an Administrative Account Manager Ryan Hensley is responsible for providing administrative support to field surveyors, regional managers and division directors with all components associated with managing a comprehensive cross connection control program, in addition to providing highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 10 years and is an ASSE 5150 certified Backflow Prevention Program Administrator.

He is an advanced user of the HydroSoft data management program & responsible for providing day to day tech support to the entire staff and external clients. Ryan also assists in the planning, testing & training of HydroSoft for clients and end users.

Field Inspectors/Surveyors/Technicians

HydroCorp invests continuously in educational training and development of its team members. All of the HydroCorp Field Inspectors assigned to this project are certified in Cross-Connection Control Surveying and Backflow Prevention Program Management through one the following programs:



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.



Ongoing Sole Source – 365 days



One Time Sole Source Request

-
1. Provide a detailed explanation of the good or service to be purchased and vendor.

Magnesium Hydroxide in bulk delivery from Midwest Chemical. The Magnesium Hydroxide will be delivered via tanker load and stored in the wastewater treatment plants bulk storage tanks.

2. Provide a brief description of the intended application for the service or goods to be purchased.
Magnesium Hydroxide chemical will be used at the wastewater treatment facility to increase the alkalinity of the wastewater and stabilize pH levels of the effluent wastewater being discharged to the Wisconsin River.
3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications. This is a new chemical addition to the wastewater treatment facility and the process is just starting up. It is anticipated to use a significant amount of this chemical during start up which is why the price/quantity is high. The high usage is due to transitioning of the new processes going online which requires more alkalinity adjustment. Once all processes and renovations are complete and back online, the demand for this chemical is anticipated to be significantly less. Once the average usage of this chemical has been determined, advertisement for bids will be issued. The decision to sole source Midwest Chemical is based on price and delivery schedules. Midwest Chemical is the lowest priced and has committed verbally to guarantee current pricing for the next two years. Pricing to be verified annually with other vendors.
4. Describe your efforts to identify other vendors to furnish the product or services.
We have solicited pricing from four different suppliers. See attached summary table for all pricing.

5. How did you determine that the sole source vendor's price was reasonable?

The summary table confirms that Midwest Chemical is the lowest priced out of the four solicited prices obtained.

6. Which of the following best describes this sole source procurement? Select all that apply.

- ☐ Product or vendor is uniquely qualified with capability not found elsewhere.
- ☐ Urgency due to public safety, serious financial injury or other. (explain)
- ☐ The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- ☐ Lack of acceptable quotes or bids.
- ☒ Product compatibility or the standardization of a product.
- ☒ Continuation of a phased project.
- ☐ Proposal development is uneconomical.

Department: *Wausau Water Works – Wastewater Treatment Facility*

Preparer: *Ben Brooks*

Vendor Name: *Midwest Chemical*

Expected amount of purchase or contract: *\$216,000.00 per 90 days*

Department Head Signature:

Ben Brooks

Date: *01-03-2022*

Finance Director Signature:

Date:

Company

Company	Contact	Quote	Distribution Location	Tank Load Amount	total per load
Midwest Chemical (Inland Enviro Resources)	Matt Geise/Dave Olson - djolson@midwestce.com	0.1940 c/lb 19.41¢	Iowa	3840 gal	9535.488
MartinMarietta (Flomagh)	Colin May Colin.May@martinmarietta.com	727 DT (Aprox. 2208C/lb)	Manistee MI	3600 gal	10178
Hawkins Chemical		Contacted- waiting on response			
Wausau Chemical	Art Flashinski aflashinski@wausauchemical.com	Can't do- connected us to MartinMarietta			
Premier Magnesia (AquaMag)		Contacted- waiting on response			
Garrison Minerals (AlkapHix)	Mark -mark@garrisonminerals.com	\$0.365 - \$0.415/dry lb.*	comes as powder need to mix		
Aqua Pure	Josh Beatty- josh.aquapure@gmail.com	\$0.43/ dry lb			12040