



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 10:00 a.m. on
Tuesday, April 20, 2021.

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

AGENDA

1. Reconsideration of Limiting the Rain Barrel Subsidy to 200 Barrels.
2. Discussion and Possible Action Classifying the Position of Water Distribution Maintainer and Relief Operator.

Adjourn.

**Next meeting scheduled for May 5th 2021 at 9:30 a.m.*

THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: April 15, 2021 at 12:00 p.m.

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 187 307 7962 and the password is 3NMmQSNUS27. 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 and live by cable TV, Channel 981. 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.



TO: Wausau Waterworks Commission

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

DATE: April 20, 2021

SUBJECT: Rain Barrels – Limiting barrels subsidized – Special Meeting

At the April 6 meeting the Commission approved a \$35 subsidy for the rain barrels with a limit of 2-barrels per household. Along with this approval the commission also approved limiting the subsidy to 200 barrels. After consideration by staff and requesting the funding approval from the PSC, staff recommends not limiting the number of subsidized barrels. The Mayor has requested this be reconsidered at this special meeting.

Based on the response from Rain Barrel Solutions, they are able to accommodate limiting the number of rain barrels subsidized and then charging full rate for the rest of the barrels sold. According to Rain Barrel Solutions if you limit the subsidy to a finite number of barrels they usually sell out within the first 24 hours or so and everyone else would be left paying full price. Staff believes this would get negative feedback to the utility from residents and we want this to be a positive experience and positive outlook on the utility.

The PSC goal is to make sure all rate payers have the same opportunity for voluntary programs funded through user rates. The goal of the program is to encourage residents to look at water conservation in responsible ways, this is also a goal in WI Statute NR 852 – Water Conservation and Water Use Efficiency.

As this is set up currently this is a one-time program and offer. If this were to be offered again in the future it would need to be approved again by the Commission.

Staff recommends subsidizing all rain barrels sold and after the event completing an evaluation and determine if the Commission would like to continue on with this as an annual or bi-annual or other time frame program.

Please also find attached the request to the PSC for permission to subsidize the cost of the rain barrels as a one-time event.



TO: Wausau Waterworks Commission

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

DATE: April 6, 2021

SUBJECT: Rain Barrels – Implementation Program

As part of the WauterSavvy initiative, a rain barrel program was approved to be developed at the march Commission meeting. Since the last meeting Commissioners Force and Robinson along with myself held a conference call with Rain Barrel Solutions. Rain Barrel Solutions is a 3rd party vendor who manufactures and sells rain barrels and also administers online sales of the barrels directly to residents. Based on our call with Rain Barrel Solutions the program would be set up as follows:

1. Enter into an MOU (attached) with Rain Barrel Solutions (RBS)
2. RBS will set up a website for Wausau residents to order and pay for rain barrels
3. The utility would subsidize the purchase (Ex: if the commission wants to subsidize the barrels then residents would pay the discounted amount online and RBS would bill the utility the difference)
4. RBS takes the orders and sends us the addresses to review and make sure they are in the City limits, if they are then they get the discounted rate and if not then they pay full price for the barrel.
5. We allow for 4-6 weeks to advertise and allow people to purchase the barrels then on a specified date the website would no longer allow residents to purchase and would list the pick-up date.
6. The barrels would be shipped and arrive within a week of the purchase time ending
7. City will set up a day and time for residents to pick up their barrels, the 3rd party would assist with the pick-up and/or volunteer groups could assist for a donation

Looking at a general timeline with RBS the program timing would look similar to the following:

1. Wednesday April 7, 2021 – Begin advertising the website and program
2. Friday June 11, 2021 – Last day to purchase
3. June 19 or 22, 2021 – Pick up day (Saturday or weekday???)

Pick up during the week can be done later in afternoon so residents have time after work or we can set it up on a weekend. RBS stated either works well so we can determine what works best for our situation.

The Commission will need to determine the amount per barrel to subsidize so we can get the pricing established on the website. Based on interest and calls we should plan on selling 500-600 barrels and hope we can meet this goal. RBS stated they typically see the number of barrels sold is about 1% of the population, they feel this is a good rule of thumb.



TO: Public Service Commission

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

DATE: April 14, 2021

SUBJECT: PSC 185.97 Voluntary Water Conservation Rebate or Incentive Programs
Wausau Water Works – Rain Barrel Incentive Program Request

In accordance with WI Admin Code PSC 185.97 Wausau Water Works is requesting approval to fund an incentive for a Rain Barrel program for Wausau utility rate payers.

Wausau Water Works, as approved by the Utility Commission, began a WauterSavvy campaign initiative to educate rate payers on how to conserve water. Part of this initiative is the implementation of a Rain Barrel Program. The Utility Commission approved the program and is requesting that the rain barrels be subsidized by revenue from water rate payers as an incentive for the program.

The utility will be using a 3rd party vendor to sell, supply and administer the program, Rain Barrel Solutions. There is no contract fees for Rain Barrel Solutions and the utility administration time is minimal and only to set up the program with the vendor. The following answers questions and provides specific information as requested by the PSC:

- a. The target market is all water rate payers within the City of Wausau. The rain barrels will be available for purchase online through our 3rd party vendor for approximately 6-weeks. Advertising and communication strategy for the program will be through local media, social media, neighborhood groups and public meetings. The utility is proposing to incentivize rate payers to buy rain barrels by subsidizing the cost of each rain barrel by \$35; the market price for the barrel is \$75 so the price to the rate payer will be \$40 and limited to 2-barrels per household.
- b. This is a one-time event not a recurring event. Administrative costs are minimal as the program is managed by an outside 3rd party vendor. Once the time to purchase the barrels has expired the barrels will be delivered to the utility and a locations and time for residents to pick up their barrels will be organized. Volunteers will be used to manage the pickup event.
- c. The goal of the utility is to educate the public on ways to conserve and reuse water. Water conservation and responsible use of water is a goal for Wausau Water Works and the PSC.
- d. The capital outlay for subsidizing the rain barrel program is estimated at \$21,000. Based on other programs throughout the country they typically sell an average of 1% of the municipalities population; for Wausau this would be about 400 rain barrels. There has been a lot of interest and public comment and support for this program so we estimate a sale of about 600 rain barrels for Wausau.

- e. Rain Barrel Solutions will be tracking all of the rain barrels sold and providing the information directly to the utility for our files and use during the pick-up portion of the program. Rain Barrel Solutions will bill the utility directly for the subsidy cost of the rain barrels, \$35 for each rain barrel sold. No more than 2-barrels per household.
- f. Once the program is completed we will be providing an after action program review to the utility commission as to how the program was received by the rate payers and the utility commission will then determine if this is something they would like to do again.
- g. NR 852 of the WI Statute establishes water conservation and efficiency measures. The use of rain barrels provide opportunity for residents to reuse rain water rather than potable water typically for gardening and outside use. This conserves water and is a way for the utility to educate the public about responsible use of water throughout the city.

Wausau Water Works Utility is requesting PSC approval of the proposed incentive for purchasing rain barrels.

Xc: Draft Website [WausauPurchaseRainBarrel](#)



JOB DESCRIPTION

Water Distribution Maintainer/Relief Operator

Job Title:	Water Distribution Maintainer/Relief Operator	Reports To:	Water Superintendent
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Wausau Water Works	EEO Code:	8-Service-Maintenance
Salary Grade:	18	Occupational Code:	3220
Employee Group:	General Employee	Training Category:	E-Specialized
Created:	January 2021	Last Revision:	January 2021

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

Installation, maintenance and repair of all assets associated with the pumping, treatment and distribution of potable water. Skilled work in the operation of wells, water treatment, and storage systems of the public water supply, to safely and efficiently supply water to the community. This position supports the utility in operating efficiently and effectively while maintaining a high level of customer service and staying compliant with governing/regulatory agencies (WDNR, EPA, WPSC). The Water Distribution Maintainer is expected to perform Distribution Maintainer duties approximately 60% of the time and Operator duties 40% of the time.

Essential Duties and Responsibilities

Distribution Maintainer duties

1. Make taps in water lines with tapping machines, install taps and copper service lines.
2. Install new, repair, or replace sections of water mains, fire hydrants, service laterals, curb boxes and water main operating valves.
3. Repair and replace concrete sidewalks, curbs and gutters and landscaping after water main or service installation and/or repair.
4. Thaw frozen hydrants, mains and services using hand tools, electric welder or water jetting equipment.
5. Operate large backhoe and other heavy equipment for trenching, filling ditches, and similar work around gas, power, fiber optic lines and other utilities, where fine tolerance is required and where serious hazards to the operator or other employees may exist.
6. Drive liquid solids truck and operates equipment for the Utility's Treatment Solids Disposal Program. Coordinate placement of product and land availability with landowners. Maintain program compliance with WDNR regulations.
7. Operate large end loader for loading trucks and performing similar work.
8. Install, remove, or replace water meters. Turn on or off water service as requested. Perform inspections for leaks and cross-connections.
9. Install and repair remote meter reading equipment including installation of radio reader and cables. Perform necessary checks to verify proper function of equipment. Accurately document work performed.

10. Investigate customer water complaints and take necessary corrective action.
11. Test meters in the shop and field test larger meters per WPSC requirements. Accurately record and document information.
12. Repair, clean, and rebuild meters as required.
13. Read meters as assigned.
14. Read and interpret maps and navigate GIS system.
15. Locate water service and main leaks using Acoustic or computerized leak detection devices.
16. This position may assist the Department of Public Works with duties as necessary and assigned.
17. Locate underground utility lines in accordance with Diggers Hotline using electronic locating equipment.

Relief Operator duties

18. Operates and maintains water plant to comply with all EPA and WDNR regulations and water quality standards. Performs Standby as assigned to assure plant operations are sustained.
19. Operate water treatment plant equipment including pumps, air compressors, electric motors, electrical generators, solids removal and chemical feeding equipment, monitor process control systems and resolve alarm conditions, etc.
20. Obtain working knowledge of process control system and utilize system for plant and supply control.
21. Perform chemical and bacteriological tests on raw and treated water including pH, hardness, alkalinity, iron, manganese, fluoride, chlorine, and similar tests. Draw samples for quality control and compliance monitoring.
22. Read meters, gauges and flow charts. Record necessary information and make mathematical calculations.
23. Record, document and report information on plant operations as required by state and federal regulations.
24. Assist in maintaining and repairing of plant equipment including check oil and lubrication levels of pumps and motors; and adding lubrication as needed; perform general maintenance tasks such as packing pumps, checking pump calibration, and general maintenance.
25. Collect samples from plant and distribution as required by state and federal regulations.
26. Perform custodial related work as necessary to maintain plant cleanliness, including sweeping and mopping floors, washing windows, removing snow by hand and small power snow removal equipment, mowing lawns, hosing the interior of tanks and painting building and equipment as needed.
27. Perform maintenance of plant facilities, including plumbing, plastering, painting and carpentry work.
28. Order/receive and maintain inventory for all chemicals used in the treatment process, lab and facility.
29. Familiar with proper PPE used for working with Lime, Sodium Hypochlorite, Ammonia, Fluoride and other hazardous chemicals.
30. Foster a productive and collaborative work environment by coordinating work efforts with other City departments and employees.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Possess knowledge of WDNR Water Well Codes and has the ability to perform field inspections.
- Obtain knowledge of Cross Connections and Cross Connection Control Devices and have the ability to become certified for inspections and repair.
- May perform tasks of the Senior Water Distribution Maintainer during his/her absents.
- Performs tasks of Water Plant Operations Technician when necessary
- Performs other tasks and projects as assigned by the Water Superintendent or his/her designee.

Education and Experience Requirements

Necessary Requirements: High school diploma or equivalent. Possession of a valid Class B Wisconsin Commercial Driver's license (CDL), including tanker endorsement (N), or ability to obtain the Class B CDL with N endorsement within 12 months of hire, and to be maintained throughout employment.

Preferred: Experience in construction and repair, water main construction or repair, trade experience, plumbing, mechanical or electrical experience.

Required licensure and credentialing or the ability to obtain within 24 months of hire includes:

- Certification in Wisconsin DNR Waterworks Operator Grade 1- GDLV certification

Knowledge, Skills and Abilities

- Able to read and interpret maps, ability to use a Tablet or PC to navigate GIS Systems.
- Knowledge of safe and efficient operation of facility equipment, pumps, electrical motors, generators and process control systems.
- Ability to problem solve, communicate effectively and maintain effective working relationships.
- Knowledge of or ability to learn safe and efficient operation of conventional and specialized large and small vehicles and construction equipment typically used in a municipal public works department. Ability to do manual labor such as shoveling.
- Knowledge of or ability to learn and apply the proper methods, tools, materials and equipment used for the repair and maintenance of water distribution systems, street pavements and sewer structures.
- Availability to be on 24 hour call and respond to emergencies. Must be able to report to job within a reasonable time in such instances.
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to interpret a map.

Physical and Working Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 60 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Wausau Water Works Commission

April 13, 2021

Agenda Item
Discussion and possible action classifying the position of Water Distribution Maintainer - Relief Operator.
Background
The Wausau Water Department has developed a job description for the position of Relief Operator (attached). This position combines the job duties of the Water Distribution Maintainer position (Salary Grade 19, \$40,927-\$57,297) and the Water Plant Operator position (Salary Grade 18, \$43,742.40-\$61,256). The position is intended to spend approximately 60% of work time on Maintainer tasks and 40% of work time on Operator tasks.
Fiscal Impact
Approximately \$10,000 plus benefits.
Staff Recommendation
There are three pay options for the Relief Operator position: 1. Classify the Relief Operator position equivalent to an Operator (Salary Grade 18, \$43,742.40-\$61,256), because they are responsible for all of the same job duties as an Operator. This could cause morale issues with others who perform Operator duties 100% of the time. 2. Classify the Relief Operator position equivalent to a Maintainer (Salary Grade 19, \$40,927-\$57,297) and pay an incentive when the Relief Operator is performing Operator duties. There is an approximately 6-7% pay spread between the two positions. 3. Job cost the position based on the job being performed. The Relief Operator would be paid a Maintainer rate when performing Maintainer duties and Operator rate when performing those duties. The department prefers option 1. Options 2 and 3 require more administrative work but are careful stewards of citizen funds.
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745).