



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 11:00 a.m. on  
Tuesday, August 5, 2025.

**Members: Doug Diny (President), Jim Force, Sarah Watson, Deb Hadley, Peter Gelhar**

**AGENDA**

1. Approve Minutes of July 8, 2025 Meeting.
2. Director's Report on Utility Operations
  - Lead Service Line (LSL) Update
  - Energy Audits
  - Wastewater Washington St. Siphon Replacement Update
  - Wastewater Headworks Screening Project Update
  - Wastewater Cherry St. Lift Station Project Update
3. Discussion and Possible Action Approving Contract Amendment with Clark Dietz for the Final Design, Bidding and Construction Oversight of the Crocker Street Lift Station Upgrade for 2026.
4. Discussion and Update on Recruiting, Retention and Related Staffing Information.
5. Discussion and Possible Action on Setting PFAS Target Levels and GAC Replacement Schedule.

Adjourn.

*\*Next meeting scheduled for September 2<sup>nd</sup> 2025 @ 11:00 AM.*

Signed by: /s/ Doug Diny, Mayor

\_\_\_\_\_  
Presiding Officer or Designee

-----  
THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: August 1<sup>st</sup>, 2025 at 10:15 a.m.

*This meeting is being held in person.* Members of the public who do not wish to appear in person may view the meeting live over the internet, cable TV, Channel 981, a video is available in its entirety and can be accessed at <https://tinyurl.com/wausaucitycouncil>. Any person wishing to offer public comment not appearing in person may e-mail [gina.vang@wausauwi.gov](mailto:gina.vang@wausauwi.gov) with "Water Commission Public Comment" in the subject line prior to the meeting start. All public comments, 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) 261-6622 or [ADAServices@ci.wausau.wi.us](mailto: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 July 8, 2025

A meeting of the Wausau Water Works Commission was called to order at 11:00 a.m. in City Hall on Tuesday, July 8, 2025. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 1, 2025.

Members Present: President Diny, Commissioners Force, Watson, Hadley, Gelhar  
Others Present: John Robinson, Eric Lindman, Scott Boers, Ben Brooks, MaryAnne Groat, Lisa Nowak, Susan Wojtkiewicz/Donohue, Eric Jones/CIP, Joe Kafczynski/ BecherHoppe

### 1) Approve Minutes of June 3, 2025 Meetings.

Watson motioned to approve minutes. Seconded by Hadley.

Force questioned if there were any more criminal activity, if that were resolved, the Baker Tilly report progress/recommendations and if we made any headway on energy savings?

Boers replied nothing notable in the last month, young individuals turned themselves in, Police are taking it from there.

Lindman replied there's a memo regarding the progress report, made 2 contacts, 1 with the Sustainability Committee who gave a presentation about funding options for solar, the 2<sup>nd</sup> one was with our consultant for the solar to get additional information, will contact focus on energy if still viable option and could try to contact them.

Motion carried 5-0.

### 2) Recognition and Appreciation of John Robinson's Service on the Wausau Water Works Commission. Welcome Peter Gelhar, New Member of the Wausau Water Works Commission.

Diny presented John Robinson with a plaque, honoring 5 years of service to the city and to the Wausau Water Works Commission.

Robinson thanked the Mayor, Staff and Commissioners with the significant issues we've faced relative to PFAS in our water system, we've become a national model in how to address, deal with that on a permanent and protective basis, he was not going away, just changing roles and would continue to be active on PFAS issues tracking and issues relative to leachate influent effluent and biosolids, great staff with a lot of expertise and wished everyone well.

Diny introduced Commissioner Peter Gelhar/Business Services Director for the Northcentral Workforce Development Board, and he stated this was an opportunity for him to give back to the community.

No Action Taken.

### 3) Director's Report on Utility Operations.

Lindman began director's report is put together monthly to provide updates on operations and projects and if at any point you have questions or want anything brought up, he'd be happy to include that and do some background. Update on water/wastewater, it's all spelled out, updates on

recruitment in our drinking water division and updates on our street reconstruction projects as they also deal with our water/sewer.

Force questioned the 1,333 meters replaced and percentage left to replace?

Boers replied the 1,300 puts us about half, we have 8,000 meters to replace yet, at the rate we are going, about 3 years or better. If we stay at the same rate we're going right now, we should double that, we are putting a priority on meters but keeping up with responsibilities and required duties, it's going to be hard to maintain that number.

Director's Report Placed on File.

#### **4) Discussion and Update on the 2024 Annual PSC Report and Financials.**

Lindman began the Public Service Commission (PSC) Report and Financials go hand in hand, but this is an annual report required by the PSC because they regulate and establish our rates on the drinking water side, the financials are put together, finance is a big part of preparing this report from operations financials to utility assets.

Groat summarized the report in the packet pages 13- 101. See [Video](#) at 10:41.

Force questioned if the PSC made any judgements on well-being or the numbers, or if they had opinions if we're doing a fair, good or poor job and Moody's standards for utility financial operations or if there were discussions about changing that and if we paid any interest on principal forgiveness?

Groat replied they do not give opinions, typically, Moody's will come in and look at our financials to issue credit rating even if we don't ask for one. If we don't ask for one, they won't charge us for it but they could ask that of us at any time. We don't pay any interest to the principal forgiveness. PSC report is available for everyone and includes all municipalities.

Lindman doesn't recall coming across changes for Moody's standards but there was a report card that came out from an entity in Madison I believe connected to the UW system that had informal information they were pulling off the annual PSC reports for municipalities statewide. He thinks it came out in the news because Green Bay received an F on their distribution lines but there haven't been any changes.

Diny recalled last year's total loss as a percentage of net water supply of 17%, we improved and are down to 13% and can attribute that to the new meters and other things but that's a good sign, it's not single digit yet but it's one piece of good news. Water net revenue water as a percentage of water supplied that's pumped, not billed, there's always going to be some shrinkage, leakage, flushing, water loss, thefts that come into play and that target is 10%. We know 17% is too high, 13% is moving in the right direction.

No Action Taken.

#### **5) Discussion Relating to Options for Ongoing Staffing Shortages, Recruitment, Retention and Wage Issues for the Utility.**

Lindman began this has been discussed here on numerous occasions in the past 4 years and there hasn't been action taken to move anything forward from the commission. The memo in packet was to provide a history of discussions, what's happened over this period of time, we had 3<sup>rd</sup> party study come in that the commission approved us to do, to establish and review staffing assessment of both water and wastewater division that came back with good information. Of those observations by Baker Tilly that came out at the end of 2022 and presented, he took those observations and tried to highlight what's been done, things we're still working on and decisions that we needed from the commission as well moving forward. Looking at recruitment and retention that are two very critical things that we haven't been doing very well, some of that has to do with wages, not being able to have staff available to distribute the work appropriately, there are a lot of things that go into it. He anticipates in the next couple of months that we'll be breaking down into some more details and making recommendations for commission action to move

forward or correct the direction we're going because we are in a critical position right now with staffing; both with retention and recruitment so we really have to make some corrections here in short order. We can't have the utility fail; that's just not an option for the City of Wausau, it's too critical, our infrastructure, he's been working with our HR Director Lisa Nowak and she's been very helpful with staff regarding steps we have to take from job descriptions to identifying risks if we don't take action that will be highlighted in the next coming meetings, but this is the start of that discussion.

Hadley voiced that there seemed to be a struggle between the commission and HR on who was going to decide on all of this. Her concern was the cost part, there's definitely a need and it's been delayed but a cost part so we could see and Baker Tilly's three recommendations that she didn't see any confirmations on it, the 3 and the 2 so 5 total between the utilities, not sure if that's what was said here and without knowing the cost, how do we proceed and knowing your current budget moving forward? I think the commission should be acting on it and there's obviously issues but she hasn't been here long.

Lindman replied in the past, we've presented to the commission potential numbers for wages, impacts on annual basis not only for adding new staff but also for addressing some competitive wages internally, we will have to update those but there's still some work that needs to be done upon my discussion with Nowak to bring those numbers in the next month or two when we'll have much more details, it's easier to say if we are going to add staff, we could estimate those numbers quickly, the idea of reestablishing current wages, paygrades and reclassifications appropriately, that's going to take a little bit more work for what that immediate impact would be.

Hadley added job descriptions seem imperative and to just back down the job description and have a person that's not qualified, that's interesting personnel. In the past, has the commission made the personnel decisions or made additions to staff or why is there an issue here between should it be personnel or HR or this commission? It would be interesting to know the costs of the technology you're asking for to streamline the efforts that you're doing here, mapping, hardware, laptops and everything. Was it a money issue with AT&T when you moved providers because AT&T was a better provider?

Lindman stated reducing job description qualifications was an approach and obviously it did not work.

Diny added we probably haven't updated our job descriptions and we have 2 state of the art plants, we should be marketing to be an attractant and getting the job descriptions to match what they currently do in our new plants, what's the most important thing to them on how we set those wages and market them so we have people signing up for jobs they want.

Lindman replied the commission has been given full authority to set wages for the utility, that's been clarified but when the last wage study was done with the city, it was the idea to have it all done together. The wage study done was not comprehensive, so when you're trying to compare different jobs, there's uniqueness to different divisions, departments within the city, when you look at Police Department and what they do versus the utility and what they do, these duties need to be looked at independently. We've made some improvements; we switched over from Cellcom to AT&T this Spring, not only did we save money monthly but we were able to add devices and get more people on the network. We are also on FirstNet for the entire department, which is the emergency response that is a great improvement. The other one is asset management, which you'll see in the budgets coming up. We had that budgeted a couple of years ago but because of the implementation of Workday, our HR and financial software wasn't fully operational and took longer than anticipated, we decided to hold off on that but it's going to be about a \$500,000-\$600,000 investment up front for us to move that forward with the utility. It's going to be a large investment to put all our assets in and do all our maintenance. AT&T was a better provider but they also have FirstNet, which is for emergencies, so during emergencies, we'll still have service

and communication capability.

Force questioned the last paragraph of the memo on how it was written as it described the reluctance of the commission to address the issues directly. We had an HR Director stand before us months before his departure and told us the wage scale was competitive, then we had staff saying they weren't comparable, then you put the commissioners in a position of listening to one side or the other and expect the commission to make decisions with input from the HR Director. He stated it was impossible to make decisions in those conditions, so he refuted this accusation, if the commission is being asked to establish salary ranges and compensation for various positions in the future, he'd be happy to do that but was not aware we were asked to do that in the past, this statement is inaccurate as far as he's concerned. He's unaware this commission was asked to set a salary at or set a particular job classification range at, irrespective of HR Director at that time. Let's have a meeting with the new HR Director and come up with recommendations that are beneficial to the utility.

Lindman stated it was not a statement to reflect negatively on the commission; it's meant to explain some of the conflicts that have happened in the past. He tried to do that as tactically as possible; it's not as a detriment to the commission, He believed the commission was very active in discussing this over the course of years and also realizes the information brought forward was conflicting from one department to the other.

Hadley questioned if Nowak was looking at job descriptions and wage comparability?

Nowak stated that we are starting with job descriptions, however, that's just the beginning, compensation is just a piece of the total reward package, it's not what motivates everybody, it's not what drives everybody to leave. That was the thing she loved about Baker Tilly study, it provided some anecdotal information which is a great augmentation for all the quantitative data that we've received from comp studies. Comp-studies are just data; you have to put this anecdotal information with it to make it information for you. This is systemic throughout the city, in my 10 weeks here, it's not just one thing that has caused a lot of these issues, so it's not one little thing to fix it. Looking at past practice from the previous HR Directors, there's a lot of opportunities to bring positive changes and provide some real HR acumen into the city. Business partnership is the first thing we need to focus on and that's relationship building so that the last sentence Mr. Force referenced will not happen underneath my watch. Lindman and I have a great relationship and with all the department heads, the partnership I have with everyone is meant to drive the city forward and not put HR in a black or white standard, we must operate within the gray and that's what I'm hoping to accomplish. Right now, I have a very robust workload and have not been able to prioritize this, this requires a lot of focus and attention, I will be asking for more HR associates so that we could provide the HR support that has been truly lacking citywide, there's a lot of great service that HR can provide, we just haven't had the bandwidth to do so. I'm excited to bring forth new job descriptions, I'm here for Directors but management needs some help and guidance that has not been provided in the past through HR, so I'm excited to bring that to management. We are at the crux of build versus buy in many arenas throughout the city, but safety and risk management is one of those we're buying, we might be at a point to start building internally and start centralizing some of those systems resources instead of having multiple departments paying and no vendor management, we could save a lot of money and get more on the process of improvement track and project management.

Hadley stated she liked how Nowak used comparable and it's not the end all but it's part of the whole picture which is really important and they've both spoken to their needs to find someone qualified and wants to stay but in the meantime, were there things we could approach that doesn't need a job description like the technical piece here and that a written contract is irrelevant; it's the service that you're getting.

Lindman replied there are things on here we could piece together as in our safety training,

we've brought forward 2 or 3 years ago a contract with MEUW, we were going to contract with them to do all our safety training departmentwide, not just the utility. They would put on all the training and coordinate it all and track it all. We brought that forward, the contract wasn't supported by the HR Director at that time or the city Attorney, they wanted us to use CVMIC because they're our insurance carrier and we've tried to do that but it just wasn't working, we're spending more money because they don't conduct all of the training that we need, so we're left to contract out some of that training which actually costs as much if not more than annual contract. That's just one thing we could bring back that this assessment has brought out; there's other things here too and we'll obviously continue to work with Nowak in job descriptions to properly identify responsibilities.

Diny stated this will likely be on our Agenda for August to see our progress.

Hadley reiterated to bring back some of the costs because we'll still be working understaffed and need help now, with the small entity we have, that's substantial, no mentoring, no one was around just you and the people below you are leaving. Normal programs have a mentor program, something that goes on right away that makes a person want to stay because they know you know there'll probably be a job going forward but they haven't done that.

Boers replied we are down about a quarter of our staff and I agree with you.

Diny stated some of these decisions we're starting to talk about will help us start making decisions in a quicker cycle as a utility as opposed to putting into 2026 budget, we could start changes sooner than later, starting is better than waiting, so we are starting.

No Action Taken.

## **6) Discussion and Update on the Lead Service Line Replacement Project.**

Jones presented an update on the Lead Service Line replacement project summarized with packet pages 107-108. See [Video](#) at 46:53.

Force commented they were doing a good job.

Gelhar questioned the goals of the apprenticeship program and where they were recruited from and if they got their certificates?

Jones replied they went to local high schools and LIUNA had several events where they recruit so we partnered with them. Last year, we tabled at the county fair and the kid's event. Everyone came from either local high school, there's a refugee program in Wausau that we worked with where many of our applicants came from this year. The goal is to get them hired, we give them general coursework on labor-based courses like hazmat, confined space and broader but the goal is to get them hired. Once they become a member of LIUNA, they can do all those courses and continue their career from there and get their certification.

Lindman summarized this is the 2<sup>nd</sup> year we've been doing this and we're looking at 1,500 to 1,600 services this year. We have applied for 2026 Funding and looking at another 75% principal forgiveness, the breakdown is somewhere around \$17 million of which \$10 million is principal forgiveness and the rest would be loan for the city. We'll be working with community infrastructure partners to bring that information back to the commission. The reason for bringing this up is we'll have to talk with you and it would be good to have a joint finance/commission meeting to understand that once we run those numbers with Ehlers, our financial consultants, and the finance department. Over the next couple of months coming forward, as most of you know this is a significant project throughout the city, it's a lot of money, but the first 2 years, we've done \$20 million worth of work for \$8 million. The money is available to do this, which will be a requirement in the future that the lead lines will need to be removed and this money will not be

available at that point when those rules go into place so we're trying to be as proactive as we can in this situation.

No Action Taken.

**7) Discussion and Possible Approving the Carry Over Remaining Funds for the TV Truck from the 2024 Budget to 2025 Budget for Wastewater.**

Diny summarized this would be money that we didn't spend in 2024 for 2025.

Watson motioned to approve the carryover remaining funds for the TV Truck from the 2024 Budget to 2025 Budget for Wastewater. Seconded by Force.

Motion carried 5-0.

**8) Discussion and Possible Action Approving Budget Modification Reallocating Funds from the Material Screen Equipment to Purchase a Replacement Vehicle at Drinking Water.**

Diny summarized we're able to purchase the screen equipment with ARPA funding and the budgeted amount for the screening of \$70,000 would be used to buy a much-needed vehicle.

Force questioned who we were purchasing a vehicle from and if it were a local supplier?

Boers replied we were not going to start looking until we had permission to do so and generally would try to find one locally.

Gelhar motioned to approve the budget modification reallocating funds to purchase a replacement vehicle at Drinking Water. Seconded by Hadley.

Motion carried 5-0.

**9) Adjourn.**

Diny stated next meeting, August 5<sup>th</sup> at 11am, same place.

Watson motioned to adjourn. Seconded by Hadley.

Motion carried 5-0.

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

Gina Vang, Recording Secretary

S:\WaterWorks\Common\WaterCommission\2025\August\WWWC\_20250708\_Minutes.doc.



## **MEMORANDUM**

**TO:** President Diny  
Commissioner Force  
Commissioner Watson  
Commissioner Hadley  
Commissioner Gelhar

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

**SUBJECT:** Director's Report – August 2025

### **Lead Service Line (LSL) Update:**

1. The 2025 construction season continues and to date there are about 1,200+ LSL replaced from 2024 through July 2025.
2. 2025 Funding and loan closing is still not yet set by the DNR, but preliminary dates are closing on this in September. This is important as construction payments will begin being submitted, which will be substantial.
3. I have attached some information on the proposed 2026 funding which looks very positive again for the city. It is anticipated that the DNR will release their funding list in October which will have the official funding numbers.
4. One of key components of this is to determine what portion of the loan is eligible for utility borrowing and what portion needs to be placed on the levy through GO borrowing. We are currently working with DNR on this breakdown. Construction costs are simple but the non-construction costs (engineering, public outreach, inspection/project management, etc.) are under some debate. This is important because the amount of borrowing impacts both the utility and the city levy and will have an impact on future years' ability to borrow.

## **Energy Audits:**

1. I have not located any grants or other funding assistance to complete commission-based audit.
2. Focus on Energy does do walk through energy audit to try and identify efficiency opportunities. I am not sure this would be beneficial as we would need something that would look at our operations and energy use and billing through WPS.
3. I do believe there may be an opportunity to reduce some energy through running heavy energy use equipment during only certain times of the day and not as much during peak times. In order to determine this a detailed audit of energy use would be required to determine if the cost savings are worth the effort of any changes and costs to the changes.

## **WASTEWATER DIVISION**

1. Washington St. Siphon Replacement Update:
  - Project near completion with a final completion date set for August 1, 2025.
2. Headworks Screening project update:
  - Contractor mobilized 6/16/2025. Substantial Completion date of 10/15/2026. Final Completion date of 11/15/2026.
  - Contractors have been busy with removals in preparation for the installation of the new step screen equipment.
3. Cherry St. Lift Station project update:
  - Contractor to mobilize 9/8/2025, Substantial Completion date of 10/24/2025. Final Completion date of 11/21/2025.

# 2026 Projections

- Scope shown receives 100% principal forgiveness for private side replacements
- Recommend replacing all “rock homes” while PF for private side replacements is 100%. Scope assumes 250 rock homes remain after 2025 across tracts 1, 3 and 7.
- May be additional PF for public side replacements however we are conservatively projecting \$0. In 2025 20% PF was awarded for public side replacements.
- PF calculations are based on most recent census data related to Median Household Income, Family Poverty Percentage, Lowest Quintile Income and County Unemployment. These metrics are updated annually, and we’ll revise the scope as need to ensure 100% PF.
- Construction will need to be publicly procurement; projections are using 2025 results with a 3% escalator.

Census Tract	Total	Fulls	Partials
1	390	207	183
3	78	-	78
4	623	268	355
7	600	345	255
<b>Total</b>	<b>1,691</b>	<b>820</b>	<b>871</b>

## Cost Stack

Construction	\$11,094,542
Curb Stop	\$167,409
Permitting	\$220,676
Contingency	\$554,727
Rock Adder	\$3,120,000
<b>Total Construction</b>	<b>\$15,157,354</b>
Professional Services	\$5,051,558
<b>Total Costs</b>	<b>\$20,208,911</b>
Principal Forgiveness	\$12,394,268
Loans	\$7,814,643



TO: Wausau Waterworks Commissioners

FROM: Ben Brooks  
Wastewater Superintendent

DATE: August 5, 2025

SUBJECT: Crocker St. Lift Station Design Completion to 100%, Bidding and  
And Construction Services Contract

Clark Dietz, Inc., is pleased to offer their engineering design and construction services proposal to complete the design of the Crocker Street lift station replacement, issue the project documents for bidding, and provide construction management and observation.

The Crocker Street lift station plans and specifications are currently at a 90% completion point. This contract will include taking the existing plans to 100% completion and submitting them to the City for bidding on QuestCDN.

This contract will also include construction management and observation services throughout construction of the lift station and underground utilities.



June 24, 2025

Eric Lindman, PE  
Director of Public Works  
City of Wausau  
407 Grant Street  
Wausau, WI 54403

Re: Crocker Street Lift Station Design Completion, Bidding, and Construction Services

Dear Eric:

On behalf of Clark Dietz, Inc., I am pleased to offer this engineering design and construction services proposal to complete the design of the Crocker Street lift station replacement, issue the project documents for bidding, and provide construction management and observation.

The Crocker Street lift station plans and specifications are currently at a 90% completion point. This contract will include taking the existing documents to 100% completion and submitting them to the City for bidding on QuestCDN. Modifications to the project documents will be based on comments received from City staff on the 90% plans, lessons learned during construction of the Northwestern, Greenwood Hills, and Cherry Street lift stations, and comments from our in-house quality assurance review of the 90% plans and specifications. This contract will also include construction management and observation services throughout construction of the lift station and underground utilities as described below.

### **SCOPE OF SERVICES**

#### **Design Phase Services**

- Meet with City staff to discuss current design
- Make modifications to the project documents
- Prepare an updated opinion of probable cost
- Submit the project plans, specifications, and design report to WDNR for permit approval
- Submit final bidding plans, technical specifications, and front end bidding and contract documents to City staff

#### **Bidding Phase Services**

- Provide contractor coordination during bidding, including project clarification, preparation of addenda, etc.
- Review bids from contractors
- Make recommendation of award to the City

#### **Construction Phase Services**

- Prepare the construction contracts for execution
- Conduct a meeting and site visit with the contractor prior to construction
- Review shop drawings
- Coordinate construction staking with the City of Wausau's surveyor
- Coordinate with the contractor throughout construction; estimated 11 months total between Notice of Award and Final Completion
- Respond to the contractor's requests for information
- Review pay applications and make payment recommendations; estimated 8 pay applications
- Conduct progress meetings with City staff
- Provide periodic site visits by the design engineers during construction
- Provide full-time inspection during wet well and utility construction; estimated 4 weeks
- Observe field testing of the forcemain and sewers



- Observe startup and testing of the pumps and controls
- Observe generator startup and testing
- Provide part-time inspection during the rest of construction; estimated 6 months
- Coordinate equipment startup services
- Review the O&M manuals submitted by the contractor
- Prepare the punch list
- Prepare Record Drawings of the project
- Perform a final inspection of the project

**Deliverables**

- Electronic copy of technical specifications, drawings, and front end documents for bidding
- Four (4) hard copies of the construction contract
- Electronic copy of the Record Drawings

**Services Not Included**

- Geotechnical services
- Easement research or coordination
- Surveying
- Material Testing
- Other services not specifically listed

**SCHEDULE OF WORK**

Receive notice to proceed	July 2025
Submit bidding documents and opinion of probable cost to City	September 2025
Project advertises	October 2025
Bid opening	November 2025
Award project and issue contracts	December 2025
Construction begins (approximate)	April 2026
Construction ends (approximate)	November 2026

**COMPENSATION**

**For the above-described work Clark Dietz proposes the following Engineering Services fees:**

Final Engineering	\$21,500
Bidding Services	\$5,400
<u>Construction Management and Observation</u>	<u>\$113,900</u>
Total Lump Sum Fee	\$140,800

Please let us know at your earliest convenience if this proposal is satisfactory and sets forth your understanding of the proposed work. If you would like us to consider any modifications to this proposal or if you have any questions, you can contact me at (715) 841-9796.

We look forward to continuing to work with you on this project. Thank you for your consideration.

Sincerely,

Tonia S. Westphal, PE, LEED AP  
Vice President

Department of Public Works & Utilities



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:** August 5, 2025

**SUBJECT:** Risk Review – Staffing, Recruitment, Retention & Wages

---

The utility continues to face challenges with recruitment and retention. These challenges were highlighted in the 2022 Baker Tilly Staffing Assessment. Provided last month, staff have been working toward implementing some changes to address issues highlighted in the Assessment. The Commission requested some additional information at the July meeting to better understand what the overall impact this issue and future decisions will have on the utility. Information on both risks to the utility and community and potential preliminary fiscal impacts to utility are summarized for your review.

The necessity to have a robust recruitment and retention program is critically important. One of the best ways to understand the importance is to look at the potential risks if staffing is not appropriately maintained. As part of our ongoing discussion on staffing at the utility the following are some highlighted risks that may result if actions are not taken to properly staff the water and wastewater utility along with some possible changes that will mitigate the risks we are currently facing. Wages are a significant concern, but you will see that there are other issues that will significantly impact the retention of employees.

<b>Potential Risks and Results to Utility Related to Inadequate Staffing</b>			
<b>Description</b>	<b>Risks</b>	<b>Result</b>	<b>Proposed Changes</b>
Under Staffed	Unable to complete proper maintenance	Premature failure of equipment and excessive costs	Add recommended staffing over time and develop cross training succession planning
	Poor treatment operation	Poor water quality and possible unsafe water	
	Frequent on-call rotation	Unable to retain employees long term, not family friendly	
	Excessive overtime	Burned out employees, tired employees make mistakes, no time off	
	Not able to meet/maintain regulatory compliance	Violation notices and possible fines, ineligible for funding	
	Lack of time and resources to train new employees	Poor operations, higher risk of accidents/injury safety, non-compliance, costs	
Non-competitive wages	Unable to retain employees	Never having full workforce, reduced maintenance	Evaluate utility wages independently, hire skilled labor by preparing accurate job descriptions, retain employees with competitive wages
	Unable to recruit skilled labor	Skilled labor works elsewhere for more money	
	Become a training ground and lose employees	We hire, train and they leave for more pay	
	Must hire unskilled labor	Training involved and lack of work productivity	
	May have to contract services	Minimum of 2.5 times current cost; Rate increase	
Lack of proactive maintenance	Always in emergency maintenance	High overtime costs	Add staff & provide competitive wage, complete proactive maintenance, retain employees with better predictable work hours
	High risk of violations	Sanitary sewer overflows; Unsafe drinking water	
	Mandated corrections from EPA/DNR	Rate increase	
	Increased costs	Rate increases	
	Always working on emergencies	Long hours, unpredictable hours, increase expenses	

The Commission also requested information on the potential for fiscal impacts to the utility. In the past staff have prepared some fiscal impact information and the Baker Tilly Assessment also provided some comparisons from back in 2022 showing city wages are lagging, significant in some positions. The information shown is outdated by several years but is a good starting point to understand fiscal impact when adjusting wages to be competitive. Further review and significant work are needed to bring this information up to date.

The information below shows the fiscal impact to adjust current wages to be competitive for current employees and shows the fiscal impact for adding the recommended number of new employees. We are currently evaluating the additional staff that were added this year to determine next steps.

## Comparison Chart - Wausau Current Market Rate vs. Compensation Surveys & Other Utilities

City Job Title	City 2022 Pay (Mid-Point)	AWWA 2020 Comp Survey (Mid-Point)	2021 WI Rural Water	Difference of City Pay Compared to Surveys	<sup>1</sup> Merril	<sup>1</sup> Fond Du Lac	<sup>1</sup> Oshkosh	<sup>1</sup> Appleton	Difference of City Pay Compared to Other Utilities
Water Superintendent	\$37.74	\$46.15	\$44.28	(\$7.48)	44.87	\$48.91	46.67	\$45.95	(\$8.86)
WW Superintendent	\$37.74	\$46.15	\$44.28	(\$7.48)	44.87	\$48.91	46.67	\$45.95	(\$8.86)
Water Supervisors	\$28.85	\$40.19	\$44.28	(\$13.39)		\$34.76	38.53	\$41.22	(\$9.32)
WW Supervisors	\$28.85	\$40.19	\$44.28	(\$13.39)		\$34.76	38.53	\$41.22	(\$9.32)
Water Plant Operator	\$25.77	\$31.30	\$29.11	(\$4.43)		\$27.38	28.91	\$29.45	(\$2.81)
WW Lab tech	\$25.77	\$39.09	\$29.11	(\$8.33)		\$27.38	28.91	\$24.74	(\$1.24)
Sr. Water Distr. Maintainer	\$25.77	\$29.57	\$29.11	(\$3.57)	28.56	\$27.38	28.91	\$27.08	(\$2.21)
Sr. WW Collection Maintainer	\$25.77	\$29.57	\$29.11	(\$3.57)	28.56	\$27.38	28.91	\$27.08	(\$2.21)
Sewer Collection Tech	\$24.09	\$26.73	\$29.11	(\$3.83)	25.23	\$24.91	25.88	\$27.08	(\$1.69)
Water Distribution Maintainer	\$24.09	\$26.73	\$29.11	(\$3.83)	25.23	\$24.91	25.88	\$27.08	(\$1.69)
WW Operations Tech	\$25.77	\$28.13	\$29.11	(\$2.85)	25.23	\$27.38	28.91	\$27.08	(\$1.38)
Water Plant Tech	\$25.77	\$28.13	\$29.11	(\$2.85)	25.23	\$27.38	28.91	\$27.08	(\$1.38)
Admins	\$21.97	\$21.49	\$26.17	(\$1.86)		\$22.46	22.85	\$24.74	(\$1.38)

<sup>1</sup>Municipal mid-point wage

City Job Title (Water)	Number of Employees	Wage Impact	City Job Title (Wastewater)	Number of Employees	Wage Impact
Water Superintendent	1	(\$18,428.80)	WW Superintendent	1	(\$18,428.80)
Water Supervisors	2	(\$38,771.20)	WW Supervisors	2	(\$38,771.20)
Water Plant Operator	1	(\$5,844.80)	WW Lab tech	1	(\$2,579.20)
Sr. Water Distr. Maintainer	1	(\$4,596.80)	Sr. WW Collection Maintainer	1	(\$4,596.80)
Water Distribution Maintainer	8	(\$28,121.60)	Sewer Collection Tech	5	(\$17,576.00)
Sr. Water Plant Tech	1	(\$4,596.80)	WW Operations Tech	6	(\$17,222.40)
Water Plant Tech	4	(\$11,481.60)	Admins	1	(\$2,870.40)
Admins	1	(\$2,870.40)	<b>Wastewater Fiscal Impact Annually =</b>		<b>(\$102,044.80)</b>
<b>Drinking Water Fiscal Impact Annually =</b>		<b>(\$114,712.00)</b>			

**Proposed Increase in Staffing**

**Drinking Water**

	Proposed Pay and Salary			Budget Impact
	Pay Grade	Salary	Wage	Salary
Water Plant Operation Supervisor		78,436.80	37.71	109,811.52
		<b>Total =</b>		<b>109,811.52</b>

**Wastewater**

	Proposed Pay Grade and Salary			Budget Impact
	Pay Grade	Salary	Wage	Salary
Sr. Collection System Technician		61,027.20	29.34	85,438.08
Wastewater Plant Operations Technician		59,529.60	28.62	83,341.44
		<b>Total =</b>		<b>168,779.52</b>

The current approved staffing levels and the proposed staffing levels based on the Baker Tilly Assessment are as follows:

**Current Number of Employees (Includes 3-FTE's added in 2025)**

Water Utility – 20 Positions

Wastewater Utility – 16 Positions

**Proposed Number of Employees**

Water Utility – 22 Positions

Wastewater Utility – 19 Positions

Putting the increase in staff and the wage adjustments in some context as it relates to the overall utility budget annually, both drinking water and wastewater have an annual budget of about \$11,000,000 each, conservatively. To adjust the current staff wages as proposed would be about 1% of the overall budget for each utility. The increased staffing would have an impact of about 1.5% on wastewater and 1% on drinking water. As you can see these are small impacts to the utility budget with significantly large impacts to recruitment and retention of employees.

PFAS Treatment:  
Granular Activated Carbon (GAC)  
Replacement Strategy



August 5, 2025

# Discussion Items

---

- Treatment Alternatives That Were Evaluated
- Treatment System
  - Granular Activated Carbon, 12 Tall Vessels
  - System Layout
  - Lead-Lag Configuration
- Sampling Strategy
- Sampling Results
- Regulatory Requirements

# Treatment Alternatives That Were Evaluated

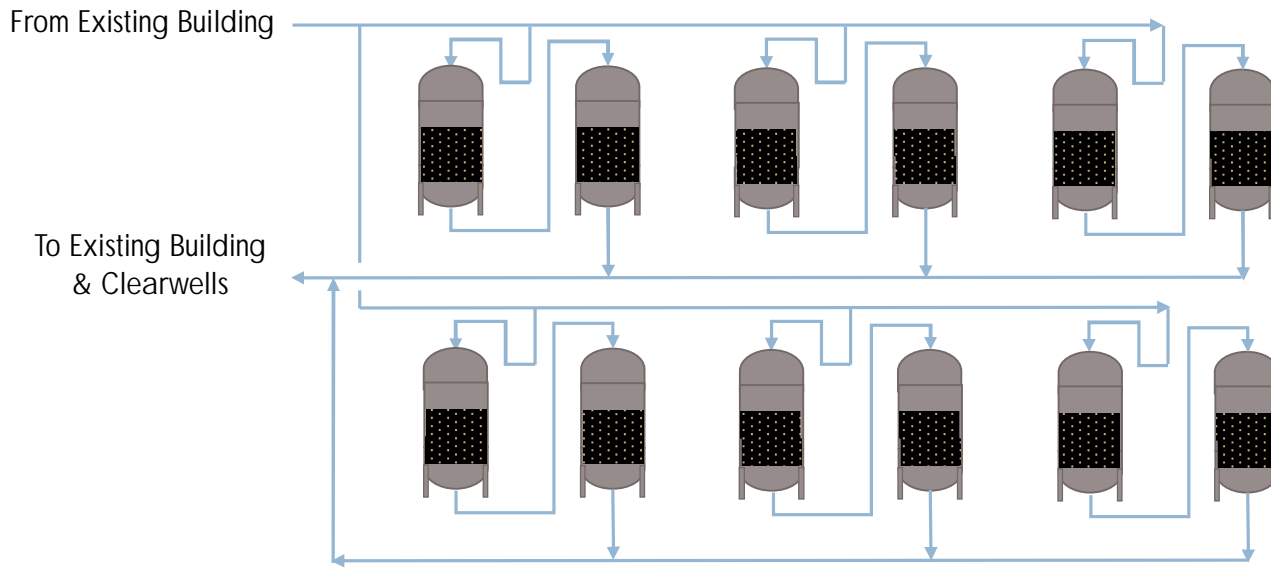
- GAC
  - 12 Tall Vessels, Series Operation
  - ~~8 Tall Vessels, Swing Operation~~
  - 6 Tall Vessels, Staggered Parallel Operation
  - 12 Short Vessels, Staggered Parallel Operation
  - ~~12 Short Vessels, Swing Operation~~
  - ~~8 Short Vessels, Parallel Operation~~
  - ~~4 Extra Large Vessels, Staggered Parallel Operation~~
- IX
  - ~~8 Vessels, Staggered Series Operation~~
  - 6 Vessels, Series Operation
  - ~~4 Vessels, Swing Operation~~
- *FLUORO-SORB*
  - *6 Vessels, Staggered Parallel Operation*
  - *12 Vessels, Series Operation*

Short List:

- Alternative 1 – GAC, 12 Tall Vessels
- Alternative 2 – GAC, 6 Tall Vessels
- Alternative 3 – GAC, 12 Short Vessels
- Alternative 4 – IX, 6 Vessels

Would require extended pilot testing. Potential option for future cost savings. Not part of short list of initial solutions due to schedule implications.

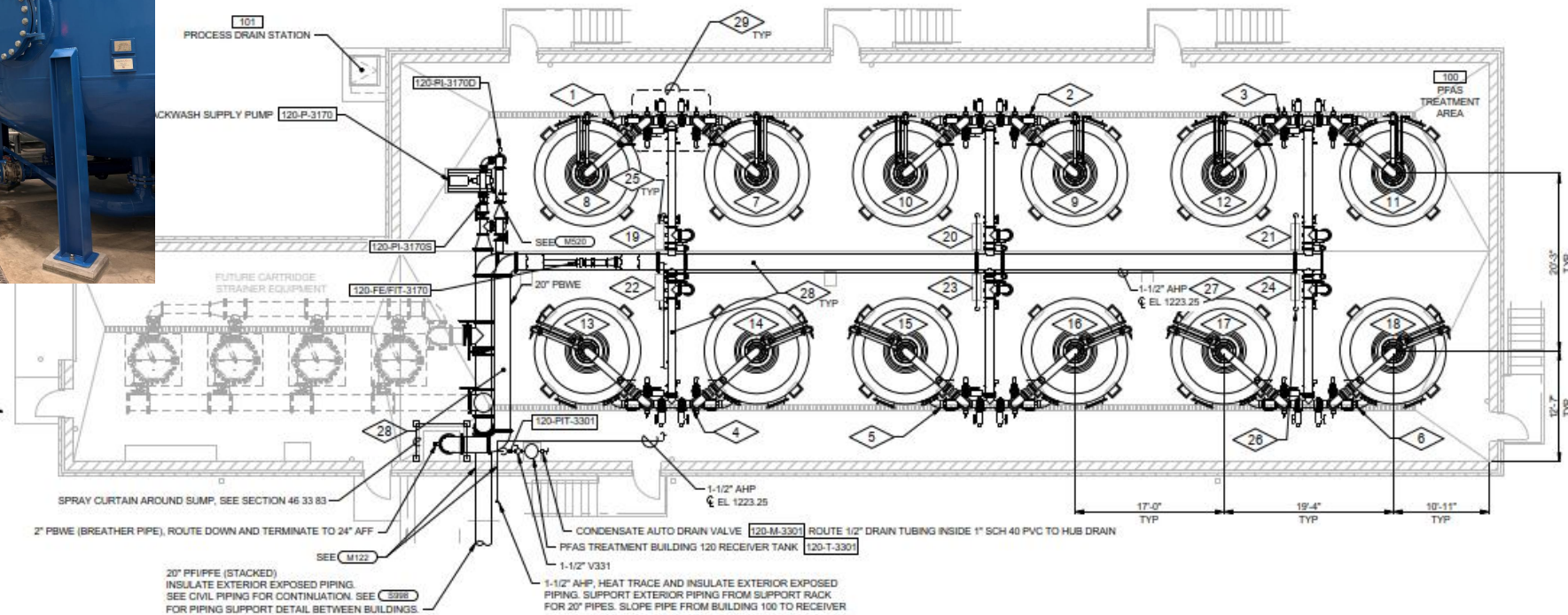
# Treatment System: GAC, 12 Tall Vessels



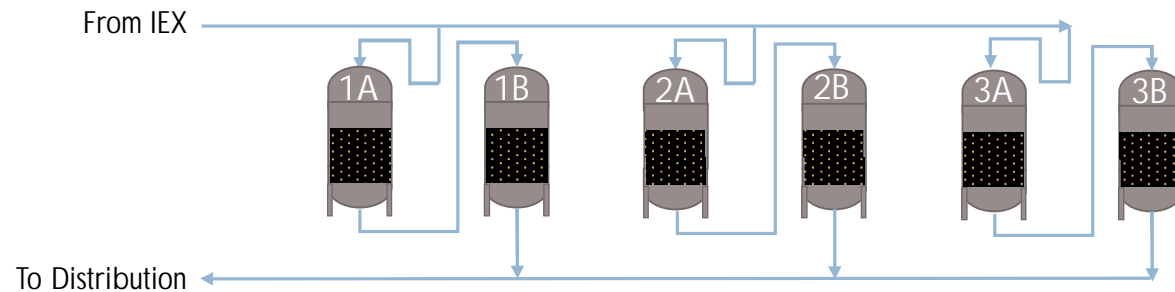
- Six Pairs of Tall Vessels
- Series (Lead/Lag) Operation
- Most "Robust" GAC Design
- Most Expensive (Initial Capital)
- Excess/Underutilized Capacity

Parameter	Units	1.8 MGD	3.0 MGD	4.8 MGD	7.0 MGD	9.0 MGD
Operating Mode		Series	Series	Series	Series	Series
EBCT (Lead)	min	50.0	30.0	18.8	12.9	10.0
EBCT (Lead + Lag)	min	100.1	60.1	37.5	25.7	20.0
Hydraulic Loading Rate	gpm/ft <sup>2</sup>	1.8	3.1	4.9	7.2	9.2

# Treatment System Layout

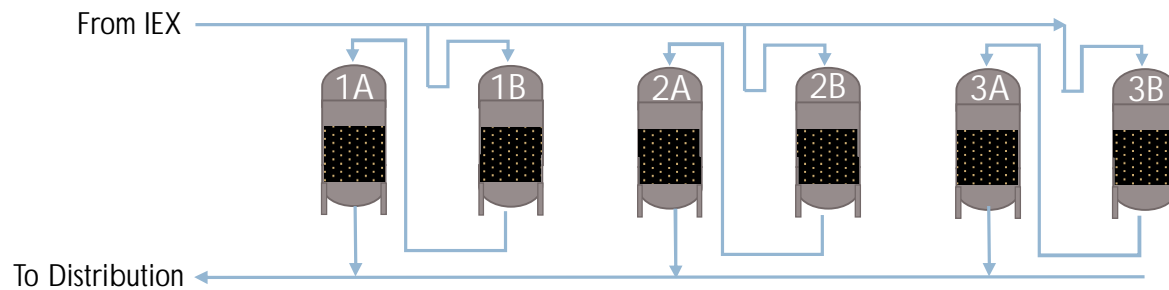
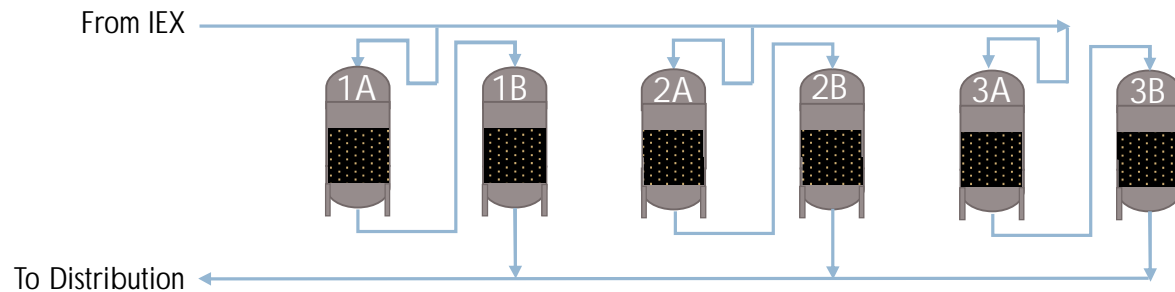


# Lead-Lag Configuration



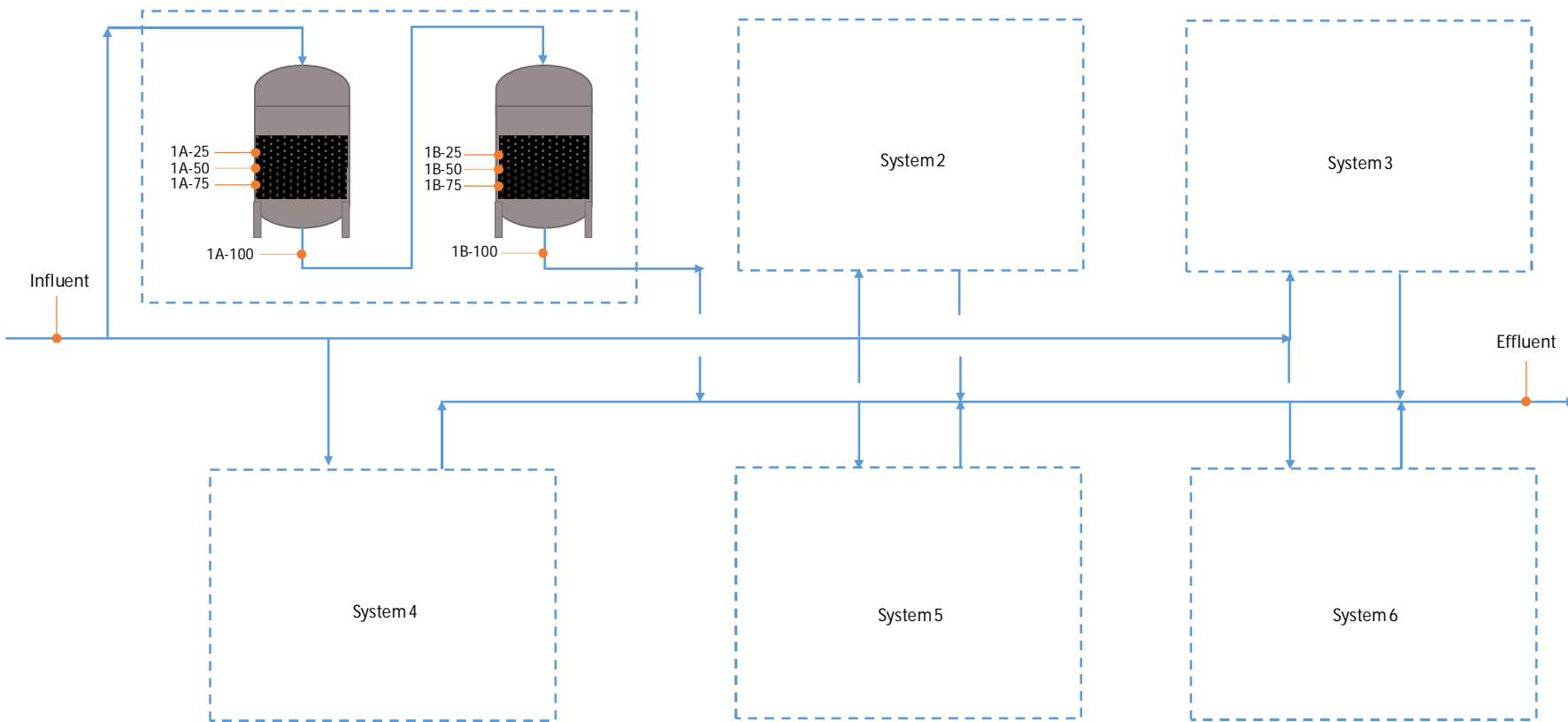
- Lead Vessel is working bed
- Lag Vessel acts as safeguard
- PFAS levels are monitored through vessel beds

# Lead-Lag Configuration



- Media in Lead Vessels (1A, 2A, 3A) will be replaced
- Former Lag Vessels (1B, 2B, 3B) will become Lead Vessels and 1A, 2A and 3A will become Lag Vessels

# Sampling Strategy



Each vessel has 4 sample ports.

Samples are collected from successive sample ports over time and media usage.

# Sampling Results – Influent Concentrations

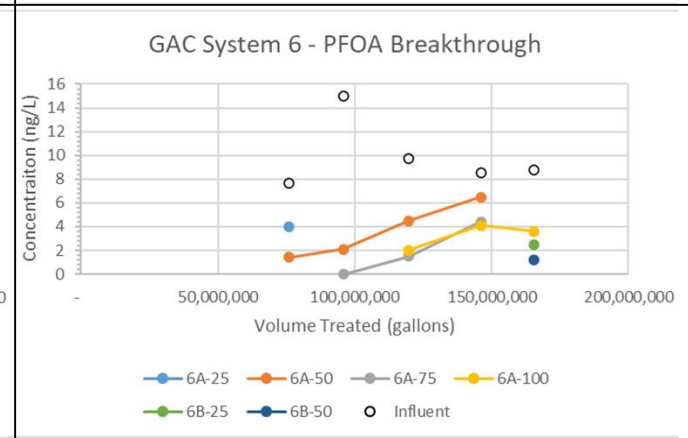
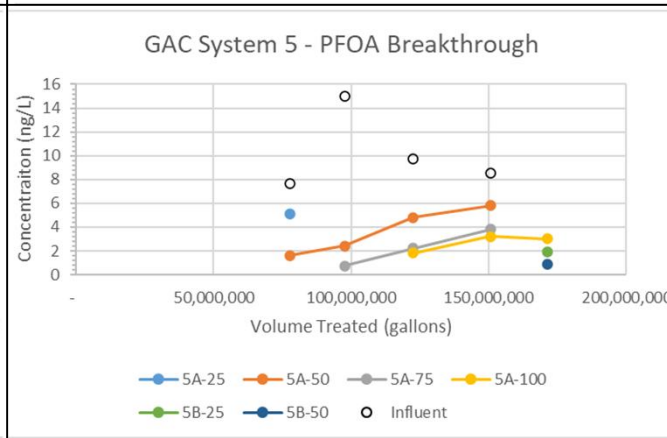
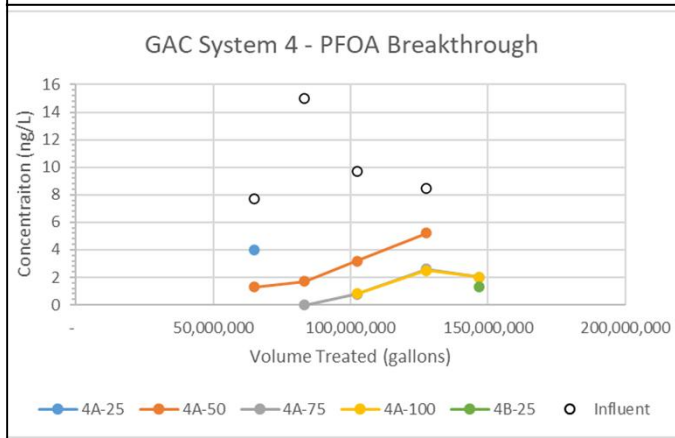
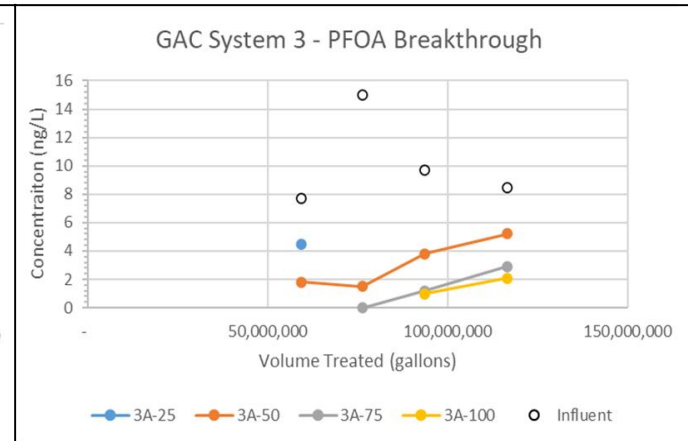
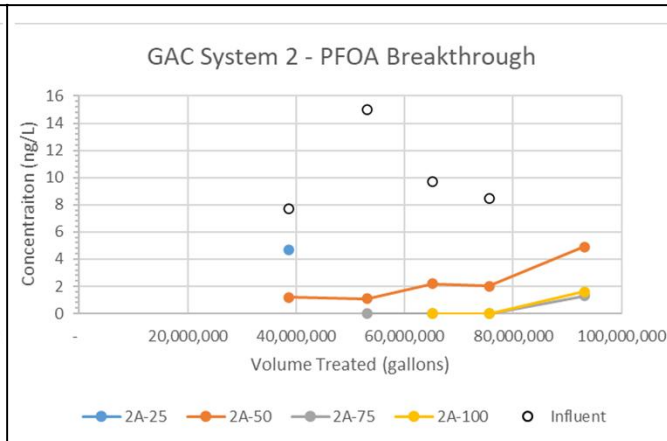
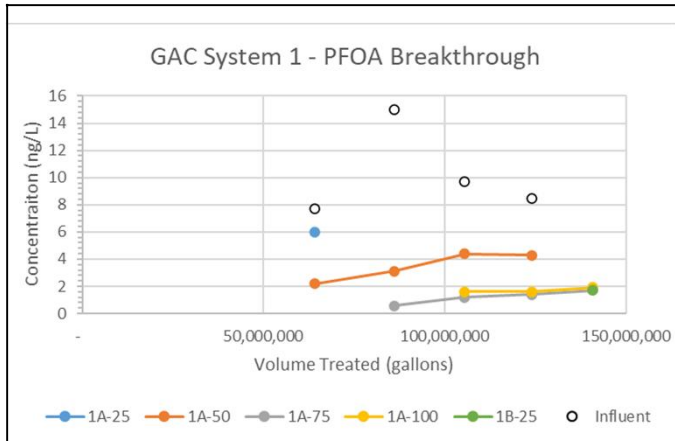
Date	11 Cl-PF3OUdS	9Cl-PF3ONS	ADONA	HFPO-DA	NEtFOSAA	NMeFOSAA	PFBS	PfDA	PFDoA	PFHpA	PFHxA	PFHxS	PFNA	PFOA	PFOS	PFTA	PFTrDA	PFUnA	Hazard Index
02/27/25	ND	ND	ND	ND	5.3	ND	0.79	ND	ND	3	3.2	ND	ND	7.7	1.8	ND	ND	ND	0.0004
03/27/25	ND	ND	ND	ND	8.5	ND	1.7	ND	ND	5.2	5.3	0.93	0.81	15	3.1	ND	ND	ND	0.1749
04/28/25	ND	ND	ND	ND	6.3	ND	1.1	ND	ND	3.3	0	3.6	ND	0.53	9.7	2.3	ND	ND	0.3606
06/26/25	ND	ND	ND	ND	5.9	ND	0.82	ND	ND	3	3.3	ND	ND	8.5	2.1	ND	ND	ND	0.0004
MCL				10								10	10	4	4				1
MCLG				10								10	10	0	0				1

- PFOA and PFOS are the only compounds exceeding MCL at influent to GAC system

# Sampling Results – Observations

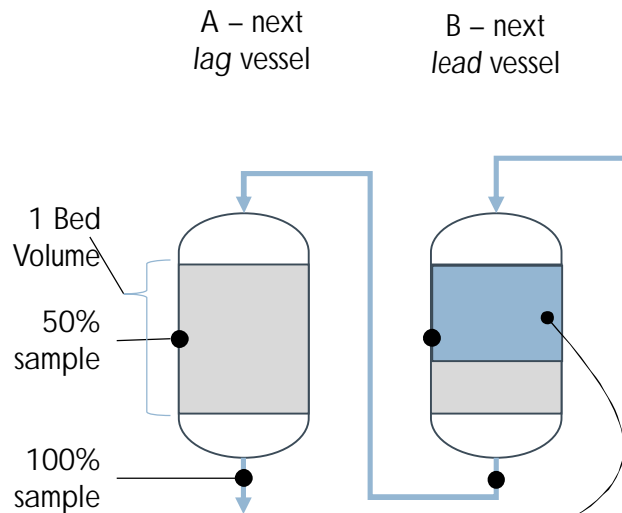
Compound Detected at Influent to GAC System	Detected at Mid-Point? (XA 100 sample port)	Carbon Chain Length
PFBS	No	4
PFHxA	Yes	6
PFHxS	No	6
PFHpA	Yes	7
NEtFOSAA	No	8
PFOA	Yes	8
PFOS	Yes	8
PFNA	No	9
PFTA	No	14

# Sample Results





# Full-Scale PFOA Sorption

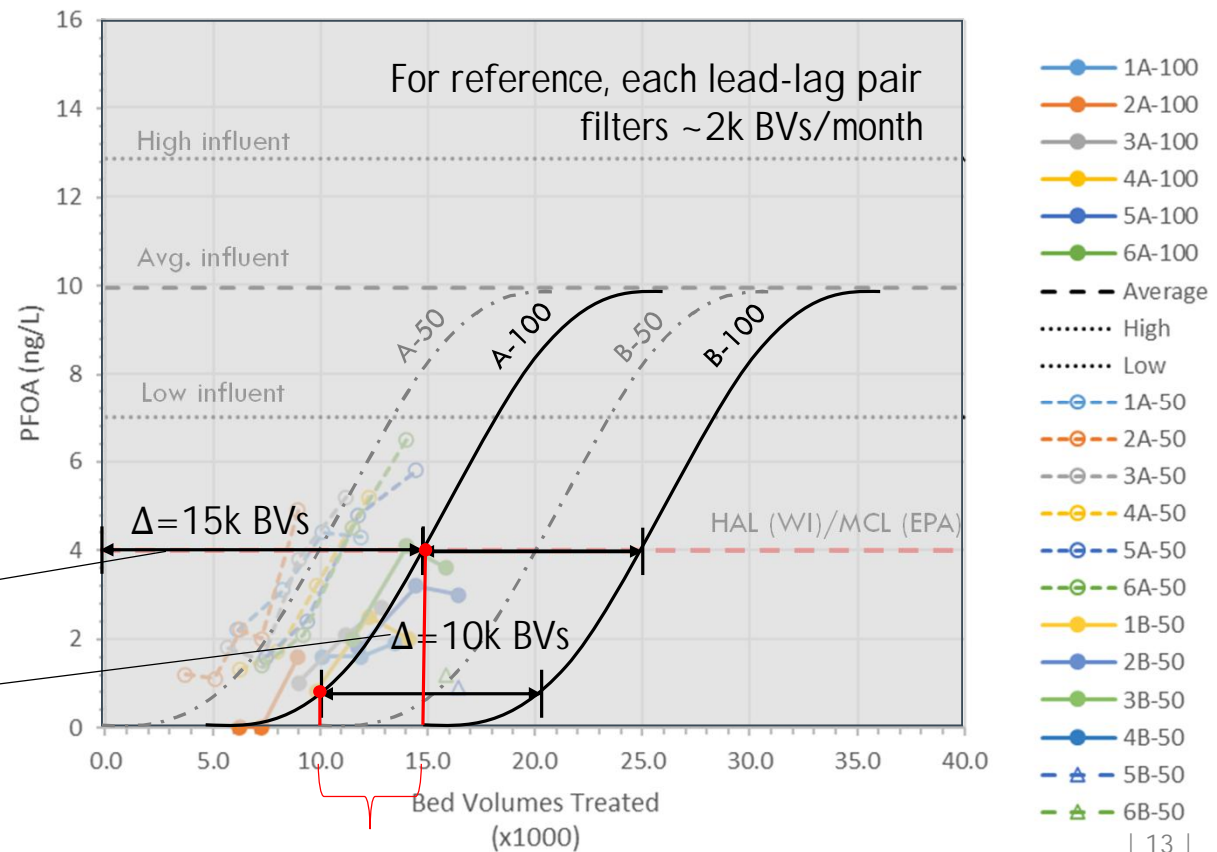


Initial virgin bed, not pre-loaded

Subsequent beds on track for replacement every 10k BVs

BUT pre-loaded w/PFAS + TOC, replacement freq. will be compressed (est. 7k BV worst case)

PFOA at 50%-100% Sample Ports



# Regulatory Requirements

- Current Maximum Contaminant Levels (MCLs) established 2022 are 70 ppt for PFOA and PFOS, individually or combined
- Safe Drinking Water Code (NR 809) to be revised to include federal PFAS maximum contaminant levels (MCLs):

Compound	Max. Contaminant Level Goal (MCLG)	Maximum Contaminant Level (MCL)
PFOA	0 ppt	4 ppt
PFOS	0 ppt	4 ppt
PFHxS	10 ppt	10 ppt
HFPO-DA (GenX)	10 ppt	10 ppt
PFNA	10 ppt	10 ppt
Two or more: PFHxS, PFNA, HFPO-DA, PFBS	Hazard Index of 1	Hazard Index of 1

# GAC OPEX

Parameter	Units	Short Breakthrough <sup>(1)</sup>	Best-case Breakthrough
Flow Average	MGD	3.7	3.7
Loading, per Vessel Pair	BV/mo	1.8	1.8
Bed Life to PFOA Breakthrough	BV	7,000	10,000
Time to Breakthrough	Months	3.9	5.6
No. Beds per replacement event	No.	2	2
Bed Replacement Frequency	Days	39	56
GAC Replacement Unit Cost	\$/CF	\$ 70	\$ 70
Annual GAC Cost <sup>(2)</sup>	\$/yr	\$ 1.80M	\$ 1.26M

(1) Shortened bed life due to pre-loading cannot be accurately predicted with existing data. This is an estimate.

(2) Estimated 20 – 30% savings when using reactivated carbon.

# Regulatory Requirements

---

- WDNR approval is not required for GAC changeout
- Alternative to Calgon F400 (current GAC) may be used
- Reactivated GAC may be used

# Funding & Next Steps

---

- \$1.667M for Drinking Water PFAS Response Project
  - FY2023 EPA Community Grants Program
  - Cost Share Waiver Obtained
- Undertake Procurement of GAC Replacement