



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, September 7, 2021.

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

AGENDA

1. Approve Minutes of August 3, 2021 Meeting.
2. Director's Report on Utility Operations
 - DWTF Update
 - Update on Rain Barrels
 - Update on Lead Service Line Replacements
 - Update on CW3
 - PIM (Public Information Meeting) Related to Solar Array
 - WWTF Update
 - Wastewater Plant Permit Limits
 - Sewer Maintainer & Plant Maintenance Mechanic Positions to be Re-posted
 - WPDES Permit
 - Sewer Rate Increase Approval
 - Sewer Lines- Root Treatments
 - Dave Erickson/ Retirement
3. Discussion and Possible Action Preparing an RFP for Recruitment/Retention/Staffing Recommendations to Build and Support a Successful Utility Organization.
4. Discussion and Possible Action Approving a Resolution Authorizing the Execution of the WDNR Principal Forgiven Financial Assistance Agreement for LSL Replacement.
5. Discussion and Possible Action on the Policy for Payment of Overtime to Eligible Employees.
6. Discussion and Possible Action Authorizing the Hiring of a Wastewater Superintendent to Overlap and Shadow the Current Superintendent for up to 6 -Months Prior to Retirement.

Adjourn.

**Next meeting scheduled for October 5, 2021 at 1:30 P.M.*

THIS NOTICE POSTED AT CITY HALL AND EMAILED TO CITY PAGES AND DAILY HERALD: September 2nd, 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 1460 60 0988 and the password is HGd3ds3QAU5. 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 August 3, 2021

A meeting of the Wausau Water Works Commission was called to order at 1:30 p.m. in City Hall on Tuesday, August 3, 2021. In compliance with Wisconsin Statutes, this meeting was posted and receipted for by the Wausau Daily Herald on July 30, 2021.

Members Present: President Rosenberg, Commissioners Robinson, Herbst, Gehin.

Others Present: Eric Lindman, Scott Boers, Valerie Swanborg, Stephen Opatik/Becher Hoppe, Lisa Zahrt/Clark Dietz, Toni Vanderboom, Anne Jacobson, Dave Schneider/WPS. Via Webex- MaryAnne Groat, Jeff Klarer/WEC.

1) Approve Minutes of July 6, 2021 Meeting.

Herbst moved to approve the minutes of the July 6, 2021 meeting. Seconded by Robinson. Motion to approve the minutes carried 4-0.

2) Director's Report on Utility Operations.

Lindman began speaking to the Asset Management Software, this was in the budget for this year. He explained we will be reaching out to some asset management companies and eventually prepare an RFP for that work once we narrow down what our goals are. We will update the commission as we move forward.

Lindman also advised we will be preparing an RFP for a consultant to assist in the Lead Service Line Replacements which the DNR is going to require. An update will be provided to the commission as we move forward.

Discussion took place about the current LSL Replacement grant funding. The percentage of property owners taking advantage of this funding is very low and discussion took place on how to increase participation.

Robinson asked about the water main that was hit and if we should charge a premium for situations like this for everyone's time. Lindman said we can certainly look into that with Legal.

Director's Report placed on file.

3) Discussion and Possible Action on a Solar Agreement with WPS.

Lindman went over the pricing from the Nature Wise program per the attachment in the packet. Robinson advised he does not think he has enough information to vote on this at this time. He would like to see a pro forma. We need that information to make a decision.

Dave Scheider/WPS thinks it is prudent and critical that they sit down with Clark Dietz and make sure that they understand the assumptions that were made. They can then come back for further discussion.

No action taken.

4) Discussion and Possible Action on Recruitment and Retention for Utility Employees.

Lindman went over staffing concerns related to upcoming retirements which may cause some succession issues and maintaining compliance with regulations in Wastewater and Water. Retention should be the focus and succession planning for retirements and being proactive so there is a smooth transition. The best way to work through that is to have options through a consultant to walk us through those, look at other utilities and our structure. This would be separate from the wage study the city does.

Vanderboom spoke to retention, the previous wage study and the city's wage scale. Concerns were brought up about establishing a different structure for the utility vs the rest of the city.

Staff to discuss options and come back with recommendations at the next water commission meeting.

No action taken.

5) Discussion and Possible Action on a Biosolids Sampling Plan for PFAS.

Lindman stated that being ahead of guidelines, limits and regulations can cause some issues. Usually when regulations come in there is some cost share and support. If we make changes before the regulations, those costs would be made on our own. Is this a route we'd still like to pursue or should we have the DNR come in for discussion?

Consensus was to schedule further discussion with staff, the DNR and a member of the commission if they choose to take part.

No action taken.

6) Adjourn.

There being no further business to discuss, the meeting is adjourned.

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

Michelle Weasler, 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 – August 2021

WATER DIVISION

1. Drinking Water Treatment Facility Update: See attached.
2. Final numbers for the rain barrel program for 2021. A total of 297 rain barrels were sold; 286 were pre-ordered and 11 additional were shipped and also sold. The cost to the utility for subsidizing city residents' purchases was \$6,625.
3. Current LSL replacement numbers as of 08/26/2021: 48 private side LSL replacements have been completed with a total expenditure of SDWLP funds in the amount of \$187,642.54. There are currently 24 quotes received for pending replacements, if completed, would be a total expenditure of an additional \$106,000. Staff continues to send out notices to residents notifying them of the program, the response rate is still very low. This past fall we made a request for \$450,000 from the WDNR forgivable loan program and with the low rate of owners electing to utilize these funds the amount allocated by the WDNR was reduced to \$320,000. It may be a challenge to utilize this amount of funds before the end of the season.
4. Kiel Jenkins, with GHD Consulting, updated us with good news on CW3. The USEPA has stated the well may be removed from the city's drinking water supply and be discharged directly to the WI River. Also the latest round of sampling from the six monitoring wells in the area had no detections of 1, 4-dioxane. Based on this round of sampling there is no reason to believe there is any 1, 4-dioxane at the Site, GHD feels we should be able to close out the 1, 4-dioxane concerns with little effort.

Staff is preparing design drawings for rerouting the CW3 discharge from the well head to a storm water discharge point. The plans will be reviewed by the USEPA and DNR for concurrence. The plan is to continue to meet the required pumping volume annually and keeping the pumping rate the same as it is currently. GHD is currently reviewing our WPDES to determine if any amendments would need to be done as a result of discharging this water to the river.

5. The first Public Information Meeting related to a possible solar array was held on Aug 31 at NTC. The PIM was recorded by Public Access and minutes will be available to the Commission. A second PIM will be scheduled for late September early October.

WASTEWATER DIVISION

1. The waste water plant upgrade is proceeding. The most recent Donohue status report is attached.
2. The wastewater plant is on track to meet permit limits for August.
3. Greg Cina resigned as Sewer Maintainer and we are posting for that position. We made an offer for the plant maintenance mechanic but it was turned down so we are also reposting that position.
4. The WDNR is currently working with the city's outside legal counsel to amend the WWTF WPDES. As you may recall the utility commission approved contesting the new WPDES permit the WDNR proposed in late 2019. The reason was the new TMDL had not been implemented yet and the proposed WPDES required us to meet a more stringent P limit than what the new TMDL proposed. Now that the TMDL has been implemented the WDNR will be amending the WPDES to follow the approved TMDL. In addition, staff has asked for the new P limit not to go into effect for 6-months after the new facility upgrades have been up and running, we have asked the WDNR to consider our TMDL compliance date to be Dec 31, 2023. We have also incorporated in the amendment the fact we will be producing Class A biosolids. The permit amendment is expected to be completed November 2021.
5. The second approved sewer rate increase went into effect July 1, 2021; it was a 26% increase. Staff will be working with Ehler's to prepare a rate study in 2022 for both water and sewer. During this rate case the utility will be looking at a different rate structure with the following key points in mind as previously discussed:
 - a. Look at a specific rate for low residential water users.
 - b. The current rate puts the majority of the burden on residential customers; this will be reviewed to more evenly distribute the rate between residential and non-residential.
 - c. The proposed rate structure will also consider monthly billing.

6. We have identified our sewer lines to be treated for roots for 2021 as part of an ongoing effort to help control the root problem in some lines in the city. We have used Duke's Root Control's foaming agent for the past several years and continue to use them to maintain our warranty.
7. Dave Erickson will be submitting his retirement notice in the near future. We have reviewed the Wastewater Superintendent's job description and will be advertising for that position in hopes of having overlap with Dave before he retires.

Wausau Drinking Water Treatment Facility - Project Status

August 31, 2021

Drinking Water Treatment Facility

Treatment process piping, equipment and electrical work continues with most of the focus on installing piping and electrical on the main floor. Approximately 50% of the rooms have been painted. The air strippers have been set on their bases along the south end of the facility and the vault for cleaning raw water mains has been installed.

Underground process piping is almost complete, and the contractor has begun working on storm sewer.

The large clearwell tanks are being wrapped with a heavy wire to provide structural strength. The wire will then be covered with a sprayed-on concrete to complete the structural components of the tank. Construction of the tanks is scheduled to be completed in September.

The project team (owner / engineers / contractor) have started meeting weekly to begin planning for equipment demonstration and start up.

Administration Building and Garage

The steel framework for the building is complete, the metal sheeting has been placed on the roof and 90% of the structural masonry is complete. Split face block is being installed on the exterior of the administration portion of the building. The floors have been poured in the administration area and interior stud walls are starting to be installed.

View of Site Looking Northwest

Photo: 8/13/21



Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

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Engineer Activities This Period

- Construction administration services related to technical review of contractor shop drawings, responding to contract interpretation questions (RFIs), initiating requests for proposals (RFPs), attending weekly and monthly construction progress meetings, processing work change directives to the contract, and contractor monthly payment requests.
- Prepared and submitted Clean Water Fund disbursement request and provided CWF administration.
- Provided full time Resident Project Representative (RPR).
- Provided part time on-site observation of selected work by Becher-Hoppe.
- Becher-Hoppe also provides input into appropriate shop drawing reviews, RFI responses, and RFP requests.
- Prepared Work Change Directives to address unforeseen work that needed to be expedited to allow the Contractor to maintain their construction scheduled progress.
- Design Team participating in weekly coordination calls to facilitate contractor startup of the various systems that are being scheduled for near-future startup, discussions pertaining to system commissioning and how all systems tie together to provide further detail to the construction schedule.
- The Engineer's application engineering staff are working on the various systems programming that will need to be completed as the new unit process systems are brought into operation.
- Continued coordination with WPS on new electrical service route and installation. New Switchgear in Str 100 is now energized.
- Coordinating review of final punchlist list items for the Administrative portion of Structure 120.
- Coordinating review of final punchlist list items for Str 105 and 350.
- Donohue is working with the WDNR and Owner to add a Class A [biosolids] outfall to the WPDES permit.

Engineer Near-Term Activities

- As the project proceeds, the engineer will continue to provide construction administration services including the technical review of shop drawings, responding to RFIs, preparing RFPs, attending weekly and monthly construction progress meetings, processing change orders, reviewing contractor payment requests, and providing full-time on-site resident engineering services.
- Application Engineering programming.
- Prepare Change Order 10 for Contractor review.

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- Screening handling alternative discussion.

Contractor Progress to Date

- The Notice to Proceed with Construction was issued to the Contractor on June 18, 2020 and established the final completion date as June 3, 2023.
- Construction on the improvements to the Wastewater Treatment Facility (WWTF) began on July 6, 2020.
- Structure 100 (Main Building):
 - o Miron has continued interior demolition.
 - o Steel stud work and drywall in the new training, control, AV storage, women's and men's bathroom, and passage 3 are almost complete.
 - o Mechanical, electrical and plumbing (MEP) work has been going on along with the demolition by August Winters and Van Ert.
 - o The 100-RTU-1 unit has been set.
 - o Omni continues to paint and coat where they can. Van Ert has finalize the electrical bus duct work for the main line power to the 100 switchgear and switchboard.
 - o Additional, power wire pulls and feed work has continued along with control work by Complete Controls.
 - o New exterior doors and frames installed.
- Structure 120 (Administration Building):
 - o Landscape and plantings outside of the building are completed.
 - o Punchlist items on the interior remain to be completed.
- Structure 200 (Grit Building):
 - o Masonry work (concrete masonry unit) and brick has been completed around the structure.
 - o Caulkers and FRP panel installers are working on the interior of the structure. O
 - o Omni has started painting of the interior process area and electrical room.
 - o Electrical room VFDs and equipment being placed.
 - o Mechanical, plumbing and HVAC work has started in the structure as well.
 - o Roofers have completed the roofing of the Structure.
- Structures 310, 320, 330 and 340 (Primary Clarifiers 1, 2, 3, and 4) along with Structure 350 (Primary Effluent Channel)— Structure 310 and 320 have had the top portion of the basin wall cut and repoured, waiting for new hand rails. A high plant flow event occurred on July 29, 2021 due to heavy rains.

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- Structure 400 (Activated Sludge Building):
 - o New windows are still almost completely installed.
 - o Van Ert has continued pulling wire and running conduit. August Winters has begun to place interior HVAC duct work.
 - o All roof HVAC work and cores have been completed.
 - o Miron has started demolition for the remaining wall penetrations for the new aeration headers for the new blowers.
 - o August Winters has started the aeration header piping on the exterior and support stands.
- Structure 405 (Anoxic Selector Tank): Excavation and H-pile placement has begun for this structure. Precision has started the excavation for Structure 405 to allow Michels to install H-piles along Tunnel 900 and Structure. 404 (Junction Structure).
- Structure 406 (Mixing Tank): Formwork and concrete for the new mixing channel almost complete.
- Structure 410 (Activated Sludge Basins):
 - o Placement of the former west gates for Aeration Basins 4 (2A), 5 (2B) and 6 (2C) to the east side of the each basin has been completed.
 - o Installation of the new west gates has also been completed.
 - o The west channel gate has been installed.
 - o Preparation work has started for the new aeration equipment.
 - o The City has removed the existing mud valves from Basin 5 to be cleaned, recoated and sized for a new valve operating shaft.
- Structure 420 (Mixed Liquor Channel) and Structure 500 (Secondary Splitter): Both of these structures have been idle.
- Structure 540 (Secondary Clarifier 4):
 - o Dewatering for the tank has continued to keep the tank dry.
 - o The final basin floor concrete pour has been placed.
 - o Omni has coated and painted the basin trough and Mechanical Equipment.
 - o August Winters has completed the installation of the interior clarifier mechanical equipment and V-Notch weirs.
 - o Center ring walkway has also been placed along with the new handrail around the tank.
 - o Van Ert has started to run conduit to the equipment.

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- o Veolia has been onsite to check and balance the Clarifier Mechanism.
- Structure 610 (Chemical Building): Placement of chemical feed totes and setting of rack for the sodium hypochlorite chemical feed system is completed. Doors and hardware set on all entryways to Structure.
- Structure 700 (Digester Building) and Structures 710, 720, 730 and 740 (Digesters 1, 2, 3 and 4):
 - o MEP work continues in Structure 700.
 - o Omni has started to prep for painting on both levels with the lower level receiving the second coat already.
 - o Piping to the digester heat exchangers, digester gas boilers and natural gas boilers is ongoing and almost complete.
 - o August Winters has been continuing with digester gas, hot water supply and return lines, glycol supply and return lines, natural gas piping and the placement of equipment.
 - o Pipe insulators have been installing alongside August when time and space permits.
 - o The 720 Digester internal piping is being installed.
 - o Van Ert has started to prep for conduit runs to new electrical room. Roofer have completed the removal of the old roof and have started the placement of the new roof.
 - o Rooftop HVAC equipment has been placed and cores and openings have been made.
- Structure 770 (Solids Building):
 - o Grout infill at the bottom of precast panels complete.
 - o Doors frames, doors and windows are being placed.
 - o Mechanical, electrical and plumbing work continues in lower level and has been ongoing in both the grade and upper levels.
 - o Painters have started the painting/coating of piping and equipment in the lower level.
 - o Pumps and chemical feed systems have been set in the lower level.
 - o HVAC ductwork, heaters and equipment being finalized in all areas.
 - o Caulking of wall, door and window joints interior and exterior is ongoing.
 - o Roof top access dog house almost complete.
 - o Dryer equipment installation is ongoing with the start of the exterior steel structure starting.
 - o All areas have unit heaters and associated piping placed.
 - o Work on with in the electrical room continues, VFDs are set, switchgear pad poured, 770-LP-1-1 set.

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- o The Control Room, Lab and Locker Room area work including electrical, plumbing, steel stud walls, drywall, floors, metal stairway, painting and casework are almost complete.
 - o GBTs and BFPs are placed in the Sludge Handling Room, RAS and cake hopper pumps and associated piping placed and cake hopper has been set.
 - o Forming of the GBT and BFP containment pads has started.
 - o Miron has finished the placement of door stoops and sidewalk around the Structure.
 - o Dry sludge handling platform is being set.
 - o Thermal oil equipment pad poured with equipment about to be set.
- Structure 775 (PSD Thickener) and Structure 776 (Basin Drain Pump Station 2) – Internal mechanical equipment has been coated, the walkway platform has to be recoated, so the hand rail and walking platform were removed to allow for sandblasting of the support Structure.
- Tunnel 900 – August Winters has almost completed almost all of the pipe racking along the both walls. Associated piping runs in the racking continue to be placed as well. Demolition of the existing piping has continued. Pipe insulators continue to insulate piping.
- Tunnel 910 – August Winters continues with the final connections of pipe runs through the tunnel. Omni has started coating the piping in the tunnel.
- Site Work:
 - o Integrity finished up the yard stormwater piping around Structure 770 (Solids Building), as well as the Potable and Fire Protection Water Lines that run to the north and tie in at Structure 110.
 - o Integrity has finished the natural gas lines from Structure 770 and 700 and are currently waiting to place the last 100 feet for the eventual tie-in to the new meter at Structure 110.
 - o WPS placed the gas line along the north side of Adrian St. and ran up a stub in on the southeast corner of Structure. 110.
 - o Integrity has completed the tie-ins from Structures 535, 770 and 775 to the east side of Tunnel 900 between the 410 Aeration Basins and Primary Clarifier 340.
 - o Precision has started the excavation for Structure. 405 to allow Michels to install H-piles along Tunnel 900 and Structure. 404. They have also completed the remaining tree removal at the southeast corner of Structure 120 to allow for placement of the final stormwater piping.

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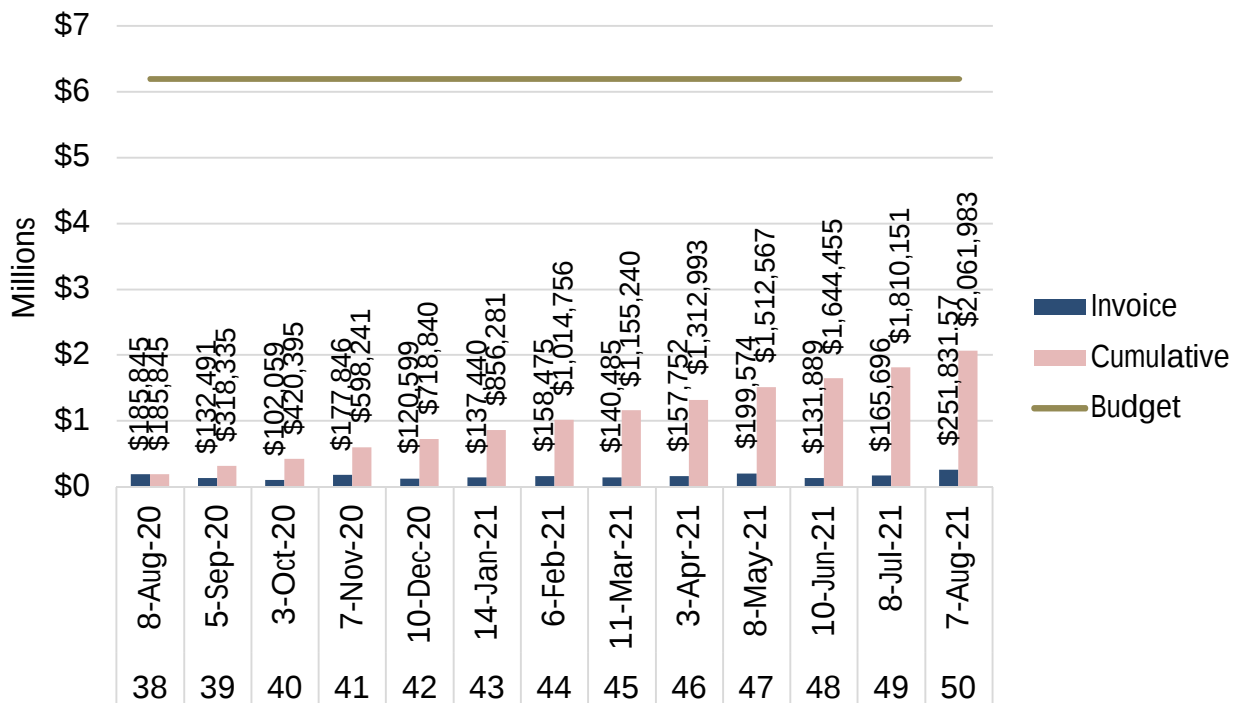
- o Van Ert completed pulling main wire feeds to tie-in all Structures to new main power switchgear. Van Ert also placed all lids on electrical manholes around the site and finished the majority of Duct Bank W. Pipe bollards around the west side of Structure. 100 have been placed.
- Construction progress photographs are located at the end of this progress report.

Construction Schedule

- The Contractor has developed a detailed construction schedule that defines a timeline for the orderly completion of the work and a breakdown by structure of the work to be done in the various work areas. We continue to review the timeline and work tasks against the various constraints identified in the project manual to confirm that the contractor has adequately addressed them and accounted for shutdown time limits as their work proceeds.

Project Related Budget Snapshot

Construction Engineering Budget



Project Status Report



Wastewater Treatment Facility Improvements Project – Engineer During Construction

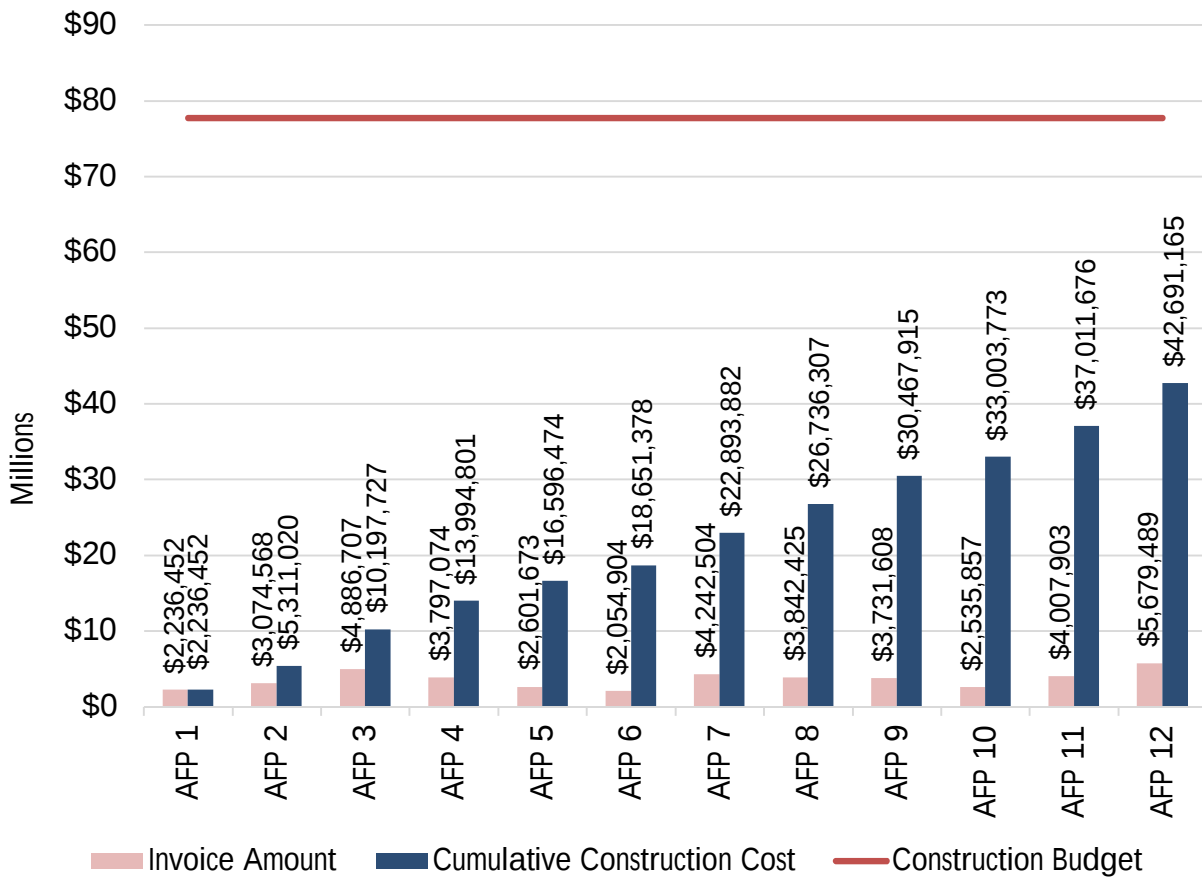
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Construction Budget: Pay Applications Approved by Engineer



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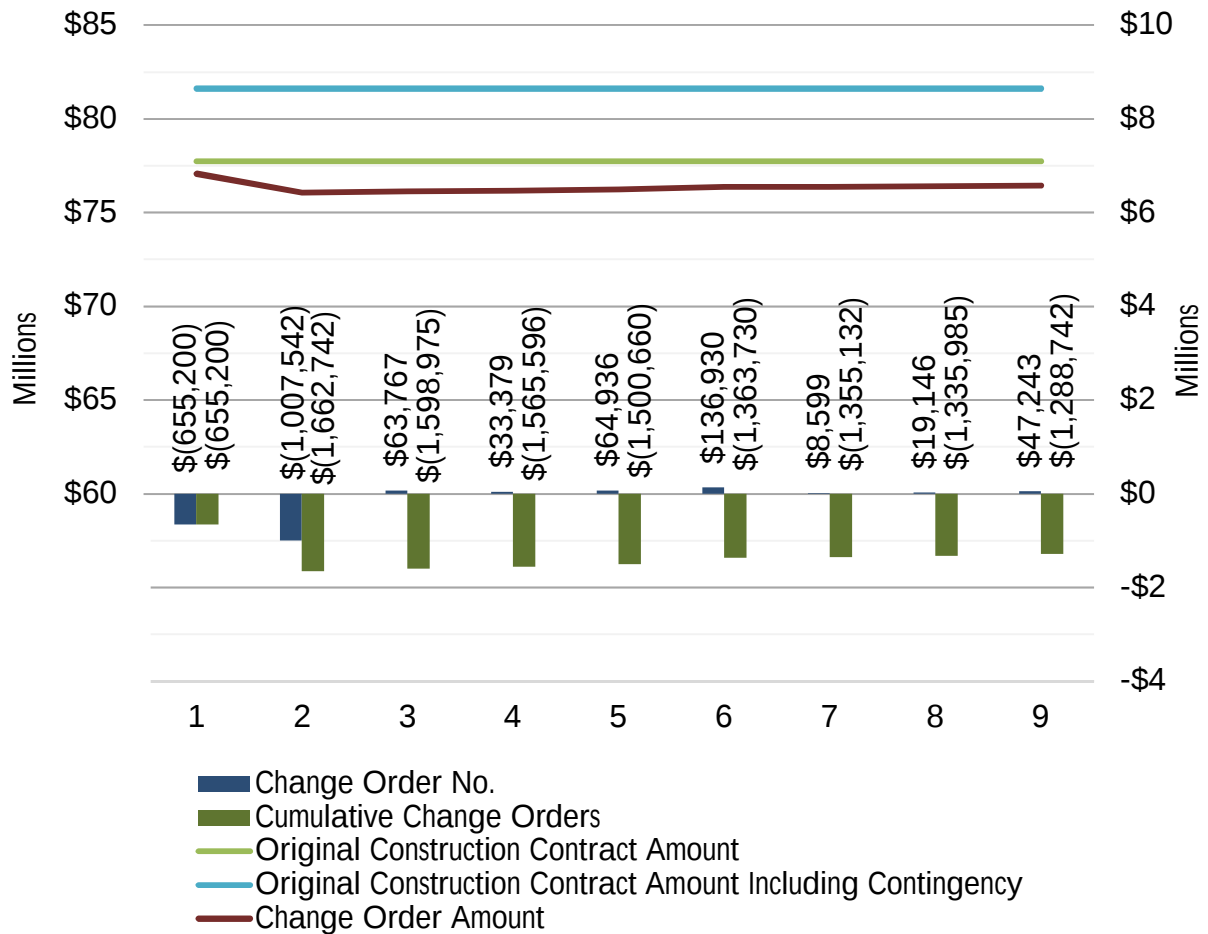
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Overall Project Budget



Budget Notes:

1. No budget issues at this time.

Remarks

1. None.

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Construction Photographs



Precision removing trees for final stormwater tie-in at Structure 120 (Administration Building)



Pipe bollards placed for the protection of the new transformers to feed main plant power to Str. 100

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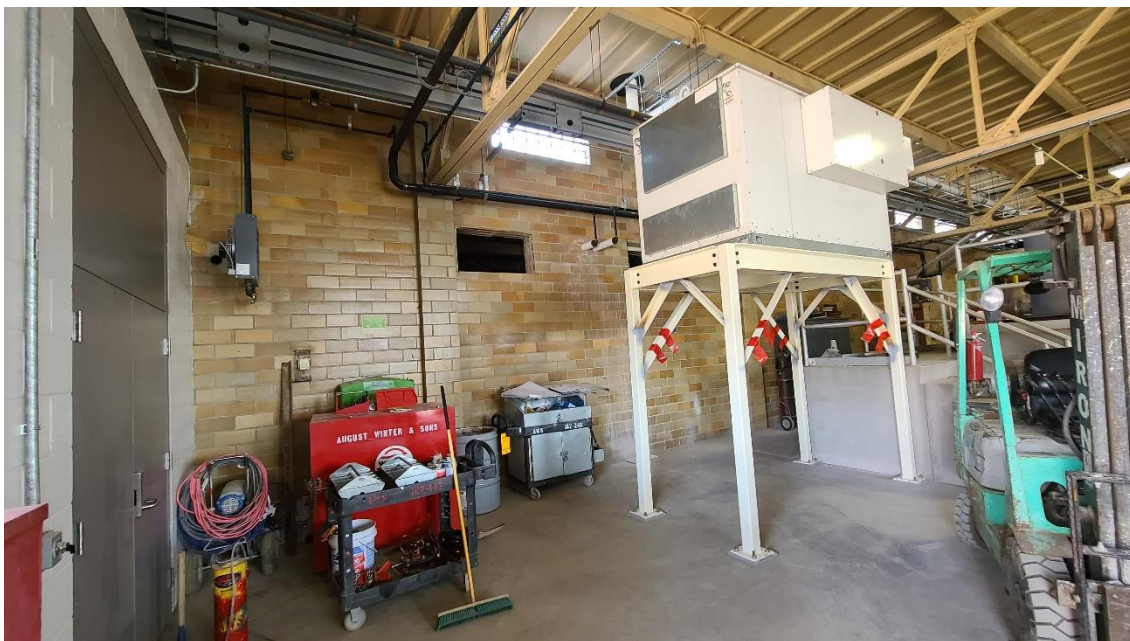
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Placement of new yard hydrant east of tunnel 900 between Structure 340 and the 410 Aeration Basins



100-RTU-1 set in the storage area and outside of Electrical Room 2 of Structure 100 (Main Building).

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Structure 100 (Main Building): Demolition work in the main foyer area with new door way cut in to the left.



Inside Electrical Room 2 with new Switchboard and bus duct of Structure 100 (Main Building).

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New doors, windows and exhaust louvers install at the east garage and gas compressor entrances of Structure 100 (Main Building).



New backflow prevention for plant in Structure 110 (Vehicle Storage Building).

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Structure 120 (Administration Building): landscape complete.



Exterior brickwork complete on Structure 200 (Grit Building).

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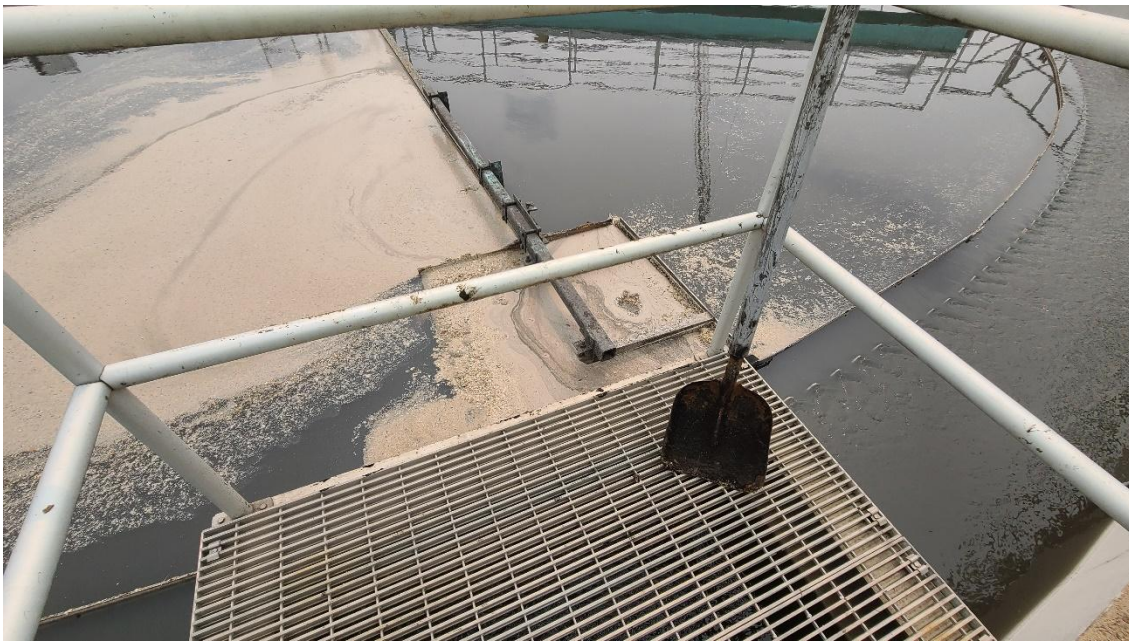
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Interior painting and duct work has started in Structure 200 (Grit Building)



High flows from heavy rains almost over topping the baffle and high on the V-notch weirs. Plant handled the rain event very well. Max flow was 15.8 MGD.

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New top portion of basin wall on Structure. 320 (Primary Clarifier 2).



Aeration blower piping connected and run to the exterior of Structure 400 (Activated Sludge Building).

Project Status Report



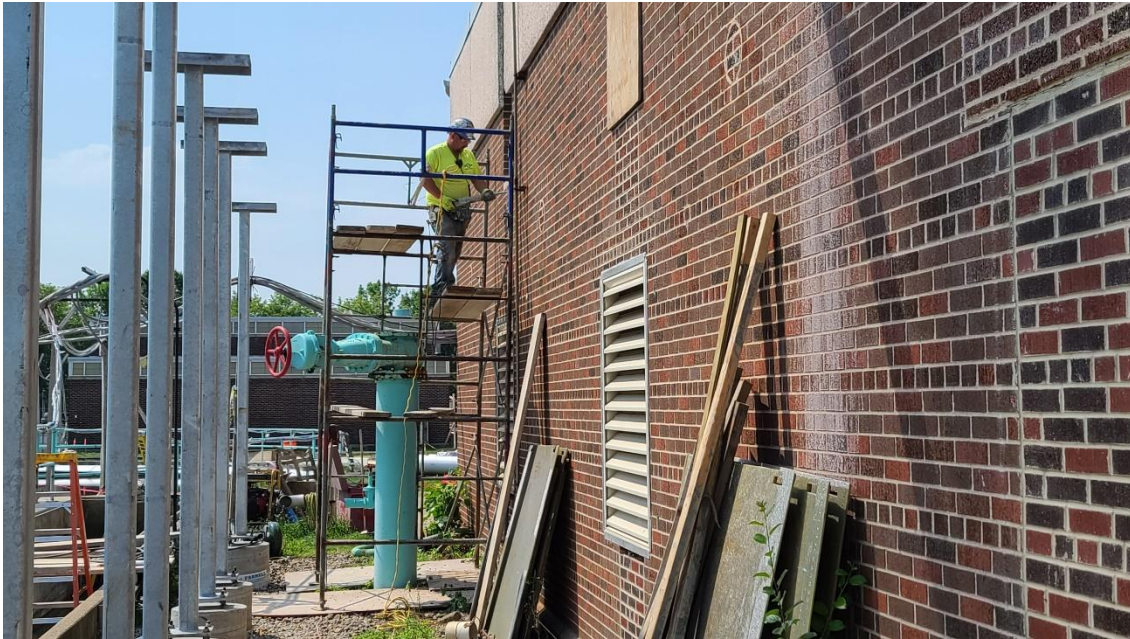
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Miron demolishing and cutting openings for aeration header piping from blowers, new aeration header stands.



Michels placing H-piles for structural support at Structure 405 (Anoxic Selector Tank).

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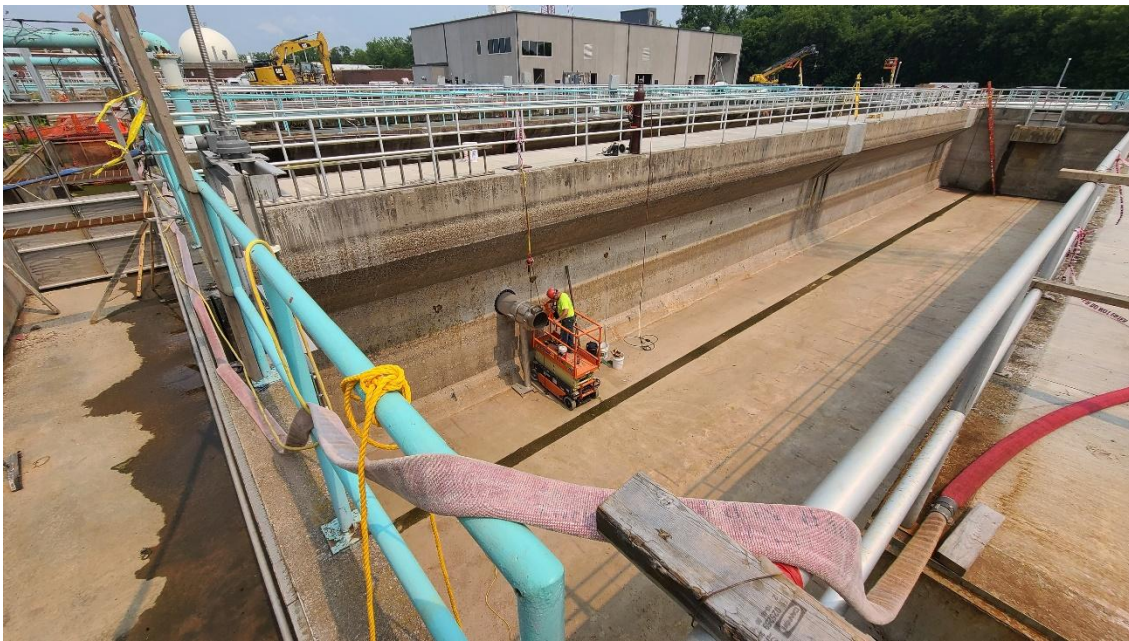
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Miron form work to fill in hole from removed 48" pipe sleeve to 900 Tunnel.



Mix Liquor recycle pump piping being installed.

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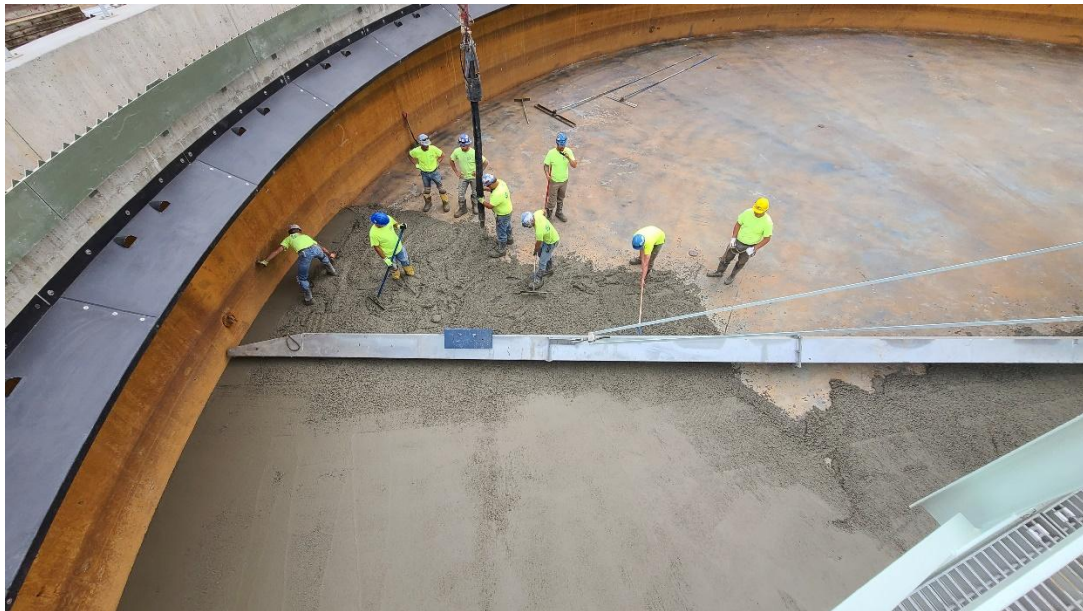
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Form work set up for weir trough in Aeration Basin 6 (Basin 2C per plan).



Miron placing basin floor grout/concrete at Structure 540 (Secondary Clarifier 4).

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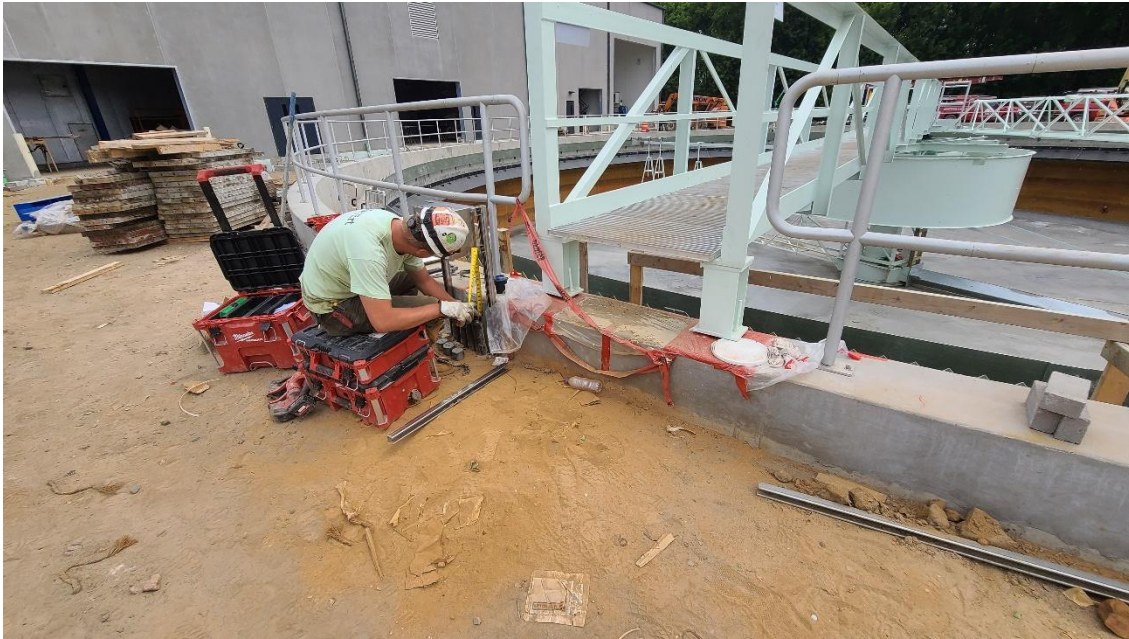
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City of Wausau, Wisconsin

Donohue Project Number 13229

Period | July 4, 2021 – August 7, 2021

Invoice 50



Van Ert working on conduit runs to mechanism motor and controls at Structure 540 (Secondary Clarifier 4).



Gas handling room, piping being placed, room has been painted at Structure 700 (Digester Building).

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | July 4, 2021 – August 7, 2021

Invoice 50



New roof membrane being place and HVAC equipment set at Stucture 700 (Digester Building).



Conduit runs and placement in new electrical room of Structure 700 (Digester Building).

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | July 4, 2021 – August 7, 2021

Invoice 50



Structure 770 (Solids Building): biosolids handling area platform set.



Lower level chemical feed pumps placed and piping to and from being installed at Structure 770 (Solids Building).

Project Status Report

Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

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Looking down from catwalk at the north side of the new dryer and condenser tank of Structure 770 (Solids Building).



Structure 770 (Solids Building) upper mechanical room, showing desiccant dryers and air compressors with associated receiver tank

Project Status Report



Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

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Thermal oil skid set on new pad at Structure 770 (Solids Building).



Looking east about mid Tunnel 900 at the RCY, SSM and RAS lines that exit/enter the tunnel from the east.

Project Status Report



Wastewater Treatment Facility Improvements Project – Engineer During Construction

City of Wausau, Wisconsin

Donohue Project Number 13229

Period | July 4, 2021 – August 7, 2021

Invoice 50



Parting Shots – Old glory flying high for the Fourth of July Weekend.

INVOICE



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

Invoice To:

City of Wausau
Attn: Dave Erickson
407 Grant Street
Wausau, WI 54403

Invoice Date:

August 12, 2021

Donohue Project No.:

13229

Invoice No:

13229-50

Project Manager:

Mike Gerbitz

Terms:

Net 30 Days

Billing Period:

07/04/21 - 08/07/21

Project Description:

Wastewater Facilities Plan & Design

Your Authorization:

Engineering Services Agreement, Signed 03/29/17
Amendment No. 1, Signed 06/28/18
Amendment No. 2, Signed 03/05/19
Amendment No. 3, Signed 01/27/20
Amendment No. 4, Signed 05/07/20
Permit Review Fees Payment Request, 02/27/20

Compensation:

Time and Expense	\$	129,220.00
Time and Expense	\$	984,565.00
Time and Expense	\$	3,323,900.00
Time and Expense	\$	4,351,831.00
Time and Expense	\$	1,843,325.00
Permit Review Fees	\$	12,534.50
Total	\$	10,645,375.50

Billing Summary:

Total Charges to Date	\$	6,512,218.65
Charges Previously Billed	\$	6,260,387.08
Current Charges	\$	251,831.57

Summary of Current Charges

Labor (1498.0 hours)	\$	237,365.00
Reimbursable Expenses	\$	5,826.57
Permit Review Fees	\$	-
Subconsultants	\$	8,640.00
Total	\$	251,831.57

Current Charges Due	\$	251,831.57
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Please Remit to:

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

<u>Aged Receivables</u>				
<u>Current</u>	<u>31 - 60 Days</u>	<u>61 - 90 Days</u>	<u>91 - 120 days</u>	<u>>120 days</u>
\$251,831.57	\$165,696.09	\$0.00	\$0.00	\$0.00



TO: Wausau Waterworks Commission

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

DATE: September 7, 2021

SUBJECT: Proposed RFP - Recruitment/Retention/Market Analysis

Over the past 4-5 years the utility has had difficulty recruiting qualified employees and retaining employees who are hired. Since our last meeting we have had two employees turn in their 2-week notice; one at water and one at sewer. Both have been with us for less than 2-years and have left due to pay. The utility has \$130,000 million worth of upgrades to water and wastewater treatment which will be placed online within the next 18-24 months. Staffing has become a critical issue and needs to be addressed to ensure full operations of the facilities is maintained. To ensure proper operations the utility needs to be fully staffed so all of our employees may be properly trained prior to these facilities being placed online.

Retention is the utilities top priority with recruitment coming in a very close second priority. The utility needs to look at ways to maintain employees and lead the region in wages for properly trained employees. Staff is proposing to hire a consultant to review and provide recommendations related to the following items:

1. Market Analysis – Review market rate for wages compared with other utilities and AWWA and Rural Water wage surveys
2. Review Current Wage Structure – Time it takes to get to market rate for skilled labor
3. Frequency for considering GWA's
4. What incentives to consider to help recruit/retain employees
 - a. Tuition reimbursement
 - b. Pay increases for earning degrees/licenses
 - c. Higher on-call pay premiums
5. Review staffing levels and organization along with assistance from Donohue/Becher Hoppe
6. Review promotion processes and progressing employees based on merit and skills
7. Review ideas for wage increase incentives and set aside annual funding amount for awarding employees
8. Review job descriptions and make recommendations for edits/improvements

In a skilled labor force it is difficult to retain employees in this market when it will take them 8+ years to get to today's market rate wage and there are no GWA's along the way. The utility is currently at a critical point and action needs to be taken to move forward with gathering information and preparing recommendations to take action. There are two specific actions staff is requesting from the commission today:

1. Approve staff to write an RFP to review the above listed items and get recommendations moving forward from a 3rd party consultant.
2. Approve a 3rd party to review the utility for a GWA in 2022.

The utility is at a critical stage when it comes to employees. The utility cannot wait another 3-years for a city wide wage study or market analysis, the utility needs to take action now. With the new WDNR mandates being implemented, the new WPDES being approved in November with deadlines and more requirements to standards/certifications being implemented, action now will be critical for the success of the utility.

City of Wausau - Wage Scale

					Steps																					
Job Title	Pay Grade	Min	Mid Market Rate	Max		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	12	\$29.62	\$37.02	\$44.43		29.62	30.51	31.43	32.37	33.34	34.34	35.37	36.43	37.52	38.08	38.65	39.23	39.82	40.42	41.03	41.65	42.27	42.90	43.54	44.19	\$44.43
		\$61,609.60	\$77,001.60	\$92,414.40		61,609.60	63,460.80	65,374.40	67,329.60	69,347.20	71,427.20	73,569.60	75,774.40	78,041.60	79,206.40	80,392.00	81,598.40	82,825.60	84,073.60	85,342.40	86,632.00	87,921.60	89,232.00	90,563.20	91,915.20	\$92414.40
	13	\$27.99	\$34.99	\$41.99		27.99	28.83	29.69	30.58	31.50	32.45	33.42	34.42	35.45	35.98	36.52	37.07	37.63	38.19	38.76	39.34	39.93	40.53	41.14	41.76	\$41.99
		\$58,219.20	\$72,779.20	\$87,339.20		58,219.20	59,966.40	61,755.20	63,606.40	65,520.00	67,496.00	69,513.60	71,593.60	73,736.00	74,838.40	75,961.60	77,105.60	78,270.40	79,435.20	80,620.80	81,827.20	83,054.40	84,302.40	85,571.20	86,860.80	\$87,339.20
	14	\$26.69	\$33.37	\$40.04		26.69	27.49	28.31	29.16	30.03	30.93	31.86	32.82	33.8	34.31	34.82	35.34	35.87	36.41	36.96	37.51	38.07	38.64	39.22	39.81	\$40.04
		\$55,515.20	\$69,409.60	\$83,283.20		55,515.20	57,179.20	58,884.80	60,652.80	62,462.40	64,334.40	66,268.80	68,265.60	70,304.00	71,364.80	72,425.60	73,507.20	74,609.60	75,732.80	76,876.80	78,020.80	79,185.60	80,371.20	81,577.60	82,804.80	\$83,283.20
	15	\$25.40	\$31.74	\$38.09		25.40	26.16	26.94	27.75	28.58	29.44	30.32	31.23	32.17	32.65	33.14	33.64	34.14	34.65	35.17	35.70	36.24	36.78	37.33	37.89	\$38.09
		\$52,832.00	\$66,019.20	\$79,227.20		52,832.00	54,412.80	56,035.20	57,720.00	59,446.40	61,235.20	63,065.60	64,958.40	66,913.60	67,912.00	68,931.20	69,971.20	71,011.20	72,072.00	73,153.60	74,256.00	75,379.20	76,502.40	77,646.40	78,811.20	\$79,227.20
Collection System Supervisor	16	\$24.76	\$29.71	\$34.66		24.76	25.50	26.27	27.06	27.87	28.71	29.57	30.46	30.92	31.38	31.85	32.33	32.81	33.30	33.80	34.31					\$34.66
Water Distribution Supervisor		\$51,500.80	\$61,796.80	\$72,092.80		51,500.80	53,040.00	54,641.60	56,284.80	57,969.60	59,716.80	61,505.60	63,356.80	64,313.60	65,270.40	66,248.00	67,246.40	68,244.80	69,264.00	70,304.00	71,364.80					\$72,092.80
Sr. Plant Operations Tech	17	\$22.73	\$27.27	\$31.82		22.73	23.41	24.11	24.83	25.57	26.34	27.13	27.94	28.36	28.79	29.22	29.66	30.10	30.55	31.01	31.48					\$31.82
Wastewater Plant Op. Supervisor		\$47,278.40	\$56,721.60	\$66,185.60		47,278.40	48,692.80	50,148.80	51,646.40	53,185.60	54,787.20	56,430.40	58,115.20	58,988.80	59,883.20	60,777.60	61,692.80	62,608.00	63,544.00	64,500.80	65,478.40					\$66,185.60
Sewer Plant Maint. Mechanic	18	\$21.03	\$25.24	\$29.45		21.03	21.66	22.31	22.98	23.67	24.38	25.11	25.86	26.25	26.64	27.04	27.45	27.86	28.28	28.70	29.13					\$29.45
Wastewater Lab Technician		\$43,742.40	\$52,499.20	\$61,256.00		43,742.40	45,052.80	46,404.80	47,798.40	49,233.60	50,710.40	52,228.80	53,788.80	54,600.00	55,411.20	56,243.20	57,096.00	57,948.80	58,822.40	59,696.00	60,590.40					\$61,256.00
Water Plant Operations Technician																										
Water Plant Operator																										
Sr. Water Distr. Maintainer																										
Water Distr./Relief Operator																										
Sewer Maintainer	19	\$19.68	\$23.62	\$27.55		19.68	20.27	20.88	21.51	22.16	22.82	23.50	24.21	24.57	24.94	25.31	25.69	26.08	26.47	26.87	27.27					\$27.55
Water Distribution Maintainer		\$40,934.40	\$49,129.60	\$57,304.00		40,934.40	42,161.60	43,430.40	44,740.80	46,092.80	47,465.60	48,880.00	50,356.80	51,105.60	51,875.20	52,644.80	53,435.20	54,246.40	55,057.60	55,889.60	56,721.60					\$57,304.00
	20	\$18.33	\$21.99	\$25.66		18.33	18.88	19.45	20.03	20.63	21.25	21.89	22.55	22.89	23.23	23.58	23.93	24.29	24.65	25.02	25.40					\$25.66
		\$38,126.40	\$45,739.20	\$53,372.80		38,126.40	39,270.40	40,456.00	41,662.40	42,910.40	44,200.00	45,531.20	46,904.00	47,611.20	48,318.40	49,046.40	49,774.40	50,523.20	51,272.00	52,041.60	52,832.00					\$53,372.80
	21	\$16.97	\$20.37	\$23.76		16.97	17.48	18.00	18.54	19.10	19.67	20.26	20.87	21.18	21.50	21.82	22.15	22.48	22.82	23.16	23.51					\$23.76
		\$35,297.60	\$42,369.60	\$49,420.80		35,297.60	36,358.40	37,440.00	38,563.20	39,728.00	40,913.60	42,140.80	43,409.60	44,054.40	44,720.00	45,385.60	46,072.00	46,758.40	47,465.60	48,172.80	48,900.80					\$49,420.80
	22	\$15.62	\$18.74	\$21.86		15.62	16.09	16.57	17.07	17.58	18.11	18.65	19.21	19.5	19.79	20.09	20.39	20.70	21.01	21.33	21.65					\$21.86
		\$32,489.60	\$38,979.20	\$45,468.80		32,489.60	33,467.20	34,465.60	35,505.60	36,566.40	37,668.80	38,792.00	39,956.80	40,560.00	41,163.20	41,787.20	42,411.20	43,056.00	43,700.80	44,366.40	45,032.00					\$45,468.80
	23	\$14.27	\$17.12	\$19.97		14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	17.81	18.08	18.35	18.63	18.91	19.19	19.48	19.77					\$19.97
		\$29,681.60	\$35,609.60	\$41,537.60		29,681.60	30,576.00	31,491.20	32,427.20	33,404.80	34,403.20	35,443.20	36,504.00	37,044.80	37,606.40	38,168.00	38,750.40	39,332.80	39,915.20	40,518.40	41,121.60					\$41,537.60

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

**RESOLUTION OF WAUSAU WATER WORKS – DRINKING WATER
DIVISION**

Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

Committee Action:

Fiscal Impact: None

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☒ No ☐	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☒ No ☐	<i>Amount: \$320,000</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, the City of Wausau (the “Municipality”) wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed and/or certified daycare centers, identified as DNR No. 4930-10 (the “Project”); and

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the “SDWLP”) for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$320,000 that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE, the City Mayor and City Clerk are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

Approved:

Katie Rosenberg, Mayor

Attest:

Mary Goede, Deputy Clerk



TO: Wausau Waterworks Commission

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

DATE: September 7, 2021

SUBJECT: Current Policy for OT payments

The current handbook establishes overtime, for eligible utility employees, to be paid anytime over 8-hours. So if an eligible employee works 10 hours in a day (7am-5pm) the employee would get straight pay for his normal 8-hour shift (7am-3pm) and then 2-hours of overtime pay (3pm-5pm).

The OT policy is currently set up that OT will be determined and paid based on a 24 hour period. Currently the time period is set based on a calendar day, midnight to midnight. For example, an employee works their normal shift 7am-3pm and then goes home. They are called in at 9pm that evening and work until 5am the next morning. The employee will be paid OT from 9pm-midnight and then straight time from midnight – 5am. Currently, rather than getting OT from midnight to 5am they are paid shift differential.

The OT policy came to the forefront recently when we had the following situation at the wastewater treatment facility:

Three plant mechanics were called in on the night of July 28th due to power outages caused by thunderstorms in the area. They came in between 8:00 and 10:00pm on Wednesday night and worked until roughly noonish (between 12:00 and 12:30 pm) on the following Thursday. The employee handbook states “overtime is defined as work in excess of 8 hours per day”. In calculating their pay for that event, our payroll department payed them overtime for the hours they worked on Wednesday night, but then switched back to regular pay at midnight. The reasoning was that was a new day so they needed to accumulate 8 hours on Thursday before they would be eligible for the overtime rate. They were paid shift differential for that time.

We can all agree that employees should not be kept working on overtime unless absolutely necessary. We also need to treat our employees fairly. The most important consideration, however, may be the risk and safety issues associated with the hours required to be worked by utility employees.

Employees worked a regular day (6:50 to 2:50) on Wednesday and left for the day planning to return for a normal day on Thursday. They were called in before they could reasonably be expected to have had a chance to sleep. If they woke up at 5:30am on Wednesday, and worked until 12:30pm on Thursday, they would have been 32 hours without sleep at that point.

Calling someone in to come right away and work through the night is NOT shift work, it is emergency call-in and should be paid as overtime. In order to minimize the need to work extensive hours, we need seasoned work crews so we need a pay schedule that will attract and retain experienced workers. We can't cross train the Sewer Collection Crew to run, or even help, with the portable generators if they are still learning their primary job.

We are not aware of a legal requirement limiting the hours an employee can work but WAC DWD 272.12(d), which addresses sleeping time and may be as close as codes come to addressing the hours we are discussing, defines "day" as a period of 24 hours. With the time schedules we are looking at, defining a day as midnight to midnight is arbitrary and the 24 hour period is much more logical.

The OT policy needs to be reviewed. I have asked HR to prepare a write up explaining the OT policy so the commission may determine what can be changed and what is set by statute/law. Standard practice, everywhere else I have worked, would be to pay employees OT outside of their normal shift if they already have performed their normal 8-hour day. There may be nuances related to the FLSA but this is general practice.