ATTACHMENTS

City of Sheboygan
spirit on the lake Water Utility

REPORT OF BILLING

OCTOBER 2020

		2020	2019	Increase or (Decrease)
Quarterly Metered*				
(Dist II - between Union and Superior Ave.)	Residential	182,376.80	173,566.93	8,809.87
	Multi-Family	26,395.50	24,081.00	2,314.50
	Commercial	62,624.32	69,969.24	(7,344.92)
	Industrial	4,910.20	5,287.60	(377.40)
	Public	16,886.72	15,756.70	1,130.02
	Subtotal	**293,193.54**	**288,661.47**	**4,532.07**
Public Fire Protection		67,789.66	67,484.52	305.14
Monthly Metered		343,744.10	330,606.95	13,137.15
Sheboygan Net		**704,727.30**	**686,752.94**	**17,974.36**
Sheboygan Falls		52,352.90	46,258.04	6,094.86
Kohler		26,708.25	27,178.68	(470.43)
Total		**783,788.45**	**760,189.66**	**23,598.79**

* *Billing for scheduled district only for the three preceding months usage.*

Total accumulative billing for 2020 is $6,934,542.33. A decrease of $419,791.48 from 2019 accounted for as follows:

	2020-Total Year to Date
Sheboygan	(429,462.31)
Sheboygan Falls	43,721.94
Kohler	(34,051.11)
	(419,791.48)

Total bills mailed October, 2020: 6,417

Residential	5,335		
Multi-Family	114	Multi-Family	6
Commercial	778	Commercial	18
Industrial	37	Industrial	65
Public	55	Public	9
Quarterly	**6,319**	**Monthly**	**98**

City of Sheboygan
spirit on the lake Water Utility

RETURN ON RATE BASE

October 31, 2020

Add 2 YR Average	**OCTOBER 2020**	**OCTOBER 2019**
Utility Plant Balance	$ 66,012,643	$ 63,118,948
Materials and Supplies Inventory	$ 303,837	$ 288,989
Less 2 YR Average		
Reserve for Depreciation	$ 21,944,840	$ 20,496,908
Customer Adv for Const	$ -	$ -
Average Rate Base	$ 44,371,639	$ 42,911,029
Net Operating Income YTD	$ 1,134,986	$ 1,739,980
Net Operating Income As a Percent of Average Net Rate Base	**2.56%**	**4.05%**

Rate base is calculated using the two year average balance in the following accounts:
Utility Plant Balance - includes all capital assets less any contributed capital assets.
Materials and Supplies Inventory - includes all materials and supplies on hand and in inventory.
Reserve for Depreciation - includes depreciation on capital assets less any contributed capital assets.

City of Sheboygan Water Utility
spirit on the lake

CASH RESERVE
October 31, 2020

Ending balance on report for September 30, 2020		10,285,646.90
Plus:	Receipts	487,668.32
	Misc Receipts (includes stop loss reimbursements)	71,822.76
	Direct Pay Receipts	335,861.96
	Money Market/CDARs Investment Interest	1,785.38
Minus:		
	Disbursements - vendors and payroll	(591,120.06)
	Bank Service Fees Credit	(867.43)
	Health & Dental Claims/Adm Costs	(60,182.80)
	NSF Checks & Customer Refunds	(1,209.31)
	PSN Deposit Fees	(312.45)
	Reallocate Sewer/Garbage - payments	(9,673.87)
	Reallocate Sewer/Garbage - monthly	7,315.68
	Online Payments in Transit	14,634.24
	BAN Interest Payment	(17,545.14)
	Payroll - WRS in Transit	(32,328.66)
	Cardmember Services	(243.79)
	Postage	(3,000.00)
	Utility Water Payments	(2,900.02)
Ending Balance	**October 31, 2020**	**$ 10,485,351.71**

Note: The above amount includes:

Bond Reserve Fund	688,823.56
CD Investment Account - 12 month	1,047,455.38
CD Investment Account - 6 month	500,734.62
CD Investment Account - 6 month restricted	2,001,575.85
Money Market Investment	2,422,660.49
Health Insurance Restricted Reserve	380,000.00
BAN Funds for Construction	496,260.00
Total	**$ 7,537,509.90**

General Unrestricted Operating Cash	2,947,841.81

City of Sheboygan
spirit on the lake Water Utility

STATEMENT OF NET POSITION
OCTOBER 31, 2020 AND 2019

Assets and Other Debits Utility Plant	Year to Date 2020	Year to Date 2019
Utility Plant	75,207,392	71,150,891
Depreciation- Utility Plant	24,440,074	22,866,550
Net Utility Plant	$ 50,767,318	$ 48,284,341
Other Property and Investments		
Appropriated Funds	496,260	149,888
Bond Redemption Fund	688,824	706,627
Net Pension Asset[1]	-	387,084
Deferred Outflow - Pension & OPEB [1]	1,262,190	729,101
Total Other Prop & Investment	$ 2,447,274	$ 1,972,700
Current and Accrued Assets		
Cash & Investments	9,301,018	8,166,530
Accounts Receivable	1,396,045	1,304,277
Grant Receivable - Restricted[2]	12,500	7,500
Materials & Supplies Inventory	324,441	283,232
Prepaid Expenses	27,666	44,678
Total Current & Accrued Assets	$ 11,061,671	$ 9,806,216
Total Assets and Debits	**$ 64,276,262**	**$ 60,063,256**

Liabilities and Other Credits	Year to Date 2020	Year to Date 2019
Proprietary Capital		
Capital Paid by Municipal	1,640,701	1,640,701
Unapprop. Earned Surplus	45,586,955	43,766,087
Total Proprietary Capital	$ 47,227,656	$ 45,406,788
Bonds, Loans & Advances	13,677,170	11,606,505
Total Long Term Debt	$ 13,677,170	$ 11,606,505
Current & Accrued Liabilities		
Accounts Payable	2,130	4,124
Accrued Liabilities	1,124,143	1,123,169
Total Current & Accrued Liab.	$ 1,126,273	$ 1,127,293
Deferred Credits		
Bond Premium	226,941	270,052
Pre 2003 Depr on Contributed Assets	79,544	104,677
	$ 306,485	$ 374,729
Operating Reserves		
Net Pension & OPEB Liability[1]	275,425	299,388
Deferred Inflow - Pension & OPEB [1]	1,103,698	766,023
Accrued Vac & Sick Leave	559,557	482,530
Total Operating Reserve	$ 1,938,680	$ 1,547,941
Total Liab & Other Credits	**$ 64,276,262**	**$ 60,063,256**

[1] See full audited Financial Statements for disclosures and details regarding pensions and OPEB.

[2] Grants Receivable - Restricted pertains to the Lead Water Service Lateral Replacement Program funded by the DNR.

City of Sheboygan
spirit on the lake Water Utility

STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET POSITION

OCTOBER 31, 2020 AND 2019

	2020 MONTH	2020 YTD	2019 MONTH	2019 YTD	Incr (Decr) YTD	% Incr/Decr YTD
Sales Revenue[1]	$ 802,120	$ 6,674,644	$ 766,489	$ 7,111,615	$ (436,970)	-6.14%
Other Water Revenue[2]	$ 473	$ 78,117	$ 8,015	$ 46,775	$ 31,342	67.01%
Total Operating Revenues	$ 802,593	$ 6,752,761	$ 774,504	$ 7,158,389	$ (405,628)	-5.67%
Operating Expenses[3]	403,986	2,795,135	271,962	2,722,262	72,874	2.68%
Maintenance Expenses	74,285	508,117	55,094	511,903	(3,786)	-0.74%
Depreciation Expenses[4]	143,619	1,299,467	115,711	1,175,707	123,760	10.53%
Taxes	122,016	1,015,056	111,480	1,008,539	6,517	0.65%
Total Operating Expenses	$ 743,906	$ 5,617,774	$ 554,246	$ 5,418,409	$ 199,365	3.68%
Utility Operating Income	$ 58,686	$ 1,134,987	$ 220,259	$ 1,739,980	$ (604,993)	-34.77%
Other Income & Expense						
Non-operating Grant Revenue	-	35,450	-	82,627	(47,177)	
Non-Operating Grant Expenses	-	(35,450)	-	(82,627)	47,177	
Bond Premium	2,989	28,642	2,739	27,394	1,249	
Interest Earned on Investments	1,872	41,102	4,904	61,668	(20,566)	
Contributions	-	-	-	-	-	
Other Expense	-	(34,475)	-	-	(34,475)	
Misc Amortization	2,094	20,945	2,094	20,945	-	
Bond Interest Expense	(28,214)	(272,741)	(26,368)	(264,317)	(8,424)	
Change in Net Position	**$ 37,428**	**$ 918,459**	**$ 203,627**	**$ 1,585,669**	**$ (667,209)**	

[1] The decrease in Sales Revenue is due to a decrease in usage among industrial, commercial and public authority customers related to economic conditions caused by the on-going health emergency. Usage has improved in recent months, but remains below 2019 levels.

[2] The increase in Other Water Revenues includes a class action settlement pertaining to the purchase of liquid alum over a number of years and connection fees for a large southside development. SWU also received COVID grant funds in the amount of $8,190 from Wisconsin Routes to Recovery as part of the CARES Act.

[3] The increase in Operating Expense is due costs related to customer installations for LSL loans and grants, and increase in legal costs related to PSC review and approval of the LSL program and water rates, as well as legal costs related to interim BAN financing for the raw water intake project.

[4] The increase in Depreciation Expense is due to the capitalization of the Horizon water tower, including new infrastructure at the SouthPointe Enterprise Campus.

City of Sheboygan Water Utility
spirit on the lake

APPROVAL OF VOUCHERS

October 31, 2020

Total Of The General Vouchers	$	363,161.47
Gross Payroll *	$	239,596.29
Net Payroll *	$	147,483.03

* Three payrolls in October

BOARD OF WATER COMMISSIONERS

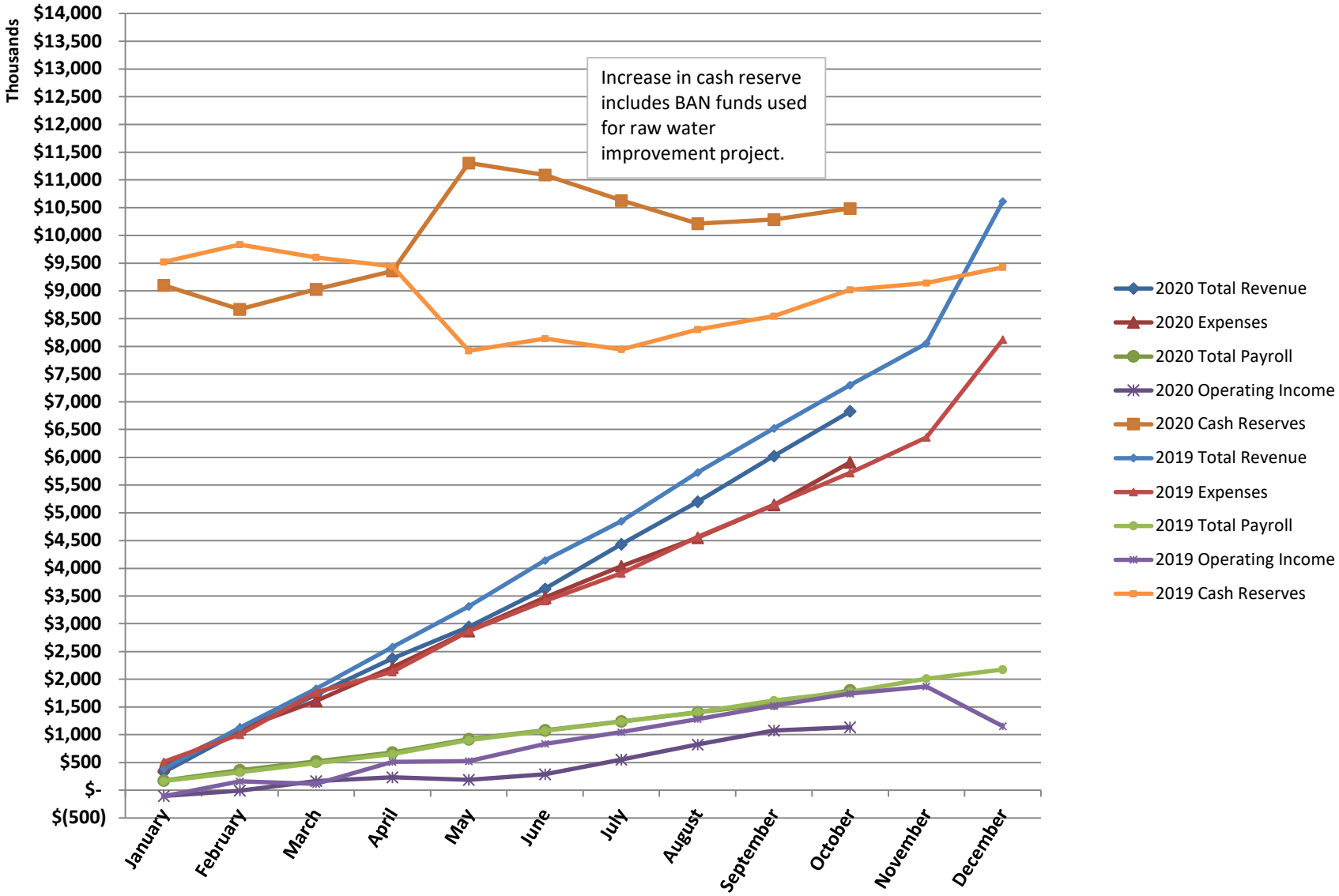
PRESIDENT

SECRETARY

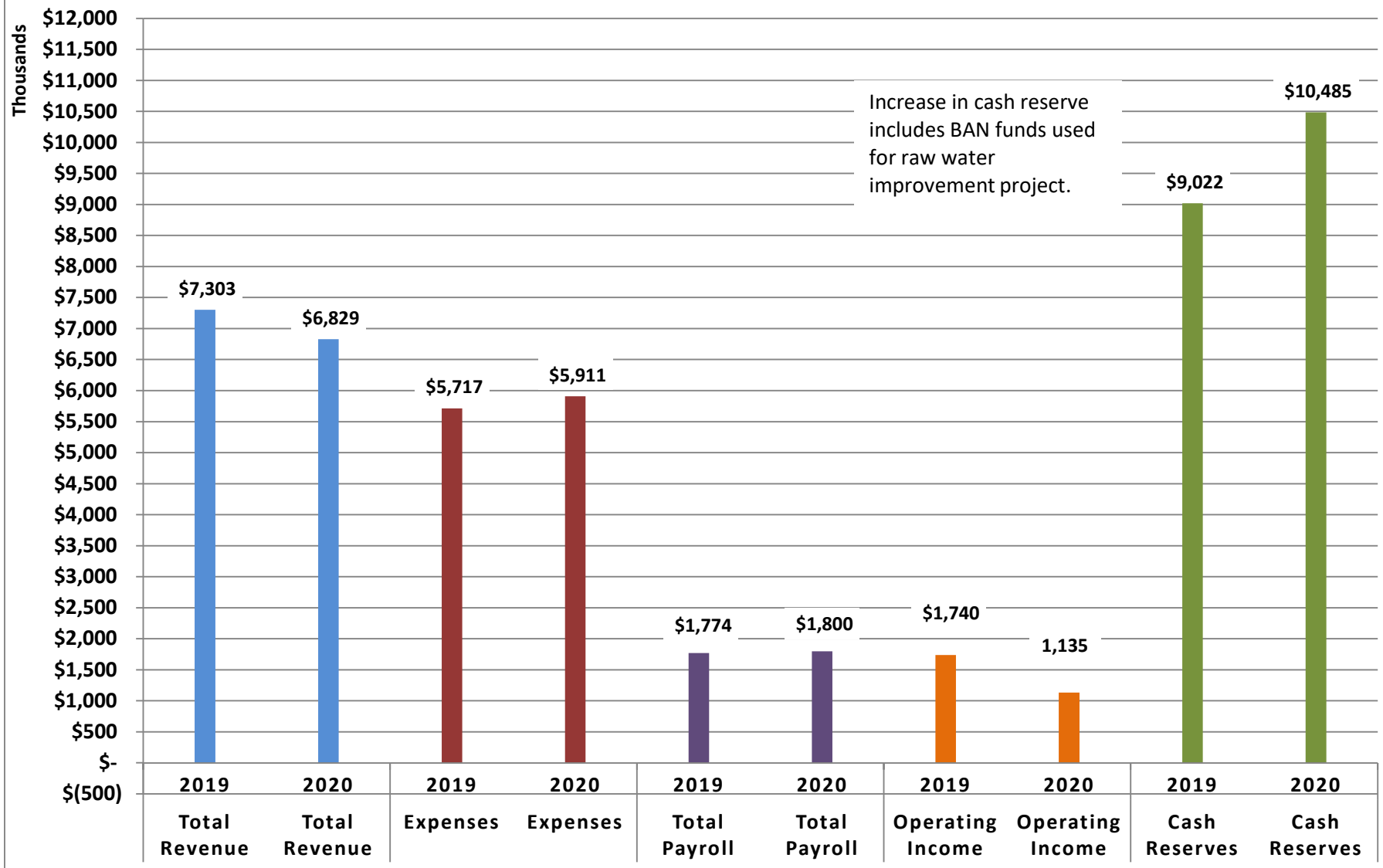
MEMBER

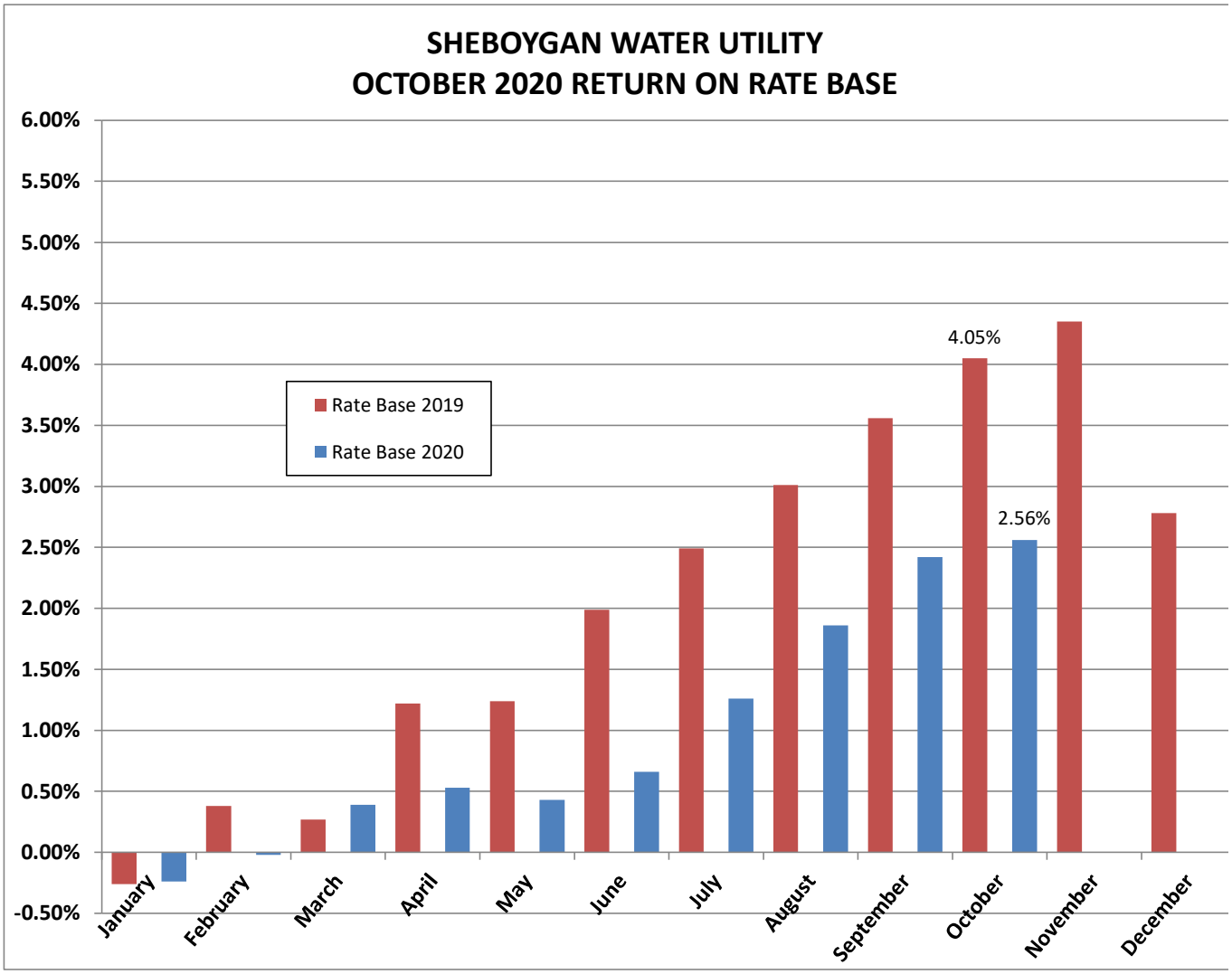
SUPERINTENDENT

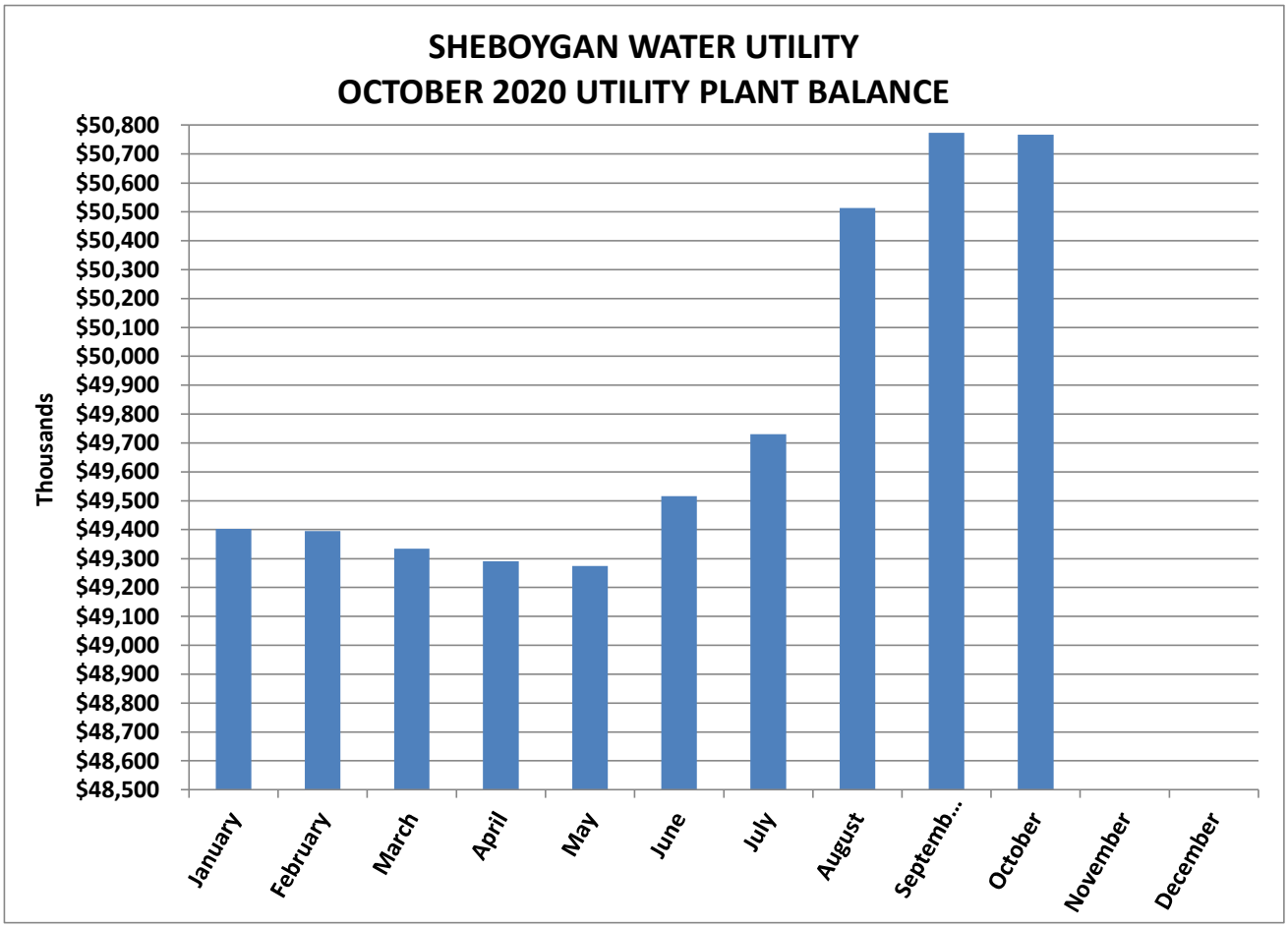
SHEBOYGAN WATER UTILITY
OCTOBER 2020 MONTHLY FINANCIAL TREND



SHEBOYGAN WATER UTILITY
OCTOBER 2020 YTD FINANCIAL POSITION




SHEBOYGAN WATER UTILITY
OCTOBER 2020 RETURN ON RATE BASE
6.00%
5.50%
5.00%
4.50%
4.00%
3.50%
3.00%
2.50%
2.00%
1.50%
1.00%
0.50%
0.00%
-0.50%
Rate Base 2019
Rate Base 2020
4.05%
2.56%
January
February
March
April
May
June
July
August
September
October
November
December


SHEBOYGAN WATER UTILITY
OCTOBER 2020 UTILITY PLANT BALANCE
Thousands
$50,800
$50,700
$50,600
$50,500
$50,400
$50,300
$50,200
$50,100
$50,000
$49,900
$49,800
$49,700
$49,600
$49,500
$49,400
$49,300
$49,200
$49,100
$49,000
$48,900
$48,800
$48,700
$48,600
$48,500
January
February
March
April
May
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July
August
Septemb...
October
November
December

October 2020

OPERATIONS' DEPARTMENT MONTHLY REPORT

	HIGH LIFT		LOW LIFT		2020 VS 2019
PUMPAGE	**2019**	**2020**	**2019**	**2020**	HL
Total in MG	381.909	372.106	383.106	372.268	-2.57%
Daily Average (MG)	12.320	12.023	12.358	12.009	
Max. Day (MG)	14.522	14.259	14.598	14.274	2020 VS 2018
					HL
Gal/KwH	1,217	1,195	5,275	5,230	-9.03%

ELECTRICAL COSTS					
	2019		**2020**		
A. Pumping:	**KwH**	**$**	**KwH**	**$**	
High Lift	311,348	$20,423.44	308,477	$22,109.76	
Low Lift	72,287	$4,741.80	70,684	$5,066.20	
Wash Pump 1	2,800	$183.67	2,100	$150.52	
Georgia St. Bstr.	55,500	$4,985.06	52,800	$4,761.84	
Wilgus Ave. Bstr.	3,200	$400.81	3,100	$378.92	
EE Pit / Bstr.	5,780	$686.50	5,312	$617.42	
Erie Ave. Bstr.	14,000	$1,963.50	0	$0.00	$/KwH
Sub Total	464,915	**$33,384.78**	442,473	**$33,084.66**	4.1%
B. Treat./Fiscal/Misc.	**KwH**	**$**	**KwH**	**$**	
Office & Maint. Bldg.	9,377	$1,052.49	8,591	$986.50	
Filter Plant / Pump Station / 2nd Service	57,365	$4,354.71	54,539	$4,402.41	
					$/KwH
Sub Total	66,742	**$5,407.20**	63,130	**$5,388.91**	5.4%
C. Distribution:	**KwH**	**$**	**KwH**	**$**	
Taylor Hill Tank	712	$102.17	1,385	$176.49	
Kohler Meter Pit	0	$0.00	0	$0.00	
EE Tower	0	$0.00	1,244	$160.27	
Washington (PRV) Pit	271	$50.79	391	$65.54	
Sub Total	983	**$152.96**	3,020	**$402.30**	$/KwH
Total Electrical Costs	**532,640**	**$38,944.94**	**508,623**	**$38,875.87**	4.5%
Electrical Cost / MG		$101.97		$104.31	

	2019		2020		
NATURAL GAS COSTS	CCF Used	Cost	CCF Used	Cost	
Production Facility	701	$373.12	992	$376.50	
South Basin	1,167	$691.95	1,346	$594.83	
Georgia St. Bstr.	19	$37.70			
Erie Ave. Bstr.	107	$81.48			
Wilgus Ave. Bstr.	0	$17.33			
Office & Maint. Bldg.	379	$214.89	544	$219.77	$/CCF
Total Natural Gas Costs	2,373	**$1,416.47**	2,882	**$1,191.10**	-30.8%
Natural Gas Cost / MG		$3.71		$3.20	

	2019		2020		
CHEMICAL COSTS	Lbs. Used	Cost	Lbs. Used	Cost	
Alum	91,473	$13,172.11	55,617	$7,869.81	-1.7%
Carbon	0	$0.00	0	$0.00	#DIV/0!
Chlorine	8,737	$7,898.25	6,803	$5,564.85	-9.5%
Fluoride	1,805	$1,588.66	1,582	$1,392.16	0.0%
KMnO4	141	$513.92	4	$14.97	0.1%
Cationic Polymer	0	$0.00	74	$113.93	#DIV/0!
Liquid Phosphate	2,675	$3,397.25	2,628	$3,337.56	0.0%
Total Chemical Costs		**$26,570.19**		**$18,293.27**	-31.2%
Chemical Cost / MG		$69.57		$49.08	
Grand Total		**$66,931.60**		**$58,360.24**	-12.81%
Total Cost / MG		**$175.26**		**$156.59**	-10.65%

YTD HL 2020 vs 2019	-7.67%	YTD HL HIGH DAY PUMPAGE	16.469	August 27, 2020
YTD HL 2020 vs 2018	-12.88%	YTD HL LOW DAY PUMPAGE	8.396	January 1, 2020

NOTE:
October Pumpage is down ~2.57%.

	YTD HL Ave Day
2020	11.719
2019	12.696
2018	13.458

COMPARATIVE SUMMARY OF PLANT OPERATIONS

October 2019 vs **October 2020**

Pumping Record

High Lift

	2019	2020	Diff.
Tot. Water in MG	381.909	372.106	-2.57%
Daily Average	12.320	12.023	-2.41%
Maximum Day	14.522	14.259	-1.81%
Minimum Day	9.086	9.391	3.36%
By Natural Gas	2.955	4.015	35.87%
Power in KWH	311,348	308,477	-0.92%
Gals. per KWH	1,217	1,195	-1.79%
Power $ / KWH	$0.06560	$0.07167	9.26%
Power $ / MG	$53.48	$59.32	$5.84
Tot. Power $/MG	$102.71	$104.35	$1.64

Low Lift

	2019	2020	Diff.
Tot. Water in MG	383.106	372.268	-2.83%
Daily Average	12.358	12.009	-2.82%
Maximum Day	14.598	14.274	-2.22%
Minimum Day	9.308	9.324	0.17%
By Natural Gas	1.806	2.563	41.92%
Power in KWH	72,287	70,684	-2.22%
Gals. per KWH	5,275	5,230	-0.84%
Power $ / KWH	----	----	----
Power $ / MG	$12.38	$13.61	$1.23
Tot. Power $/MG	----	----	----

Treatment Chem. Lbs. Used

Total Lbs.	2019	2020	Diff.
Alum	91,473	55,617	-39.20%
Carbon			#DIV/0!
Chlorine	8,737	6,803	-22.14%
KMnO4	141	4	-97.09%
Polymer	0	74	#DIV/0!
Liquid Phosphate	2,675	2,628	-1.76%
Lb/ MG:			
Alum	238.8	149.4	-37.43%
Carbon	0.0	0.0	#DIV/0!
Chlorine	22.8	18.3	-19.87%
KMnO4	0.4	0.0	-97.01%
Liquid Phosphate	7.0	7.1	1.10%

Cost

Total Cost	2019	2020	Diff.
Alum	$13,172.11	$7,869.81	($5,302.30)
Carbon	$0.00	$0.00	$0.00
Chlorine	$7,898.25	$5,564.85	($2,333.40)
KMnO4	$513.92	$14.97	($498.96)
Polymer	$0.00	$113.93	$113.93
Liquid Phosphate	$3,397.25	$3,337.56	($59.69)
Cost / MG:			
Alum	$34.38	$21.14	($13.24)
Carbon	#DIV/0!	#DIV/0!	#DIV/0!
Chlorine	$20.62	$14.95	($5.67)
KMnO4	$1.34	$0.04	($1.30)
Liquid Phosphate	$8.87	$8.97	$0.10

Fluoride:	2019	2020	
Total Lbs.	1,805	1,582	-12.35%
mg/l applied as F	0.65	0.67	
Av. Res. Plt. Tap	0.65	0.73	

Fluoride:	2019	2020	
Cost	$1,588.66	$1,392.16	($196.50)
Cost/MG	$4.17	$3.74	($0.43)

Water Quality:

	Raw 2019	Raw 2020	TAP 2019	TAP 2020
Turbidity	18.10	7.70	0.015	0.036
pH	8.10	8.19	7.41	7.61
Alkalinity	111.5	109.5	97.0	100.7
MF (E-Coli)	20.6	4.9	0.00	0.00
Temperature	46.4	45.0	0	0
Wash-H20 % /LL	2.23	1.69	48.3	47.1
Av. Flt. Run/hrs	115.7	140.0	0.87	0.89
Av. ROF / MG	1.39	1.38		

Natural Gas:

	2019	2020		2019	2020	Diff.
Nat. Gas Heating	1,478	1,822	Plant & South Basin	$820.56	$775.49	($45.07)
Nat. Gas Pumping	481	516		$244.51	$195.84	($48.67)

	CCF	Cost	**Natural Gas Cost**	**Natural Gas CCF**
#3 Gas Pump	124.0	$47.06	**$971.33**	**2,338**
#4 Gas Pump	207.0	$78.56		
#7 Gas Pump	115.0	$43.65		
Electric Generator	70.0	$26.57		
Pumping totals	**516.0**	**$195.84**		

October 2020

% Run		11/1/2020	10/1/2020	
	Elapsed Time:			
47.6%	No. 6 Pump	59,043.3	58,689.4	353.9
2.73%	Wash Pump Meter	5,045.74	5,025.46	20.28
0.6%	No. 7 Pump	688.9	684.3	4.6
0.0%	No. 8 Pump	59,475.3	59,475.3	0.0
99.3%	No. 9 Pump	5,938.0	5,199.0	739.0
0.7%	Wash Pump 2	686	681	5
	No. 1 Prime Pump	1,026.0	1,025.7	0.3
	No. 2 Prime Pump	1,087.6	1,087.0	0.6
Kw/Hr run	**Watthour Meters:**			
103.6	Wash Pump 1	1187.1	1184.1	2,100
60.8	No. 9 Pump	4682.80	4637.87	44,924
#DIV/0!	No. 8 Pump	6818.4	6818.4	0
72.8	No. 6 Pump	8432.3	8340.3	25,760
66.7	Wash Pump 2	70.579	70.301	334
539.2	No. 1 Pump	7659.356	7620.577	38,779
239.1	No. 2 Pump	4454.942	4432.724	22,218
294.5	No. 3 Pump	8227.563	8115.423	112,140
#DIV/0!	No. 4 Pump			0
479.7	No. 5 Pump	7,054.571	6,919.231	135,340
	Garage (MWatt/Hrs.)	1,015.22	1,013.27	1,950
	Power Co. (Step #3)	29,210	28,846	436,800
	Left Meter - OUTSIDE			
	Volume Used:			
	Nat. Gas (Correct)	42,225,527	42,131,421	118,291
	Elapsed Time:			
	Emer. Generator	918.5	915.0	3.5
% Run	**Elapsed Time:**			
9.7%	No. 1 Pump	14,205.3	14,133.4	71.9
12.5%	No. 2 Pump	19,038.34	18,945.42	92.92
51.2%	No. 3 Elec. Pump	28,679.4	28,298.5	380.8
0.5%	No. 3 Nat. Gas Pump	470.4	466.4	4.0
0.0%	No. 4 Elec. Pump	0.00	0.00	0.0
0.6%	No. 4 Nat. Gas Pump	1,625.1	1,620.5	4.6
37.9%	No. 5. Pump	14,770.470	14,488.350	282.120
0.1%	UV Building Generator	83.5	82.5	1

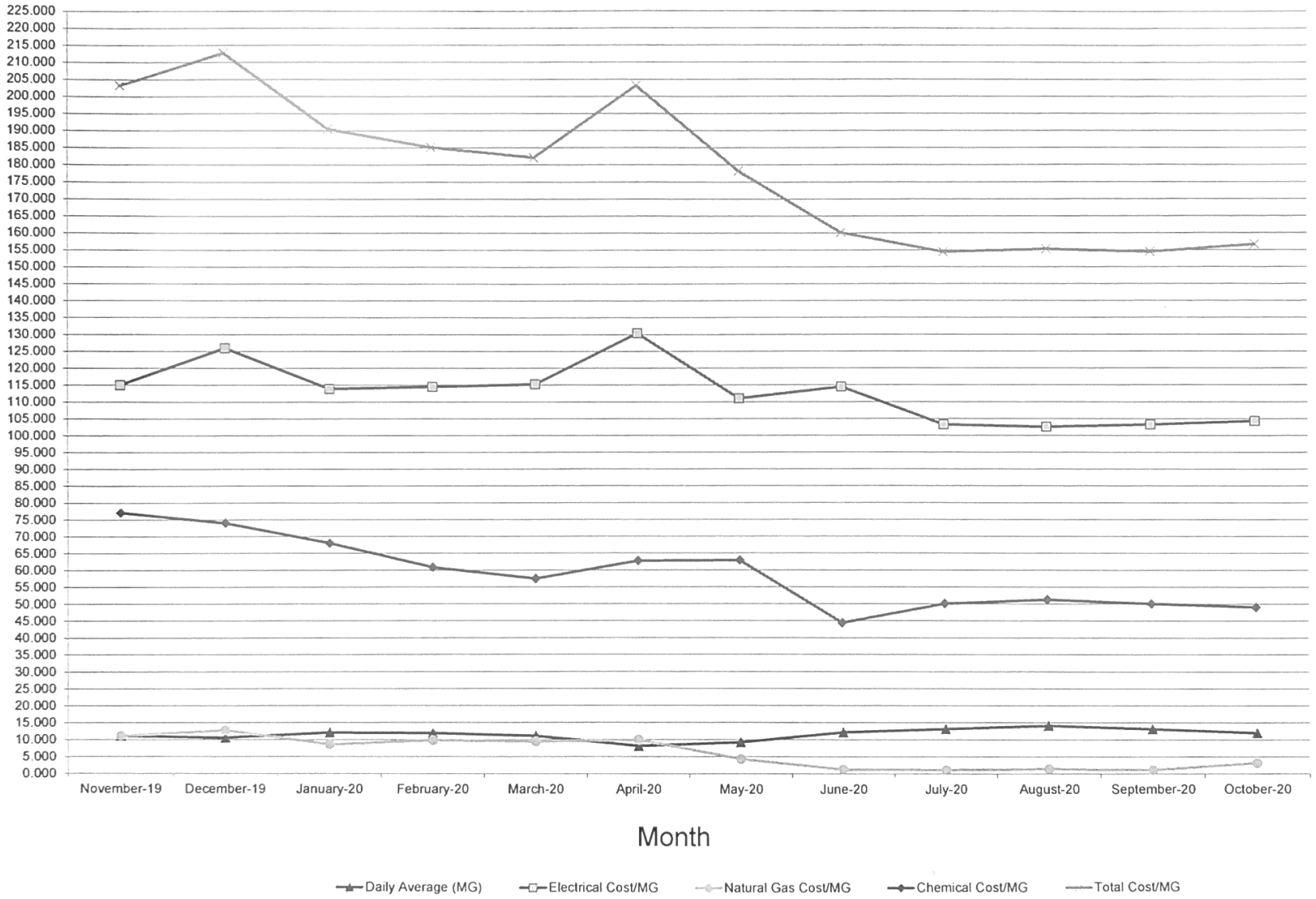
	11/1/2020	10/1/2020	
SLUDGE No. I Hour Meter	646.7	646.7	0
SYSTEM No. 2 Mag Meter	8,417,310	8,225,490	191,820
Recycle Meter (Reset to zero each month)			191,820

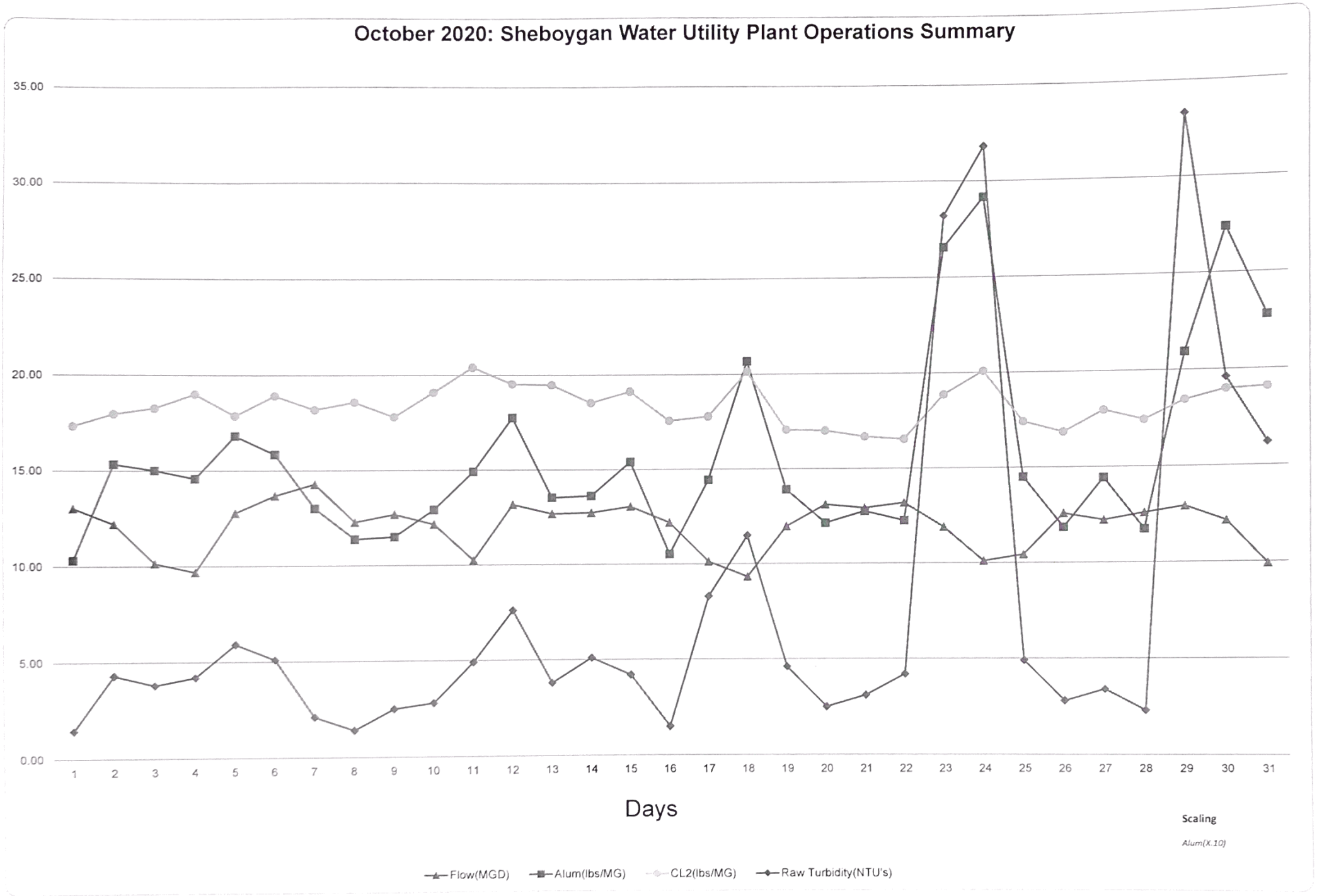
Power Cost	$0.0716739	Bill >>>>	$30,619.11	
	0.42171	KWH >>>	427,200	
Init. Chg.	$31,307.18		Low L. KWH	70,684
	$	KWH	L.L. Cost $	$5,066.20
Kohler Pit			High L. KWH	308,477
Horizon	$13.88	116	H.L. Cost $	$22,109.76
Taylor	$176.49	1,385		
ALT. 72 Park	$421.71	1,000	Total Cost	$27,175.97
Geo. Ave.	$4,761.84	52,800		
Wilgus Ave.	$378.92	3,100		
EE Pit	$617.42	5,312		
EE Tower	$160.27	1,244	Plant Costs	$4,402.41
Washington	$65.54	391		
Office	$986.50	8,591		
Erie Ave.				
Total	$38,889.75	510,739		

SUMMARY

	HIGH LIFT		LOW LIFT	
	2019	2020	2019	2020
Tot. Pump	381.909	372.700	383.106	372.268
Daily Ave.	12.320	12.023	12.358	12.009
Max. Day	14.522	14.259	14.598	14.274
Min. Day	9.086	9.391	9.308	9.324
By Nat. Gas	2.955	4.015	1.806	2.563
Power KWH	311,348	308,477	72,287	70,684
Gals/KWH	1217	1195	5275	5230
Cost/KWH	$0.06560	$0.07167	*******	*******
Cost/MG	$53.48	$59.32	$12.38	$13.61
Tot. Cost/MG	$102.71	$104.35	*******	*******

Plant Operations: Expense Report




October 2020: Sheboygan Water Utility Plant Operations Summary
35.00
30.00
25.00
20.00
15.00
10.00
5.00
0.00
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Days
Scaling
Alum(X.10)
Flow(MGD)
Alum(lbs/MG)
CL2(lbs/MG)
Raw Turbidity(NTU's)

Filter Plant Maintenance Completed For October 2020

	Yellow indicates days operating or running labs

Subject	StartDate	EndDate	Description
Maintenance Shop	1-Oct-20		Put away tools, clean, and organize.
UVT% Analyzer	1-Oct-20		Install new dehumidifier pack in west analyzer.
Maintenance Shop Light	1-Oct-20		Install new LED light in maintenance shop.
Honold LaPage	1-Oct-20		Purchase 2 LED lights, drill set, misc.
Joshua Sampling	1-Oct-20	1-Oct-20	Joshua collecting samples for Eric
Dan Covering Operations 1st	1-Oct-20	1-Oct-20	Dan covering operations for Tyler.
East Basin Study	2-Oct-20		Review East basin study and attend discussion.
Trash and Recycling	2-Oct-20		Throw away trash and recycling.
End of Month Report	2-Oct-20		Tabulate end of month report.
Taylor Hill	2-Oct-20		Check grounds, reagents, and heaters.
Erie Ave.	2-Oct-20		Check grounds, generator, and reagents.
Dan Covering Lab	5-Oct-20	9-Oct-20	Dan covering laboratory for Eric.
Taylor Hill	5-Oct-20		Collect sample, check reagents, check heater, etc.
Erie Ave.	5-Oct-20		Collect sample, check heaters (need batteries), check reagents, etc.
EE Tower	5-Oct-20		Collect sample, empty Dehumidifier, check heater, etc.
Horizon	5-Oct-20		Collect sample, turn on heater, and calibrate hypo meter.
Monday Meeting	5-Oct-20		Topics include clear well gate, reservoir heaters, lab coverage, vacations, etc.
Georgia Ave.	6-Oct-20		Begin 2" drain fabrication, check reagents, etc.
Washington Pit	6-Oct-20		Trim weeds, check pit, turn on heater, etc.
Horizon	6-Oct-20		Recalibrate hypo meter
Menards	6-Oct-20		¾" copper fittings, pipe hangers, 2" PVC connectors, etc.
Honold	6-Oct-20		2" PVC pipe
Georgia Ave.	6-Oct-20		Begin installing 2" floor drain line.
Georgia Ave.	7-Oct-20		Begin ¾" hose install, replace dehumidifier filter, and plumb pump 3 into drain.
Georgia Ave.	7-Oct-20		Install 2" and ½" pipe brackets.
Menards	7-Oct-20		¾" copper tubing and dehumidifier filters.
Georgia Ave.	7-Oct-20		Finish installing under floor drain assembly.
Georgia Ave.	8-Oct-20		Install new hose fitting, ¾" shutoff valve, etc.
Honold	8-Oct-20		Purchase strut, hose fittings, strut clamps, etc.
Georgia Ave.	8-Oct-20		Install wall strut, clean floor, cleanup, etc.
Menards	8-Oct-20		Pipe insulation, automotive accessories, ¾" copper fittings, etc.
Joshua on Vacation	10-Oct-20		Kite Trip
New sluice gate install	12-Oct-20		On standby to assist contractors with new sluice gate install
New bulk fluoride hose	12-Oct-20		New hose installed in fluoride bulk tank transfer pump
Cleaned south analyzers	12-Oct-20		Cleaned south basin Hypo analyzers
Pre clearwell Hypo line	13-Oct-20		Repaired pre-clearwell Hypo line
East west analyzers	13-Oct-20		Cleaned East and West Hypo analyzers

Plant heater	13-Oct-20		Worked on Heater in alum bulk tank room
Cleaned Hypo analyzers	14-Oct-20		Cleaned plant Hypo analyzers
Installed new alum hoses	14-Oct-20		Installed new alum feed hoses in all pumps
Alum rm heater	14-Oct-20		Alum bulk tank heater trouble shooting and removal
insulated pipes Georgia	15-Oct-20		Insulated newly installed water line at Georgia pump station
Alum rm heater install	15-Oct-20		Repaired alum bulk tank heater motor and reinstalled
Dan operating 1st shift	16-Oct-20	16-Oct-20	Dan covering 1st shift for Glen
West UV sensor check	19-Oct-20		West UV reference sensor check and UVT calibration
UVT bulb change	19-Oct-20		Changed UVT analyzers bulbs East and West
Fire extinguisher pick up	19-Oct-20		Picked up fire extinguishers from reservoirs for safety inspection
Monday Meeting	19-Oct-20		Topics include UVT, fire extinguisher pickup, raw water improvement, etc.
South Basin	20-Oct-20		Sweep south basin and south filter hall.
Replace East and South Hypo Hoses	20-Oct-20		Replace East and West hypochlorite feed hoses, lube rollers, prime, and recheck.
NTU Meters	20-Oct-20		Clean East, West, and South NTU meters.
West Basin Sample Point	20-Oct-20		Install three south basin sample point valves.
Pipe Gallery Doors	20-Oct-20		Free hinges and adjust door gap.
West Sample Pump	20-Oct-20		Mount new west basin sample pump shelf.
Viking and Honold	20-Oct-20		Purchase ½" fiberglass clamps, ¾" copper tubing, and new ½" plastic valves.
Kmno4 Water Line	21-Oct-20		Plug water line and install new ½" valve in Kmno4 room.
Hydro Corp Inspection	21-Oct-20		Walk plant with HydroCorp inspector.
East and West Hypo Meters	21-Oct-20		Clean East and West hypo meters.
Clear Well Sluice Gate	21-Oct-20		Exercise and check seal on new clear well gate.
Josh operating 1st shift	22-Oct-20	22-Oct-20	Josh covering 1st shift for Jeff
Filter Hall	23-Oct-20		Clean filter hall floor
Garbage's and Ops Area	23-Oct-20		Take garbage out and clean ops area.
West Basin Shelf	23-Oct-20		Install new west basin shelf, conduit, and valving.
West Basin Sample Pump	26-Oct-20		Finish installing sample pump in old rapid mix area.
West Basin Sample Lines	26-Oct-20		Install new west basin sample lines to sample pump.
Monday Meeting	26-Oct-20		Topics include basin cleaning, sample pump, Georgia pump 6, coverage, etc.
West Basin Sample Pump	26-Oct-20		Move 240volt box and rewire pump.
Maintenance Shop	26-Oct-20		Clean maintenance shop, replace tools, and restock parts.
South NTU meter	26-Oct-20		Install cleaned NTU meter bubble trap.
Menards	26-Oct-20		Purchase 3/8" and ¼" valves, hose insulation, bins, etc.
Georgia pump station	27-Oct-20		Put pump #6 in auto at Georgia pump station
Gauge on #1 vacuum pump	27-Oct-20		New gauge installed on vacuum pump #1 in low lift
Honold	27-Oct-20		Parts run Honold
Office chairs	27-Oct-20		Put together 3 new office chairs
Garbage and Cardboard	27-Oct-20		Removed garbage and cardboard from filter plant
Josh covering 1st shift	27-Oct-20	30-Oct-20	Josh covering 1st shift for Tyler
influent filter 9	28-Oct-20		Replaced influent table lock valve under filter table #9 and water shut off handle
Dan on vacation	29-Oct-20		Dan on vacation

Distribution System -- October 2020

Street Valves and Hydrant Valves Installed (including water main projects and others)

Location	Date Installed	Size ("), Jt	Installed By	Type

Total Valves Installed = 0

Street Valves and Hydrant Valves Removed

Location	Installed	Removed	Type

Total Valves Removed = 0

Street Valves and Hydrant Valves Abandoned

Location	Installed	Abandoned

Total Valves Abandoned = 0

Street Valves and Hydrant Valves Maintained

Location	Maintained	Size

Total Valves Maintained = 0

Hydrants Installed (including water main projects and others)

Location	Installed	Tr Size	Valve	By

Total Hydrants Installed = 0

Hydrants Removed (including water main projects and others)

Location	Installed	Removed	Hyd Valve?

Total Hydrants Removed = 0

Hydrants Abandoned (including water main projects and others)

Location	Installed	Abandoned	Tr Size	Hyd Valve?

Total Hydrants Abandoned = 0

Hydrants Maintained/Moved (including water main projects and others)

Location	Installed	Maintained

Total Hydrants Maintained/Moved = 0

Water Main Breaks

Location	Date	Size
1421 N. 17th St	10/1/2020	4"

Total Water Main Breaks = 1

SUMMARY

Number of feet of 4 inch water main installed	0.0	water main
Number of feet of 6 inch hydrant lead installed	0.0	
Number of feet of 6 inch water main installed	0.0	
Number of feet of 8 inch water main installed	0.0	
Number of feet of 12 inch water main installed	0.0	
Number of feet of 16 inch water main installed	0.0	
Number of feet of 20 inch water main installed	0.0	
Number of feet of 24 inch water main installed	0.0	
Number of feet of water main abandoned or removed	0	
Number of water main breaks repaired	1	
Number of hydrants installed	0	hydrants
Number of hydrants removed or abandoned	0	
Number of hydrants maintained or moved	0	
Number of street valves installed	0	valves
Number of hydrant valves installed	0	
Number of street valves removed or abandoned	0	
Number of hydrant valves removed or abandoned	0	
Number of valves maintained	0	
Number of water connections installed	2	

MONTHLY CONSTRUCTION-MAINTENANCE DEPARTMENT REPORT

October 2020

Distribution System Maintenance:

- Repaired fire hydrant at N. 10th St. and Weiss Dr.
- Helped repair valve boxes as part of a City road project on Superior Ave.
- Repaired a water main leak at N 17th Street and Superior Ave.
- Removal of altitude valve at Georgia Ave. Standpipe.
- Installation of spool piece in pit at Georgia Ave. Standpipe.
- Saw cut and made repairs to water main break service holes.
- Hauled in fill to replenish stock.

Water Quality:

- Maintained and calibrated distribution system auto-flushers.
- Uninstalled all auto-flushers for the season.
- Started seasonal dead end flushing.
- Completed weekly/monthly dead-end water quality flushing.

Taps:

- 1" tap at 1313 N. 15th St. Lead service was removed from system.
- 8" tap for a future water service at Acuity.

Building/Grounds Maintenance:

- General shop maintenance and cleaning.
- Cleaned up yard and area behind Filter Plant after the shoreline restoration project.
- Restored grass areas that were disturbed as part of the shoreline restoration project.

Equipment Maintenance:

- Performed routine maintenance and repairs on construction equipment and vehicle fleet.

Customer Relations & Fiscal Summary

Utility Bills

Mailed 5577

Emailed 1746

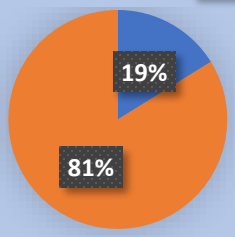
Payment Transactions

Electronic 3,981

Cash & Check 2,918

6,899 Total Number of Payments Processed

17 Payments Returned Not Honorable



Auto-Pay

One Time

Collections

District 3 **Suspended Disco Program due to PSC rule regarding pandemic*

$ 1,051,692 Billed

$152,107 Outstanding After Due Date

976 Past Due Letters Mailed

0 Properties Disconnected

$71,762 Outstanding At Month End

	Oct 2019	**Oct 2020**
Payment Window	831	**216**
Drop Box Payments	360	**539**
Electronic Payments	3867	**3981**
Cash/Check Payments	2202	**2176**
Total Payments	7260	**6899**

Customer Service

	Oct 2019	**Oct 2020**
Answered Calls	1621	**1329**
Account Transfers	248	**259**
Property Data Requests	87	**93**

PSC Complaints

0 PSC Complaint(s) Filed

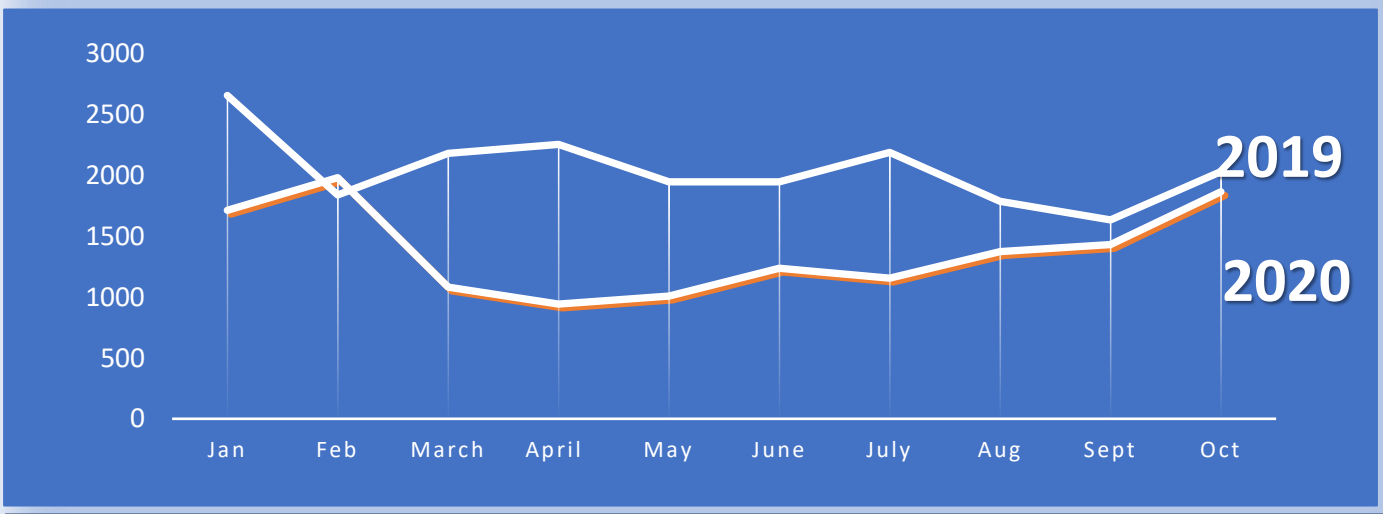
Accounts Payable

178 Invoices Paid

October 2020

Customer Relations & Fiscal Summary

Service Tech Miles Driven



Cross Connection

79 Inspections

*Commercial/Industrial CCC Program started back up in June 2020. Previously suspended due to COVID-19.

Leak Allowance

2 Customer Requests **243** CCF Allowed @ Reduced Rate

Service Leaks

0 New Reported Leaks

2 Leaks Fixed

0 Active Leak(s) Month End

Meters

43 Meters Installed/Replaced

36 Meters Tested

October 2020

Customer Relations & Fiscal Summary

Facebook Page

0 October New Followers

657 Total Followers

Website Visitors

2,873

2019 Visits in October: 2,898

Top Page Viewed: **Pay Your Bill**

Most Impressionable Facebook Posts

October 2020

Additional CR/F Activities
October

- The moratorium on disconnections was extended by the PSC to April 15, 2021.
- The USS continue to rotate their schedule in the office on teams of two.
- Service Techs continue meter change outs and testing for commercial and industrial accounts.
- The residential radio read (Orion) installation program is on hold due to the pandemic. We have approximately 1,100 Orions to install to complete the program.
- USS attended the American Water Works Association (AWWA) Customer Service Seminar. The seminar was a virtual two-day seminar.
- 1,497 delinquent account tax roll notices were issued and mailed by the October 15 deadline. Payments are due to the Utility by November 15. Outstanding delinquent accounts after this date are transferred to property tax bills.
- The payment window at the Utility office was temporarily closed starting Monday, October 19, 2020 due to the increase community spread of Covid-19.
- As of October 23, no fee is passed on to the customer for paying a bill by phone or online.

October 2020

Sheboygan Water Utility – Raw Water Improvements Details Design Scope of Work, Schedule and Fee

Project Understanding

The Sheboygan Water Utility (Utility) owns and operates a conventional water treatment plant (WTP) on the western shore of Lake Michigan. The Utility has two intakes into Lake Michigan, 30-inch cast iron pipe that is approximately 5,000-feet installed in 1909 and a 36-inch concrete pipe that is approximately 2,100 feet installed in 1959. Both Lake Michigan intakes terminate in a shorewell constructed in 1887. The low lift pumps utilize a vacuum suction priming system to pump the water to the pretreatment facilities. The WTP has a rated capacity of 34 MGD and neither intake can provide the capacity in a low lake level situation. The Utility does not have back-up source for water (wells or neighboring systems).

CDM Smith & Donohue Team (CDM Smith or CDM Smith Team or Team) understands the Sheboygan Water Utility's desire to implement raw water improvement, including a new raw water intake, shorewell, new raw water pump station, and shoreline protection. The improvements will provide the require reliability and redundancy while maintaining the high quality of water the Utility has consistently produced over the years. The Team completed a preliminary design for the Raw Water Improvements that includes a new raw water intake and a new pump station. This document provides the scope of work, schedule, and fee for the detailed design and bidding phase of the project. Construction phase services will be covered under a future contract.

Scope of Work

The project approach establishes our process and methodology for developing and presenting the scope of work clearly and comprehensively.

Detailed Design and Bidding Phase

- Task 0 – Detailed Design Kickoff and Project Plan
- Task 1: Field and Other Investigations/Analysis
- Task 2: Detailed Design
- Task 3: Final Design
- Task 4: Permitting
- Task 5: WDNR SRF Support
- Task 6: Bidding Services
- Task 7: Project Management

Task 0 - Detailed Design Kickoff and Project Plan

As part of this Task, a kickoff meeting will be scheduled with the Utility to establish project scope, schedule, objectives and critical success factors. A project plan and schedule will be developed for the detailed design phase.

Deliverable Work Products

- Agenda and Meeting Summary

Schedule

We anticipate this kickoff being scheduled in the month of December 2020.

Task 1: Field Investigations

Task 1 includes conducting field investigations required to support the design and permitting of the Raw Water Improvements project.

Detailed Approach

Review of Existing Information and Investigation Planning

CDM Smith will review all previous geotechnical information available for the project site, including a previous investigation program conducted in 2006 and the investigation performed as part of the preliminary design phase. CDM Smith will engage a local geotechnical subconsultant to provide onshore and offshore geotechnical drilling and laboratory testing services and schedule the field subsurface investigation. Drilling permits and utility locates will be obtained and performed, as required. Soil test boring locations will be located based on the layout of the proposed improvements at the time prior to drilling.

Field Subsurface Geotechnical Investigation and Geotechnical and Environmental Laboratory Testing

Up to seven (7) supplemental soil borings will be performed onshore at the proposed locations of the shorewell/pump station, yard piping and along the lake shoreline. Based on a review of the previous borings performed in 2006 in Lake Michigan, up to an additional FIVE (5) offshore soil borings are anticipated along the proposed intake alignment. These additional offshore borings are needed to confirm subsurface conditions along the intake due to the distance from the previous offshore borings, and as was recommended in the original 2006 intake study report. Additionally, the actual/specific locations of the previous offshore borings are not currently available. The onshore test borings will be performed using vehicles suited to access the project site terrain (e.g. truck, ATV, tracked) while the offshore borings will require use of a barge. The test borings are anticipated to be advanced using auger and wash-rotary drilling techniques. Soil samples are anticipated to be collected in the test borings continuously from the ground surface to 10 feet and at 5-foot intervals thereafter to the planned depth of boring. If rock is encountered prior to the planned termination, rock coring will be performed. Groundwater level measurements will be collected and recorded in each open test boring during and at the end of drilling.

Collected soil and rock samples from the test borings will delivered to geotechnical and environmental laboratories where selected samples will be subject to index and strength testing, as

applicable. Environmental laboratory testing is assumed to be performed on samples from the offshore borings similar to what was performed on the offshore samples in the 2006 investigation. Upon completion of the subsurface investigation program, geotechnical boring logs and results from the geotechnical laboratory testing program will be prepared. The geotechnical subconsultant will develop a data report summarizing the field subsurface program.

Bathymetric Survey

A new bathymetric survey will be created, using a multi-beam echosounder survey (MBE) and a sub-bottom profile survey (SBP), as required. The area of the bathymetric survey will be limited to the project work area, approximately 7,000 ft out in to the lake and 500 ft wide.

Boundary Survey

The Team will utilize existing survey data collected during the preliminary design phase. A boundary survey will be completed during this phase.

The Team assumes that additional underground utility investigations will be completed by the Utility. This includes coordination and location of underground piping on site that Collins was unable to properly locate during the preliminary design phase. No additional utility survey is assumed to be part of the project.

Hydraulic and Surge Analysis

The Team will update the hydraulic analysis for the intake and pump station based on the final alignment of the intake, and raw water lines. As part of this task, a surge model will be developed and used to evaluate surge control for the pump station.

Site Visits

As part of the detailed design phase, project team members will visit the site and confirm visual features and impacts.

Deliverable Work Products

- Geotechnical data report
- Bathymetric and boundary surveys

Schedule

We anticipate field proceeding in December 2020 and going through April 2021.

Task 2 – 60 and 90% Design Development

Specific activities proposed to be conducted include:

- **Geotechnical Analyses, Development of Engineering Recommendations and Preparation of Geotechnical Engineering Memorandum:** Based on the results of the geotechnical subsurface investigation described above, engineering analyses will be

performed to evaluate the existing subsurface conditions as they relate to the design and construction of the proposed improvements. A Geotechnical Engineering Report will be prepared summarizing the subsurface investigation, analyses performed, and engineering recommendations developed for the design and construction of the proposed improvements. Also included in the report will be the test boring logs and results of the field and laboratory testing performed.

- **Computational Fluid Dynamics Modeling**: CFD modeling provides a high level of accuracy in hydraulic design that affords engineers the ability to analyze hydraulic phenomenon and situations that wouldn't be understood otherwise. CFD simulations help the design team identify issues prior to construction, which reduces risk and potentially costs; and, can provide a more efficient design that equates to cost savings. CFD modeling will be used on the intake structure, as determined appropriate by the design team.

- **Physical Hydraulic Modeling:** The hydraulic design team often utilizes physical hydraulic modeling when other means are not able to provide design information with sufficient reliability and/or accuracy. A physical hydraulic model is an actual physical replication of a hydraulic system at reduced scale in which water is passed to permit investigation and measurement of flow phenomena at various operating conditions. When conducted properly, a physical hydraulic model is unparalleled in the accuracy of results it provides. CDM Smith has successfully employed physical hydraulic modeling for dozens of complex hydraulic designs for a broad range of projects. For this project, CDM Smith will use Clemson Engineering Hydraulics to complete a physical model of the pump station and provide recommendations.

- **Revit Model Development of the Pump Station:** A Revit/3D model of the pump station will be expanded from the 30% design phase to visualize the internals of the pump station, perform clash detection between disciplines, and generate contract drawings.

- **Contract Drawings and Specifications Development for the Raw Water Improvements:** The design drawings will include intake, yard piping, site/civil, process mechanical, structural, architectural, HVAC, plumbing, electrical and instrumentation & control. Design drawings will cover the following as a base scope (as shown in the 30% VE design concept provided and approved by Utility and Board)

    - New 54-inch intake up to 7,000-feet with two alternate materials, PCCP and steel
    - Yard piping for the relocation of the 24-inch finished water line and two new raw water transmission lines.
    - Shoreline protection of the new Raw Water Pump Station by Collins Engineers
    - Overall site/civil improvements for the new Raw Water Pump Station, including access driveway, site security/fencing, drainage, etc.
    - New Raw Water Pump Station housing traveling screens, pumps, new electrical room, two new natural gas back-up generators, and a sodium permanganate room.

- New electrical service with transformers located outside the new Pump Station.

- The following items will be developed as alternate bid items (and as optional scope items for consideration by the Utility):
  - Redundant/emergency intake 1000-feet in length
  - Intake heating and camera system
- Coordinating with Utility staff to identify acceptable materials of construction and equipment manufacturers.
- Coordinating with Utility staff to identify project schedule and constructability issues and incorporating these requirements into the contract specifications.
- Verify the contract documents as well as front-end documentation and bidding provisions required by WDNR for State Revolving Loan Fund (SRF) loan eligibility.
- Prepare design document review submittals at the 60- and 90-percent completion stages.
- Planning, facilitating, and documenting the results of meetings with Utility staff to review the 60- and 90-percent draft design submittals. Our Team will incorporate "agreed to" modifications into the final Contract Documents.

Cost Estimating: The Team will prepare an Opinion of Probable Construction Cost at the 60- and 90-percent project completion stage.

Schedule

Detailed design engineering services are assumed to be completed from November 2020 through June 2021.

Deliverable Work Products

- Agenda and summaries for submittal review meetings
- Review submittal of the contract drawings and specifications at the 60- and 90-percent completion stages:
- Cost estimates at 60-percent and 90-percent completion stage

Task 3: Final Design Services

Task 3 includes the development of the final completion detailed engineering design drawings, specifications, and contract documents for the purposes of obtaining bids from a single contractor to complete the Raw Water Improvements.

Detailed Approach

The following subtasks will be performed under this task.

- Design Development: Specific activities proposed to be conducted include:

- Developing 100-percent completion and final (Bid Set) contract drawings and specifications for the Project
- Providing design document review submittal at the 100-percent completion stage
- Planning, facilitating, and documenting the results of meetings with Utility staff to review the 100-percent draft design submittal. Our Team will incorporate "agreed to" modifications into the final Contract Documents.

Deliverable Work Products

- Agenda and summaries for submittal review meetings
- Review submittal of the contract drawings and specifications at the 100 percent completion stages.
- Final (Bid Set) submittal of the contract drawings and specifications: Three (3) hard-copy sets. Electronic copies of the drawings will be submitted in Adobe PDF and AutoCAD formats; electronic copies of the specifications will be submitted in Adobe PDF format.

Task 4: Permitting Support

Task 4 includes preparing and submitting applications for permitting.

Detailed Approach

The Team will manage the permitting efforts required for the Raw Water Improvements project. Various federal, state, county, and local agencies require permits for the field investigation for the intake design as well as for the ultimate construction of the intake system improvements.

- Joint Application Process: Construction of the raw water intake will take place in and along Lake Michigan. As such, the Joint Application process is required to obtain permits from U.S. Army Corps of Engineers (USACE) and WDNR. Two laws apply to this process: Section 10 of the Rivers and Harbors Act, and Section 404 of the Clean Water Act. Under this process and in accordance with these laws, only one permit application (Section 404 permit from USACE) is required to be submitted, for review by these agencies. Each agency must receive a copy of the application form along with drawing sheets.
- Each of the agencies will issue an approval that must be obtained before the beginning of construction. Each agency will also issue their own conditions of approval and notify applicant of any additional requirements or permits. Because the joint application process is the most critical permitting process for the project, it should be started as early as possible. Our team has established initial contacts with USACE and WDNR during the preliminary engineering phase, and will continue to engage each regulatory agency in project discussions throughout the design process.
- Additionally, many Section 404 USACE permit need a Section 401 Water Quality Certification from the WDNR. This is separate from the Construction Permit required by the WDNR and will be determined through the permitting process.

- WDNR Construction Permit: New and existing public water supplies that intend to construct new and/or modify existing treatment facilities or equipment are required to obtain a Construction Permit from WNDR. Since this project will be funded through the SRF loan program, a project planning approval by WDNR must also be obtained.

- PSC: A permit is anticipated from the Public Service Commission. The Team will support the Utility in obtaining this permit.

- Local Architectural Review Board: The Team will prepare the necessary permit application for a permit from the local architectural review board, Park District and Wisconsin Public Building Commission.

  In support of the Construction Permit application, the Team will prepare Stormwater Pollution Prevention Plan (SWPPP) and Erosion and Sediment Control Plan and submit the Notice of Intent to the WDNR.

The Team will address comments from permitting agencies and prepare formal responses, when required. Coordinating and attending meetings with permitting agencies and stakeholders, as needed. We understand that the Utility will be responsible for payment of all application fees.

Deliverable Work Products

- Application for Construction Permit for the WDNR
- Stormwater Pollution Prevention Plan and Notice of Intent for the WDNR
- Section 401 Water Quality Certification for the WDNR (if needed)
- USACE 404 permit

Schedule

Permitting services are assumed to be completed from December 2020 through March 2022.

TASK 5: WDNR SRF LOAN APPLICATION SUPPORT

Task 5 involves the provision of engineering services to support application to the WDNR for project funding under the State Revolving Fund (SRF) loan program.

Detailed Approach

The following activities will be performed under this task.

- Provide information, as needed, for the Utility to complete the following:
  - Environmental Checklist
  - WDNR sign-off
- Incorporate WDNR's required front-end documentation and bidding procedures into the contract specifications (included under Task 3)

Deliverable Work Products

- Information to assist with the completion of the environmental checklist, WDNR sign-off, and Public Notices
- Documentation required by WDNR

TASK 6: BIDDING SERVICES

Task 6 includes bid-phase engineering services. The Team will provide the following services.

Detailed Approach

The following subtasks will be performed under this task:

- **Bid Preparation:** The Team will submit a list of contractors that the consultant considers to be qualified for the type of work to be bid.
- **Pre-Bid Meeting:** Our Team will attend a pre-bid meeting at the WTP, and explain the project scope to bidders and answer technical questions.
- **Addenda and Interpretations:** During the bidding phase, we will review and address questions by prospective bidders. When necessary, we prepare addenda clarifying the requirements of the Contract Documents.
- **Recommendation to Award:** The Team will review the bids for conformance with contract requirements and prepare a recommendation to award to the lowest responsive and responsible bidder, subject to review by Utility's legal counsel.
- **Project Management:** Project management activities will include continually assessing the expectations of the Utility and managing the scope, schedule, and budget to meet these expectations. Our bid-phase quality assurance standards will be implemented.

Deliverable Work Products

- Addenda, as needed, to respond to bidder questions
- Recommendation to award

Schedule

Bid-phase engineering services are assumed to be completed between January and March of 2022 upon receipt of the Joint Application (Section 404 USACE) permit.

TASK 7: PROJECT MANAGEMENT

Task 7 involves management of project activities.

Detailed Approach

Project management activities will include continually assessing the expectations of the Utility and managing the scope, schedule, and budget to meet these expectations. Our design-phase quality assurance and quality control standards will be implemented. Our team will maintain regular communication with Utility staff with periodic progress updates.

As part of Task 7, the team will provide the following services:

- Development and maintenance of a Project schedule (to be updated on a monthly basis)
- Project management and coordination (management of project schedule, scope and budget, and coordination of project deliverables/issues)
- Presenting Project status updates to the Board as necessary.

Design Workshops: The Team will host design workshops at the 60%, 90% and 100% milestones.

Assumptions

The above described engineering services (Tasks 1 through 7) have been based developed upon the following assumptions:

1. Access to the site for CDM Smith and its Subcontractors is to be provided by the Owner.
2. Special safety training to access the site is not required.
3. Plant personnel will be available to confirm the staked boring locations are clear of any known plant utilities.
4. The Sheboygan Water Utility will be responsible to confirm location and depth of underground and other utilities onsite.
5. Environmental soil sampling and testing is to be similar in test type and quantity to that performed as part of the 2006 investigation program for the intake pipeline at that time. This assumption to be confirmed via permitting conversations during Task 1..
6. The optional emergency intake will be located within 150 feet of the planned offshore borings such that additional offshore borings will not be required.
7. The design of the proposed intake(s) is/are to proceed prior to completion of the offshore soil boring program. Lake-bottom conditions consistent with those encountered in the 2006 offshore geotechnical investigation is assumed to meet the schedule indicated above.
8. The project is based on the client acceptance of the 30% Value Engineering (VE) drawings presented 10/14/2020.
9. Project is accepted and approved by all jurisdictional agencies, including, but not limited to the USACE and WDNR, with only minor changes or clarifications required. Any changes to the project scope, methods of construction, design or construction schedule, etc. would require a change to this contract.
10. The City and Park District support, approve, and cooperate with the project.
11. Spoils from the excavation of the intake trench can be sidecast back into the lake bottom and not removed for disposal.
12. There are no major changes to shipping routes in Lake Michigan.
13. The 20” backwash recycle pipe can remain connected to the existing shorewell
14. The existing shorewell, low lift pump station, and intakes will remain in operation throughout construction and for the foreseeable future.
15. Landscape and disc golf course design not included.
16. LEED or other sustainability standards beyond required codes are not required.
17. Conformed Documents will be completed as part of Construction Services (separate contract)

Fee

The attached Exhibit A provides a breakdown of cost by task. The not-to-exceed fee is $1,997,829. The optional task for the emergency intake is an additional $47,380. The optional task for intake heater and camera system is an additional $35,060.

Exhibit A Breakdown of Hours and Fee

TASK NO.	PROJECT TASKS	TECHNICAL ADVISOR AND QAQC	PROJECT MANAGER	SENIOR PROJECT ENGINEER	PROJECT ENGINEER	JUNIOR ENGINEER	ELECTRICAL, I&C, HVAC/P and Site/Civil Review	STRUCTURAL ENGINEER	ARCHITECTURAL	COST ESTIMATOR	DRAFTER	ADMIN	GEOTECHNICAL ENGINEER	DONOHUE ENGINEER (ELEC, Automation, SITE, and Bldg	COLLINS - SHORELINE PROTECTION & SURVEY	Other OPs - GEOTECHNICAL - GSG & Clemson Hydraulics	OTHER DIRECT COSTS	SUBTASK TOTAL	TASK TOTAL
		$280 /HR.	$245 /HR.	$225 /HR.	$160 /HR.	$130 /HR.	$240 /HR.	$155 /HR.	$155 /HR.	$150 /HR.	$145 /HR.	$110 /HR.	$170 /HR.	$190 /HR.					
0.0	**Detailed Design Kickoff and Project Plan**																		$22,390.40
	Kickoff Meeting		4	4	4		2	4	2			4	2	16				$7,745	
	Project Plan	8	16	8	8	4	2	4	2			4		16				$14,645	
1.0	**Field and Other Investigations**																		$478,872.80
	Geotechnical Investigations - GSG Consultants	8	4					8				8	60			$ 285,000	$ 5,000	$305,540	
	Boundary Survey - Collins		4									4		8	$ 10,000			$12,938	
	Bathymetric Survey		4		8							4			$ 20,000			$22,700	
	Site Visit		16	8	8	16		8	8				16	16			$ 1,500	$18,815	
	CFD and Physical Modeling	40	64			64						8				$ 50,000		$86,080	
	Update of Hydraulic and Surge Analysis	40	8	24	24	80												$32,800	
2.0	**Detailed Design**																		$1,091,747.60
	Update Basis of Design and Design Concepts	16	40	40	40	80		40	40		40	8		200				$97,100	
	60% Design Documents	40	40	120	160	324	32	400	280		204	40	140	800	$ 10,000		$ 1,000	$449,340	
	90% Design Documents - Permit Set	40	40	120	160	324	32	360	240		204	16	120	800	$ 10,000		$ 1,000	$430,900	
	Design workshops	24	24	16	16	24	16	24	16			8	8	48			$ 1,000	$44,266	
	Opinion of Probable Construction at 60% and 90% Design	8	24	16	40	40		24	16	180		8	8	60				$70,142	
3.0	**Final Design**																		$115,651.20
	100% Design Documents	24	40	24	16	80	12	80	80	24	64	16	24	80	$ 5,000		$ 1,200	$102,656	
	Design Workshop		8	8	8	8		4	4		4	8	4	16			$ 500	$12,995	
4.0	**Permitting**																		$91,875.40
	Meetings/workshops with Permitting Agencies	16	80	40	40			4	16		12	24	8	58	$ 2,000		$ 2,000	$63,323	
	Permit Applications		16	24	16	40		4	8		12	24	4	24				$28,553	
5.0	**WDNR SRF Support**																		$22,517.60
	WDNR SRF Support		40	16	16	32						8		8				$22,518	
6.0	**Bidding Services**																		$49,446.80
	Develop Planholders List and Distribute Documents		4			8						8						$2,900	
	Pre-Bid Meeting		8	8								2		8			$ 1,000	$6,498	
	Prepare Addenda and Answer Bidder Questions	8	24	16	8	24	2	8	8		16	8	8	32	$ 2,000			$31,710	
	Review Bids and Prepare Recommendation of Award		8	4	24							8		4				$8,339	
7.0	**Project Management**																		$125,326.90
	Manage Scope, Schedule, Budget, and Administer Contract	4	96	24	24							48		16			$ 2,000	$44,195	
	PQM/QAQC Meeting	16	16	8								4		16				$13,675	
	Technical Review Committee Review & Meetings	60	16	24		40	24					4		32				$43,590	
	Project Controls and Additional QAQC	40	16	24								8		13				$23,866	
	TOTAL LABOR	$109,760	$161,700	$129,600	$99,200	$154,440	$29,280	$150,660	$111,600	$30,600	$80,620	$31,020	$68,340	$430,809	$59,000	$335,000	$16,200	$1,975,438	$1,997,829
	TOTAL HOURS	392	660	576	620	1188	122	972	720	204	556	282	402	2,271					
	OPTIONAL TASKS																		
2A	Optional Task - Emergency Intake	16	16	24	80	16				16	60	4	40						**$47,380**
2B	Optional Task - Intake Heat and Camera	16	16	24	40	16				16	40	4		24					**$35,060**

Owner: SHEBOYGAN WATER UTILITY
Project: INTAKE AND PUMP STATION
Contract No.:
CDM Project No.:
Detail: DRAWING LIST
Date: 13-Nov-20

DRAWING SUBMITTED	DISCIPLINE & SHEET NO.		SHEET TITLE	Sheet Count		
			GENERAL			
			Cover (CDM Smith)	1	of	124
			General (CDM Smith)			
	G-	1	SHEET INDEX	2	of	124
	G-	2	Symbols and Abbreviations	3	of	124
	G-	3	PROCESS FLOW SCHEMATIC	4	of	124
	G-	4	HYDRAULIC PROFILE	5	of	124
	G-	5	General Notes	6	of	124
			Civil (Donohue)			
	C-	1	Site/Civil Notes and Legend	7	of	124
	C-	2	Site Layout	8	of	124
	C-	3	Grading Plan	9	of	124
	C-	4	Paving & Sidewalks Plan	10	of	124
	C-	5	Stormwater Drainage Plan	11	of	124
	C-	6	Intake Piping Plan/profile	12	of	124
	C-	7	Construction Staging Plan	13	of	124
	C-	8	Yard Piping Plan	14	of	124
	C-	9	Yard Piping Plan	15	of	124
	C-	10	Yard Piping Profile	16	of	124
	C-	11	Yard Piping Profile	17	of	124
	C-	12	SW and Erosion Control	18	of	124
	C-	13	Civil Details	19	of	124
	C-	14	Civll Details	20	of	124
	C-	15	Civll Details	21	of	124
			Intake (CDM Smith)			
	INT-	1	Overall Intake Alignment/Overview	22	of	124
	INT-	2	Plan and Profile Sta 0 to 2300	23	of	124
	INT-	3	Plan and Profile Sta 2300 to 4700	24	of	124
	INT-	4	Plan and Profile Sta 4700 to 7113	25	of	124
	INT-	5	Crib Plans, Sections and Details	26	of	124
	INT-	6	Intake Details I	27	of	124
	INT-	7	Intake Details II	28	of	124
			Yard Piping (CDM Smith)			
	YP	1	Yard Piping Notes and Abbreviations	29	of	124
	YP	2	Overall Yard Piping Plan	30	of	124
	YP	3	36" RW-DI Profiles	31	of	124
	YP	4	20" FW-DI Profiles	32	of	124
	YP	5	Yard Piping Details I	33	of	124
	YP	6	Yard Piping Details II	34	of	124
			Architectural (CDM Smith)			
	A-	1	General Notes and Abbreviations	35	of	124
	A-	2	Code Compliance and Overall Plans	36	of	124
	A-	3	Lower Level Floor Plan	37	of	124
	A-	4	Main Level Floor Plan	38	of	124
	A-	5	Roof Plan	39	of	124
	A-	6	Main Level Finishes Plan	40	of	124
	A-	7	Exterior Elevations	41	of	124
	A-	8	Building Sections	42	of	124
	A-	9	Building Sections	43	of	124
	A-	10	Wall Sections	44	of	124
	A-	11	Wall Sections	45	of	124
	A-	12	Wall Sections	46	of	124
	A-	13	Enlarged Chemical Room Plan and Details	47	of	124
	A-	14	Details	48	of	124
	A-	15	Details	49	of	124
	A-	16	Details	50	of	124
	A-	17	Details	51	of	124
	A-	18	Stair Plans, Sections and Details	52	of	124
	A-	19	Door Schedule and Details	53	of	124
	A-	20	Room Finish Schedules and Details	54	of	124
	A-	21	Interior Elevations	55	of	124
			Structural (CDM Smith)			
	S-	1	General Notes & Symbols	56	of	124
	S-	2	Foundations Plans I	57	of	124
	S-	3	Foundations Plans II	58	of	124
	S-	4	Upper Gallery Plan II	59	of	124
	S-	5	Upper Gallery Plan II	60	of	124
	S-	6	Roof Plan I	61	of	124
	S-	7	Roof Plan II	62	of	124
	S-	8	Sections I	63	of	124
	S-	9	Sections II	64	of	124
	S-	10	Sections III	65	of	124
	S-	11	Sections IV	66	of	124
	S-	12	Sections V	67	of	124
	S-	13	Structural Details	68	of	124
	S-	14	Structural Details	69	of	124
	S-	15	Structural Details	70	of	124
	S-	16	Structural Details	71	of	124
			Process / Mechanical (CDM Smith)			
	M-	1	Notes and Symbols	72	of	124
	M-	2	PS Upper Plan	73	of	124
	M-	3	Lower Pipe Gallery Plan	74	of	124
	M-	4	Wetwell Plan	75	of	124
	M-	5	Wetwell Section/Details	76	of	124

Owner: SHEBOYGAN WATER UTILITY
Project: INTAKE AND PUMP STATION
Contract No.:
CDM Project No.:
Detail: DRAWING LIST
Date: 13-Nov-20

DRAWING SUBMITTED	DISCIPLINE & SHEET NO.		SHEET TITLE	Sheet Count		
	M-	6	Upper Level Sections	77	of	124
	M-	7	Lower Level Sections	78	of	124
	M-	8	Lower Level Sections II	79	of	124
	M-	9	Pipe Details/Connection Schematics	80	of	124
	M-	10	Chemical Feed Plan and Sections	81	of	124
	M-	11	Mechanical Details I	82	of	124
	M-	12	Mechanical Details II	83	of	124
	M-	13	Mechanical Details III	84	of	124
		Building Mechanical (Donohue)				
	H-	1	Notes and Symbols	85	of	124
	H-	2	HVAC Plan	86	of	124
	H-	3	Roof HVAC Plan	87	of	124
	H-	4	Generator Room	88	of	124
	H-	5	HVAC Details, Schedules and Diagrams			
		Plumbing (Donohue)		89	of	124
	P-	1	Notes and Symbols	90	of	124
	P-	2	Pump Station Plumbing Plan	91	of	124
	P-	3	Roof Plumbing Plan	92	of	124
	P-	4	Enlarged Pump Room Plumbing Plan	93	of	124
	P-	5	Plumbing Schedules and Diagrams	94	of	124
		Electrical Donohue)				
	E-	1	Legend I	95	of	124
	E-	2	Legend II	96	of	124
	E-	3	Electrical Classification Plan	97	of	124
	E-	4	Electrical Site Plan	98	of	124
	E-	5	Electrical Single Line Diagrams 1	99	of	124
	E-	6	Electrical Single Line Diagrams 2	100	of	124
	E-	7	Electrical Control Riser Diagrams 1	101	of	124
	E-	8	Electrical Control Riser Diagrams 2	102	of	124
	E-	9	Electrical Control Riser Diagrams 3	103	of	124
	E-	10	Fire Alarm Riser Diagram	104	of	124
	E-	11	Electrical Power Plan 1	105	of	124
	E-	12	Electrical Power Plan 2	106	of	124
	E-	13	Electrical Control Plan 1	107	of	124
	E-	14	Electrical Control Plan 2	108	of	124
	E-	15	Electrical Lighting, Receptacle and Fire Alarm Plan 1	109	of	124
	E-	16	Electrical Lighting, Receptacle and Fire Alarm Plan 2	110	of	124
	E-	17	Electrical Schematic Diagrams 1	111	of	124
	E-	18	Electrical Schematic Diagrams 2	112	of	124
	E-	19	Electrical Schematic Diagrams 3	113	of	124
	E-	20	Grounding Plan	114	of	124
	E-	21	Panelboard Schedules	115	of	124
	E-	22	Lighting Fixture Schedules	116	of	124
	E-	23	Electrical Details 1	117	of	124
	E-	24	Electrical Details 2	118	of	124
		Instrumentation and Controls (Donohue)				
	I-	1	Instrumentation Notes and Abbreviations	119	of	124
	I-	2	Control System Architecture	120	of	124
	I-	3	Intake P&ID	121	of	124
	I-	4	Pump Station P&ID	122	of	124
	I-	5	Sodium Permanganate P&ID	123	of	124
	I-	6	Instrument Details	124	of	124

CHEMICAL BIDS SUBMITTED FOR 2021 - SUBMITTAL DEADLINE 11/11/2020

CHEMICAL BIDDER	ALUMINUM SULFATE (Iron-Free Grade)	ALUMINUM SULFATE (FCC, Food Grade)	FLUORIDE	SODIUM HYPOCHLORITE	Liquid Phosphate
ChemTrade	$273.00 per dry ton	$283.00 per dry ton			
US Alco	$449.12 per dry ton	No Bid			
Hawkins Water Treatment			$2,174.00 per dry ton		$4.89 per gallon
Rowell Chemical				$.799 per gallon	
Affinitiy Chemical	$298.00 per dry ton	No Bid			
Carus Corporation					$5.876 per gallon
Solvay			No Bid		
Olin Chlor Alkali Products				No Bid	
Vertex				$0.98 per gallon	
Brenntag Great Lakes, LLC			No Bid		
Hydrite Chemicals Co.				$0.685 per gallon	
2019 Chemical Suppliers & Pricing	ChemTrade (FCC, Food Grade) $288.00 per dry ton		Hawkins $1760.00 per dry ton	Rowell Chemical $0.818 per gallon	Hawkins $4.70 per gallon

Recommendation:

Chemical	Low Bidder	Price	Total	% change
Alum (FCC Food Grade)	ChemTrade	$283.00 per dry ton	$113,200.00	0.00%
Fluoride	Hawkins	$2,174.00 per dry ton	$26,088.00	23.50%
Hypo	Hydrite Chemcial	$0.685 per gallon	$54,800.00	-16.20%
Phosphate	Hawkins	$4.89 per gallon	$39,609.00	4.04%

NOVEMBER 16, 2020 REQUEST TO WRITE OFF PAST DUE OR BANKRUPTCY BALANCES

	ACCOUNT NUMBER	NAME	WRITE OFF ACTION	DATE OF BANKRUPTCY NOTICE	DISCHARGE DATE	TOTAL AMOUNT	WATER	SEWER	GARBAGE FEES	RECYCLE FEES
1	16-065-00-11	Johnson, Jasmine Latoni	Discharged bankruptcy	12/11/2019	3/16/2020	511.51	196.21	264.63	50.67	-
2	48-089-00-06	Williams, Shakeitha	Discharged bankruptcy	7/27/2020	10/28/2020	651.29	232.92	344.87	45.50	28.00
3	47-031-00-03	Kleine, Dana	Past statute of limitations on collections	N/A	10/31/2020	102.38	34.02	41.35	27.01	-
4	96-111-00-06	Bourdeau, Robert & Jill	Past statute of limitations on collections	N/A	3/31/2020	127.66	52.98	66.29	8.39	-
5	96-285-00-09	Preisler, Scott	Deceased	N/A	3/18/2020	426.98	112.09	241.22	71.00	2.67
6	97-204-00-01	Burkart, Mike	Deceased	N/A	3/18/2020	117.44	31.92	66.52	19.00	-
7	96-057-00-01	Sheets, John	Past statute of limitations on collections	N/A	7/31/2020	46.03	15.97	23.59	6.47	-
8	96-135-00-01	De Young, David	Past statute of limitations on collections	N/A	7/31/2020	186.01	75.23	90.78	20.00	-
						$ 2,169.30	**$ 751.34**	**$ 1,139.25**	**$ 248.04**	**$ 30.67**

Superintendent Approval

Commissioner Approval

Commissioner Approval

Commissioner Approval

Tamara Scheuren

From: Public Service Commission of Wisconsin <denise@psc-wi.ccsend.com> on behalf of Public Service Commission of Wisconsin <bradley.rose@wisconsin.gov>
Sent: Friday, October 30, 2020 4:45 PM
To: Tamara Scheuren
Subject: 5-UI-120 Commission Order Extends Moratorium on Residential Disconnections until April 15, 2021

To all Wisconsin water, sewer, electric, and gas utilities:

At its open meeting of October 22, 2020, the Commission stayed, until April 15, 2021, the date on which a utility's authorization to disconnect or refuse residential service for nonpayment takes effect.

Utilities that seek to disconnect residential service after April 15, 2021 will file disconnection plans with the Commission, no later than February 15, 2021. In a future communication, Commission staff will solicit disconnection plans from utilities that intend to disconnect residential service in a manner similar to the disconnection surveys completed previously in this docket.

By January 15, 2021, all utilities will be required to submit comprehensive plans regarding how each utility proposes to address the financial impacts of arrears. Commission staff will provide utilities with a format and instructions for filing these plans.

Utilities may also elect to continue to waive late fees in a non-discriminatory manner until April 15, 2021, provided the utility files notification of its intent to continue to waive such fees with the Commission under docket 5-UI-120.

All utilities must submit required quarterly reporting related to dockets 5-UI-120 and 5-AF-105. Going forward, there will be one single quarterly report format that will cover the reporting for both of these dockets. Commission staff will provide all utilities with the reporting format prior to the next quarterly deadline of January 15, 2021.

Below is a summary table of the different utility requirements outlined in this email and their corresponding due dates.

Action Item and Due Date

Quarterly Reporting Requirement: **January 15, 2021**

Arrears Management Plan: **January 15, 2021**

Disconnection Plan
(only required for utilities
that intend to disconnect
residential service after 4/15/21): **February 15, 2021**

For updated announcements and resources related to COVID-19, please visit the Commission's Frequently Asked Questions for Utilities webpage.

Kristy Nieto, Administrator
Division of Digital Access, Consumer and Environmental Affairs
Kristy.Nieto@wisconsin.gov
608-261-9419

Bradley Rose, Bureau Director – Consumer Affairs
Division of Digital Access, Consumer and Environmental Affairs
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PUBLIC SERVICE COMMISSION OF WISCONSIN

Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19	5-UI-120

SUPPLEMENTAL ORDER ON RESIDENTIAL DISCONNECTION – THIRD

This is the Order staying until April 15, 2021, the date on which a utility's authorization to disconnect or refuse residential service for nonpayment takes effect.

Background

In its September 29, 2020, Supplemental Order on Residential Disconnection - Second, the Commission stayed until November 1, 2020, the date on which a utility's authority to disconnect residential customers for nonpayment would take effect. (PSC REF#: 397476). The Commission ordered water utilities seeking to disconnect residential (non-heating) service after November 1, 2020, to file a disconnection plan with the Commission by October 9, 2020. The Commission further ordered all utilities to submit monthly reporting information regarding arrears and collection actions, including plans for communicating with customers about collections and arrears management, and the financial impacts of the utility's arrears.

Commission staff reviewed utility disconnection plans, monthly reporting data, and other available data related to the economic and public health concerns and conditions facing utilities and customers since the issuance of the Commission's Supplemental Order on Residential Disconnection – Second, as summarized in the Commission staff's memorandum of October 19, 2020. (PSC REF#: 398906). The Commission discussed this matter at its open meeting of October 22, 2020.

Opinion

The Commission has jurisdiction under Wis. Stat. § 196.02(1) to regulate every public utility in this state and to do all things necessary and convenient to its jurisdiction. Wisconsin Stat. § 196.70 authorizes the Commission to temporarily alter or amend any existing rates, schedules, or orders. The Commission has discretion to determine when circumstances no longer warrant the temporary tariff alterations, and to prescribe for how long the order will be in effect. Wis. Stat. §§ 196.40 and 196.70(2). In making such alterations, the Commission also exercises its discretion under Wis. Adm. Code §§ PSC 113.01(2), PSC 134.01(2), and PSC 185.11(4) to adopt requirements that are greater, lesser, or different from the requirements otherwise applicable under the administrative code, based upon considerations relating to "exceptional or unusual situations."

Disconnection and Refusal of Service

At its Open Meeting of October 22, 2020, the Commission reviewed disconnection plans and available data related to economic and public health concerns facing utilities and customers. Eighty-three water utilities submitted disconnection plans seeking to disconnect an estimated 2,513 residential customers for nonpayment in November 2020. The Commission notes that COVID-19 cases have increased substantially in Wisconsin. According to the Wisconsin Department of Health Services (DHS), as of Friday, October 16, 2020, the average number of cases confirmed per day over the last seven days was 3,052. Water service forms the foundation for basic hygiene practices, including hand washing, needed to prevent the spread of disease and support overall human health. Electricity and gas services in homes allow residents to stay in their homes and abide by social distancing guidelines to avoid increased spread of COVID-19.

Therefore, the Commission finds that on November 1, 2020, the risk posed to residential customers and their communities by way of removing those customers' access to the services needed to abide by hygiene standards and "social distancing" guidelines will be of such a serious nature that prohibiting disconnection will continue to be necessary to prevent injury to the interests of the people. Further, the Commission finds that allowing utilities' authority to disconnect residential (non-heating) service for nonpayment to take effect on November 1, 2020 would not be just and reasonable. As public health experts continue to promote social distancing and shelter at home guidelines, the public, including low-income residents who are unable to pay their utility bills at this time, needs access to essential utility service.

The Commission has a duty to use its authority to prescribe how long its emergency Order under Wis. Stat. § 196.70 is in effect for the purpose of ensuring that it remains in effect for the time necessary, to protect the business and interests of the people and public utilities of the state. Wis. Stat. § 196.70(2). Based on the health information submitted to the Commission, and the anticipated ongoing need for hygiene practices, social distancing, telework, distance education, and telehealth, the Commission finds that the relevant circumstances justify prohibiting utilities from disconnecting residential service for nonpayment until April 15, 2021.

The information presented to the Commission provides no indication that either the COVID-19 pandemic or the associated need for these utility services will subside before that time. Rather, the Commission finds, based on the information presented, that the most effective way to expedite the end of the high COVID-19 prevalence in Wisconsin is to ensure that all customers have the utility services needed to abide by public health recommendations for containing the spread of the disease. Therefore, the Commission finds it reasonable to stay until

April 15, 2021, the date on which a utility's authority to disconnect or refuse service to a residential customer for nonpayment takes effect.

Due to the unprecedented and evolving nature of the COVID-19 pandemic, the Commission finds it reasonable to keep this docket open and continue to collect and analyze data. Information provided by utilities has been critical in informing the Commission's discussions and actions in this docket, as it continues to monitor developments in the ever-evolving public health crisis. As part of collecting the information that the Commission needs to appropriately exercise its authority, the Commission finds it reasonable to order utilities that seek to disconnect residential service after April 15, 2021, to, prior to disconnection, file a disconnection plan with the Commission, including the amount(s) past due that will trigger the issuance of a disconnection notice, deferred payment agreement requirements, the amount(s) required to be paid to avoid disconnection service, and an estimate as to the number of customers that may be subject to disconnection under the plan. This information is necessary in order for the Commission to assess the potential effects of authorizing utilities to refuse or disconnect service.

Commissioner Nowak dissents.

Frequency of Reporting

To further streamline reporting for utilities, the Commission finds it reasonable to extend the reporting period to quarterly, and directs staff to align the reporting in this docket with the reporting in the 5-AF-105 docket.

Voluntary Waiver of Late Fees

The Commission expects those customers who can pay their bills to continue to do so in a timely manner and notes that overall utility arrears have begun to decrease since August 31, 2020. The Commission strongly urges customers unable to pay bills to establish a Deferred Payment Agreement (DPA) with their utility and apply for energy assistance as available in order to avoid incurring a large debt and eventually experiencing disconnection.

Utilities will continue to perform outreach to customers regarding DPAs, energy assistance, and other related issues and resources. Additionally, some utilities have demonstrated continued flexibility with customers by waiving late fees during the public health emergency, and extending additionally flexible DPA terms, including low down payments and longer repayment terms. If customers cannot reach an agreement with their utility, they are encouraged to contact the Commission.

Regarding a utility's ability to waive its filed late payment charges for a period extending beyond December 31, 2020, the Commission finds it reasonable to grant a waiver of a utility's requirement to assess late payment charges pursuant to its rates until April 15, 2021, upon the utility's notification to the Commission, in this docket, of its intent to waive the charges until a specific date.

Utility Customer Assistance, Collections Policy, and Arrearage Management Plans

Commission staff continues to work with utilities to conduct planning related to the methods, programs, and procedures utilities might provide, pilot, or otherwise enhance in order to assist customers in light of the extraordinary challenges posed to customers by the COVID-19 pandemic and associated economic, health, and social conditions. In its September 29, 2020

Supplemental Order on Residential Disconnection – Second (PSC REF#: 397476), the Commission ordered all utilities to submit a comprehensive plan to the Commission by January 15, 2021, as to how each utility proposes to address the financial impacts of arrears.

The Commission finds it reasonable to direct staff to solicit and report back by March 11, 2021, on additional comments from utilities and other stakeholders on utility customer assistance, collections policy, and arrearage management plans, in addition to the comprehensive plans utilities must submit by January 15, 2021.

Order

1. The date on which a utility's authorization to disconnect or refuse residential service for nonpayment, subject to conditions, takes effect is stayed until April 15, 2021.
2. Utilities that seek to disconnect residential service after April 15, 2021, shall, prior to disconnection, file a disconnection plan with the Commission. The disconnection plan shall be in a format provided by the Commission and include the amount(s) past due that will trigger the issuance of a disconnection notice, deferred payment agreement requirements, the amount(s) required to be paid to avoid disconnection service and an estimate as to the number of customers that may be subject to disconnection under the plan. The plan shall be filed no later than February 15, 2021.
3. All utilities shall supply reporting quarterly, in a format provided by Commission staff, on arrears and collection information, information regarding the utility's plans for communicating with customers about collections and arrears management, and the financial impacts of the utility's arrears.

4. Utilities may elect to continue to waive late fees in a non-discriminatory manner until April 15, 2021, provided the utility files notification with the Commission under this docket of its intent to continue to waive such fees.
5. The Commission directs staff to solicit additional comments from utilities and other stakeholders on utility customer assistance, collections policy, and arrearage management plans, in addition to the comprehensive plans utilities must submit by January 15, 2021.
6. This order takes effect immediately upon service.
7. Jurisdiction is retained.

Dissent

Commissioner Nowak dissents and writes separately (see attached).

Dated at Madison, Wisconsin, the 29th day of October, 2020.

By the Commission:

Steffany Powell Coker
Secretary to the Commission

SPC:KN:MD:DS:BR:LF:kle DL:01771022

See attached Notice of Rights

Docket 5-UI-120

PUBLIC SERVICE COMMISSION OF WISCONSIN
4822 Madison Yards Way
P.O. Box 7854
Madison, Wisconsin 53707-7854

NOTICE OF RIGHTS FOR REHEARING OR JUDICIAL REVIEW, THE TIMES ALLOWED FOR EACH, AND THE IDENTIFICATION OF THE PARTY TO BE NAMED AS RESPONDENT

The following notice is served on you as part of the Commission's written decision. This general notice is for the purpose of ensuring compliance with Wis. Stat. § 227.48(2), and does not constitute a conclusion or admission that any particular party or person is necessarily aggrieved or that any particular decision or order is final or judicially reviewable.

PETITION FOR REHEARING

If this decision is an order following a contested case proceeding as defined in Wis. Stat. § 227.01(3), a person aggrieved by the decision has a right to petition the Commission for rehearing within 20 days of the date of service of this decision, as provided in Wis. Stat. § 227.49. The date of service is shown on the first page. If there is no date on the first page, the date of service is shown immediately above the signature line. The petition for rehearing must be filed with the Public Service Commission of Wisconsin and served on the parties. An appeal of this decision may also be taken directly to circuit court through the filing of a petition for judicial review. It is not necessary to first petition for rehearing.

PETITION FOR JUDICIAL REVIEW

A person aggrieved by this decision has a right to petition for judicial review as provided in Wis. Stat. § 227.53. In a contested case, the petition must be filed in circuit court and served upon the Public Service Commission of Wisconsin within 30 days of the date of service of this decision if there has been no petition for rehearing. If a timely petition for rehearing has been filed, the petition for judicial review must be filed within 30 days of the date of service of the order finally disposing of the petition for rehearing, or within 30 days after the final disposition of the petition for rehearing by operation of law pursuant to Wis. Stat. § 227.49(5), whichever is sooner. If an *untimely* petition for rehearing is filed, the 30-day period to petition for judicial review commences the date the Commission serves its original decision.[1] The Public Service Commission of Wisconsin must be named as respondent in the petition for judicial review.

If this decision is an order denying rehearing, a person aggrieved who wishes to appeal must seek judicial review rather than rehearing. A second petition for rehearing is not permitted.

Revised: March 27, 2013

[1] *See Currier v. Wisconsin Dep't of Revenue,* 2006 WI App 12, 288 Wis. 2d 693, 709 N.W.2d 520.

PUBLIC SERVICE COMMISSION OF WISCONSIN

Investigation on the Commission's Own Motion to Ensure Safe, Reliable and Affordable Access to Utility Services During Declared Public Health Emergency for COVID-19	5-UI-120

DISSENT OF COMMISSIONER ELLEN NOWAK

I write to again dissent on the Commission's decision to again extend the moratorium on disconnections for nonpayment. As I predicted in my previous dissent in this proceeding, the Commission has now created a situation where ratepayers will have been free from an obligation to pay utility bills for 18 months. This bad public policy is certain to lead to rate increases that disproportionally harm the very ratepayers that the majority on this Commission says they want to protect.

The job of a regulator is to provide balance between the interests of the ratepayers and financial health of the utility. Today's decision provides no such balance. Putting at risk the cash flow to utilities and then intimating that shareholders may have to absorb some of the customer arrearages is not balance. In what other industry does government ask business to provide a service without just compensation? This Commission has long had a reputation for being a constructive regulatory environment in financial markets. This decision places that positive designation at risk.

As I have repeatedly said, targeted solutions, many which already exist, can help ratepayers who are struggling. A blanket ban on disconnections ignores existing programs and sets up problems down the road.

Finally, extending the moratorium for a period much longer than specified in the Wisconsin Administrative Code and potentially now including water utilities borders on improper rulemaking by this Commission. If such a broad and long-term public policy is to be made, it should be done through the proper administrative rulemaking process.

DL:01768284