



# OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a regular meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**  
Date/Time: Monday, February 18, 2019 at 5:00 p.m.  
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office  
600 South Fourth Street, Stoughton, Wisconsin  
Members: Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Citizen Member David Erdman (Chair), Alderperson Regina Hirsch, Citizen Member John Kallas (Vice-Chair), Alderperson Pat O'Connor, Mayor Tim Swadley

## **AGENDA:**

### **CALL TO ORDER**

### **CONSENT AGENDA**

*(All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.)*

- a. Draft Minutes of the January 14, 2019 Utilities Committee Meeting
- b. Stoughton Utilities January Payments Due List Report
- c. Stoughton Utilities December 2018 Financial Summary
- d. Stoughton Utilities December 2018 Statistical Report
- e. Stoughton Utilities January 2019 Activities Report
- f. Utilities Committee Annual Calendar
- g. Communications

### **OLD BUSINESS**

1. Status of the Utilities Committee recommendation(s) to the Stoughton Common Council  
**(Discussion)**

### **NEW BUSINESS**

2. Declaration of Official Intent 2019-1 **(Action)**
3. Bad Debt Account Write-Offs through December 31, 2018 **(Action)**
4. 2018 Year-end financial summary discussion **(Discussion)**
5. Wastewater system operations and anticipated needs for future WPDES permits **(Discussion)**
6. Utilities Committee future agenda item(s) **(Discussion)**

### **ADJOURNMENT**

### **Notices Sent To:**

Stoughton Utilities Committee Members  
Stoughton Utilities Assistant Director Brian Hoops

cc: Stoughton City Attorney Matthew Dregne  
Stoughton Common Council Members  
Stoughton City Clerk Holly Licht  
Stoughton Leadership Team  
Stoughton Utilities Electric System Supervisor Bryce Sime  
Stoughton Utilities Operations Superintendent Sean Grady  
Stoughton Utilities Water System Supervisor Kent Thompson  
Stoughton Utilities Wastewater System Supervisor Brian Erickson  
Unified Newspaper Group - Stoughton Courier Hub

**ATTENTION COMMITTEE MEMBERS:** Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Brian Hoops via telephone at (608) 877-7412, or via email at [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com).

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information, or to request such assistance, please contact Stoughton Utilities at (608) 873-3379.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at <http://stoughtonutilities.com/uc>.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, January 14, 2019 – 5:00 p.m.

Stoughton, WI

Page No. 1

**Location:** Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
600 South Fourth Street  
Stoughton, Wisconsin, 53589

**Members Present:** Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Citizen Member David Erdman, Alderperson Regina Hirsch, Alderperson Pat O'Connor, Mayor Tim Swadley

**Excused:** Citizen Member John Kallas

**Absent:** None

**Others Present:** Stoughton Director of Finance & Comptroller Jamin Friedl, CPA, Stoughton Utilities Assistant Director Brian Hoops

**Call to Order:** Utilities Committee Chairperson David Erdman called the regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

**Utilities Committee Consent Agenda:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by Bartlett, the motion seconded by Ackerman, to approve the following consent agenda items as presented: Draft Minutes of the November 27, 2018 Special Utilities Committee Meeting, Draft Minutes of the January 7, 2019 Special Utilities Committee Meeting, Stoughton Utilities November Payments Due List Report, Stoughton Utilities December Payments Due List Report, Stoughton Utilities October 2018 Financial Summary, Stoughton Utilities November 2018 Financial Summary, Stoughton Utilities October 2018 Statistical Report, Stoughton Utilities November 2018 Statistical Report, Stoughton Utilities November 2018 Activities Report, Stoughton Utilities December 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 6 to 0.

**Status of the Utilities Committee recommendation(s) to the Stoughton Common Council:** Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Hiring of the Utilities Director position
- Stoughton Utilities Committee October 15, 2018 Meeting Minutes
- Stoughton Utilities Payments Due List Report
- Stoughton Utilities September 2018 Financial Summary
- Stoughton Utilities September 2018 Statistical Report

Stoughton Utilities staff presented and discussed the following item from the Stoughton Utilities Committee that was presented to and/or acted upon in closed session by the Stoughton Finance Committee:

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, January 14, 2019 – 5:00 p.m.

Stoughton, WI

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- Real estate purchase and sale agreement from Junction 138, LLC for the purchase of the vacant land located at 3201 McComb Rd

Stoughton Utilities staff presented and discussed the following item from the Stoughton Utilities Committee that was not approved by the Stoughton Common Council:

- Real estate purchase and sale agreement from Junction 138, LLC for the purchase of the vacant land located at 3201 McComb Rd

**Selection of the Utilities Committee meeting date and time:** Stoughton Utilities staff informed the committee that the current meeting time has sometimes posed challenges for Committee members that work outside the City of Stoughton, and have to leave work and travel in evening commuter traffic to attend the meeting. Following discussion, the committee chose to make no changes to the regular scheduled meeting date and time.

**Stoughton Utilities Water & Wastewater Billing Credits Policy:** Stoughton Utilities staff presented and discussed Stoughton Utilities' February 2002 policy on issuing water & wastewater billing credits. This policy covers when billing credits are provided to customers for indoor and outdoor water leaks, and intentional outdoor usage for purposes such as filling pools and landscaping. Discussion followed. Motion by O'Connor, the motion seconded by Ackerman, to reaffirm the existing Water & Wastewater Billing Credits Policy. The motion carried unanimously 6 to 0.

**Stoughton Utilities Round-Up Program:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Round-Up Program. A brief description and history of staff's efforts to recruit new organizations to apply for funding was provided to the committee. This is the second of two donations to be made using 2018 program funding, with an applicant pool of 16 local non-profit organizations. Discussion followed. Motion by Erdman, the motion seconded by Bartlett to donate \$500 from the Stoughton Utilities Round-Up Program fund to the Stoughton Police Department Safety Camp, and \$500 from the Stoughton Utilities Round-Up Program fund to the Stoughton United Methodist Food Pantry. The motion carried unanimously 6 to 0.

**Results from SU's annual LED holiday light customer incentive:** Stoughton Utilities staff presented and discussed the annual Stoughton Utilities LED holiday light customer incentive, and changes that were made for the 2018 incentive. This holiday season, 239 customers participated in the holiday light customer incentive, contributing over 1,400 items for the Stoughton Personal Essentials Pantry. Stoughton Utilities also donated an additional \$750 to the Stoughton Personal Essentials Pantry, as well as \$750 to the Stoughton Food Pantry, funded by our WPPI Energy Community Contributions Fund. Discussion followed.

**Draft Wisconsin Department of Natural Resources (DNR) Wisconsin Pollutant Discharge Elimination System (WPDES) wastewater treatment facility permit:** Stoughton Utilities staff presented and discussed the draft of the DNR's proposed WPDES permit, the currently active public notice and comment period, and the provided supporting documentation. The public hearing on the permit issuance occurred on December 7, 2018. The reissued permit will have an effective date of April 1, 2019, and will remain in effect for a period of five years, expiring on March 31, 2024. Discussion followed.



# **DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES**

**Monday, January 14, 2019 – 5:00 p.m.**

**Stoughton, WI**

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**Utilities Committee future agenda items:** Staff informed the committee that upcoming topics include bad debt write-offs from the 2018 year, a summary review of 2018 year-end financial data, a discussion about wastewater treatment and Stoughton Utilities' required efforts to meet the new WPDES permit requirements, presentation of the annual Water Consumer Confidence Report, and information regarding funding assistance programs for the replacement of privately owned lead water services, including a future ordinance mandating such replacement.

**Adjournment:** Motion by Hirsch, the motion seconded by Bartlett, to adjourn the regular Stoughton Utilities Committee Meeting at 5:50 p.m. The motion carried unanimously 6 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director

Date: Monday, February 04, 2019  
 Time: 02:44PM  
 User: SGUNSOLUS

**Stoughton Utilities**  
**Check Register Summary - Standard**

Page: 1 of 5  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 2/4/2019

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
001738	EP	1/7/2019	30,910.03	516 WELLS FARGO BANK	VO for check batch: 308765
001739	HC	1/16/2019	842,322.30	009 WPPI	WPPI-Renewable Energy/WPPI-Buy Back Solar Credit/WPPI-Shared Savings/WPPI-Large Power/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services
001740	HC	1/30/2019	210.48	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach/Gordon Flesch-Jan Ach
001741	HC	1/30/2019	2,095.67	003 Alliant Energy - Ach	Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach/Alliant Energy - Jan Ach
001742	HC	1/30/2019	650.90	001 Delta Dental - Ach	Delta Dental - Jan Ach/Delta Dental - Jan Ach/Delta Dental - Jan Ach
001743	HC	1/30/2019	641.48	002 Employee Benefits Corp - Ach	EBC - Jan Ach/EBC - Jan Ach/EBC - Jan Ach/EBC - Jan Ach
001744	HC	1/30/2019	137.70	952 AT&T	AT&T - Jan Ach/AT&T - Jan Ach
001745	HC	1/30/2019	418.72	547 Charter Communications-Ach	Charter Comm-Jan Ach/Charter Comm-Jan Ach/Charter Comm-Jan Ach/Charter Comm-Jan Ach
001746	HC	1/30/2019	461.17	007 TDS Metrocom - Ach	TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach/TDS Metrocom - Jan Ach
001747	HC	1/30/2019	30.52	421 FIRST DATA CHARGES	First Data-Jan Ach/First Data-Jan Ach/First Data-Jan Ach/First Data-Jan Ach
001748	HC	1/30/2019	1,076.00	014 A T C Company - Ach	A T C Co - Jan Ach
001749	HC	1/30/2019	1,180.10	004 Us Cellular - Ach	Us Cellular - Jan Ach/Us Cellular - Jan Ach/Us Cellular - Jan Ach/Us Cellular - Jan Ach
001750	HC	1/30/2019	52,366.50	025 Payroll Federal Taxes- Ach	Federal Taxes - Jan Ach/Federal Taxes - Jan Ach/Federal Taxes - Jan Ach/Federal Taxes - Jan Ach

Date: Monday, February 04, 2019  
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**Stoughton Utilities**  
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 Company: 7430

Period: - As of: 2/4/2019

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
001751	HC	1/30/2019	10,099.26	008 Payroll State Taxes - Ach	State Taxes - Jan Ach/State Taxes - Jan Ach/State Taxes - Jan Ach
001752	HC	1/30/2019	8,078.08	020 Wells Fargo Bank-Ach	Client Analysis-Jan Ach/Client Analysis-Jan Ach/Client Analysis-Jan Ach/Client Analysis-Jan Ach
001753	HC	1/30/2019	15,211.90	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Rev-Jan Ach/Dept of Rev-Jan Ach
026082	CK	1/9/2019	5,007.17	131 CITY OF STOUGHTON	City Stoton-Const Refund
026083	CK	1/9/2019	176.77	133 WISCONSIN SCTF	WI SCTF-Jan A Support
026084	CK	1/9/2019	1,730.33	286 STOUGHTON AREA SCHOOL DISTRICT	Stoton Schools-Reimb
026085	CK	1/9/2019	10,701.05	334 WEST GATEWAY INC.	West Gateway-Const Refund
026086	CK	1/9/2019	217.00	831 CREAM CITY SCALE LLC	Cream City-Service Call
026087	CK	1/9/2019	272.00	133 WISCONSIN SCTF	WI SCTF-Jan S Support
026088	CK	1/9/2019	28.00	133 WISCONSIN SCTF	WI SCTF-Jan A Support
026089	VC	1/10/2019	0.00	191 WI. RETIREMENT SYSTEM	Wi Retirement-Dec Ret/Wi Retirement-Dec Ret/Wi Retirement-Dec Ret/Wi Retirement-Dec Ret/Wi Retirement-Dec Ret
026090	CK	1/9/2019	26,340.00	207 L.W. ALLEN, INC.	LW Allen-control Panel
026091	ZC	1/10/2019	0.00	191 WI. RETIREMENT SYSTEM	Wi Retirement-Dec Ret/to void ck 026089/to void ck 026089/Wi Retirement-Dec Ret/Wi Retirement-Dec Ret/to void ck 026089
026092	CK	1/10/2019	18,369.46	131 CITY OF STOUGHTON	City Stoton-Dec Retirement/City Stoton-Dec Retirement/City Stoton-Dec Retirement
026093	VC	1/11/2019	0.00	131 CITY OF STOUGHTON	City Stoton-Support/City Stoton-Support
026094	ZC	1/11/2019	0.00	131 CITY OF STOUGHTON	City Stoton-Support/City Stoton-to void 026093
026095	CK	1/16/2019	920.00	084 HARVEST FARMS, LLC	Harvest Farms-Skooger Cr/Harvest Farms-Korgen Cr
026096	CK	1/16/2019	2,255.54	146 STOUGHTON ELECTRIC UTIL.	Stoton Elec-Nordic Ridge
026097	CK	1/16/2019	36.39	400 RESCO	Resco-Glove Bag

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Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
026098	CK	1/16/2019	692.58	448 STRAND ASSOCIATES INC.	Strand-17 Const/Strand-17 Const
026099	CK	1/16/2019	1,190.38	451 INSIGHT FS	Insight-Fuel/Insight-Fuel/Insight-Fuel
026100	CK	1/16/2019	1,150.00	332 MADISON METRO SEWERAGE DIST	Madison Metro-Adaptive maint
026101	CK	1/16/2019	170.58	358 KUNZ GLOVE CO., INC.	Kunz Gloves-Gloves
026102	CK	1/16/2019	456.00	377 GENERAL COMMUNICATIONS, INC	General Comm-Radio Maint/General Comm-Radio Maint/General Comm-Radio Maint
026103	CK	1/16/2019	1,283.53	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Dump charges/Rosenbaum-Dump charges
026104	CK	1/16/2019	5,664.00	727 GLS UTILITY LLC	GLS Utility-Locates/GLS Utility-Locates/GLS Utility-Locates
026105	CK	1/16/2019	229.40	143 DIGGERS HOTLINE, INC.	Diggers-Locates
026106	CK	1/16/2019	2,446.95	165 MIDWEST METER INC	Midwest Meter-Meters
026107	CK	1/16/2019	1,307.65	166 INKWORKS, INC.	Inkworks-Inserts/Inkworks-Inserts/Inkworks-Inserts/Inkworks-Inserts
026108	CK	1/16/2019	7,301.66	362 UTILITY SERVICE CO., INC	Utility Svc-Tower 3 qtr
026109	CK	1/16/2019	2,381.76	979 EFI INC	EFI-Holiday Lights
026110	CK	1/24/2019	500.00	243 STOUGHTON POLICE DEPT	Stoton PD-Contribution
026111	CK	1/24/2019	134.14	588 JOHN THORPE JR	J thorpe-Customer Refund
026112	CK	1/24/2019	308.37	635 TINA WHITEHORSE	T Whitehorse-Customer Refund
026113	CK	1/24/2019	500.00	792 STOUGHTON UNITED METHODIST FOOD PANTRY	Stoton United-Contribution
026114	CK	1/24/2019	104.02	866 CHRISTOPHER CYVAS	C Cyvas-Customer Refund
026115	CK	1/24/2019	17,302.84	131 CITY OF STOUGHTON	City Stoton-Jan Retirement/City Stoton-Jan Retirement/City Stoton-Jan Retirement
026116	CK	1/24/2019	28.00	133 WISCONSIN SCTF	WI SCTF-Jan B Support

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Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
026117	CK	1/24/2019	272.00	133 WISCONSIN SCTF	WI SCTF-Jan B Support
026118	CK	1/24/2019	176.77	133 WISCONSIN SCTF	WI SCTF-Jan B Support
026119	CK	1/24/2019	1,235.10	496 A.C. ENGINEERING COMPANY	A.C. Eng-Scada Tests
026120	CK	1/24/2019	44,161.72	131 CITY OF STOUGHTON	City Stoton-Stormwater
026121	CK	1/24/2019	1,042.20	327 BORDER STATES ELECTRIC SUPPLY	Border States-Supplies/Border States-Supplies
026122	CK	1/24/2019	1,687.00	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilly-Audit/Baker Tilly-Audit/Baker Tilly-Audit
026123	CK	1/30/2019	282.90	034 STEVE SLETTEN	S Sletten-Customer Refund
026124	CK	1/30/2019	55.11	074 RAYMOND RANSOM	R Ransom-Customer Refund
026125	CK	1/30/2019	287.46	076 GREEN ROAD POTTERY LLC	Green Road-Customer Refund
026126	CK	1/30/2019	103.91	097 KURTIS SMYTH	K Smyth-Customer Refund
026127	CK	1/30/2019	100.00	548 WISCONSIN RURAL WATER ASSOC.	Wi Rural Water-Seminar
026128	CK	1/30/2019	307,920.00	029 MACQUEEN EQUIPMENT GROUP	Macqueen-New Jet Vac
026129	CK	1/30/2019	6,992.38	084 HARVEST FARMS, LLC	Harvest Farms-Partial Adv Ref
026130	CK	1/30/2019	1,700.00	327 BORDER STATES ELECTRIC SUPPLY	Border States-Supplies/Border States-Supplies
026131	CK	1/30/2019	2,470.66	448 STRAND ASSOCIATES INC.	Strand-Wwtp extras/Strand-Uniroyal Eval
101769	CK	1/14/2019	4,624.20	157 FORSTER ELEC. ENG.,INC.	Forster-Scada/Forster-Tech Assist/Foster-Tech Assist/Forster-Tech Assist
101770	CK	1/14/2019	177.24	181 BRIAN HOOPS	B Hoops-Reimb
101771	CK	1/14/2019	2,817.00	463 GREAT-WEST	Great West-Jan A Def Comp
101772	CK	1/14/2019	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore BK-Jan A Def Comp
101773	CK	1/14/2019	13,409.70	995 MEUW	MEUW-Msdsonline fees/MEUW-Member Dues/MEUW-Member Dues/MEUW-Msdsonline fees/MEUW-Msdsonline fees

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Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
101774	CK	1/24/2019	44.00	310 HANSON PEST MANAGEMENT	Hanson Pest-Pest Maint/Hanson Pest-Pest Maint/Hanson Pest-Pest Maint
101775	CK	1/24/2019	2,817.00	463 GREAT-WEST	Great West-Jan B Def Comp
101776	CK	1/24/2019	5,944.94	603 SEERA-WIPFLI LLP	SEERA-CTC Funds
101777	CK	1/24/2019	1,268.22	604 CDW GOVERNMENT	CDW Gov-Firewall upgrade/CDW Gov-Cisco/CDW Gov-Cisco/CDW Gov-Firewall upgrade/CDW Gov-Firewall upgrade/CDW Gov-Cisco
101778	CK	1/24/2019	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-Jan B Def Comp
101779	CK	1/24/2019	30.00	859 ANDREW RUDER	A Ruder-Meal Exp
<b>Company Total</b>			<b>1,475,615.89</b>		

Date: Monday, January 07, 2019

Time: 03:15PM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000092'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000092</b>							
7430	933	000000	360	DAKOTA RIGGERS & TOOL SU	-652.00	RETURNED TOW ROPES	12/21/2018	4100	-
7460	833	000000	390	BADGER WATER	33.80	LAB WATER	12/03/2018	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY SERVICE	13.74	LAB DELIVERY	12/10/2018	8300	-
7460	833	000000	675	WI STATE HYGIENE LAB	197.00	LAB SAMPLES	12/11/2018	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	562.00	PARADISE POND TESTING	12/13/2018	8300	180303XX - 1
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	48.00	LAB SAMPLES	12/19/2018	8300	-
7460	833	000000	830	NCL OF WISCONSIN INC	526.14	LAB SAMPLES	12/19/2018	8300	-
7460	833	000000	390	BADGER WATER	41.75	LAB WATER	12/28/2018	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY SERVICE	13.71	LAB DELIVERY	12/31/2018	8300	-
7430	903	000000	922	DOT E PAY WIN ACC	6.00	Vehicle crash report	12/20/2018	3550	-
7430	921	000000	836	MSFT E040071YW2	31.90	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	12/04/2018	5250	-
7450	921	000000	836	MSFT E040071YW2	11.60	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	12/04/2018	5250	-
7460	851	000000	836	MSFT E040071YW2	14.50	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	12/04/2018	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	38.32	Credit card processing - Recurring and desktop	12/04/2018	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	13.79	Credit card processing - Recurring and desktop	12/04/2018	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	18.39	Credit card processing - Recurring and desktop	12/04/2018	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	6.15	Credit card processing - Recurring and desktop	12/04/2018	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	55.52	Credit card processing - Online MyAccount	12/04/2018	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	19.98	Credit card processing - Online MyAccount	12/04/2018	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	26.65	Credit card processing - Online MyAccount	12/04/2018	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.90	Credit card processing - Online MyAccount	12/04/2018	5250	-
7430	921	000000	604	CDW GOVT #QFX6522	574.36	FIREWALL UPGRADE PROJECT - HARDWARE MAINTENANCE AGREEME	12/05/2018	5250	-
7450	921	000000	604	CDW GOVT #QFX6522	208.86	FIREWALL UPGRADE PROJECT - HARDWARE MAINTENANCE AGREEME	12/05/2018	5250	-
7460	851	000000	604	CDW GOVT #QFX6522	261.08	FIREWALL UPGRADE PROJECT - HARDWARE MAINTENANCE AGREEME	12/05/2018	5250	-
7430	921	000000	604	CDW GOVT #QFZ2049	1,087.48	FIREWALL UPGRADE PROJECT - HARDWARE	12/05/2018	5250	-
7450	921	000000	604	CDW GOVT #QFZ2049	395.45	FIREWALL UPGRADE PROJECT - HARDWARE	12/05/2018	5250	-
7460	851	000000	604	CDW GOVT #QFZ2049	494.32	FIREWALL UPGRADE PROJECT - HARDWARE	12/05/2018	5250	-
7430	920	000000	994	GLACIER CANYON LLC	99.99	Employee lodging - MEUW apprenticeship graduation - ARuder	12/10/2018	5250	-
7430	920	000000	089	MUNICIPAL ELECTRIC UTILIT	100.00	MEUW apprenticeship graduation - Registration - ARuder and guest	12/11/2018	5250	-
7430	920	000000	089	MUNICIPAL ELECTRIC UTILIT	50.00	MEUW apprenticeship graduation - Registration - BSime	12/11/2018	5250	-
7430	143	000000	422	AMZN MKTP US M27H59710	6,931.60	2019 ENERGY EFFICIENCY - SMART HOME DEVICES - WPPI REIMBURSE	12/28/2018	5250	-
7430	920	000000	894	MCDONALD'S F10710	8.48	TRAINING	12/06/2018	5200	-
7450	675	000000	816	CORE & MAIN LP 233	680.00	Parts for water service	12/06/2018	8400	-
7450	631	000000	108	ASLESON'S TRUE VALUE HDW	19.98	Paint for Well 6	12/11/2018	8400	-
7450	631	000000	748	SHERWIN WILLIAMS 703833	240.54	Paint for well #6	12/13/2018	8400	-
7450	631	000000	748	SHERWIN WILLIAMS 703833	230.55	paint for well 6	12/19/2018	8400	-
7450	663	000000	148	FASTENAL COMPANY01	3.05	Bolts to repair mater	12/04/2018	8700	-
7450	642	000000	148	FASTENAL COMPANY01	48.66	tools	12/07/2018	8700	-
7430	588	000000	148	FASTENAL COMPANY01	48.66	Tools	12/07/2018	8700	-
7450	678	000000	148	FASTENAL COMPANY01	28.25	trailer repair parts	12/07/2018	8700	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	16.79	fittings for freezing services	12/10/2018	8700	-
7450	678	000000	148	FASTENAL COMPANY01	55.03	FASTENAL COMPANY01	12/11/2018	8700	-

Date: Monday, January 07, 2019

Time: 03:15PM

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## Stoughton Utilities

### Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000092'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7450	675	000000	333	RITTER TECHNOLOGY	11.09	Hose repair for service freezing tool	12/12/2018	8700	-
7430	588	000000	994	FERRELLGAS L P	126.28	LP FILLING AT RECERTIFICATION	12/12/2018	8700	-
7450	675	000000	968	BADGER WELDING SUPPLIES,	294.18	C02 TANK FOR FREEZING SERVICES	12/12/2018	8700	-
7450	678	000000	818	LINCOLN CONTRACTORS SUPPL	137.83	Tools for trailer	12/12/2018	8700	-
7430	588	000000	148	FASTENAL COMPANY01	23.33	Tools	12/13/2018	8700	-
7450	642	000000	148	FASTENAL COMPANY01	23.34	Tools	12/13/2018	8700	-
7430	932	000000	507	WAL-MART #1176	47.91	Salt for utility office	12/14/2018	8700	-
7450	932	000000	507	WAL-MART #1176	17.42	Salt for utility office	12/14/2018	8700	-
7460	834	000000	507	WAL-MART #1176	21.79	Salt for utility office	12/14/2018	8700	-
7450	652	000000	571	USA BLUE BOOK	32.20	Tubbing -	12/18/2018	8700	-
7450	631	000000	148	FASTENAL COMPANY01	63.28	Well #5 repair work	12/19/2018	8700	-
7450	631	000000	436	STOUGHTON LUMBER CO	26.75	Well #5 parts for project	12/20/2018	8700	-
7450	107.14	000000	354	HYDRO DESIGNS	693.57	CROSS CONNECTIONS	12/04/2018	7400	180901XX - 1
7450	673	000000	571	USA BLUE BOOK	175.15	TOOLS FOR MAIN BREAKS	12/04/2018	7400	-
7450	642	000000	675	WI STATE HYGIENE LAB	25.00	FLOURIDE TESTING	12/06/2018	7400	-
7450	345	000000	505	HJ PERTZBORN PLUMBING&FIR	2,500.00	SERVICE REPLACEMENT	12/14/2018	7400	-
7450	926	000000	578	THE SHOE BOX	285.00	Safety Shoes - Kent Thompson	12/14/2018	7400	-
7450	675	000000	816	CORE & MAIN LP 233	370.06	MISC SERVICE SUPPLIES	12/17/2018	7400	-
7450	663	000000	148	FASTENAL COMPANY01	13.21	PARTS FOR METER SET	12/20/2018	7400	-
7450	107.14	000000	354	HYDRO DESIGNS	693.57	CROSS CONNECTIONS	12/27/2018	7400	180901XX - 1
7450	641	000000	309	HAWKINS INC	1,198.45	CHEMICALS	12/28/2018	7400	-
7460	832	000000	108	ASLESON'S TRUE VALUE HDW	41.98	STOPS FOR EASTWOOD PANEL	12/04/2018	8710	-
7460	832	000000	148	FASTENAL COMPANY01	13.26	EASTWOOD LS	12/04/2018	8710	-
7460	832	000000	148	FASTENAL COMPANY01	48.36	EASTWOOD LS	12/05/2018	8710	-
7460	832	000000	148	FASTENAL COMPANY01	2.40	EASTWOOD LS	12/05/2018	8710	-
7460	831	000000	968	BADGER CONTRACTORS REN	400.00	SAW RENTAL EASTWOOD LS	12/06/2018	8710	-
7460	832	000000	148	FASTENAL COMPANY01	7.68	EASTWOOD LS	12/07/2018	8710	-
7460	831	000000	108	ASLESON'S TRUE VALUE HDW	8.57	SPRAY FOAM	12/07/2018	8200	-
7460	834	000000	148	FASTENAL COMPANY01	21.26	HOLE SAW BLADE	12/07/2018	8200	-
7460	833	000000	927	XYLEM WTR SOLN USA INC	1,743.00	YEARLY MAINT.	12/10/2018	8200	-
7460	834	000000	207	LW ALLEN	425.43	GAS MONITOR CALIBRATION	12/11/2018	8200	-
7460	831	000000	571	USA BLUE BOOK	114.11	MEASURING WHEEL	12/12/2018	8200	-
7460	833	000000	236	GRAINGER	75.20	CONDUIT FITTINGS	12/12/2018	8200	-
7460	834	000000	748	SHERWIN WILLIAMS 703833	475.38	PAINT FOR FLOORS	12/12/2018	8200	-
7460	832	000000	994	REVERE ELECTRIC SUPPLY CO	78.41	EASTWOOD LS ELECTRICAL	12/13/2018	8200	-
7450	642	000000	824	UPS 1ZG194WT0305707212	9.73	SHIPPING OF WATER SAMPLES TO LAB	12/06/2018	3680	-
7430	921	000000	352	STAPLS7209378105000001	190.71	GENERAL OFFICE SUPPLIES AND TONER	12/10/2018	3680	-
7450	921	000000	352	STAPLS7209378105000001	68.65	GENERAL OFFICE SUPPLIES AND TONER	12/10/2018	3680	-
7460	851	000000	352	STAPLS7209378105000001	91.54	GENERAL OFFICE SUPPLIES AND TONER	12/10/2018	3680	-
7430	233	001099	352	STAPLS7209378105000001	30.52	GENERAL OFFICE SUPPLIES AND TONER	12/10/2018	3680	-
7430	921	000000	352	STAPLS7209378745000001	36.61	GENERAL KITCHEN AND JANITORIAL SUPPLIES	12/10/2018	3680	-
7450	921	000000	352	STAPLS7209378745000001	13.31	GENERAL KITCHEN AND JANITORIAL SUPPLIES	12/10/2018	3680	-
7460	851	000000	352	STAPLS7209378745000001	16.66	GENERAL KITCHEN AND JANITORIAL SUPPLIES	12/10/2018	3680	-
7430	926	000000	281	AMARIL UNIFORM COMPANY #1	210.76	Outdoor uniform replacement - TWieczorek	12/13/2018	3680	-



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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7450	642	000000	824	UPS 1ZG194WT0339701280	9.73	SHIPPING OF WATER SAMPLES TO LAB	12/13/2018	3680	-
7450	642	000000	824	UPS 1ZG194WT0325934493	9.73	SHIPPING OF WATER SAMPLES TO LAB	12/20/2018	3680	-
7460	850	000000	824	USPS PO 5679700726	3.95	Sewer warning letter to customer	12/24/2018	3680	-
7430	921	000000	994	VIKING BREW PUB	58.02	SU holiday party food and snacks	12/24/2018	3680	-
7450	921	000000	994	VIKING BREW PUB	21.10	SU holiday party food and snacks	12/24/2018	3680	-
7460	851	000000	994	VIKING BREW PUB	26.38	SU holiday party food and snacks	12/24/2018	3680	-
7450	675	000000	043	AIRGASS NORTH	30.77	CO2 gas for frozen services	12/04/2018	5275	-
7450	933	000000	652	MENARDS MONONA WI	49.90	Shelf line Water Van 8	12/05/2018	5275	-
7450	926	000000	578	THE SHOE BOX	82.00	Safety Shoes - Martin Seffens	12/10/2018	5275	-
7430	926	000000	578	THE SHOE BOX	82.00	Safety Shoes - Martin Seffens	12/10/2018	5275	-
7450	673	000000	108	ASLESON'S TRUE VALUE HDW	6.28	materials for projects water	12/18/2018	5275	-
7430	597	000000	164	THE UPS STORE 3617	131.39	Return shipping large tow rope	12/19/2018	5275	-
7460	832	000000	436	STOUGHTON LUMBER CO	10.44	EASTWOOD LS	12/07/2018	8740	-
7460	831	000000	994	JENSEN EQUIPMENT	250.00	SEWER CAMERA	12/14/2018	8740	-
7460	833	000000	436	STOUGHTON LUMBER CO	30.81	MISC	12/17/2018	8740	-
7460	854	000000	578	SHOE BOX	208.00	SAFETY BOOTS	12/18/2018	8740	-
7430	593	000000	894	HAMPTON INN EAU CLAIRE	222.50	Apprenticeship school training Tyler Harding	12/03/2018	6940	-
7430	594	000000	894	HAMPTON INN EAU CLAIRE	222.50	Apprenticeship school training Tyler Harding	12/03/2018	6940	-
7430	930	000000	436	STOUGHTON LUMBER CO	47.98	Shovel	12/31/2018	6970	-
7430	593	000000	994	TREE STUFF.COM	116.07	HAND SAWS	12/03/2018	4000	-
7430	926	000000	809	CINTAS 446	186.26	UNIFORM CLEANING	12/03/2018	4000	-
7450	926	000000	809	CINTAS 446	35.55	UNIFORM CLEANING	12/03/2018	4000	-
7460	854	000000	809	CINTAS 446	26.31	UNIFORM CLEANING	12/03/2018	4000	-
7430	926	000000	809	CINTAS 446	186.26	UNIFORM CLEANING	12/10/2018	4000	-
7450	926	000000	809	CINTAS 446	35.55	UNIFORM CLEANING	12/10/2018	4000	-
7460	854	000000	809	CINTAS 446	26.31	UNIFORM CLEANING	12/10/2018	4000	-
7430	934	000000	994	CAPITAL EQUIPMENT	69.00	FORK LIFT MAINT.	12/12/2018	4000	-
7430	926	000000	809	CINTAS 446	186.26	UNIFORM CLEANING	12/17/2018	4000	-
7450	926	000000	809	CINTAS 446	35.55	UNIFORM CLEANING	12/17/2018	4000	-
7460	854	000000	809	CINTAS 446	126.29	UNIFORM CLEANING	12/17/2018	4000	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	280.50	JANITORIAL	12/18/2018	4000	-
7450	932	000000	322	IN SUNDANCE BIOCLEAN, IN	102.00	JANITORIAL	12/18/2018	4000	-
7460	834	000000	322	IN SUNDANCE BIOCLEAN, IN	127.50	JANITORIAL	12/18/2018	4000	-
7430	926	000000	809	CINTAS 446	186.26	UNIFORM CLEANING	12/24/2018	4000	-
7450	926	000000	809	CINTAS 446	35.55	UNIFORM CLEANING	12/24/2018	4000	-
7460	854	000000	809	CINTAS 446	26.31	UNIFORM CLEANING	12/24/2018	4000	-
7430	588	000000	422	AMAZON PRIME	13.10	MISC SUPPLIES	12/31/2018	4000	-
7430	926	000000	809	CINTAS 446	186.26	UNIFORM CLEANING	12/31/2018	4000	-
7450	926	000000	809	CINTAS 446	35.55	UNIFORM CLEANING	12/31/2018	4000	-
7460	854	000000	809	CINTAS 446	26.31	UNIFORM CLEANING	12/31/2018	4000	-
7430	593	000000	422	AMAZON.COM M08Y73VV1	354.55	MISC SUPPLIES	12/03/2018	4100	-
7430	594	000000	422	AMAZON.COM M08Y73VV1	354.56	MISC SUPPLIES	12/03/2018	4100	-
7450	232	001099	816	CORE & MAIN LP 233	235.00	WATER INVENTORY	12/03/2018	4100	-
7450	232	001099	816	CORE & MAIN LP 233	67.80	WATER INVENTORY	12/18/2018	4100	-

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# Stoughton Utilities

## Posting Preview Report

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Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	933	000000	969	PAYPAL MASTERPULLR	760.00	TOW ROPES	12/18/2018	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 017	94.50	ELECTRIC INVENTORY	12/18/2018	4100	-
7430	932	000000	422	AMAZON.COM M24EG2CT2	93.48	MISC GENERAL SUPPLIES	12/18/2018	4100	-
7430	232	001099	484	CREE LIGHTING	1,569.00	ELECTRIC INVENTORY	12/20/2018	4100	-
7430	933	000000	969	PAYPAL MASTERPULLR	203.00	TOW ROPES	12/27/2018	4100	-
7430	593	000000	422	AMAZON.COM M26NI0HF2	19.70	MISC LINE SUPPLIES	12/31/2018	4100	-
7430	594	000000	422	AMAZON.COM M26NI0HF2	19.70	MISC LINE SUPPLIES	12/31/2018	4100	-
7430	594	000000	827	BLACKBURN MANUFACTURING C	64.60	MARKING FLAGS	12/31/2018	4100	-
<b>Total:</b>					<b>30,910.03</b>				

# Stoughton Utilities

## Financial Summary

### December 2018-YTD

#### Highlights-Comparison to prior year

*I have no concerns with the utility's financial status. The following items are meant to illustrate significant changes in the financial summary from prior periods.*

Financial results are as expected for the year ended December 31, 2018.

#### **Electric Summary:**

- Electric sales decreased by \$111,000 in 2018 mainly due to a \$559,700 reduction in PCAC revenue, offset by a 4.15% increase in consumption
- Other Operating Revenue remained relatively stable compared to 2017
- Operating Expenses decreased \$148,000 compared to 2017 mainly due to a decrease in purchased power costs
- PILOT increased by \$38,000 compared to 2017 mainly due to the addition of the West Sub Station
- Depreciation increased by \$89,100 mainly due to the addition of the West Sub Station
- Non-operating income increased by \$206,100 in 2018 mainly due to the KPW Senior Center and contributions from ATC
- Non-operating expenses increased by \$13,000 mainly due to an increase in the Tax Dividend paid to the City
- The estimated 2017 Rate of Return was 4.99% compared to 6.47% in 2017

#### **Water Summary:**

- Water Sales increased by \$44,500 or 3.88% in 2018 mainly due to a 12% increase in rates effective October 1, 2018, which was offset by a 4% decrease in consumption
- Other Operating Revenue remained relatively stable compared to 2017
- Operating Expenses decreased \$45,400 compared to 2017 as follows:

- O&M	\$	(64,100)
- PILOT	\$	3,000
- Depreciation	\$	15,700
- Non-operating income increased by \$168,700 in 2018 mainly due to the Nordic Ridge Phase III project
- The estimated 2018 Rate of Return was 3.89% compared to 3.23% in 2017

#### **Wastewater Summary:**

- Operating Expenses decreased \$26,700 compared to 2017 as follows:

- O&M	\$	(36,200)
- Depreciation	\$	9,500
- Non-operating income increased by \$93,300 in 2018 mainly due to the Nordic Ridge Phase III project
- Non-operating expenses decreased by \$12,200 mainly due to a decrease in interest expense in 2018

Submitted by:  
Jamin Friedl, CPA

**STOUGHTON UTILITIES**

Balance Sheets

As of December 31, 2018

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 7,248,376	\$ 1,110,651	\$ 3,156,293	\$ 11,515,320
Customer A/R	1,411,609	235,358	202,132	1,849,099
Other A/R	96,206	3,778	16,721	116,704
Other Assets	1,131,589	368,839	257,737	1,758,164
Plant in Service	29,768,173	15,855,033	30,338,076	75,961,283
Accumulated Depreciation	(13,717,840)	(5,358,076)	(11,793,100)	(30,869,016)
Plant in Service - CIAC	3,694,784	7,962,587	-	11,657,371
Accumulated Depreciation-CIAC	(1,842,529)	(2,226,591)	-	(4,069,121)
Construction Work in Progress	208,792	28,460	59,172	296,423
GASB 68 Deferred Outflow	590,697	201,445	223,534	1,015,676
<b>Total Assets</b>	<u>\$ 28,589,856</u>	<u>\$ 18,181,484</u>	<u>\$ 22,460,564</u>	<u>\$ 69,231,904</u>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 899,663	\$ 14,305	\$ 38,777	\$ 952,746
Payable to City of Stoughton	496,317	425,078	26,927	948,322
Interest Accrued	28,879	8,919	20,214	58,012
Other Liabilities	438,106	85,388	103,373	626,867
Long-Term Debt	5,121,552	2,697,313	4,568,264	12,387,129
Net Assets	20,968,485	14,734,079	17,472,073	53,174,637
GASB 68 Deferred Inflow	636,854	216,401	230,936	1,084,191
<b>Total Liabilities + Net Assets</b>	<u>\$ 28,589,856</u>	<u>\$ 18,181,484</u>	<u>\$ 22,460,564</u>	<u>\$ 69,231,904</u>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
Year Ended December 31, 2018

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 15,028,473	\$ 2,080,586	\$ 1,975,470	\$ 19,084,529
Other	107,557	40,417	80,406	228,381
<b>Total Operating Revenue:</b>	<b>\$ 15,136,030</b>	<b>\$ 2,121,003</b>	<b>\$ 2,055,876</b>	<b>\$ 19,312,910</b>
<i>Operating Expense:</i>				
Purchased Power	11,288,599	-	-	11,288,599
Expenses (Including Taxes)	1,820,781	985,617	976,438	3,782,837
PILOT	432,589	423,351	-	855,940
Depreciation	1,108,163	460,342	820,778	2,389,283
<b>Total Operating Expense:</b>	<b>\$ 14,650,132</b>	<b>\$ 1,869,311</b>	<b>\$ 1,797,216</b>	<b>\$ 18,316,659</b>
<b>Operating Income</b>	<b>\$ 485,898</b>	<b>\$ 251,693</b>	<b>\$ 258,660</b>	<b>\$ 996,251</b>
Non-Operating Income	416,345	427,066	351,009	1,194,420
Non-Operating Expense	(141,443)	(55,651)	(122,782)	(319,875)
<b>Net Income</b>	<b>\$ 760,801</b>	<b>\$ 623,108</b>	<b>\$ 486,887</b>	<b>\$ 1,870,796</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
Year Ended December 31, 2017

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 15,139,511	\$ 2,036,132	\$ 1,976,907	\$ 19,152,550
Other	111,513	35,096	74,406	221,014
<b>Total Operating Revenue:</b>	<b>\$ 15,251,024</b>	<b>\$ 2,071,228</b>	<b>\$ 2,051,312</b>	<b>\$ 19,373,564</b>
<i>Operating Expense:</i>				
Purchased Power	11,501,767	-	-	11,501,767
Expenses (Including Taxes)	1,755,655	1,049,771	1,012,657	3,818,084
PILOT	394,626	420,305	-	814,931
Depreciation	1,019,024	444,601	811,239	2,274,864
<b>Total Operating Expense:</b>	<b>\$ 14,671,072</b>	<b>\$ 1,914,677</b>	<b>\$ 1,823,896</b>	<b>\$ 18,409,646</b>
<b>Operating Income</b>	<b>\$ 579,951</b>	<b>\$ 156,551</b>	<b>\$ 227,416</b>	<b>\$ 963,918</b>
Non-Operating Income	210,194	258,344	257,666	726,204
Non-Operating Expense	(128,449)	(57,287)	(134,977)	(320,714)
<b>Net Income</b>	<b>\$ 661,696</b>	<b>\$ 357,607</b>	<b>\$ 350,106</b>	<b>\$ 1,369,408</b>

**STOUGHTON UTILITIES**

## Rate of Return

Year-to-Date December 2018

	<u>Electric</u>	<u>Water</u>
Operating Income (Regulatory)	\$ 699,751	\$ 401,182
Average Utility Plant in Service	27,556,378	15,609,735
Average Accumulated Depreciation	(13,554,439)	(5,139,004)
Average Materials and Supplies	179,899	40,302
Average Regulatory Liability	(121,884)	(188,258)
Average Customer Advances	(45,512)	-
Average Net Rate Base	\$ 14,014,442	\$ 10,322,774
Actual 2018 Rate of Return	<b>4.99%</b>	<b>3.89%</b>
Budgeted 2018 Rate of Return	<b>5.08%</b>	<b>3.60%</b>
Authorized Rate of Return	<b>5.00%</b>	<b>5.00%</b>
2017 Rate of Return	<b>6.47%</b>	<b>3.23%</b>

**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of December 31, 2018

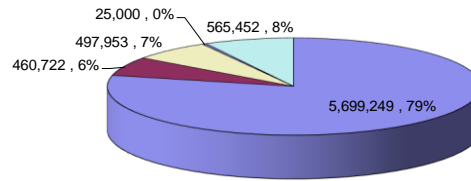
**Electric**

**December 2018**

Unrestricted (4.55 months O&M)	5,699,249
Bond Reserve	460,722
Redemption Fund (P&I)	497,953
Depreciation	25,000
Designated	565,452
<b>Total</b>	<b><u>7,248,376</u></b>

**Electric Cash - December 2018**

■ Unrestricted (4.55 months O&M) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



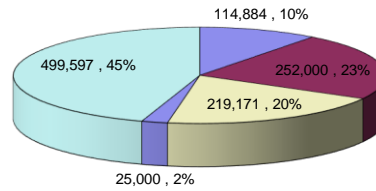
**Water**

**December 2018**

Unrestricted (0.66) months O&M)	114,884
Bond Reserve	252,000
Redemption Fund (P&I)	219,171
Depreciation	25,000
Designated	499,597
<b>Total</b>	<b><u>1,110,652</u></b>

**Water Cash - December 2018**

■ Unrestricted (0.66) months O&M) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



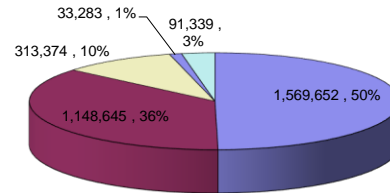
**Wastewater**

**December 2018**

Unrestricted (9.53 months O&M)	1,569,652
DNR Replacement	1,148,645
Redemption Fund (P&I)	313,374
Depreciation	33,283
Designated	91,339
<b>Total</b>	<b><u>3,156,293</u></b>

**Wastewater Cash - December 2018**

■ Unrestricted (9.53 months O&M) ■ DNR Replacement ■ Redemption Fund (P&I) ■ Depreciation



# STOUGHTON UTILITIES

## 2018 Statistical Worksheet

Electric	Total Sales 2017 kWh	Total kWh Purchased 2017	Total Sales 2018 kWh	Total kWh Purchased 2018	Demand Peak 2017	Demand Peak 2018
January	12,379,222	12,812,545	12,609,523	13,204,183	23,662	24,195
February	10,691,419	10,759,773	11,167,697	11,394,593	21,934	22,984
March	11,785,378	11,607,813	11,302,081	11,305,664	20,399	20,886
April	9,553,672	10,048,660	10,338,769	10,759,236	18,091	19,558
May	10,496,558	10,622,971	11,809,136	12,169,996	21,934	31,336
June	12,732,532	12,662,125	12,676,500	13,057,295	32,720	32,502
July	13,227,532	13,912,583	14,229,395	14,658,088	30,828	32,727
August	12,322,240	12,624,031	14,385,615	14,667,802	28,159	30,616
September	11,483,233	11,758,812	11,670,044	12,199,565	30,090	31,030
October	10,827,374	11,031,229	11,255,649	11,610,973	21,423	23,148
November	10,909,098	11,106,960	11,208,230	11,543,695	20,487	21,992
December	12,633,679	12,493,305	12,159,285	12,240,562	22,816	22,444
<b>TOTAL</b>	<b>139,041,937</b>	<b>141,440,807</b>	<b>144,811,924</b>	<b>148,811,652</b>		

Water	Total Sales 2017 Gallons	Total Gallons Pumped 2017	Total Sales 2018 Gallons	Total Gallons Pumped 2018	Max Daily High 2017	Max Daily Highs 2018
January	37,110,000	43,748,000	35,560,000	44,660,000	1,629,000	1,668,000
February	34,905,000	41,145,000	33,594,000	41,438,000	1,780,000	1,711,000
March	38,893,000	40,725,000	36,877,000	40,980,000	1,542,000	1,449,000
April	33,884,000	39,290,000	35,745,000	40,572,000	2,105,000	1,583,000
May	38,370,000	41,634,000	39,058,000	43,612,000	1,732,000	2,087,000
June	41,534,000	46,477,000	39,092,000	44,311,000	1,876,000	1,871,000
July	37,083,000	43,980,000	41,674,000	49,321,000	2,057,000	2,194,000
August	42,414,000	45,656,000	41,375,000	45,143,000	1,839,000	1,939,000
September	41,685,000	45,250,000	37,135,000	40,005,000	1,849,000	1,657,000
October	43,903,000	48,156,000	37,734,000	41,152,000	1,950,000	1,521,000
November	36,949,000	40,842,000	33,969,000	37,136,000	1,579,000	1,450,000
December	36,676,000	42,082,000	34,022,000	35,604,000	1,582,000	1,361,000
<b>TOTAL</b>	<b>463,406,000</b>	<b>518,985,000</b>	<b>445,835,000</b>	<b>503,934,000</b>		

Wastewater	Total Sales 2017 Gallons	Total Treated Gallons 2017	Total Sales 2018 Gallons	Total Treated Gallons 2018	Precipitation 2017	Precipitation 2018
January	25,221,000	33,337,000	25,668,000	31,460,000	2.43	2.15
February	23,196,000	27,663,000	23,717,000	30,781,000	1.34	3.54
March	26,255,000	29,882,000	25,915,000	28,544,000	2.69	0.75
April	23,309,000	32,828,000	24,842,000	28,602,000	6.80	1.87
May	26,366,000	34,190,000	27,090,000	34,919,000	3.62	8.12
June	28,445,000	34,688,000	26,393,000	37,405,000	7.55	10.50
July	25,129,000	40,536,000	27,263,000	37,702,000	6.60	2.68
August	26,215,000	36,658,000	26,161,000	38,556,000	3.99	9.45
September	26,103,000	31,442,000	24,300,000	41,231,000	0.77	7.00
October	25,768,000	31,884,000	24,740,000	48,048,000	4.82	7.09
November	24,326,000	28,080,000	23,992,000	39,198,000	1.16	1.75
December	26,685,000	28,536,000	25,416,000	37,072,000	0.67	1.86
<b>TOTAL</b>	<b>307,018,000</b>	<b>389,724,000</b>	<b>305,497,000</b>	<b>433,518,000</b>	<b>42.44</b>	<b>56.76</b>





## Stoughton Utilities Activities Report January 2019

### Technical Operations Division

Brian R. Hoops  
Assistant Utilities Director

**Customer Payments:** Staff processed 8,649 payments totaling \$1.52 million, including 1,415 checks, 1,726 lockbox payments, 1,120 credit cards, 1,397 *My Account* online payments, 2,085 automated bank withdrawals, 736 direct bank payments, and over \$13,000 in cash.

**Delinquent Collections:** As of January 1, there were 1,761 active accounts carrying delinquent balances totaling \$272,900, and 85 final-billed accounts carrying delinquent balances totaling \$11,300. Of the total amount delinquent, \$95,100 was 30 or more days past due.

- Throughout the month of January, we mailed out 10-day notices of pending disconnection to 139 delinquent commercial (electric or water services) and residential customers (water or wastewater services). All residential customers receiving notices were at least two months and \$350 delinquent. An additional 542 past-due notices were mailed to residential customers that have only electric service.
- On January 23, we delivered automated phone calls to 19 commercial customers providing a 24-hour final notice of pending electric service disconnection. Automated phone calls were delivered to 90 residential customers providing a 24-hour final notice of pending water service disconnection.
- Two commercial electric services and two residential water services were disconnected due to severely delinquent balances.

We ended the month of January with \$98,700 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 9% higher than this time last year (\$90,300).

**Energy Assistance:** During the month of January, energy assistance (EA) payments totaling \$12,500 were received from the State of Wisconsin Public Benefits Program and applied to 55 customer accounts to assist these customers with their seasonal home heating expenses.

The Public Benefits Program will continue accepting customer applications for seasonal assistance on for the 2018-19 heating season through May 1. Crisis funding also remains available to eligible customers.

**Financial Audit for 2018:** The financial auditors were onsite in early January to complete the annual audit. Billing & Metering Specialist Erin Goldade assisted with providing billing data and procedures upon request. GIS Analyst Lou Rada reported on assets installed and retired in 2018, which required the recreation of all previously used queries due to database modifications made throughout the year. Brian Hoops completed the IT Risk Assessment and Financial Applications Questionnaire, which resulted in a 100-page response packet.

**Geographic Information System (GIS) Projects:** Water Division staff completed a manual review of all water lateral installation cards filed from recent reconstruction projects to ensure our public and private lateral records in GIS have accurately recorded size and material data. This information will be used during our continued discussions on lead service replacements, and while distributing informational and educational materials.

GIS Analyst Lou Rada is in the process of replacing our outdated GPS data collector. Our new GPS collector device will be received in late March, and will work by pairing the GPS device with employee's mobile tablets for data collection and submission. Employee training will occur in early April, prior to the start of the 2019 construction season.

**Home & Business Energy Reports:** Customer Service Technician Brandi Yungen and Brian Hoops have been working with WPPI Energy to develop a revised Energy Usage Report that will be sent out next month to homes and small businesses. This report will provide a numerical and a graphical annual summary of electric and water consumption to customers, with a comparison to their historical consumption as well as to average usage in the community.

The goal of this report is to show customers how their conservation efforts or changes in lifestyle affect their energy usage. Information about ongoing energy efficiency incentives and energy saving tips will also be included.

**Information Technology Projects:** Two IT projects that began in 2018 are approaching completion. We are upgrading our edge firewall to provide enhanced cybersecurity protection, including threat analysis detection, geolocation blocking, and an integrated intrusion prevention system (IPS). This firewall will also be utilized to provide enhanced internal network segmentation of our critical electric and water SCADA networks, and will work in concert with our web security gateway and internal intrusion detection system (IDS). The cutover to the new system is scheduled for mid-February.

Also approaching completion is our phone system backend upgrade. As part of this project, all backend hardware is being upgraded to current equipment and standards, as well as some phones that have reached the end of their useful life. As part of this project, our customer service call queuing and routing systems will be improved, as will call-flows during large outage events. The cutover to the new system is scheduled for late-February.

We completely rebuilt our GIS server environment in late January following issues encountered when upgrading to the latest version of ArcGIS Server. We took advantage of the rebuild to add a second server to handle the data requests received from internet clients, isolated in a secured network segment. This enhances network security by isolating the processing and data servers from external clients, thus reducing exposure to attempted exploits.

Other ongoing IT projects include SCADA and employee workstation operating system upgrades from Windows 7 and 8.1 to Windows 10 Enterprise, Microsoft Office upgrades from version 2013 to 2019, System Center Configuration Manager upgrades to the current branch, a periodic 10-year refresh of all employee monitors and LCD displays to energy efficient LED monitors and displays, and continuation of our triennial mobile device replacement program.

**Kettle Park West Phase II:** Staff received a preliminary concept layout and utility plan for the residential second phase of Kettle Park West. Staff was in the process of preparing initial comments for the developer when the plan was revised due to comments received about the park layout. Staff received an updated concept layout at the end of the month, and are awaiting a utility plan for review.

**Lineworker Apprenticeship Graduation Banquet:** Two of Stoughton's Apprentice Linemen, Aaron Mattingly and Andy Ruder, completed their apprenticeship schooling in 2018, and were recognized at the annual Lineworker Apprenticeship Graduation Banquet held January 16 in the Wisconsin Dells. Although their schooling is complete, there remains on-the-job training hours requirements before they become recognized by the State of Wisconsin as Journeymen Linemen.

This banquet recognized apprenticeship graduates from Wisconsin's municipal and investor-owned utilities, as well as the state's electric cooperatives, and was held in conjunction with the MEUW Joint Superintendent's Conference that was attended by Andy Ruder and Brian Hoops.

Congratulations to Aaron and Andy!

**Public Power Scholarship:** We have published the criteria for our annual \$1,000 Public Power Scholarship. Similar to last year, Stoughton High School students have the option of writing an essay or completing an energy audit of their home and documenting their findings. May 1 is the deadline for students to submit their scholarship application and materials.

**Public Service Commission Billing Audit:** Stoughton Utilities was notified by the Wisconsin Public Service Commission (WPSC) that we have been selected to receive a billing audit for the electric utility. The intent of this audit is to assist utilities in ensuring that proper billing procedures are in place so that customers' bills are accurate and consistent with Wisconsin statutes and the Wisconsin Administrative Code requirements.

The WPSC's goal is to complete these audits for all electric and gas utilities in Wisconsin on a regular recurring basis. Stoughton Utilities will be one of several utilities undergoing this audit this year. The initial audit data request will be received in early February, and staff expects to be working on this effort throughout the month, with responses and additional data requests to be submitted in March.

**Training and Meetings:** Assistant Director Brian Hoops participated in numerous planning and implementation meetings with our professional services provider for ongoing technology projects, attended the MEUW Joint Superintendent's Conference and Lineworker Apprentice Graduation Banquet, and attended meetings of the Stoughton Utilities Committee and Common Council.

Billing & Metering Specialist Erin Goldade participated in a Northstar Customer Information System (CIS) training webinar that covered a variety of topics related to the software, as well as billing events experienced by other WPPI Energy member utilities.

Collections Technician Carol Cushing participated in a full day training session on the Northstar CIS Credit Control module, held at WPPI Energy. Credit Control is used to determine account delinquencies, and process late payment penalties, past due and disconnection warning letters, and disconnection workorders.

Customer Service Technician Brandi Yungen participated in a Northstar CIS training webinar discussing Budget Billing, including setup and maintenance.

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## **Electric Division**

Bryce A. Sime  
Electric System Supervisor

**Car vs. Pole Accident:** Staff was called out for a vehicle striking a power pole adjacent to the B.P. gas station on West Main Street. The pole remained sound, and minor repairs were made the following day.

**Highway 51 Roundabouts:** Staff continues to work with our consulting engineer on draft designs to relocate the existing overhead electrical distribution system equipment to accommodate the new roundabouts being installed at Hoel Avenue and Roby Road.

**Main Street Reconstruction (DOT):** Staff received plans from the DOT regarding their upcoming projects occurring on Main Street between Page Street and Hoel Avenue, and completed the required Project Plan Acknowledgement and review of potential existing utility conflicts.

**Overhead Line Clearance:** Tree trimming along the overhead primary lines has begun on Dunkirk Avenue. Crews will work throughout the winter months on line clearance, with their focus being on the east side of the city. Affected customers are notified in advance of any planned trimming.

**Polar Vortex:** The entire electric distribution system made it through the frigid temperatures without any issues. Fortunately for customers and staff, no outages were reported during the record low temperatures.

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## **Water Division**

Kent F. Thompson  
Water System Supervisor

**Frozen Services:** We were notified of frozen services affecting eight customers during the week of January 26<sup>th</sup>. All services were restored within 24 hours with the help of our water operators.

During this same period, four water meters located in spaces that were either unheated or insufficiently heated froze and broke, and had to be replaced by water operators. The meter replacement costs are billed to the property owner, in accordance with Wisconsin Public Service Commission rules set forth in our tariff.

**Lateral Cards:** Water operators went through every water service lateral card that the utility has to ensure accuracy with our GIS mapping records. Approximately 200 inaccuracies were identified and corrected during this process.

**Well No. 7 Fluoride Scale:** The scale that weighs the amount of fluoride used during operations at Well No. 7 has been experiencing mechanical problems. Operators have had to take daily volume measurements of the usage to calculate the fluoride dosage. We have contracted with the scale distributor to help diagnose the problems and to either make repairs to the scale, or provide a replacement.

**Wellhouse Painting and Maintenance:** Water operators have completed the painting of Well No. 6 with commercial-grade epoxy coatings; everything looks great.

**Well Upgrades:** Water operators have been working to upgrade the tubing on all chemical feed pumps to reduce the potential for operator exposure during chemical leaks.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 1.235 million gallons with a monthly total of 38.298 million gallons. The total precipitation for the month of January was 3.10 inches.

**Cold Weather Impacts on the Plant:** The Wastewater Treatment Plant recorded a record low -33.2° for the National Weather Service. Not only was this the record low for that day in history, but it is also the coldest temperature ever recorded at the WWTP since it became an official monitoring location.

We experienced several heating system failures in multiple buildings during the course of a week. The boiler for the WWTP Administration Building failed over a weekend, resulting in indoor temperatures dropping to around 40°. A separate rooftop unit went down a few days later, which damaged the heating coils that provide heat for our tunnels' air supplies. We also had to use heat lamps on several pieces of equipment to prevent freeze-ups during the coldest days.

Due to anticipated high electric demand, capacity shortages, and high market pricing, the utility received notice from WPPI Energy that they were exercising their emergency generation and curtailable load program, and deploying all Load Modifying Resources, including the emergency standby generator at the wastewater treatment facility. During an approximately four-hour period, the plant ran entirely on generator power, and remained on-call for another 24 hours.

Although there were a few minor issues that occurred due to the record cold, overall the treatment plant handled the temperatures without any issues that compromised treatment.

**Main Street Reconstruction (DOT):** Wastewater System Supervisor Brian Erickson received plans from the DOT regarding their upcoming projects occurring on Main Street between Page Street and Hoel Avenue, and completed the required Project Plan Acknowledgement and review of potential existing utility conflicts.

**New Sewer Cleaning Truck:** We took delivery in January of our new Vactor sewer cleaning truck, which was ordered in February 2018. This truck is used to maintain the sanitary sewer collection system, and has a hydro-excavation system. The hydro-excavation system allows operators to excavate in areas with underground utilities without worrying about the types of infrastructure damage that might be caused by traditional excavation methods such as a backhoe or auger. Because of this, the new truck will be utilized not only by wastewater operators, but also electric linemen and water operators. The old sewer cleaning truck was 13 years old, and was purchased by the distributor as a trade-in.

**Plant maintenance:** Staff continues to perform maintenance and repair work on miscellaneous equipment throughout the plant.

**Sanitary Sewer System Maintenance:** Staff continues to work in the collection system televising the sanitary sewer collection system, as well as assisting the Department of Public Works by televising the storm sewers.

Throughout 2018 we had 21 sewer callouts, with only two of them being actual obstructions in the utility-maintained sanitary sewer mains, and the rest occurring within the homeowner's privately-owned laterals.

**Year End Reports:** Brian Erickson has been working on the year-end reporting required by the Wisconsin Department of Natural Resources and the United States Environmental Protection Agency, including reports on sludge storage and disposal, air emissions, mercury reduction efforts, our Capacity, Management, Operation, and Maintenance (CMOM) Program, and more.

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## **Energy Services Section of the Planning Division**

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

**McFarland State Bank:** I met with city staff and a representative from an electric supplier to start the process to obtain quotes for indoor and outdoor lighting upgrades at the new city property that was acquired from McFarland State Bank

**Focus on Energy:** I attended a meeting with a large energy customer and staff from Focus on Energy where we discussed energy conservation and incentive programs, as well as the possibility of adding a new operations building in Stoughton.

**Office of Energy Innovation Grant:** The mayor and I met with staff from Slipstream to discuss the Innovation Grant awarded to Stoughton and other area municipalities, and our next steps. The grant participants will be meeting together in March.

**Stoughton Housing Authority:** I met with the Stoughton Housing Authority to talk about programs that Stoughton Utilities offers directly, as well as those that we partner with Focus on Energy to offer.

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## **Safety Services Section of the Planning Division**

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

## **ACCOMPLISHMENTS**

## **1. Training**

- a. Lockout / Tagout
- b. Spill Prevention Control and Countermeasures (SPCC)

## **2. Audits/Inspections**

- a. Field Inspection – Electric – Tree Trimming
- b. Utility Walkthrough – General Inspection
- c. WWTP Walkthrough – General Inspection
- d. Well Inspections
- e. Water Tower Inspections

## **3. Compliance/Risk Management**

- a. Updating SPCC Plan
- b. MEUW Excellence in Safety Award Application
- c. Gas monitoring research for Water Division staff
- d. Hearing audiograms
- e. Visit from the State of Wisconsin Department of Safety & Professional Services

## **GOALS AND OBJECTIVES**

### **1. Training**

- a. Personal Protective Equipment
- b. Hearing Conservation

### **2. Audits/Inspections**

- a. Field inspections
- b. Utility walkthrough
- c. WWTP walkthrough
- d. Wells
- e. Water towers
- f. Hearing PPE
- g. General PPE

### **3. Compliance/Risk Management**

- a. Complete SPCC Plan updates
- b. Review PPE written program
- c. Review hearing conservation written program
- d. MEUW Excellence in Safety Award
- e. Rescheduling of missed audiograms

*Regional Safety Coordinator was at Stoughton Utilities on January 10<sup>th</sup> and 24<sup>th</sup>.*

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Please visit our website at [www.stoughtonutilities.com](http://www.stoughtonutilities.com) to view current events, follow project schedules, view Utilities Committee meeting notices, packets and minutes, review our energy conservation programs, or to learn more about your Stoughton Utilities electric, water, and wastewater services. You can also view your current and past billing statements, update your payment and billing preferences, enroll in optional account programs, and make an online payment using *My Account* online.



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 12, 2018  
**To:** Stoughton Utilities Committee  
**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director  
**Subject:** Stoughton Utilities Committee Annual Calendar

The following calendar is provided for information and discussion. Common organization acronyms used are:

APPA	American Public Power Association
AWWA	American Waterworks Association
MEUW	Municipal Electric Utilities of Wisconsin
WIAWWA	Wisconsin chapter of the American Waterworks Association
WPPI	WPPI Energy
WRWA	Wisconsin Rural Water Association
WWOA	Wisconsin Wastewater Operators Association

February 18, 2019	Utilities Committee Regular Meeting: Bad debt write offs
February 26, 2019	Common Council Meeting: Approve bad debt write offs
February 25-27, 2019	APPA Legislative Rally – Washington, D.C.
March 10-16, 2019	National Groundwater Awareness Week
March 18, 2019	Utilities Committee Regular Meeting: Annual Drinking Water Consumer Confidence Report (CCR)
March 17-23, 2019	National Fix a Leak Week
March 31-April 3, 2019	APPA Engineering and Operations Conference – Colorado Springs, CO
April 1, 2019	Stoughton Utilities' five-year Wisconsin Pollutant Discharge Elimination System (WPDES) Permit effective date.
April 15, 2019	Utilities Committee Regular Meeting: Presentation of the Utilities 2018 annual audit and management letter, and the SU tax-stabilization dividends

April 18, 2019	National Lineman Appreciation Day
April 23, 2019	Common Council Meeting: Approve Utilities 2018 annual audit and management letter; presentation of the tax-stabilization dividends
May 5-11, 2019	National Drinking Water Week
May 20, 2019	Utilities Committee Regular Meeting: Annual reorganization and selection of meeting time and date; discuss SU goals
June 2019, Date TBD	MEUW Annual Conference – Location TBD
June 7-12, 2019	APPA National Conference – Austin, TX
June 9-12, 2019	AWWA Annual Conference – Denver, CO
June 17, 2019	Utilities Committee Regular Meeting: Approve the annual Wastewater Compliance Maintenance Annual Report (CMAR); tour of well no. 5
June 25, 2019	Common Council Meeting: Approve the CMAR
July 15, 2019	Utilities Committee Regular Meeting: RoundUp Donation; tour of the Utilities Administration Building
August 19, 2019	Utilities Committee Regular Meeting: Approve Declaration(s) of Official Intent; tour the Wastewater Treatment Facility
September 13-14, 2019	WPPI Annual Meeting – Elkhart Lake
September 16, 2019	Utilities Committee Regular Meeting: Approve the Utilities 2019 Budget and five year (2019-2023) Capital Projects Program
October 14, 2019	Utilities Committee Regular Meeting
October 27-30, 2019	APPA Customer Connections Conference – New Orleans, LA
November 18, 2019	Utilities Committee Regular Meeting
December 16, 2019	Utilities Committee Regular Meeting





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**Date:** February 12, 2019  
**To:** Stoughton Utilities Committee  
**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director  
**Subject:** Stoughton Utilities Communications

January 19, 2019            The January-February 2019 issue of Public Power magazine, published by American Public Power Association (APPA) – “The Economic Development Issue”  
  
*(A hard-copy of the magazine will be distributed to Utilities Committee members at the meeting. The [full magazine can also be viewed online at publicpower.org](http://publicpower.org))*

January 9, 2019            January issue of Live Lines, a monthly newsletter published by the Municipal Electric Utilities of Wisconsin (MEUW).

January 11, 2019            WPPI Energy memorandum “Things You Should Know” from WPPI Energy President and CEO Michael Peters.

January 30, 2019            WPPI Energy outreach letter to Stoughton’s Elected and/or Appointed Officials.

January 30, 2019            Email received from City of Stoughton resident Jennifer Lister thanking Water Division Staff for their efforts in restoring water during the freezing temperatures.

February 4, 2019            Email conversation with City of Stoughton resident Kurt Buehring regarding the conversion of electric lines on Patterson Street from overhead to underground.

February 5, 2019            February issue of Live Lines, a monthly newsletter published by the Municipal Electric Utilities of Wisconsin (MEUW).

February 7, 2019            WPPI Energy memorandum “Things You Should Know” from WPPI Energy President and CEO Michael Peters.

February 8, 2019            Stoughton Utilities billing insert regarding our 2019 ENERGY STAR® Appliances \$25 customer incentive.

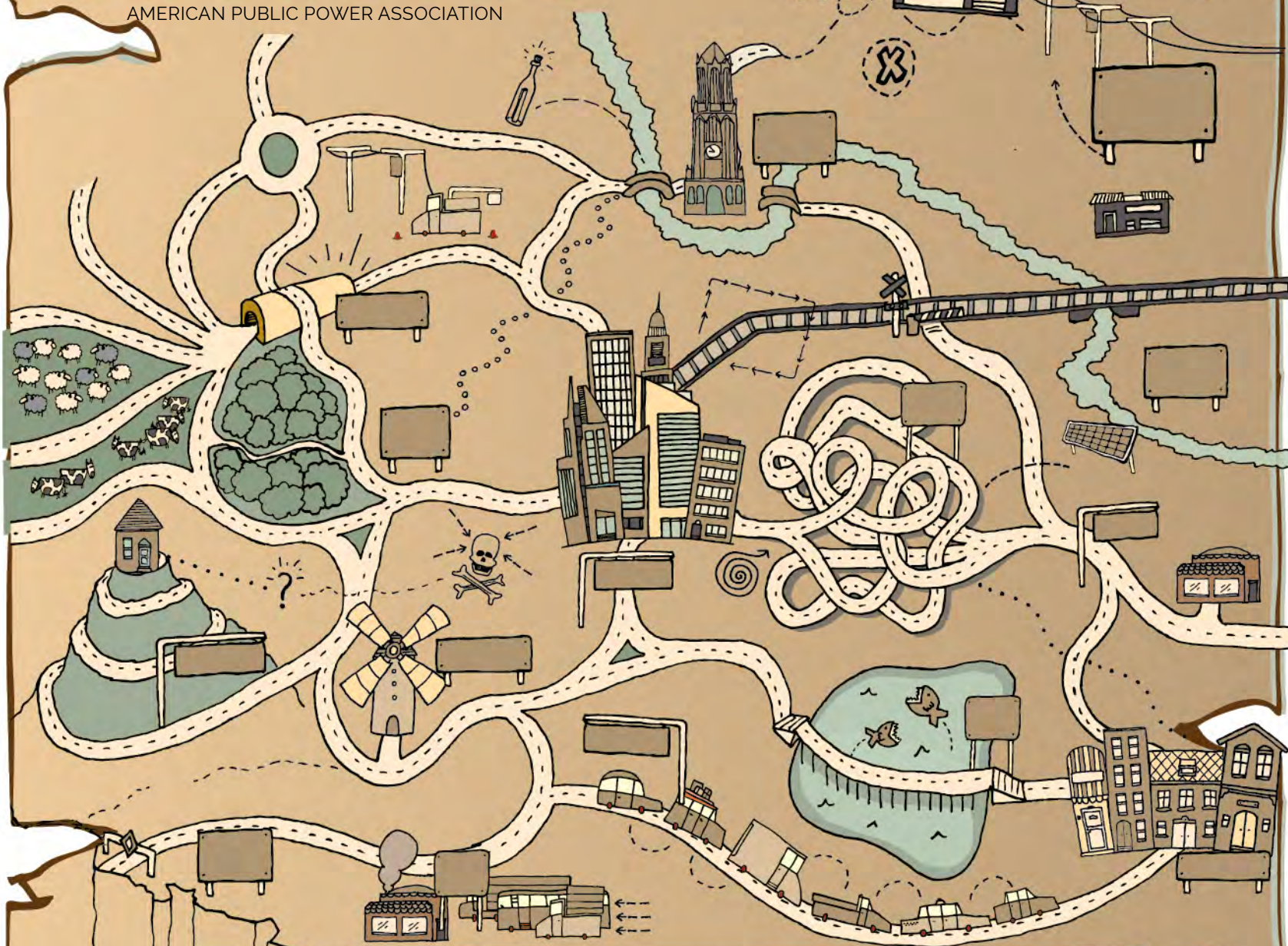
February 9, 2019            Email received from Town of Pleasant Springs resident David Pfeiffer regarding our online tool to analyze savings through our optional Time of Day rate classification. This tool is available through *MyAccount* online.



JANUARY/FEBRUARY 2019 • VOL. 77 / NO. 1

# PUBLIC POWER MAGAZINE

AMERICAN PUBLIC POWER ASSOCIATION



*THE*  
**ECONOMIC DEVELOPMENT**  
*ISSUE*



# LIVELines

Volume 67, Issue 1 January 2019

## New administration brings more changes at PSC

Now that Wisconsin has a new governor in office, there continues to be many new appointments and shifts at most state agencies, including the Public Service Commission of Wisconsin (PSC).

Gov. Tony Evers announced the appointment of Rebecca Cameron Valcq as the next Commissioner at the PSC. Valcq replaces outgoing Commissioner Rich Zipperer, who was serving a term set to expire on March 1, 2019. However, Zipperer decided to leave the PSC in December before his term officially expired.



Rebecca Cameron Valcq

Valcq, a Milwaukee attorney, most recently served as a partner in Quarles & Brady's Milwaukee office in its Energy, Environmental and Natural Resources Practice Group. Prior to joining Quarles & Brady, she spent 15 years as regulatory counsel for We Energies, where she occasionally represented the company before the PSC and advised management on various areas of compliance. She earned an undergraduate degree from Drake University and a law degree from Marquette University.

Evers is expected to appoint Valcq as Chair of the PSC on March 1, 2019. The Chair of the Commission has oversight of all PSC staff-related activities. Because of the resignation of PSC Chair Lon Roberts, which was effective on Dec. 28, 2018, Department of Administration Secretary and former PSC Chairperson Ellen Nowak was appointed to rejoin the PSC. Nowak is expected to serve as PSC Chair until

March 1, when Evers can replace her with Valcq, his own pick, to head the PSC. If, as expected, Evers replaces her as PSC Chair, Nowak's term as a member of the three-person commission will not expire until March 1, 2023 (see page 9 for more information on Nowak).



Photo credit: Channel3000.com

Gov. Tony Evers took the oath of office on Jan. 7, prompting changes in many state agencies, including the PSC.

With the Commissioner changes, there have also been other PSC staff changes. Bill Jordahl, Executive Assistant to the PSC Chair, has announced he is leaving the PSC. Moving forward, Bob Seitz will serve as Nowak's Executive Assistant; he was her assistant when she previously served as PSC Chair. Alex Ignatowski, Rich Zipperer's former Executive Assistant, will serve as Legislative Liaison, succeeding Matt Spenser, who has left the PSC. ●

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# MEUW establishes scholarship fund

In mid-December, MEUW announced the creation of a new “Powering Futures” Scholarship Fund to support students pursuing careers in electrical power distribution.

The scholarship fund was established in conjunction with MEUW’s 90th anniversary through an initial donation of \$25,000. MEUW’s Powering Futures fund is set up as an endowment with Incurage Community Foundation based in Wisconsin Rapids.

As an endowed fund, MEUW’s Powering Futures Scholarship will live on in perpetuity, awarding its annual earnings to support students pursuing a career as a Field Service Technician, Groundman, Lineman Apprentice, Electric Meter Technician, Substation Electrician Apprentice or Utility Technician.

To be eligible, students must live in one of Wisconsin’s public power communities (*see list of other criteria to the right*).

“It is only fitting that we look ahead by creating the Powering Futures scholarship to focus on sustaining the workforce and maintaining strong communities that will keep public power in Wisconsin alive and well for years to come,” said MEUW Executive Director Tim Heinrich.

“It is becoming increasingly difficult to attract qualified people to the stable, solid positions available in our utilities,” Heinrich continued. “We hope this new scholarship program will not only increase awareness of utility careers, but also help build our talent pool and generate enthusiasm about the rewarding positions available right here at home in Wisconsin’s public power communities.”

Incurage Community Foundation will administer the scholarships. The recipients of the first Powering Futures scholarships are expected to be recognized at MEUW’s 90th Annual Conference to be held in Lake Delavan in May.

Member utilities can help grow the fund and enable MEUW to award more (or larger) scholarships to support



our future workforce. One way to help is by rounding up your dues payment. Every cent of the excess payment will be put toward the “Powering Futures” Fund. So, for example, if your 2019 dues are \$1,167.90, consider paying \$1,200.00 and put the extra \$32.10 to work funding scholarships.

Applications are being accepted through Jan. 31. For more information on the program, please visit [www.meuw.org/scholarships](http://www.meuw.org/scholarships).

## Powering Futures Scholarship criteria

- Graduating high school senior, continuing college student, technical college student, or non-traditional college student residing in one of over 80 Wisconsin communities operating an electric utility
- Accepted or awaiting acceptance for enrollment at an accredited technical college
- Pursuing post-secondary education in an Electrical Power Distribution program with aspirations for a career as a Field Service Technician, Groundman, Lineman Apprentice, Electric Meter Technician, Substation Electrician Apprentice or Utility Technician
- Demonstrates integrity, strong work ethic, and a passion for the community through school and work-related activities
- Common Essay: Applicants are required to share a personal experience or describe any attributes that influenced their career choice

# Florence Utilities blazes new territories

By Karen Whitmer, Communications Specialist



General Manager Bob Friberg often refers to Florence Utilities – where he’s been employed for 47 years – as a baby utility. Bob is referring to the utility’s customer size, as it serves only

about 1,600 electric customers (but with a service territory of approximately 130 square miles). However, after studying its history of blazing new territory and standing up to big business, Florence Utilities isn’t a baby at all – in fact, they could more accurately be described as a maverick.

The electric utility was formed in 1898, when electric companies were slow to bring electricity to rural areas such as Florence, which is located in northeastern Wisconsin on the border of Michigan’s Upper Peninsula. The utility also provides water and wastewater services to its customers.

Florence has been involved in joint action in Wisconsin, having been instrumental in the formation of WPPI Energy and serving as a member of the executive committee of that organization for many years.

For most of the 20th Century, Florence residents and industrial customers had to rely primarily on propane for heating because providing a gas extension to an area with low population density is expensive. In 1989, after growing tired of waiting for the big players to bring natural gas to the area, Florence Utilities charted a new course and started laying out plans to do it on its own. Friberg estimated that customers could reduce heating costs by about a third by using natural gas instead of alternate fuels.



But it wasn’t going to be easy.

With the support of the community, utility commission and local officials, Friberg spearheaded a feasibility study with two third-party consulting firms to explore provid-



Bob Friberg is General Manager of Florence Utilities, the only public power provider in Wisconsin offering retail gas and distribution services to its customers.

ing natural gas to customers at a reasonable rate. Knowing the value of joint action partnerships – Florence joined with several utilities in Iowa, Nebraska and Kansas to form an inter-local organization to procure natural gas supplies for the membership. Many rural areas of Nebraska were also underserved with natural gas and had experience in extending gas infrastructure into more remote areas.

“Armed with information, positive study results and the enthusiasm of our community and peers, we decided to proceed,” Friberg said. “It took three years of research, meetings, collaboration, work and worry — but in 1992 — natural gas successfully started to flow to our customers.” Florence is the only municipal utility in Wisconsin to provide retail natural gas and distribution services to its customers.

Today the utility serves about 1,500 gas customers, and maintains about 80 miles of gas main. The utility’s gas territory stretches farther to the east than it does for electric service and includes the Spread Eagle lakes area, where they serve many residents and vacation homes.

## Florence takes action

There is not a lot of industry in Florence County, and it is one of the least-populated areas in the state. The Town of Florence has a population of about 2,300 and the entire

*Continued on page 4*



Continued from page 3



On Dec. 18, Florence Utilities celebrated the grand opening of its new office building and operations center.

county only includes about 4,400 full-time residents.

Florence suffered a few major economic blows about 10 years ago when losing several larger area employers; it even contemplated closing its school system. But showing its determination, the town fought back and has rebounded. The town has revitalized its downtown, and the community kept the school system alive by rallying to pass referendums and updated its school facilities. Additionally, a few years ago Florence Utilities spearheaded a project, paid in part by a grant from the U.S. Department of Agriculture's Rural Development program, to upgrade its antiquated water and sewer lines.

The utility employs a dozen people and currently has four journeymen linemen, as well as apprentices and specialists who are charged with repairing and maintaining both electric and natural gas equipment and infrastructure. "We've cross-trained our staff for both areas," Friberg said. "We are fortunate to have a strong team of good people with good attitudes and good work ethics who truly care about our customers."

Florence Utilities recently constructed a new office building and operations center. The old office was more than 100 years old and lacked the technology needed to run a utility today. "We are pleased with the new building," Friberg said. "It was completed ahead of schedule and right on budget, which is about as good as it gets." An open house to celebrate was held just before Christmas. The new building includes a training center that accommodates 42 people.

## Partnerships are essential

"Safety training is critical in our business," Friberg said. "And now we have the space to hold classes for our team. We can even now be a hub for combined training classes with our neighboring public power providers.

Friberg is grateful for MEUW providing safety and job training instruction and for its support during difficult times, especially during the worst time in the utility's history when it experienced a tragic electric contact in 2013 that resulted in the death of an employee. "MEUW assisted with the investigation and documentation throughout the ordeal," Friberg said. "We were devastated, and the MEUW team, along with several utilities, carried us along during a time that I pray no other community will ever have to experience."

The utility's involvement in MEUW has been helpful during other times as well. "You just can't have a small utility with limited funding, budgets and personnel without relying on a larger organization for legislative and regulatory advocacy," Friberg emphasized.

The utility also maintains ties with a Joint Action Agency in Nebraska for the procurement of long-term natural gas supplies, and to have the support and connections with other municipal natural gas providers. Bob has served as Chairman of the Board of that organization for many years, which has financed a total of \$1.8 billion of gas supplies to municipal utilities throughout the United States.

For more than 120 years, Florence Utilities has successfully navigated challenges and changes. And it continues to evolve and adapt to better meet customer needs.

"I feel privileged to lead the organization," Friberg said. "We've created a customer-focused culture, and we look forward to building upon that success in the future." ●



# A bonding buffet?

By Paul Hermanson, MEUW Board President

KLM Royal Dutch Airlines flies thousands of passengers from all corners of the world to multiple destinations every day. Their planes are filled with an incredible diversity of people who seemingly have only one thing in common – get from where they are now, to where they want or need to be.

In 2016, KLM decided they wanted to find a way to help their passengers unite, connect and interact with one another. So, they set up a “Bonding Buffet” in one of their hub airports (Schiphol Airport in Amsterdam). The buffet was a gourmet meal laid out on a beautiful table with ample room for 20 people. The only catch was the table hovered 20 feet in the air, while the chairs were placed on the floor. Each time someone sat in one of the chairs, the table lowered. Only when all the chairs were filled was the table accessible to all 20 people and they could partake in the meal.

According to a blog post from KLM, “the result was wonderful!”

Blog post author Dewi Simon, a college student and part-time KLM employee, observed that the guests readily welcomed new visitors and quickly connected, started singing songs and offering toasts. “People really enjoyed their time together at the table, with all sorts of new contacts emerging. It was so much fun, in fact, that we eventually had to remind some of the guests that they had flights to catch!” she wrote.

Complete strangers bonding over a meal. Imagine that.

Each year MEUW provides several opportunities for members to get together. We offer conferences and meetings, workshops, district dinners and so on. Most include a meal or other opportunities to unite, connect and interact with one another.



Paul Hermanson

These informal gatherings have been invaluable for me to learn how others are working on similar projects, or dealing with regulatory agencies, or struggling with internal issues. These so-called supper summits are also a time to identify gaps and weaknesses at our utility and discover ideas and effective ways to respond.

Mealtimes also provide an excellent forum for members to candidly discuss the services offered by MEUW and identify how we can improve, adjust or enhance what we do.

I believe holding our own version of a bonding buffet would have a wonderful result, and people will emerge with new contacts, solid ideas, useful information, and strong sources of support

Indeed, perhaps we should label our food-based get-togethers as MEUW Bonding Buffets.

And I'll promise to find a way to raise the table 20 feet in the air, if you promise to sing songs, offer toasts and strengthen the bonds between us. ●

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# Coaching for change: Creating a culture of safety

By Steve Isaacson, Regional Safety Coordinator

Why is real change so difficult? Well, here's the age-old scenario: You've identified a behavior or character trait you'd like to either adopt or abate. Your intentions are pure and your initial energy level is high, as are your expectations for success. Then, after a few days, you feel the wheels start to spin, followed by the inevitable backsliding. If you're like me, that's when you turn to those old standbys: *Rationalization* and *Procrastination*. They're bad medicine (placebos, at best), but they sure go down easy! Perhaps that's why achieving a true safety culture is so difficult – because it involves a concerted effort to continuously challenge and change hard-wired behaviors to break the cycle of risk associated with the tasks we perform to do our jobs.

A recent school of thought posits that, at the root of failed efforts to alter behavior, is the false assumption that change is a singular event that we achieve through a

sequential, step-by-step approach. In reality, it is a process that repeatedly cycles back on itself in response to changing situations until behavior is gradually altered over an extended period. It is process fraught with shifting environments and frequent set-backs. That's why behavioral experts estimate that the amount of time it takes to break or establish a habit can vary from three weeks to six months. It's extremely hard work that demands intentional persistence, repetition and patience.

The challenges workers face in a fast-paced and resource-limited environment change all the time. No accident or safety crisis is ever the same as another (although it may *appear* to be). So, as a leader in the effort to achieve the shared beliefs and behaviors that comprise a true safety



Steve Isaacson

culture, how do you move your team toward a steady state in which safety is part of the behavioral DNA? In a word: *Coaching*. It sounds simple but, like all skills, coaching is rarely innate. It must be learned and practiced.

One approach to coaching for behavioral change that is gaining traction in safety circles is called the GROW® model. Developed by Alan Fine, John Whitmore and Graham Alexander, the GROW® model is an acronym describing four stages of decision-making considered by many behavioral experts to be the gold-standard for framing coaching conversations.

GROW® stands for: **G** – the *goal* (desired behavior or outcome), **R** – the current *reality* affecting decision-making and behavior choices, **O** – the *options* available to the decision-maker, and **W** – the *way forward*, a plan of action that focuses on proactive steps to achieve a desired behavior or outcome. Put simply, each letter in the acronym represents a series of straightforward, open-ended questions that can be folded into the dialogue between the coach and the person being coached. Consider the table below:

<b>Goal</b>	What do you need to achieve?	Why is it important?
	What does success look like?	What is the bigger picture?
<b>Reality</b>	What is happening right now?	What is your biggest concern?
	What barriers do you face?	What resources are available?
<b>Options</b>	What are some solutions?	What are the pros and cons of each?
	Given the choice, what would you do?	How committed are you to your choice?
<b>Way forward</b>	What do you need to get started?	What is the first step? The next?

With a little training and practice, applying the GROW® coaching model can be used to communicate the safety vision by empowering employees to own their behaviors, learn new skills, personally remove barriers to success and integrate safety into their day-to-day problem-solving. If you've been trying to instill safety as an organizational core value, the GROW® model may be a welcome addition to your leadership tool box. There are numerous online and training resources available to help you learn more about this approach to employee development. Check it out! ●



# Continue to monitor alerts through E-ISAC

The Justice Department has levied charges against two Chinese nationals for stealing information from at least 45 U.S. tech companies and government agencies as part of a global hacking campaign.

The hackers, working under the name APT 10, targeted managed service providers, cloud service providers and their clients in the U.S. and 11 other countries. Since 2014, APT 10 has compromised the administrative credentials of MSPs and infiltrated their clients' networks.

There is no evidence at this time that the attacks have impacted critical electric infrastructure or customers. The American Public Power Association (APPA) is working closely with our industry and government partners to assess any potential impacts and to mitigate accordingly.

The Department of Homeland Security website has



details on the Chinese Malicious Cyber Activity and the Advanced Persistent Threat Activity Exploiting Managed Service Providers. We encourage

members to monitor the E-ISAC portal alerts to gauge potential impact on your utility and actions to be taken. To sign up for the portal, email [operations@eisac.com](mailto:operations@eisac.com), visit [www.eisac.com](http://www.eisac.com) or call (202) 790-6000.

APPA also offers various tools to help guard against cyberattacks. For example on Wednesday, Jan. 30, APPA will host a webinar on a cyber security program developed by Northern California Power Agency. Webinar participants will be provided with a template resources, such as an incident response plan and sample exercise agenda. For more information, visit [www.publicpower.org](http://www.publicpower.org).

## Refresh your skills!



MEUW will host Lineworker U on Feb. 4-6 at Chippewa Valley Technical College in Eau Claire. This three-day event is a refresher training

seminar for experienced lineworkers. This program is not recommended for Apprentices, as it is geared toward experienced lineworkers.

When registering, participants will be asked to choose classes that best match their training needs and interests for six break-out sessions.

There will also be several general sessions, hands-on training, an introduction to the latest equipment, and time for networking. The seminar agenda — with course choices and details — is now listed on MEUW's website. Registration is open. Don't miss this great opportunity to refresh your skills! ●

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# REGULATORY *News*

## Diggers Hotline panel sends complaint to PSC

Wisconsin's Public Service Commission (PSC) has been asked to consider imposing penalties on the drilling company involved in last summer's fatal Sun Prairie natural gas explosion by the Diggers Hotline enforcement panel.

A law passed last summer established the Diggers Hotline enforcement panel to handle complaints regarding natural gas and other hazardous materials. The panel can then pass on the complaint to the PSC.

The enforcement panel sent the PSC this case based on a complaint filed by USIC Locating Services. USIC was hired to mark the locations of underground pipes prior to the explosion that killed Sun Prairie's Fire Department Captain Cory Barr and injured others. USIC claims drilling company VC Tech violated state law when it failed to call Diggers Hotline before starting work on July 10.

Diggers Hotline spokesman Chad Krueger said this is the first complaint the panel has sent to the PSC; the previous six complaints were resolved by requiring additional training for the violator.

Under state law, the PSC can issue a fine of \$25,000 per violation. VC Tech could face up to \$500,000 in fines if the commission finds multiple violations.

The complaint was forwarded to the PSC on Dec. 17, one day before police closed their investigation with no criminal charges.



According to a police report, USIC did not finish marking gas lines when a subcontractor dropped out of the project. Bear Communications, the primary contractor,

then told VC Tech to complete the job, believing the marking was complete. Sun Prairie police determined the incident was the result of miscommunication between utility contractors and subcontractors, and the evidence did not support criminal charges.

USIC's complaint, filed Oct. 30 with Diggers Hotline, alleges VC Tech illegally "piggybacked" on the previous excavator's work order and failed to notify the call center before beginning work. Visit [www.diggershotline.com/excavators-guide](http://www.diggershotline.com/excavators-guide) for specific steps on what must be taken before beginning any excavation work.

The enforcement panel is comprised of appointees from various industry groups and local government. Diggers Hotline does not identify panel members.

According to meeting minutes, the panel found probable cause that a violation occurred and voted 4-2, with some members abstaining, to forward the case to the PSC for possible enforcement. ●



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## Getting to Know Our Wisconsin Officials

### Get reacquainted with Ellen Nowak of the PSC

Ellen Nowak was first appointed to the Wisconsin Public Service Commission in July 2011 by Governor Scott Walker. She was reconfirmed for a new, six-year term beginning on March 1, 2013. Commissioner Nowak was named Chairperson of the Public Service Commission of Wisconsin in March 2015. In March 2018, Governor Walker appointed her as Secretary of the Department of Administration. She served in that role until last December when she was reappointed as Chair of the PSC.



Ellen Nowak

It is expected that Nowak will be replaced as PSC Chair with Gov. Tony Evers' first PSC appointment, Rebecca Cameron Valcq, though Nowak will remain part of the three-person commission until her term expires in 2023.

Nowak currently serves on the Board of Directors for the National Association of Regulatory Utility Commissioners (NARUC). She also previously served on the Executive Committee for NARUC. Her duties at NARUC also included serving on the Committee on Energy Resources and the Environment and the Task Force on Environmental Regulation and Generation. Commissioner Nowak also served on the Advisory Council to the Board of Directors for the Electric Power Research Institute (EPRI) and the Advisory Council for the Center for Public Utilities.

Previously Nowak served as the chief of staff to Waukesha County Executive Dan Vrakas. From 2002-2006, she served as legal counsel and subsequent chief of staff to the Speaker of the Wisconsin Assembly. She also later worked as the deputy director of School Choice Wisconsin. From 1998-2002, Nowak practiced business litigation at Mallery & Zimmerman SC in Milwaukee. She has a law degree from Marquette University and a Bachelor of Science from the University of Wisconsin-Milwaukee. ●

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## PSC Certificate of Authority required before launching major utility projects

When planning future construction and upgrade projects, remember that utility construction projects exceeding the cost thresholds outlined in Wis. Stat. § 196.49(5g)(ar) must receive prior approval from Wisconsin's Public Service Commission (PSC). And approval must be received before any work begins.

Recently the PSC notified the City of Lodi that it would refer its water utility to the state attorney general for investigation and possible action regarding a booster station built in 2018 to increase water pressure for a residential development and new primary school on the city's west side. Final costs for the project were about \$1.8 million.

The utility awarded a construction contract to build the booster station in February, submitted a request to the

PSC in March and construction began in mid-April. Construction was completed in August, but the utility didn't complete its application until November and did not request an expedited review or "convey indication of urgency."

Wisconsin Admin. Code § PSC 184.03(3) requires that all public utilities obtain a Certificate of Authority from the PSC prior to "constructing, purchasing, installing, modifying, replacing, or placing in operation any plant" that exceeds the cost threshold specified in Wis. Stat. § 196.49(5g)(ar).

In a letter of reprimand, the PCS gave the utility 30 days to come up with a plan for avoiding similar violations and summoned utility administrators "to discuss the commission's expectations and concerns going forward." ●

## Join public power's collective voice in D.C.



The 2019 American Public Power Association (APPA) Legislative Rally will be held February 25-27, 2019, at the Mayflower Hotel in Washington, D.C.

At the rally, the APPA provides the resources, connections and collective power to help public power communities make their voices heard in Washington, D.C. Please visit [www.publicpower.org/issues-and-policy](http://www.publicpower.org/issues-and-policy) to learn more about the key issues that will be discussed during the rally.

Please register to attend through APPA website at [www.publicpower.org/event/legislative-rally](http://www.publicpower.org/event/legislative-rally). ●

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## Wis. public power leaders to serve on APPA Council

The Badger State is well represented on public power's national trade association. Lee Meyerhofer, President of Kaukauna Utilities Commission, was recently named to a three-year term on the American Public Power Association's (APPA) Policy Makers Council (PMC) by APPA's Board of Directors. He joins James Brooks, Alderman, City of Evansville who was already serving on the PMC.

Two other representatives from Wisconsin's public power communities — Mike Eberl, President of Marshfield Utility Commission and Justin Nickels, Mayor of the City of Manitowoc — were each recently appointed to one-year terms on the same council. They join Andy Moss Vice, President, Cedarburg Light & Water Utility Commission, who was already serving a term on the PMC.

Eberl, Nickels and Moss are “at-large” members of the PMC. At-large seats are for those nominees whose regions are full in a given year, but who are considered valuable additions to the PMC.

The PMC assists APPA in promoting federal legisla-

tion that is important to public power utilities and opposing harmful legislation. It also provides advice on other issues of importance to APPA. Members of the council meet a minimum of twice a year, and participate in meetings with elected representatives and congressional staff for the purposes of supporting APPA's national legislative agenda.

“We are pleased to have five Wisconsinites serving in advisory roles at APPA,” said MEUW Executive Director Tim Heinrich. “Our state has a long history of providing leaders to APPA and it is gratifying to see these leaders recognized for their ability to help shape favorable policy and also to better define the future for public power not only in Wisconsin, but also on a national level.”

The PMC is made up of 40 members who serve on either utility boards or are elected officials in public power communities. Four members are appointed to the Council from each of the 10 geographic regions recognized by the Association. ●



## MEUW conference on NESC code draws much interest

MEUW hosted a National Electrical Safety Code (NESC) Seminar on Dec. 4-5 at Southwest Wisconsin Technical College in Fennimore. About 30 participants attended the two-day class led by MEUW Electric Utility Safety and Training Coordinator Randy Larson.

Topics for this two-day conference included overhead and underground settings, substation clearance requirements, communication facilities clearance requirements, cable markings and safety signs that conform with the NESC and Wisconsin PSC 114 Code.

“It was great to have the opportunity to present this vital information,” Larson said. “And we were able to have topical discussions and demonstrations. I look forward to our next training opportunity with Lineworker U, which is coming up in early February.” See more information about this event on page 7. ●



About 30 students participated in a two-day class on NESC and Wisconsin PSC 114 code led by MEUW Electric Utility Safety and Training Coordinator Randy Larson. Plans to conduct a similar conference in the northeast part of the state are being considered.

# Exciting speaker line-up, expo planned for Joint Sups

The 2019 MEUW/Wisconsin Electric Cooperative Association Joint Superintendents' Conference will be held Jan. 16-18 at the Glacier Canyon Lodge in Wisconsin Dells.

This annual conference attracts about 200 municipal and cooperative utility leaders. Although the name is a bit misleading, please note that attendees do not have to be Superintendents in order to attend; all utility employees are welcome!

Sessions will include information on spill prevention, control and countermeasure; claims; electric vehicles; load securement; and more. Jack Jackson, a former semi-pro football star with an extensive background in workplace safety, will be the keynote speaker. Jackson is



an engaging speaker that emphasizes in all of his courses that “safety is always first.”

There's still time to register! For more information, visit [www.MEUW.org/jointsups](http://www.MEUW.org/jointsups).

We look forward to seeing everyone for an exciting few days including the Apprentice Graduation Banquet, WUSA Trade Show and a welcoming social hour hosted by WUSA on opening night. ●

## Plan to attend Customer First! Power Breakfast Feb. 19

The Customers First! Coalition



will host its annual Power Breakfast on Tuesday, February 19, in Madison.

The program will highlight “industry game changers,” with presentations by experts in the areas of energy storage, renewable energy, electric vehicles and electrification.

Detailed speaker announcements are expected soon.

The half-day session will be held from 8:30-11:00 a.m. at Madison's Concourse Hotel. Cost is \$35. MEUW is a founding member of the Customers First! Coalition, organized in 1995 to advocate on behalf of Wisconsin consumers in the debate over electric-utility restructuring. ●

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- Exploring Electric Utility Regulations and Business Models: **February 22, 2019**
- Understanding the Generation & Transmission Grid: **March 8, 2019**
- Operating a Local Public Power System: **March 22, 2019**
- Managing a Public Power Utility Enterprise: **April 5, 2019**





## Classifieds

### **New Lisbon Utilities - Journeyman Lineworkers**

City of New Lisbon (Population 2,554), a municipal electric and water utility, is accepting applications for two Journeyman Line workers. These are skilled positions in operating, maintaining, and constructing electric distribution, transmission, and sub-station systems. The City also operates and maintains its own generation system. Experience with municipal generators is a plus but not required. Minimum qualifications are to include graduation from high school, graduation from lineman vocational training program and a valid journeyman card. You must be able to acquire and maintain a Wisconsin commercial driver's license. These positions will require occasional after hours call outs and possible work in inclement weather. Knowledge of safety rules and good communication are a must. From time to time you may be needed to assist in other city departments. Starting wage for this position will be up to \$42.00 per hour depending on qualifications and the City offers an excellent benefit package. Qualified applicants should submit a resume, including work history to: City of New Lisbon attn: Nick Wyss at 232 W. Pleasant Street, New Lisbon, WI 53950. We will accept applications until both positions are filled.

### **City of Lake Mills Journeyman Electric Line Technician**

\$31-33/hour plus excellent benefit package including employer paid medical insurance. Visit [www.ci.lake-mills.wi.us/](http://www.ci.lake-mills.wi.us/) employment or email [mquest@ci.lake-mills.wi.us](mailto:mquest@ci.lake-mills.wi.us) for additional information. Position open until filled. EOE.

### **Southwest Wisconsin Technical College Electrical Power Distribution Instructor**

Click [here](#) for the job description and to apply.

### **The Village of Pardeeville - Director of Public Works**

Pardeeville is a community of 2096 and utilities consist of water, sewer and electric. Candidate will plan, organize, direct and supervise the Department of Public Works/Utilities. Functions include streets, building maintenance, parks, storm sewer, sanitary sewer, water distribution, dam facilities, wastewater treatment, waste collection & recycling, contracted services, vehicle maintenance, weed commissioner, forester and other

public works projects and programs. This is a full time job with excellent benefits. Salary is based upon qualifications and experience. Experience in a similar role or municipal setting of 3-5 years required; Bachelor's degree from an accredited university a plus. A combination of education and experience will be considered. Successful completion of a background check, physical, drug screening, alcohol screening and driver's license are required prior to being employed. An application and resume must be submitted to the Village of Pardeeville by December 13, 2018. Applications and full job description available at [www.villageofpardeeville.net](http://www.villageofpardeeville.net) or by email [clerk-treasurer@villageofpardeeville.net](mailto:clerk-treasurer@villageofpardeeville.net).

### **Jefferson Utilities Journey-Level Line Worker/Apprentice Line Worker**

Jefferson Utilities is seeking a Journey—Level Line Worker/Apprentice Line Worker. This position will be involved in the operation, construction and maintenance of the high voltage electric system. Prior power distribution schooling is preferred, but not required. Applicants should possess a current Wisconsin CDL License. This position requires the applicants to serve on-call duty in regular intervals. A 15 mile residency policy applies. Applicants must be able to perform strenuous physical labor, heavy manual tasks, climbing, and working on energized lines. Knowledge of safety rules and good communication skills are important. Applicants will be taken until Friday, December 14th, 2018. Please direct questions to the Utility Manager at (920) 674-7711. Applications are available at the utility office located at 425 Collins Road, Ste A, Jefferson, WI and on our website at [www.jeffersonutilities.com](http://www.jeffersonutilities.com). Equal Opportunity Employer.

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*MEUW welcomes the opportunity to help you attract qualified applicants to your utility's job openings. Send your open job postings to [Info@MEUW.org](mailto:Info@MEUW.org) whenever they become available. We will work to post your position in a timely fashion and also publicize it in the next issue of Live Lines (if the position is not filled before its monthly publication date).*



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# Things You Should **KNOW**

Michael W. Peters, President & CEO

## **Monthly Wrap-Up for December 2018**

Issued January 11, 2019

*Things You Should Know* is my monthly wrap-up for members of all things related to WPPI Energy. As always, I welcome your feedback. Hearing directly from you is critical to our ability to serve members. If you have any questions, comments or concerns, please contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).

**Thank You for Strong Participation at December Board Meeting.** At its final meeting for 2018, the Board of Directors took action to approve WPPI's 2019 budget and rates. The agenda also covered a variety of other timely topics, a couple of which included:

- An update from the **Outage Management Task Force**, which in December released its final report in the form of a roadmap for member utilities interested in pursuing outage management systems. For additional copies of the report, or if you have questions, please contact Phil Hansen at [phansen@wppienergy.org](mailto:phansen@wppienergy.org) or 608-834-4511
- A presentation on **suggested priorities for members to consider in the design of their retail rates**, which was followed by the distribution of an individualized report offering utility-specific recommended retail rate strategies and benchmarking information. For additional copies of your utility's report, or to ask follow-up questions, please contact Tim Ament at [tament@wppienergy.org](mailto:tament@wppienergy.org) or 608-834-4530.

Attendance at the meeting was very strong, and I would like to thank our member communities for ensuring that so many board directors, alternates, and other local staff and officials could participate. When it comes to directing the work of our joint action agency, member involvement is our greatest strength, and regular board meeting attendance benefits not only your local community, but also the entire membership as a whole. Thank you for your active leadership and engagement.

**Notes from the Road: Joint Action Conference Highlights Wholesale Rate Strategies.** This week I represented WPPI at the American Public Power Association's Joint Action Conference. Gatherings like this one are important because our vision statement makes it WPPI's goal to be "the leading joint action agency (JAA) supporting and empowering strong, locally owned member utilities that accomplish more by working together." Engaging with our peer JAAs helps us to build strong industry relationships, stay abreast of new trends and ideas, and benchmark our own progress as your JAA.

The conference touched on how JAAs are serving their members in areas including wholesale market participation and advocacy, distributed energy resource integration, managing potential issues related to privatization, cyber-security and more. As a speaker for the panel on wholesale rates, I highlighted from WPPI's experience some ways that JAAs can structure wholesale rates to best help members send appropriate price signals, recover costs, and ensure financial stability.

Our membership puts significant and diligent effort into this area, so my biggest challenge in preparing for the presentation was simply not having enough time to convey all the insightful steps WPPI members have taken over the years when it comes to structuring our wholesale rate. Here are a couple of the key takeaways I offered:

- **Allocating costs equitably.** Just as our member utilities do with their retail rates, WPPI strives to collect its wholesale costs equitably, based on the cost to serve each member. We do this through mechanisms including seasonal demand charges and energy charges that collect variable costs.
- **Sending appropriate price signals.** We continue to take steps to ensure WPPI's wholesale costs are structured in a way that encourages members – and ultimately their customers – to use less during periods when it is most costly to provide electricity, and to use more during less expensive periods.

Most importantly, I highlighted how we work to reflect and support the retail rate priorities that matter to you, our member-owner utilities. WPPI's wholesale rate should provide a foundation for your own local efforts to equitably collect the revenue your utility needs and to encourage customer actions that reduce costs for themselves and for your local system.

**Seasonal Energy Rate Update for 2020: Analysis for Your Utility.** The points above relate directly to a topic we have been discussing since 2017, when the membership approved wholesale rate updates to reflect seasonal changes in WPPI's costs for meeting demand. Since then, our member Rates Services Advisory Group and the Executive Committee have carefully examined and recommended a similar update to the energy portion of WPPI's wholesale rate for 2020.

As we have discussed during a number of subsequent board meetings and other member gatherings, the proposed seasonal energy wholesale rate update would add more pricing periods to better reflect how energy costs vary based on time of day, day of the week, and month of the year. The change would enable member retail rate improvements by allowing interested utilities to put in place focused, innovative new rates that provide customers with more options for controlling their electric bills – for example, a deeply discounted nighttime off-peak price for charging electric vehicles.

The update would support the same objectives I highlighted this week in my remarks to at APPA's Joint Action Conference: allocating costs as equitably as possible and enhancing our ability to send appropriate price signals.

The projected impact of this change for members and customers is relatively minimal. In February, our rates staff will forward an analysis of how this update would affect your utility's monthly wholesale bills based on actual data from 2018. If you have questions, or if you would like to discuss the analysis in more detail, please contact Tim Ament at [tament@wppienergy.org](mailto:tament@wppienergy.org) or 608-834-4530.

In addition, the annual WPPI wholesale rate and budget approval process for 2020 will continue to include regular opportunities for engagement and feedback from all members. And, while this goes without saying, I'm going to note it anyway because it's so important: you are welcomed and encouraged to reach out with your wholesale rate or budget questions at any time throughout the year.

**WPPI Technology Services: Training and Peer Discussion Opportunities for Your Staff.** As part of an ongoing effort to enhance our support for WPPI's NorthStar Customer Information System and other related technology programs and services, our Weekly Digest email to members features a new calendar of opportunities for users to advance their skills, share their experiences and provide us with valuable feedback. Offerings throughout the first quarter of 2019 range from full day, in-person NorthStar trainings to an "Open Mic"-style one-hour conference call in which any and all technology topics are open for discussion. If you think your utility staff could benefit from these opportunities, I hope you will encourage their participation. Please see today's Weekly Digest for full calendar details.

**Game Changers: Customers First! Coalition Power Breakfast on February 19.** WPPI is a founding member of the Customers First! Coalition (CFC), a broad-based alliance dedicated to preserving Wisconsin's historically safe, affordable, reliable and environmentally responsible electricity. CFC works actively to engage electric industry stakeholders in a dialogue about a variety of evolving issues. "Game changers" is the theme for this year's CFC Power Breakfast, which takes place February 19. The event will explore a number of areas that are rapidly changing for our industry, including energy storage, renewable energy, electric vehicles and electrification. Because WPPI is a member of CFC, our member community officials and utility staff are eligible to attend at no cost. To receive the promotional code, please contact Rebecca Kraemer at [rkraemer@wppienergy.org](mailto:rkraemer@wppienergy.org) or 608-834-4572. To register, visit [www.customersfirst.org/events](http://www.customersfirst.org/events).

**Staff Updates.** I am pleased to welcome to our team Mike Anton, who will join WPPI on January 14 as our Maintenance Coordinator.

I am always open to suggestions and feedback from WPPI members. If you have any questions, comments or concerns about WPPI or the updates I have provided here, please don't hesitate to contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).

January 2019

Dear Member Community Elected and/or Appointed Official,

As you may know, WPPI Energy is your community's not-for-profit power supplier based in Sun Prairie. Our organization's purpose is to provide reliable, low-cost electricity, superior support services, and advocacy that support your electric utility and the customers it serves.



WPPI Energy's 51 "public power" utilities in Wisconsin, Iowa and Upper Michigan value local ownership, local control and commitment to customers. At the same time, our member communities are stronger together, achieving through joint action what would be costly and difficult to do alone. Together, members own generation resources and transmission assets; offer cost-effective programs and services for customers; share technology resources; and advocate on behalf of customers. As a result, our members are better equipped to operate successfully as the industry changes.

As a member-owner of WPPI Energy, your community has an important stake in a valuable asset, and engagement by our local leaders is critical to the success of our organization. We know that time is a premium for all elected and appointed officials, but welcome your involvement this coming year through opportunities listed below.

Please contact me at (608) 834-4557 any time if you have any questions about how your community can make the most of its public power utility and ownership in WPPI Energy.

Regards,



Mike Peters  
President/CEO



## 2019 Events

### **Orientation to WPPI Energy • June 6 and October 15 • Sun Prairie, Wis.**

These half-day opportunities will introduce you to WPPI Energy's three areas of focus: power supply, advocacy and support services. Join us for this educational session, a tour and lunch.

### **Annual Meeting • September 19 • Elkhart Lake, Wis.**

The annual meeting gives you the opportunity to network with other community representatives, hear from WPPI Energy leadership and learn about energy industry topics from leading experts.

### **Chief Executives Breakfast • October 24 • Green Bay, Wis.**

This breakfast is held in conjunction with the League of Wisconsin Municipalities annual conference. Join us for networking and an update from WPPI Energy. We are seeking similar opportunities in Michigan and Iowa.

## Opportunities



### **WPPI Energy Guest Speakers**

Staff is available to present on a variety of topics at any of your City Council, Village Board or Utility Commission meetings.

### **Visit WPPI Energy**

WPPI Energy's facility in Sun Prairie is available to hold your City Council, Village Board or Utility Commission meetings. Staff can speak at your meeting and offer a tour.

### **Speakers Bureau**

Staff is available to speak in your community at any service organization or other local group meetings.

*Staff can speak at any of these types of engagements on issues relevant to your local utility, WPPI Energy, the energy industry or other related topic that would be of interest.*

## Policy Engagement



### **IDEAS: In-District Energy Advocacy Series**

WPPI Energy will be coordinating in-district visits with policymakers in interested member communities. Watch for notices on IDEAS meetings in your area in 2019.

### **American Public Power Association Legislative Rally February 25-27 • Washington D.C.**

Scholarships are available through WPPI Energy for this important advocacy event.

### **State Associations - Legislative Days**

Municipal Electric Utilities of Wisconsin – [meuw.org](http://meuw.org)

Iowa Association of Municipal Utilities – [iamu.org](http://iamu.org)

Michigan Municipal Electric Association – [mmeanet.org](http://mmeanet.org)



1425 Corporate Center Drive Sun Prairie, WI 53590-9109 608.834.4500 [wppienergy.org](http://wppienergy.org)

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## Brian Hoops

---

**From:** jennifer lister <jenx108@yahoo.com>  
**Sent:** Wednesday, January 30, 2019 8:08 PM  
**To:** SU Customer Service  
**Subject:** thanks for help

Hi,

I would like to thank your service tech who came out this morning when we called about not having water. He came out right away and was very helpful. We have water and we are thankful that he came out on such a super cold morning.

Sincerely,  
Jennifer Lister

## Brian Hoops

---

**From:** Kurt Buehring <kurtbuehring@hotmail.com>  
**Sent:** Monday, February 04, 2019 11:51 AM  
**To:** Brian Hoops  
**Cc:** Tim Swadley; Rodney Scheel; Sean Grady  
**Subject:** Re: Patterson St power lines

Brian,

Thanks much for the detailed info regarding costs etc of burying the power lines on Patterson st. Given the cost, I can see why this was not included in the plans! I appreciate the forthcoming way everyone has discussed the project. It means a lot to those of us on the street to know how our neighborhood will be affected by improvement projects that the city takes on. And even though we may not always agree on everything, the open dialogue the city has provided on this project gives my family yet another good reason we're glad we chose to move to Stoughton last year and raise our kids here.

Kurt

On Jan 28, 2019, at 10:22 AM, Brian Hoops <[BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com)> wrote:

Mr. Buehring,

Thank you for contacting us regarding converting your existing overhead lines on Patterson Street to underground. Such construction is not included in the 2019 Patterson Street project.

Our existing overhead infrastructure on Patterson Street was last rebuilt in 2003. As a regulated utility, Stoughton Utilities cannot use ratepayer funds to convert existing overhead power lines to underground except where there is an adequate reliability, health, safety, or public welfare justification. Per the Public Service Commission of Wisconsin, aesthetics alone is not an adequate basis to justify a conversion to underground unless a third party agrees to reimburse the utility for the costs (PSC 130.03).

Although funding sources exist that would not utilize ratepayer funds, such as special assessments to homeowners in a project area, Stoughton Utilities has not considered them as a valid source to cover the costs of burying overhead power lines during reconstruction projects. A prior estimate for another street in Stoughton resulted a conversion cost of approximately \$60,000 per pole for a three-phase line. Although a detailed engineering estimate has not been completed for Patterson Street, for the sake of simplicity this prior estimate can be applied to Patterson Street at a per-pole cost of ½ this amount. This estimate includes materials, labor, and metering point upgrades, but not engineering or legal costs for easement acquisition.

For Patterson Street, using the above figure would result in an approximate cost of a minimum of \$12,800 per homeowner, with additional costs for project engineering and easement acquisition where required. Additional costs would also be placed on individual homeowners if the home requires additional internal electrical panel upgrades to accommodate the new metering pedestal. We do not feel that such an expense is one that many homeowners could afford, especially on top of any other special assessments.

Furthermore, even if Stoughton Utilities were to undertake such a project to convert the existing system to underground, some existing poles and overhead cables would still remain, as we do not have any control over the overhead infrastructure owned by Charter Communications or AT&T. Additional costs would be required to compel and fund these entities to also convert their infrastructure to underground.


If you have any questions, please let me know.

Have a good day,  
Brian

---

**Brian Hoops**

Assistant Director - Stoughton Utilities

 [www.stoughtonutilities.com](http://www.stoughtonutilities.com) |  (608) 877-7412 (office) | (608) 770-7050 (cellular)

---

**From:** [rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us) <[rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)>

**Sent:** Thursday, January 24, 2019 5:55 AM

**To:** Tim Swadley <[TSwadley@ci.stoughton.wi.us](mailto:TSwadley@ci.stoughton.wi.us)>; Sean Grady <[SOGrady@stoughtonutilities.com](mailto:SOGrady@stoughtonutilities.com)>; Brian Hoops <[BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com)>

**Cc:** [Mark.Fisher@strand.com](mailto:Mark.Fisher@strand.com); Brett Hebert <[BHebert@ci.stoughton.wi.us](mailto:BHebert@ci.stoughton.wi.us)>

**Subject:** FW: Patterson St power lines

Please respond to this inquiry about power lines. Please carbon copy me.

Thank you.

Rodney Scheel

Director of Planning & Development

City of Stoughton

608.873.6619

---

**From:** Kurt Buehring [<mailto:kurtbuehring@hotmail.com>]

**Sent:** Wednesday, January 23, 2019 1:18 PM

**To:** Rodney J. Scheel <[rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)>

**Subject:** Patterson St power lines

Hi Rodney,

Thanks for the informative meeting about Patterson St (and others) last week. I spoke with Kyle for a bit after the meeting and forgot to ask about the power lines... does the project on Patterson St include burying the power lines? I spoke with a couple neighbors on the street and we were all in favor of this but no one knew if the plans included it. If it's not currently part of the project, is this something that could be considered for the project? I know my family is planning to stay on the street for many years to come and would prefer buried lines. I am pretty ignorant about cost etc, but seems like it could be a good investment in general for the street as well.

Thanks much for any information you can provide,

Kurt Buehring

708 Patterson



# LIVELines

Volume 68, Issue 2 February 2019

## Joint Superintendents' Conference sparks new thinking

**M**ore than 200 people attended the annual Joint Superintendents' Conference and Expo in January, with engaging speakers on a variety of topics helping to spark new ideas and providing attendees plenty to think about. The event – hosted by MEUW and the Wisconsin Electric Cooperative Association – brought together utility professionals from both municipal and co-op utilities to exchange ideas and learn more about topics affecting operations.

Here's a quick rundown of the topics covered at this year's Joint Sups:



- SCS Engineers presented on Spill Prevention, Control and Countermeasures for utilities. A recording of their presentation is available to the membership on request.
- United Heartland representatives Twila Hurst and Shawn Hau shared insights about utility industry incident claims, including those that are most severe and those seen most frequently, along with high-cost workers' compensation claims they see.
- Mike Hodges with WPPI Energy presented on the science and technology of electric vehicles, current infrastructure issues, different types of electric vehicles, and much more.
- Andrew Wipperfurth with UW Health's Burn Center explained the appropriate protocol in the event of an individual electrical contact or an arc flash.

- Aaron Ranallo, an Investigator with West Central Drug Task Force, provided an entertaining presentation to explain how to identify drug labs and what individuals should be aware of if they encounter certain substances.
- Another law enforcement speaker, Troy Larsen with the Wisconsin State Patrol, presented valuable information about Motor Carrier Enforcement in relation to utilities, including load securement, OWIs and CDL regulations.
- Chris Johnson, president and founder of Unmanned Aircraft Systems, talked about how drone technology is being used in the utility industry and offered insights about how the technology is continuing to grow.
- Kendall Schmidt and Pete Mleziva, lineworker apprentice instructors with Chippewa Valley Technical College and Northeast Wisconsin Technical College, respectively, updated the attendees about the current curriculum for apprentices.
- Keynote Speaker Jack Jackson, senior safety consultant with Safe Start, shared stories about his decades helping

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### INSIDE THIS MONTH'S ISSUE

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to keep workers safe by avoiding complacency. He explained the dangers of thinking we are “safe enough” and why we think it can’t happen to us. His entertaining presentation hit on not only the work environment, but also outside of work and those who are affected by our decisions.

**Most of the presentations shared are available for download at [MEUW.org/js19presentations](http://MEUW.org/js19presentations).**



1

Plans are already underway for the 2020 conference, which might have a new name. After considerable feedback that many have thought the “Joint Superintendents” conference was only for electric superintendents, the planning committee is reviewing options for a name that is more inclusive. Watch for an announcement in the coming months, and mark your calendars for Jan. 15 to 17 and make plans to next year’s conference, which is moving to the Kalahari Resort for 2020. ●



2



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**Scenes from Joint Sups:** (1) MEUW Manager of Safety Mike Czuprynski and Member Services Specialist Mallory Conradt helped check-in registrants; (2) Andrea Wipperfurth, Manager of Burn and Wound Healing Services for UW Health, was among the speakers, offering guidelines for responding to post-electrical contact and arc-flash injuries; (3) More than 80 vendors displayed their wares and welcomed attendees at the Trade Show Thursday afternoon, sponsored by Wisconsin Utility Suppliers Association.

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# 90th Annual Conference one you won't want to miss

Turning 90 is a big deal. Who can forget the images of the late President George H.W. Bush skydiving to celebrate



his 90th birthday? When England's Queen Elizabeth II turned 90 in 2016, there was a weeklong celebration, complete with parades and a two-hour nationally televised concert.

It's only fitting then that MEUW's 90th Annual Conference — May 15 to 17 at Lake Lawn Resort in Delavan — is shaping up to be a pretty big deal as well. And while there won't be skydiving or concerts, there is a promise of networking, recreation, dynamic speakers and informative sessions and breakouts to make it worthwhile.

Here are a few things you need to know about this year's conference:

- Events kickoff on Wednesday, May 15, with pre-conference workshops beginning at 1 p.m. There will be multiple tracks on topics that matter to MEUW members and participants will have a chance to provide input and share knowledge with one another.
- The opening reception will be outside (weather permitting) overlooking beautiful Lake Delavan, beginning at 5p.m. and wrapping up at 7 p.m.



Lake Lawn Resort in Walworth County, near Lake Geneva, is the site of this year's MEUW Annual Conference, May 15 to 17

- Dinner Wednesday evening is on your own, though everyone is invited to join in a late-evening bonfire at 8:30 p.m. along the lakefront (weather permitting) to celebrate MEUW's 90th with a few drinks and some s'mores.
- Thursday, May 16 is the main event, featuring a presentation by Sue Kelly, president and CEO of American Public Power Association, and other speakers. Even as MEUW looks back on 90 years, the focus of the presentations is on the future and changes in the electric-utility industry that are impacting public power utilities.

## 90th Annual Conference

- Also on Thursday, we're pleased to welcome retired University of Wisconsin Director of Athletics and Badgers legend Pat Richter whose 15-year tenure marked a turning point in Wisconsin Athletics. He'll share stories about inheriting a program in disarray — with outmoded facilities, struggling teams, and a \$2.1 million deficit — and how his leadership and vision helped to transform the department into one of the nation's strongest. Pat's experiences and unique perspective can help us all in problem solving and planning for the future. After his presentation, Pat will be available for photos, autographs and to visit with attendees.



Pat Richter

- Thursday afternoon is a chance to relax and have fun with your colleagues. Lake Lawn Resort offers a variety of recreational activities, including golf, tennis, shuffleboard, horseshoes, miniature golf and boat rides. Shuttle buses will be available for a shopping excursion to nearby Lake Geneva. Attendees will have a chance to sign up for organized activities or be spontaneous. Dinner Thursday evening is on your own.
- Friday morning will offer a full buffet breakfast leading up to the Awards Ceremony where MEUW will honor members for their safety performance and present indi-

*Continued on page 4*

Continued from page 3

- vidual awards for service to public power and the association. MEUW's Annual Meeting, including election of officers and directors, and an update from Executive Director Tim Heinrich, will follow.
- Each member utility is receiving one complimentary admission to attend the 2019 conference in an effort to draw a larger crowd and have representation from more of Wisconsin's 81 public power communities.
- Lake Lawn Resort offers two distinct styles of accommodations — rustic or nautical — to suit guests. Details about reservations and rates will be communicated at the time registration opens.

Full details will be forthcoming. Registration for the conference is expected to open March 4. Look for updates in *MEUW Weekly* and on [www.MEUW.org](http://www.MEUW.org). ●

## MEUW now accepting nominations for annual awards

Now is the time to consider nominating a utility leader, respected peer or elected official for an MEUW award. Here are the MEUW awards to consider:



**Donald L. Smith Distinguished Service Award** is designated as the highest honor bestowed by MEUW. The award is given in recognition of exceptional leadership in and dedication to public power. A nominee must be an employee of an MEUW member system who has been active in MEUW for at least 10 years.

**Charlie Bradburn Pillar of Public Power Award** may be presented to individuals who served a specified period of time as a member of a public power governing board (e.g., utility commission, city council and village board). Recipients are honored in one of four categories based on years of service as a governing board member (Platinum: 40 or more years, Gold: 30 to 39 years, Silver: 20 to 29 years and Bronze: 10 to 19 years).

**Philip F. La Follette Public Official Award** may be given annually to an individual who has demonstrated an extraordinary level of commitment to public power through policies, presentations or overall career activities. To be eligible, nominees must be a member of a policy board or commission of any MEUW member system who has actively participated in MEUW for at least five years.

**Friend of Public Power Award** may be presented to an individual, organization or local business that is a non-

MEUW member or representative. A recipient of the MEUW Friend of Public Power Award could be a local business leader or chamber of commerce executive who supports public power; a legislative or congressional staff person; or

someone who supports public power ideals, but doesn't directly work in or for a public power utility.

**MEUW Meritorious Service Awards** are presented to individuals to recognize outstanding service/achievement, or another recognizable act while an employee of an MEUW member utility, or in service to MEUW (consultants, public officials, etc.).

**MEUW Retirement Awards** are presented to individuals that have served in a managerial or supervisory capacity in an MEUW member utility, or have served MEUW on a committee or board capacity.

The MEUW Awards Committee and the MEUW Executive Committee will review all nominations and make final award decisions. Awards will be presented at the Annual Conference or at a different event, if necessary. Please note that all awards are not given each year; they are only given if the criteria is met and approved by the MEUW Awards Committee and Executive Committee. **Please see page 6 for information on how utilities can apply for a 2018 MEUW Safety Award.**

For a full description of each of the above awards and the criteria, please visit [www.meuw.org/awards](http://www.meuw.org/awards). The deadline to submit nominations is Friday, March 29. ●

# Headlines Hermanson dreams of seeing ...

By Paul Hermanson, MEUW Board President

**R**eading a newspaper or watching the evening news without entering a state of confusion or lapsing into depression has become really difficult for me lately. I'm often left wondering — how can anyone be right if everybody is wrong?



Paul Hermanson

As an old newspaper guy (*Waupun Leader News* and *Columbus Journal*), I occasionally dream of headlines I wish I had the chance to write. Here are a few:

## Can't text and drive

Cell phone manufacturers have linked your car's computer system and their phones to make it impossible for drivers to text while their car is in gear. The system senses when the driver is using their phone and immediately contacts law enforcement, shuts down the transmission, and, when the vehicle comes to a complete stop, texts the driver a citation.

## "National Be Nice Today" a Success

The first annual National Be Nice Today has been deemed a success by the Federation to Be Nicer. FBN reports that more than 7 billion people all across the world truly meant it when they said "how are you?", "please," "thank you," and "have a nice day." Previously well-known grumps were caught smiling on be-nice cameras placed in usually sad places.

## No lie streak extends to three days

The American Coalition for Telling the Truth (ACT2) announced today that nobody has told a lie for three days straight – a new world record. One person admitted using sarcasm to make a point, but never ventured to into a falsehood. The ACT2 is concerned about the streak ending as Congress is set to meet next week.

## Stupidity hits all-time low

Using a very simple algorithm, a large internet search engine has determined that overall stupidity of internet users

has slipped to an all-time low. The search engine reports that searches for really stupid stuff (*i.e.*, how do I unbake a cake?, how do I turn off the CAPS LOCK?, does the internet know what I search for?, etc.) has gone from 88% of all searches to 87.9% of all searches, and that the number of misspelled or misused words in searches has declined by "to" percent.

## Lottery winner gives to everyone

Sherrie Richies, winner of the \$1.6 billion Mega Bucks lottery, has decided everyone in the United States should benefit from her good fortune. She was going to mail everyone a check for \$4.60, but then realized she needed postage. So everyone is now getting \$4.10.

## Chocolate designated super food

After several years of research, scientists have finally confirmed chocolate is indeed a superfood. Chocolate not only increases energy, boosts mood, and improves attitude, but also prevents laziness and livens up dull conversations. Scientists are now working to determine the overall benefits of crullers and cinnamon rolls.

## Bovine methane heating homes

Dairy farmer Pulliam Teatman has developed a way to harness the methane energy exhausted by his cows to heat a local subdivision. Teatman's dairy barn is located just a hundred yards from a new subdivision and rather than listen to homeowners complain about the smell, Teatman found a way to pipe the flammable cow gas to a central heating system and provide free heat to all 325 homes. Teatman stores the gas in a giant tank painted to look like a cow udder for use in the winter.

## Investor-owned utilities restructure, become public power members

In a not-so-surprising move all utilities serving Wisconsin have petitioned the PSC to restructure as municipal, public power utilities. Citing the many benefits of public power, such as not-for-profit statutes, quality service and local control, the PSC immediately approved the restructuring and dissolved the government agency. ●

*Paul Hermanson is Director of Public Works for City of Lake Mills*



# Stay focused, be aware of your surroundings

By Jeff Helgestad, Senior Regional Safety Coordinator

Being aware of your surroundings is an important step in keeping you and your family safe.

Remember to be aware while driving, working in the yard, pumping gas, preparing dinner, doing a task at work, etc. Bottom line: When we let our guard down, we are at risk for a potential incident.



Jeff Helgestad

As a safety professional, I have always coached employees to stay focused and keep their eyes and minds on task at all times. But do we let our guard down on the easy task, or the task we are doing at home? Often the answer is yes. And it is often the easy task that often gets us in trouble. Complacency can set in, and we lose focus! When we do difficult jobs, our sense of awareness is often heightened due to the nature of the job.

We must stay focused on all jobs to avoid injuries. When operating equipment, we should wear safety glasses and

the proper personal protective equipment. Be aware of moving equipment pinch points, caught in between, or the potential to be struck by moving equipment.

When my kids were growing up, I often told them to be aware of their surroundings at all times. When you go into a restaurant, hotel, gas station or library, we should be identifying all the exits in case of an emergency. In today's world, we need to be conscience of active shooter situations. Next time you are in one of these places, ask yourself the question, "what would I do if an active shooter incident took place now?"

When we talk about safety awareness, fatigue can have a negative impact on our awareness and overall performance. Driving while tired has proven to be a killer. Many studies have been done that have proven we do not think as well, follow important instructions, or react as well when we are tired and worn out!

Being aware of our surrounding and staying focused at all times can help keep you, your family, and your co-workers safe! ●

## MEUW Safety Awards application period opens

MEUW takes pride in being able to recognize member utilities for taking steps to improve their overall safety performance. We are now accepting applications for 2018 performance measures. We ask each utility to take time to compile the necessary information and submit the application spreadsheet, which is available on [www.meuw.org](http://www.meuw.org).

The tiered recognition system remains the same, as follows: Bronze – 90 to 99; Silver – 100 to 109; and Gold – 110 and over. The deadline to submit the application spreadsheet and the required documentation is Friday, March 1. Awards are presented at MEUW's Annual Conference in May.

If you have questions about the Safety Awards, please contact Manager of Safety Services Mike Czuprynko at [mzczuprynko@meuw.org](mailto:mzczuprynko@meuw.org). ●

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- Stray Voltage and Other Field Testing

# Metering Workshop helps keep skills fresh

MEUW will again host its annual Watt-Hour Metering Workshop in March, an event that has been ongoing for more than 20 years and helps utility workers stay on top of what's happening in the industry and the latest technology advances involving metering.



When participants gather in Green Bay from March 19 to 21, they'll learn from an instructor who is consistently rated as one of the best. Roger Aho, a retired meter technician from Wausau, shares his in-depth knowledge acquired through many years of field work and communicates it in a way that helps workshop attendees retain the information. The focus of the workshop is to teach (and refresh) the fundamentals of installing metering equipment correctly with a meter that has been programmed correctly and that coincides with the billing data so that metering errors can be avoided.

The workshop offers hands-on training, allowing attendees to put together a three-phase meter installation including meter socket, meter, test switches, current transformers and potential transformers

based on customer information they are provided. The installation is then checked for correct metering equipment and correct wiring.

Following the installation check, subtle changes are made and troubleshooting is taught to catch metering errors. And participants will be able to work with and try some of the newest testing equipment.

The session also includes discussion of leading practices to identify energy theft as well as tips to approach high-bill investigations. The fee for the three-day program is \$495. A Pre-Workshop session (on Monday, March 18) covers basic metering for those who are new to metering or would like a refresher; the fee for the half-day session is \$75. For more information or to register online, please visit [MEUW.org/events](http://MEUW.org/events). ●



MEUW will host its annual Watt-Hour Metering Workshop March 19-21 in Green Bay.

## Let your voice be heard

Watch for details about **MEUW's annual**

# Member Engagement Survey

... coming soon!



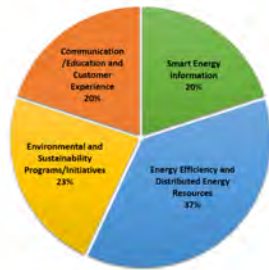
# APPA rolls out smart energy best practices program

The American Public Power Association recently rolled out the Smart Energy Provider (SEP) program, a new best practices designation for public power utilities that will offer national recognition of utility efforts to incorporate energy efficiencies and sustainability while providing affordable electric service.

Moreover, achieving SEP designation will help public power utilities benchmark and evaluate their work in various areas against a set of industry best practices. The application asks utilities to describe the leading practices in the following four sections:

## Smart Energy Information: SEP Criteria Allocation

This section dives into how a utility structures its smart energy program, including how it establishes goals and objectives and incorporates them into operations; whether a utility engages in research and development in the areas of energy efficiency, sustainability, DERs, or other smart energy topics; and how a utility benchmarks these programs against utilities with similar attributes;



**Energy Efficiency and Distributed Energy Resources (DERs):** This section asks utilities to describe the various methods of energy efficiency and DERs that they offer to customers. This section also asks utilities to identify any specific hard-to-reach audiences these programs target;

## Environmental and Sustainability Programs/

**Initiatives:** This section assesses how a utility works to reduce emissions and other adverse impacts to the en-

vironment. The application asks utilities to describe what types of programs they engage in and which stakeholders within the community they collaborate with to improve environmental performance. Utilities must also indicate whether they track and evaluate emissions and emission savings from smart energy programs;

## Communication/Education and Customer Experience:

This section asks utilities to describe how they communicate smart energy policy, procedures, and programs with customers and how they evaluate customer satisfaction with smart energy programs. This section also asks about any training a utility offers to customer service representatives to provide better customer experience in these programs.

In a Jan. 24 webinar to introduce the new program, Alex Hofmann, Senior Director of Energy and Environmental Services for APPA said, “I think personally that public power has a great story to tell.” He continued that the “core of what we’re trying to do is provide both recognition and review for all of the energy efficiency, clean energy and other environmentally beneficial activities that a utility can undertake.”

He told webinar participants that “it’s not really about auditing. It’s about providing a path. It’s about giving you some feedback from your peers and some guidance on your way.” Hofmann said that “We think that being a smart energy provider is about being a utility that is facilitating customer energy choices in a way that aligns with the community energy direction.”

Designations will be unveiled at the Association Customer Connections Conference. The initial set of designations will be announced at this year’s Customer Connections Conference, which is scheduled to occur Oct. 27-29 in New Orleans.

The deadline for submitting applications for the SEP program is May 15, 2019, and additional information about the program is available at [www.publicpower.org](http://www.publicpower.org).



# Getting to Know Our Wisconsin Officials

## State Representative Melissa Sargent

State Representative Melissa Sargent was born and raised in Madison, and is a proud graduate of the University of Wisconsin-Madison. Rep. Sargent was first elected in November 2012, and is currently serving in her third term in the Wisconsin State Legislature. She represents the 48th Assembly District, which encompasses the East and North sides of the city of Madison and the village of Maple Bluff.

Rep. Sargent serves on the Assembly Energy and Utilities Committee. She is also a member of the Joint Legislative Audit Committee, the Joint Committee on Information Policy and Technology, the Assembly Committees on Ways and Means, and the Assembly Ways and Means Subcommittee on Personal and Corporate Income Taxes.

Rep. Sargent is a strong progressive voice in the Wisconsin State Legislature. During her tenure, Rep. Sargent has fought for legislation raising Wisconsin's minimum wage, providing equitable access to menstrual hygiene products, legalizing marijuana, empowering survivors of sexual assault, protecting privacy rights, among many other important issues.

Prior to her election to the State Legislature, Rep. Sargent was elected to two terms on the Dane County Board of

Supervisors in 2010 and 2012, respectively. In addition to her work in the State Legislature, Rep. Sargent owns and manages OPA Color, LLC, a small business dedicated to high quality art reproduction utilizing giclee printing.

A lifelong Madison resident, Rep. Sargent lives with her husband and four sons on Madison's Northside. One of her sons attends the University of Wisconsin-Madison, and the other three sons attend public schools in the Madison Metropolitan School District. ●



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# Wisconsin will be well represented at APPA's D.C. rally

The 2019 American Public Power Association (APPA) Legislative Rally will be held February 25-27, 2019, at the Mayflower Hotel in Washington, D.C.

The Rally provides an opportunity for municipal electric utility officials to talk to Congress about the direct impact of federal action at the local level. As an attendee, you will be the voice that influences policymaker's decisions affecting the public power community;



representing more than 47 million Americans that benefit from being served by public power.

MEUW leaders will be in attendance to assist Wisconsin public power utility

commissioners, mayors, general managers and superintendents to become involved in the federal legislative process during the annual event. Face-to-face interactions with members of the Wisconsin Congressional Delegation play an essential role in effectively expressing the impacts of federal legislative initiatives on our local electric utilities. These constituents' visits help to keep a local focus, front and center, for our congressional representatives.



Registration for the rally is still open. For more information, or to register, please visit [www.publicpower.org/event/legislative-rally](http://www.publicpower.org/event/legislative-rally). ●



## MEUW to host 5G small-cell pole-attachment forum

**F**ifth-generation wireless technology – 5G – promises to move data faster, be more responsive and enable a lot more devices to be connected to one another at once. Wireless companies say 5G opens a new era, bringing to reality the self-driving cars, smart communities, immersive education and a more expansive “Internet of Things” everyone is talking about.

Those same wireless carriers and their allies claim that new facilities within the public rights-of-way are needed to advance the “next-generation” technology that is 5G. As new “small cell” wireless broadband facilities are deployed across the nation, public power utilities are facing increasingly complex wireless pole-attachment issues. Keeping up with what’s happening and knowing the high-tech lingo can be a challenge in this rapidly changing environment.

MEUW is hosting the 5G Forum to help educate member utilities about the latest developments and most significant issues facing public power utilities, including an in-depth review of 5G technology. As the number of

requests for attachments of small cell facilities increases, it’s important that utilities have the most up-to-date information and details about how new rules affect them.

The half-day session is planned for Thursday, April 4, beginning at 9:30 a.m. at the Kalahari Resort in Wisconsin Dells. Presented by Attorney Anita Gallucci of Boardman & Clark, the 5G Forum will provide insights into 5G small cell wireless and explore the truths, myths and implications for public power while offering practical advice to help Wisconsin utilities prepare for and respond to small cell deployments in their communities. 5G, small cell and pole attachments are frequent topics of discussion among MEUW members, and this focused forum will allow participants to get the information they need to make informed decisions as well as answers to common questions and access to resources and ideas. Watch for registration details on MEUW.org. ●



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seminars and programs



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*Getting members together for dinner and networking is a time-honored MEUW tradition. It's a great opportunity to connect with public power colleagues and to hear the latest happenings with MEUW and the industry.*

**Thursday, April 4**  
Skyline Golf Course  
Black River Falls

*Cash bar at 6 p.m. and dinner at 6:30,  
followed by a brief program*

**Register online  
at MEUW.org**

## Utilities encouraged to support “I Got Into Energy”

The week of February 17 to 23 marks the annual celebration of “National Engineers Week” – a chance to recognize the important role of engineers and build awareness of future careers. In conjunction with this year’s celebration, the Center for Energy Workforce Development



(CEWD) is coordinating the “I Got Into Energy” Campaign to promote jobs in the energy industry, and utilities are encouraged to take part.

Getting involved is simple. Utilities can record short videos of utility workers (not just engineers) sharing the story about why they were attracted to the electric industry and what they enjoy about their jobs. The campaign has been designed to leverage the popularity of social media platforms and cell phone or iPad technology by capturing and sharing

short recordings in employees’ job settings and then sharing those messages on social media.

CEWD is a non-profit, national consortium of electric, natural gas, and nuclear utilities, their associations—including American Public Power Association (APPA) – and their unions that was formed to focus on the need to build a skilled workforce pipeline to help meet future energy needs.

By posting the videos and using #IGotIntoEnergy to share them on Twitter, Facebook, LinkedIn and other social media platforms, utilities can help spread the word and support the campaign. CEWD worked collaboratively with all types of utilities to develop common themes and sample messages. If your utility would like to support the campaign, a toolkit is available on APPA’s Website. MEUW will “re-tweet” and “share” any messages from Wisconsin utilities. ●

### Save the Dates



*Each session begins at 9:30 a.m. and concludes after lunch by about 1:30 p.m.*

*Attend the session on the date or in the location that works best for you!*

**Tuesday, April 23**  
Cumberland

**Thursday, April 25**  
Cashton

**Tuesday, April 30**  
Hartford

**Thursday, May 2**  
Waunakee

**Tuesday, May 7**  
Belmont

**Thursday, May 9**  
Wisconsin Rapids

**Tuesday, May 21**  
Kaukauna

Each event is FREE  Registration will open in March



## Classifieds

### New Lisbon Utilities — Journeyman Lineworkers

City of New Lisbon is accepting applications for two Journeyman Line workers. These are skilled positions in operating, maintaining, and constructing electric distribution, transmission, and sub-station systems. The City also operates and maintains its own generation system. Experience with municipal generators is a plus but not required. Minimum qualifications are to include graduation from high school, graduation from lineman vocational training program and a valid journeyman card. You must be able to acquire and maintain a Wisconsin commercial driver's license. These positions will require occasional after hours call outs and possible work in inclement weather. Knowledge of safety rules and good communication are a must. Starting wage for this position will be up \$42.00 per hour depending on qualifications and the City offers an excellent benefit package. Qualified applicants should submit a resume, including work history to: City of New Lisbon attn: Nick Wyss at 232 W. Pleasant Street, New Lisbon, WI 53950. We will accept applications until both positions are filled.

### City of Lake Mills — Journeyman Electric Line Technician

\$31-33/hour plus excellent benefit package including employer paid medical insurance. [Visit www.ci.lake-mills.wi.us/employment](http://www.ci.lake-mills.wi.us/employment) or email [mquest@ci.lake-mills.wi.us](mailto:mquest@ci.lake-mills.wi.us) for additional information. Position open until filled. EOE.

### Village of Prairie du Sac - Apprentice Line Technician

The Apprentice Line Technician is a full time position in the electric utility that assists personnel in other departments as necessary. Apprentice Line Technician constructs, dismantles, maintains and repairs electric lines (OH & URD), stations, sub-stations and other facilities as required. The position requires the ability to operate a variety of machinery, equipment, hand tools and the ability to perform in all types of inclement weather conditions. The position offers an excellent benefits package which includes: paid vacation, sick and personal time-off; paid holidays; state retirement; health, life, dental and long-term disability insurances. Apprentice Line Technician step wage range is \$29.71 to \$35.28 per hour. Desired qualifications for the position include, but are not limited to: Successful completion of Electrical Power Distribution technical school program; Valid Wisconsin Commercial Driver's License with air brake endorsement; high school diploma or equivalent; excellent written and oral communication skills. Position description and application packet are available at [www.prairiedusac.net](http://www.prairiedusac.net). Applications must be submitted no later than 4:00 p.m., Feb. 22, 2019. Successful applicant subject to drug testing and a criminal background check. EOE.

### City of Arcadia – Information Technology/GIS Specialist

The City of Arcadia has a challenging opportunity for an Information Technology / GIS Specialist. The ideal candidate will have a broad background in information technology and geographic information systems, servers. Additional information can be located on our website: <https://www.cityofarcadiawi.com>. Please contact Bill Chang at 608-323-3359 x30 with any questions. Cover letters, resumes, and references should be sent to: City of Arcadia, Attn: Bill Chang, 203 West Main Street, Arcadia, WI 54612 or email to [cityadmin@cityofarcadiawi.com](mailto:cityadmin@cityofarcadiawi.com).

Applications will be accepted until February 28, 2019. The City of Arcadia is an Equal Opportunity Employer.

### Regional Safety Coordinator — MEUW

MEUW has an exciting opportunity for a highly motivated, ambitious and outgoing individual to serve as a Regional Safety Coordinator, in the Northeastern part of Wisconsin. The qualified employee will provide services and training for the geographic region in Wisconsin and be part of a larger safety team serving public-sector employers throughout the state.

As a regional safety coordinator, you will be serving the occupational safety and health program needs for members of our Regional Safety Management Program comprised of municipal utilities, cities, and villages.

Daily travel is required to each community to provide on-site training, audits, inspections, JSA's, hazard assessments, and completing required documentation.

Assist in facilitating proactive safety committees, conduct root cause analysis, and incident investigations.

Assist with the implementation, and/or management of a Return to Work program, and assist as needed as the liaison for insurance and state safety inspections..

For a full list of qualifications, requirements and benefits, visit [www.MEUW.org/employment](http://www.MEUW.org/employment) or [www.indeed.com](http://www.indeed.com).

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*MEUW welcomes the opportunity to help you attract qualified applicants to your utility's job openings. Send your open job postings to [Info@MEUW.org](mailto:Info@MEUW.org) whenever they become available. We will work to post your position in a timely fashion and also publicize it in the next issue of Live Lines (if the position is not filled before its monthly publication date).*



## Customers First! Coalition 2019 Power Breakfast

# Game Changers



The energy industry is changing rapidly. Attend the **2019 Power Breakfast** and learn more about industry game changers from experts in the areas of energy storage, renewable energy, electric vehicles and electrification.

**Tuesday, February 19** – 8:30 a.m.

*Concourse Hotel, Madison*

Visit **customersfirst.org** for a link to register

MEUW members are eligible for free admission – call the MEUW Office at (608) 837-2263 for details



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## Collections Seminar

**March 26, 2019**

*Holiday Inn – Marshfield*

Refresh yourself about the rules and regulations for utility collections and take away some new tips and techniques to make the process effective for your utility

*Register online at*  
**MEUW.org**



# Newest apprentices reach graduation milestone



More than 250 people celebrated the graduation of lineworker and meter technician apprentices on Jan. 16 in Wisconsin Dells. Ed Crownhart of Mid-State Technical College, Pete Mleziva of Northeast Wisconsin Technical College and Kendal Schmidt of Chippewa Valley Technical College each introduced the graduates from their respective apprenticeship programs.

## Northeast Wisconsin Technical College Lineworker Apprenticeship Program

Jalen Bal	Norway Utilities
Eric Bley	Kaukauna Utilities
Andy Chandler	New London Utility Commission
Tyler DeBauche	Shawano Utilities
Jacob Fenner	Waterloo Utilities
Cole Hansen	Sun Prairie Utilities
Steve Hartman	Waunakee Utilities
Jeremy Helser	New London Utility Commission
Nathan Jicinsky	Menasha Utilities
Mike Kinser	Reedsburg Utilities
Jason Pietila	Upper Peninsula Power Co.
Andy Ruder	Stoughton Utilities
Ben Samsa	Michels Corporation
William Sekel	Manitowoc Public Utilities
Scott Wiese	Algoma Utility Commission
Connor Wilz	Kaukauna Utilities

## Mid-State Technical College Meter Technician Apprenticeship Program

Brandon Ahrens	Taylor Electric Cooperative
Candice Glowinski	We Energies
Jacob Hipsher	Bayfield Electric Cooperative
Chad Lee	We Energies
Michael Okla	Hartford Utilities
Hernan Rodriguez	We Energies
Timothy Schmidt	WPPI Energy
Nicholas Swan	We Energies

## Chippewa Valley Technical College Lineworker Apprenticeship Program

Brett R. Anderson	Wisconsin Rapids Water and Light
Cory J. Andraschko	Jump River Electric Cooperative
William F. Beggs	Rock Energy Cooperative
Jordan A. Behreandt	Jump River Electric Cooperative
Dalton Berg	Jackson Electric Cooperative
Christopher E. Burnis	Price Electric Cooperative
Zach Buttell	High Line Construction
Brian M. Glass	Riverland Energy Cooperative
Andrew Granlund	Dairyland Power Cooperative
Tyler Halverson	Vernon Electric Cooperative
Nate Harmon	Barron Electric Cooperative
Jared Hartl	Medford Electric Utility
Dustin A. Hess	Adams-Columbia Electric Cooperative
Chris Horn	Dairyland Power Cooperative
Spencer Hovey	Dairyland Power Cooperative
Trevin L. Jensen	Adams-Columbia Electric Cooperative
Keith G. Kavajecz	Bayfield Electric Cooperative
Colin T. Kepler	Sauk City Utilities
Eric C. Kitchen	Adams-Columbia Electric Cooperative
Derek Knoener	Kiel Utilities
Connor Kortan	Dairyland Power Cooperative
William Kosmeder	Waunakee Utilities
Aaron A. Langer	Pierce Pepin Cooperative Services
Christopher D. Larson	Chippewa Valley Electric Cooperative
David J. Livingston	Dunn Energy Cooperative
Dillon Marten	Riverland Energy Cooperative
Aaron Mattingly	Stoughton Utilities
Andy Neff	Barron Electric Cooperative
Tyler Owens	Elkhorn Electric
Andrew C. Reuterskiold	Price Electric Cooperative
Trevor Robichaud	Columbus Water and Light
Logan M. Scheel	Dunn Energy Cooperative
Nathan L. Scheithauer	St. Croix Electric Cooperative
Jordan Schmitz	Mount Horeb Electric
Peter Weber	Kiel Utilities
Riley Westaby	Dairyland Power Cooperative
Hazy A. Wood	Jackson Electric Cooperative
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**Communication, Time and Project Management**

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- Breaking down barriers
- Understanding and communicating your department's role in the bigger picture
- Preparing for effective/efficient meetings
- Creating a positive working environment
- Knowing what information to share with whom and when

**Register online at [meuw.org](http://meuw.org)**  
*Deadline: February 22*

**\$275 for MEUW members**



# Things You Should **KNOW**

Michael W. Peters, President & CEO

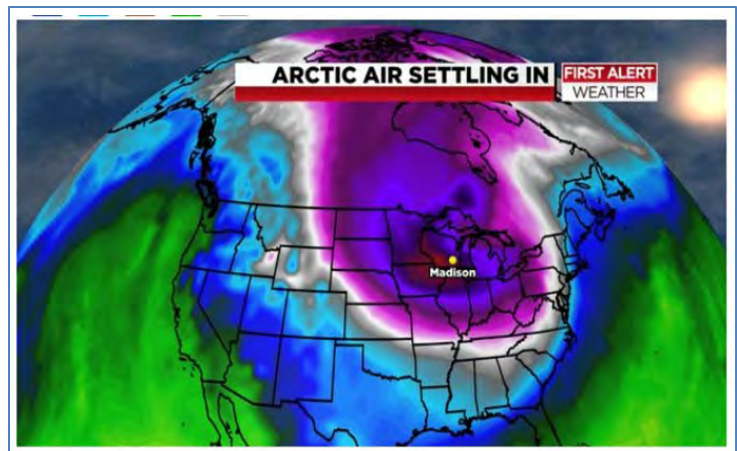
## Monthly Wrap-Up for January 2019

Issued February 7, 2019

*Things You Should Know* is my monthly wrap-up for members of all things related to WPPI Energy. As always, I welcome your feedback. Hearing directly from you is critical to our ability to serve members. If you have any questions, comments or concerns, please contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).

**Looking Back: Last Week's Cold-Weather Event.** While this week's higher temperatures were a welcome sight for all, we're also taking the opportunity to look back on how WPPI functioned during the polar vortex that moved into much of the Midwest last week.

**MISO Emergency.** Early on Jan. 30, the Midcontinent Independent System Operator (MISO), the regional operator responsible for our grid's reliability, declared a Maximum Generation Emergency event due to higher-than-forecasted load and forced outages for some electric generators in the region, including most of WPPI's wind generation that failed operate in the extremely cold temperatures. To provide the energy needed to meet load during this event, MISO required us to call upon most of the member customers and municipal facilities with whom WPPI has agreements for standby generation and/or interruptible load.



[WISC/Channel3000.com](http://WISC/Channel3000.com)

Although WPPI's System Operations Center regularly conducts drills of these procedures, we do not often have occasion to implement in real-time. MISO's event last week marked the first time WPPI has been required to call upon those resources since 2006. Thus, we are taking this rare opportunity to look back at our processes. It is increasingly important to continue evaluating and refining because, while events like this have been relatively rare to date, MISO resources and electricity loads are now in a relatively more balanced state. That means extra generating capacity is lower than in years past, and the probability is higher that WPPI will be required to call upon our contracted member and customer load-modifying resources in the future.

**What does “closing” look like for WPPI?** Like a number of our member utilities, school districts, local government offices and other organizations in the area, WPPI closed its office for several days due to dangerous travel conditions. Our system operators are always required to report to work as scheduled, and this remained true throughout last week’s weather. In addition, other operations staff were typically in the office throughout the period when the office was closed. This was especially the case during the MISO Maximum Generation Emergency, through which the team performed exceptionally well despite some unusual and trying circumstances.

We instructed most other employees to work remotely. They encountered a few minor technical issues, but our staff overwhelmingly demonstrated that they are appropriately equipped, responsive, and able to adapt to changing circumstances. I am not surprised, but I am nonetheless pleased with our employees’ demonstrated ability to successfully meet member support needs and carry out WPPI’s day-to-day business functions regardless of their physical work location.

**Seasonal Energy Wholesale Rate Update: Analyzing the Impacts for Your Utility.** As I most recently discussed in my December wrap-up memo to you, WPPI’s member Rates Services Advisory Group and the Executive Committee have recommended a seasonal energy update for our wholesale rate to members starting in 2020. By adding more pricing periods to reflect how energy costs vary at different times, the change would support our business objective to allocate wholesale costs among members as equitably as possible. The update also would help interested member utilities implement focused, innovative new rates, such as a deeply discounted nighttime off-peak price for charging electric vehicles.

As you will see in the customized analysis that our Rates staff will forward to your utility in the next few weeks, the projected impact of this change for members and their customers is relatively minimal. The information will show projected monthly impacts of the proposed change for your utility’s monthly wholesale bill based on your actual 2018 wholesale data. If after seeing this information you have questions or would like to discuss the analysis in more detail, please contact Tim Ament at 608-834-4530 or [tament@wppienergy.org](mailto:tament@wppienergy.org).

**2019 Customer Research: Small & Mid-Size Businesses.** As community-owned, not-for-profit utilities, WPPI members are keenly focused on taking great care of their customers and the community. To help with this goal, WPPI undertakes customer research studies each year. In 2019, we will work with industry research firm E Source to survey a sample of members’ small and mid-size business customers. The project’s aim is to identify customer needs, measure how well they feel their utility performs to meet those needs, and identify actionable steps members can take to best serve small and mid-size business accounts. We ask that any members who wish to opt out of the project please notify

us by February 15. More details are available in this week's WPPI Weekly Digest email to members, or by contacting Kelly Davis at [kdavis@wppienergy.org](mailto:kdavis@wppienergy.org).

**Electric Vehicles Update: Charged Up for the Joint Superintendents Conference.** We were pleased to have WPPI's resident electric vehicles expert, Mike Hodges, present at the Jan. 16 Joint Superintendents Conference and Expo hosted by the Municipal Electric Utilities of Wisconsin and the Wisconsin Electric Cooperative Association.

As Mike's presentation demonstrated, WPPI members have long recognized the potential for electric vehicles to help make better use of the grid's existing capacity, and we have a number of exciting new initiatives underway to promote EV market advancement, including:

- Assistance with **customer outreach** such as website content, other marketing materials, help with showcasing EV technologies at local events, and more
- **Matching funds to help members** offset part of the cost to install utility- or municipally owned Level-2 charging stations
- **Financial incentives for customers** who install Level-2 charging stations, and
- **Rate-design support** to help interested members make EV technology even more viable.



Mike Hodges charging WPPI's Bolt EV. Members are welcome to access the Level-2 EV charging stations in WPPI's parking lot.

For members who wish to participate, WPPI will match up to 50% of the cost of customer- and utility-owned chargers, with a maximum reimbursement of \$5,000 per year through this initiative. For more information, contact Mike Hodges at 608-834-4566 or [mhodes@wppienergy.org](mailto:mhodes@wppienergy.org).

**Up and Running in the U.P.** In late 2018, we established a shared lineman service to meet the local needs of Baraga and L'Anse, two neighboring WPPI member communities in Michigan's Upper Peninsula. Through this service, WPPI provides knowledgeable, experienced line workers and their necessary training and equipment, and the communities pay the full cost to fund the program.

The service has been fully implemented as of Feb. 1, and journeymen line workers Dony Ison and Matt Robison are now carrying out the villages' day-to-day electric distribution construction and

maintenance work. I've attached for your information a recent *L'Anse Sentinel* story about the service and its benefit for the communities.

Early on Monday morning, we experienced our first call-out for mutual aid when Michigan's Department of Transportation needed emergency assistance following an auto accident that damaged state highway traffic signal equipment a few miles outside of Baraga. We will recover our costs for the call-out through our mutual aid agreements, and responding allowed us to assist with an urgent need for the greater community area. Had our crew not been available, the nearest help likely would have had to come from Escanaba, a two-hour drive away.

When we designed the service, a key safety consideration was ensuring that our two-person line crew would have access to qualified ground crew support. Both Baraga and L'Anse agreed to designate village personnel to meet this need, and we worked with the Municipal Electric Utilities of Wisconsin to complete their ground crew training. This cost-effective and efficient arrangement, which we employed in order to assist with Monday's mutual aid call-out, is working just as planned.

From power supply to customer programs to our new U.P. line crew, helping members work together for the benefit of their communities is the purpose for which WPPI was created. We are pleased to support Baraga and L'Anse with a solution that meets their local needs.

**Game Changers: Customers First! Coalition Power Breakfast on Feb. 19.** WPPI is a founding member of the Customers First! Coalition (CFC), a broad-based alliance dedicated to preserving Wisconsin's historically safe, affordable, reliable and environmentally responsible electricity. "Game changers" is the theme for this year's CFC Power Breakfast, which takes place Feb. 19. The agenda features a panel discussion about areas that are rapidly changing for our industry, as well as remarks from a variety of key state energy regulatory and legislative policymakers. Because WPPI is a member of CFC, our member community officials and utility staff are eligible to attend at no cost. To receive the promotional code, please contact Rebecca Kraemer at [rkraemer@wppienergy.org](mailto:rkraemer@wppienergy.org) or 608-834-4572. To register, visit [www.customersfirst.org/events](http://www.customersfirst.org/events). I hope to see strong representation at the event for the WPPI membership.

I am always open to suggestions and feedback from WPPI members. If you have any questions, comments or concerns about WPPI or the updates I have provided here, please don't hesitate to contact me at 608-834-4557 or [mpeters@wppienergy.org](mailto:mpeters@wppienergy.org).



# L'Anse, Baraga will share electric crew



**POWERING UP--L'Anse and Baraga Village have received a new bucket truck and hired two new employees as linemen. Pictured above, l-r are lineman Dony Ison, L'Anse Village Manager Bob LaFave,**

**Baraga Village Manager LeAnn LeClaire and lineman Matt Robison. The two linemen will work together to maintain electrical lines between L'Anse and Baraga.**



by Melissa Newland

L'Anse and Baraga Villages will start answering electrical service call-outs 24/7 beginning Feb. 1, 2019, through an agreement with WPPI Energy (WPPI).

Two new linemen and maintenance equipment will facilitate that process.

The Ontonagon County Rural Electrification Association (REA) will end a nine-year agreement on Jan. 31, 2019, where it provided 70 hours per month of service from its linemen.

L'Anse Village Manager Bob LaFave noted the village has contracted for linemen services since the mid-1990s and have been very grateful for that service through REA.

"REA has done a great job throughout the years and we are very grateful for its services. The villages are, however, looking forward to this great opportunity through WPPI," said LaFave.

WPPI Energy (WPPI) is a nonprofit organization with currently 51 members, with both L'Anse and Baraga Villages each being members. WPPI shares resources to better serve local municipalities and utilities.

The two communities are the first collaborators on a project such as this through

ward to providing more for village electrical customers while hopefully saving money.

The new agreement through WPPI has taken over six years to complete according to Chris Chartier, the director of distribution services with WPPI, and was specifically designed for both L'Anse and Baraga.

"It is a great opportunity to share a crew and it makes a lot of sense. These are two small utilities and to have those resources individually is tough to manage," stated Chartier. "We pulled it together in a way that makes sense for the membership and for L'Anse and Baraga."

The two linemen hired for the village's lineman service agreement with WPPI are Dony Ison and Matt Robison.

Ison is a local resident who previously worked for REA for the past 18-19 years. Robison is from Prairie du Sac, Wisconsin, and is in the process of relocating his family to the area.

Ison and Robison started in the positions Dec. 10, 2018. Both went through orientation by WPPI and were in their new offices on Dec. 17.

"We are very excited for this opportunity and are look-

## Crew

*Continued from page 1*

ing forward to working for WPPI, the villages and residents," said both Ison and Robison.

A new bucket truck has arrived for work to begin and a new Digger Derrick with a bucket will be on its way soon, Chartier noting hopefully in the first quarter of 2019.

"This is a way through joint action to save costs. We are going to have top of the line equipment, two excellent linemen, and 24/7 service for our residents," noted LaFave and LeClaire.

Residents are to use their current method of contacting their electrical providers for assistance until Jan. 31, 2019, where after they will contact the village offices between the hours of 8 a.m. to 4 p.m. Monday-Friday and the Sherriff's Department after those hours.

The Baraga Village Office can be reached at 524-6237, the L'Anse Village Office at 524-6116, and the Sherriff's Department at 524-6100.

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## Crew



# OUT WITH THE OLD, IN WITH THE NEW & EFFICIENT

**Stoughton Utilities customers can receive a \$25 bill credit incentive on the purchase of certain ENERGY STAR® rated products.**

ENERGY STAR qualified appliances incorporate new, advanced technologies that use 10-50% less energy and water than standard models. Look for the ENERGY STAR logo.



Incentives available for ENERGY STAR:

- Dehumidifiers
- Residential Clothes Dryers
- Residential Clothes Washers
- Residential Dishwashers
- Residential Freezers
- Residential Refrigerators
- Room Air Cleaners

**APPLY FOR A \$25 BILL CREDIT TODAY!**

## ENERGY STAR REBATE

To request your bill credit, please complete the form below. Return the form along with a copy of your receipt to our office, or scan and email to [CustomerService@stoughtonutilities.com](mailto:CustomerService@stoughtonutilities.com).

Customer Name (first, last)		Utility Account Number
Customer Street Address	City, State	Zip Code
Home Phone Number	Daytime Phone Number	E-mail
Energy Star Product	Brand	Model Number

To qualify for this rebate, products must be listed as an ENERGY STAR appliance at [energystar.gov](http://energystar.gov). Available for purchases made in 2019. Completed form and receipts must be received prior to December 1, 2019. **Limit two rebates per customer, per year, subject to available program funding.**



[stoughtonutilities.com](http://stoughtonutilities.com) (608) 873-3379

Shared strength through WPPI Energy

## Brian Hoops

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**From:** David Pfeiffer <yahara@charter.net>  
**Sent:** Saturday, February 09, 2019 9:03 AM  
**To:** SU Customer Service  
**Subject:** Website inquiry received: Submitted: Just another shout out to your IT department. A couple...

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

David Pfeiffer has submitted information via the 'Contact Us' form. Submission details are below...

Name: David Pfeiffer  
Address: 1838 Oakview Dr  
Phone: 6088730880  
Email: yahara@charter.net

Problem: Other...

Additional Details: Just another shout out to your IT department. A couple of years ago I requested that you provide more useful information regarding usage and time of day billing so customers could see whether they were effectively managing their energy use. Within a very short time, you installed a Time of Day analysis feature on your web site. Using it again today, I am reminded of what great service you provide to customers. The Time of Day analysis is very well done and an excellent example of how utilities should make this kind of information available for their customers. Well done!





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 12, 2019

**To:** Stoughton Utilities Committee

**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** Status of the Utilities Committee recommendation(s) to the Stoughton Common Council

The following items from prior Stoughton Utilities Committee Meeting(s) were presented to and/or acted upon by the Stoughton Common Council at their January 22, 2019 meeting:

Consent Agenda:

1. Minutes of the November 27, 2018 Special Utilities Committee Meeting
2. Minutes of the January 7, 2019 Special Utilities Committee Meeting
3. Stoughton Utilities November Payments Due List Report
4. Stoughton Utilities December Payments Due List Report
5. Stoughton Utilities October 2018 Financial Summary
6. Stoughton Utilities November 2018 Financial Summary
7. Stoughton Utilities October 2018 Statistical Report
8. Stoughton Utilities November 2018 Statistical Report

Business:

1. None



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 12, 2019

**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl, CPA  
City of Stoughton Finance Director

Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** Declaration of Official Intent 2019-1

In order to preserve the ability to borrow funds for these equipment replacements later, it is requested that the Utilities Committee approve:

Declaration No. 2019-1	2019 Water Infrastructure Projects including but not limited to engineering, legal, construction, etc. and Lead Meter Replacement for \$1,000,000
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**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**NO. 2019 - 1  
DECLARATION OF OFFICIAL INTENT**

This is a Declaration of Official Intent of the City of Stoughton, Dane County, Wisconsin (the “Issuer”) to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Income Tax Regulation Section 1.103-18. The undersigned has been designated as the entity authorized by the Issuer to make this Declaration of Official Intent Pursuant to a Resolution adopted on April 13, 1993. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project, or program or from the fund(s) / account(s) described below:

1. Project\* description:

2019 Water Infrastructure Projects including but not limited to engineering, legal,  
Construction, etc., and Lead Meter Replacement

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. “building program,” “highway capital improvement program,” “hospital equipment acquisition,” “combined utility improvement program,” etc.)

or

2. Identify fund(s) / account(s):

7450 - Water

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. “Construction fund program” and “parks and recreation fund” and “highway fund.”)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be \$1,000,000.00.

The Issuer intends to reimburse itself from borrowed funds within (1) one year after the expenditure is made or (2) one year after the facility is placed in service, whichever is later.

\* Each of the expenditures described must be a cost of the type that is properly chargeable to capital account (or would be so chargeable with a proper election) under general federal income tax principles. Capital expenditures *include* costs incurred to acquire, construct or improve land, buildings, and equipment and *exclude* current operation expenses.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this 18<sup>th</sup> Day of February, 2019.

CITY OF STOUGHTON  
UTILITIES COMMITTEE

By: \_\_\_\_\_

Title: Stoughton Utilities Committee Chairperson





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 12, 2019

**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl, CPA  
City of Stoughton Finance Director

Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** Bad Debt Account Write-Offs through December 31, 2018

Staff is requesting that the following Stoughton Utilities customer account balances and invoices totaling \$12,516.83 be written off as uncollectible as of December 31, 2018.

The delinquent balances on the enclosed list remain after collection efforts of at least six months in duration have proven to be unsuccessful. These delinquencies have been determined to be uncollectible, and should be written off as such.

Delinquent customer accounts and their associated balances will remain listed within our bad debt file. If a customer returns to our service territory and has previously incurred a bad debt on their account, we require a deposit to insure payment for future service. In addition, if the write-off did not result from a bankruptcy filing, we will attempt collection of the debt as a condition of new service.

Any listed debt that has been submitted to the Wisconsin Department of Revenue (DOR) for collection through their Tax Refund Intercept Program and/or State Debt Collection Initiatives will remain until the DOR removes the submission.

We are requesting that the Stoughton Utilities Committee approve the Bad Debt Account Write-offs through December 31, 2018, and recommend the Stoughton Common Council approve the write-offs and adopt the accompanying resolution.

**Bad Debt Account Write-Off List**  
**Uncollectable as of December 31, 2018**

<b>Date Issued:</b>	<b>Reference:</b>	<b>Description:</b>	<b>Electric:</b>	<b>Stormwater:</b>	<b>Water:</b>	<b>Wastewater:</b>	<b>Total:</b>
1/21/2015	8669-15	Uncollectable Customer Balance	\$ 6.21	\$ -	\$ -	\$ -	\$ 6.21
4/26/2016	8658-10	Uncollectable Customer Balance	\$ 159.32	\$ -	\$ -	\$ -	\$ 159.32
6/1/2016	8304-14	Uncollectable Customer Balance	\$ 61.63	\$ -	\$ -	\$ -	\$ 61.63
6/29/2016	9337-18	Uncollectable Customer Balance	\$ 106.56	\$ -	\$ -	\$ -	\$ 106.56
6/30/2016	8868-10	Uncollectable Customer Balance	\$ 136.40	\$ -	\$ -	\$ -	\$ 136.40
7/5/2016	7597-10	Uncollectable Customer Balance	\$ 84.60	\$ -	\$ -	\$ -	\$ 84.60
8/22/2016	8681-12	Uncollectable Customer Balance	\$ 23.27	\$ -	\$ -	\$ -	\$ 23.27
9/2/2016	9180-11	Uncollectable Customer Balance	\$ 188.58	\$ -	\$ -	\$ -	\$ 188.58
9/30/2016	7609-16	Uncollectable Customer Balance	\$ 213.20	\$ -	\$ -	\$ -	\$ 213.20
12/12/2016	8786-16	Uncollectable Customer Balance	\$ 98.77	\$ -	\$ -	\$ -	\$ 98.77
1/18/2017	9180-12	Uncollectable Customer Balance	\$ 107.12	\$ -	\$ -	\$ -	\$ 107.12
5/9/2017	012195	Equipment Damage - Car vs. Pole Collision	\$ 9,758.54	\$ -	\$ -	\$ -	\$ 9,758.54
5/15/2017	8008-12	Uncollectable Customer Balance - Deceased	\$ 117.54	\$ -	\$ -	\$ -	\$ 117.54
9/1/2017	012297	After-Hours Call Out - Customer Owned Equipment	\$ 284.85	\$ -	\$ -	\$ -	\$ 284.85
9/1/2017	012300	Equipment Damage - Private Contractor	\$ 257.28	\$ -	\$ -	\$ -	\$ 257.28
9/15/2017	7899-11	Uncollectable Customer Balance - Deceased	\$ 82.07	\$ -	\$ -	\$ -	\$ 82.07
10/11/2017	012329	After-Hours Call Out - Customer Owned Equipment	\$ 284.85	\$ -	\$ -	\$ -	\$ 284.85
4/2/2018	2632-29	Uncollectable Customer Balance - Bankruptcy	\$ 69.75	\$ -	\$ 19.08	\$ 13.00	\$ 101.83
6/29/2018	8588-13	Uncollectable Customer Balance	\$ 26.40	\$ -	\$ -	\$ -	\$ 26.40
9/5/2018	5326-14	Uncollectable Customer Balance - Bankruptcy	\$ 293.07	\$ -	\$ 60.19	\$ 64.55	\$ 417.81
<b>Total to be Written Off:</b>			<b>\$ 12,360.01</b>	<b>\$ -</b>	<b>\$ 79.27</b>	<b>\$ 77.55</b>	<b>\$ 12,516.83</b>

City of Stoughton, 381 E Main Street, Stoughton WI 53589

**RESOLUTION OF THE UTILITIES COMMITTEE**

Authorizing and directing the proper City official(s) to approve the write-off of Stoughton Utilities delinquent account balances and invoices deemed uncollectible as of December 31, 2018.

Committee Action:

Fiscal Impact: \$12,516.83

**File Number:** R-XXX-2019

**Date Introduced:** February 26, 2019

**WHEREAS**, Stoughton Utilities staff attempted all possible collection efforts, or received notification of discharge of debt from bankruptcy, for customer's account balances and invoices totaling \$12,516.83, and

**WHEREAS**, Stoughton Utilities is required to cease collection efforts due to the legal and final discharge of debt, and

**WHEREAS**, your Stoughton Utilities Committee met on February 18, 2019 to consider this request, approved the request, and recommends approval and the adoption of the corresponding resolution, now therefore

**BE IT RESOLVED** by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed to write off uncollectible customer account balances and invoices totaling \$12,516.83 and record the amount as a 2019 operating expense.

**Council Action:**  **Adopted**  **Failed** **Vote** \_\_\_\_\_

**Mayoral Action:**  **Accept**  **Veto**

\_\_\_\_\_  
Timothy Swadley, Mayor Date

**Council Action:** \_\_\_\_\_  **Override** **Vote** \_\_\_\_\_



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 7, 2019

**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl, CPA  
Stoughton Director of Finance & Comptroller

Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** 2018 Year-end financial summary discussion

At its January 14, 2019 meeting, the Utilities Committee requested that a summary review of 2018 year-end financial data be included on the agenda for discussion. Several questions were raised by committee members at that meeting regarding changes in sales and consumption, and operating expenses.

The Stoughton Utilities financial statements as of December 31, 2018 are attached. Summary highlights for 2018 from the Stoughton Director of Finance & Comptroller are included for the Committee's review and discussion.



# Stoughton Utilities

## Financial Summary

### December 2018-YTD

#### Highlights-Comparison to prior year

*I have no concerns with the utility's financial status. The following items are meant to illustrate significant changes in the financial summary from prior periods.*

Financial results are as expected for the year ended December 31, 2018.

#### **Electric Summary:**

- Electric sales decreased by \$111,000 in 2018 mainly due to a \$559,700 reduction in PCAC revenue, offset by a 4.15% increase in consumption
- Other Operating Revenue remained relatively stable compared to 2017
- Operating Expenses decreased \$148,000 compared to 2017 mainly due to a decrease in purchased power costs
- PILOT increased by \$38,000 compared to 2017 mainly due to the addition of the West Sub Station
- Depreciation increased by \$89,100 mainly due to the addition of the West Sub Station
- Non-operating income increased by \$206,100 in 2018 mainly due to the KPW Senior Center and contributions from ATC
- Non-operating expenses increased by \$13,000 mainly due to an increase in the Tax Dividend paid to the City
- The estimated 2017 Rate of Return was 4.99% compared to 6.47% in 2017

#### **Water Summary:**

- Water Sales increased by \$44,500 or 3.88% in 2018 mainly due to a 12% increase in rates effective October 1, 2018, which was offset by a 4% decrease in consumption
- Other Operating Revenue remained relatively stable compared to 2017
- Operating Expenses decreased \$45,400 compared to 2017 as follows:

- O&M	\$	(64,100)
- PILOT	\$	3,000
- Depreciation	\$	15,700
- Non-operating income increased by \$168,700 in 2018 mainly due to the Nordic Ridge Phase III project
- The estimated 2018 Rate of Return was 3.89% compared to 3.23% in 2017

#### **Wastewater Summary:**

- Operating Expenses decreased \$26,700 compared to 2017 as follows:

- O&M	\$	(36,200)
- Depreciation	\$	9,500
- Non-operating income increased by \$93,300 in 2018 mainly due to the Nordic Ridge Phase III project
- Non-operating expenses decreased by \$12,200 mainly due to a decrease in interest expense in 2018

Submitted by:  
Jamin Friedl, CPA

**STOUGHTON UTILITIES**

Balance Sheets

As of December 31, 2018

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 7,248,376	\$ 1,110,651	\$ 3,156,293	\$ 11,515,320
Customer A/R	1,411,609	235,358	202,132	1,849,099
Other A/R	96,206	3,778	16,721	116,704
Other Assets	1,131,589	368,839	257,737	1,758,164
Plant in Service	29,768,173	15,855,033	30,338,076	75,961,283
Accumulated Depreciation	(13,717,840)	(5,358,076)	(11,793,100)	(30,869,016)
Plant in Service - CIAC	3,694,784	7,962,587	-	11,657,371
Accumulated Depreciation-CIAC	(1,842,529)	(2,226,591)	-	(4,069,121)
Construction Work in Progress	208,792	28,460	59,172	296,423
GASB 68 Deferred Outflow	590,697	201,445	223,534	1,015,676
<b>Total Assets</b>	<u>\$ 28,589,856</u>	<u>\$ 18,181,484</u>	<u>\$ 22,460,564</u>	<u>\$ 69,231,904</u>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 899,663	\$ 14,305	\$ 38,777	\$ 952,746
Payable to City of Stoughton	496,317	425,078	26,927	948,322
Interest Accrued	28,879	8,919	20,214	58,012
Other Liabilities	438,106	85,388	103,373	626,867
Long-Term Debt	5,121,552	2,697,313	4,568,264	12,387,129
Net Assets	20,968,485	14,734,079	17,472,073	53,174,637
GASB 68 Deferred Inflow	636,854	216,401	230,936	1,084,191
<b>Total Liabilities + Net Assets</b>	<u>\$ 28,589,856</u>	<u>\$ 18,181,484</u>	<u>\$ 22,460,564</u>	<u>\$ 69,231,904</u>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
Year Ended December 31, 2018

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 15,028,473	\$ 2,080,586	\$ 1,975,470	\$ 19,084,529
Other	107,557	40,417	80,406	228,381
<b>Total Operating Revenue:</b>	<b>\$ 15,136,030</b>	<b>\$ 2,121,003</b>	<b>\$ 2,055,876</b>	<b>\$ 19,312,910</b>
<i>Operating Expense:</i>				
Purchased Power	11,288,599	-	-	11,288,599
Expenses (Including Taxes)	1,820,781	985,617	976,438	3,782,837
PILOT	432,589	423,351	-	855,940
Depreciation	1,108,163	460,342	820,778	2,389,283
<b>Total Operating Expense:</b>	<b>\$ 14,650,132</b>	<b>\$ 1,869,311</b>	<b>\$ 1,797,216</b>	<b>\$ 18,316,659</b>
<b>Operating Income</b>	<b>\$ 485,898</b>	<b>\$ 251,693</b>	<b>\$ 258,660</b>	<b>\$ 996,251</b>
Non-Operating Income	416,345	427,066	351,009	1,194,420
Non-Operating Expense	(141,443)	(55,651)	(122,782)	(319,875)
<b>Net Income</b>	<b>\$ 760,801</b>	<b>\$ 623,108</b>	<b>\$ 486,887</b>	<b>\$ 1,870,796</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
Year Ended December 31, 2017

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 15,139,511	\$ 2,036,132	\$ 1,976,907	\$ 19,152,550
Other	111,513	35,096	74,406	221,014
<b>Total Operating Revenue:</b>	<b>\$ 15,251,024</b>	<b>\$ 2,071,228</b>	<b>\$ 2,051,312</b>	<b>\$ 19,373,564</b>
<i>Operating Expense:</i>				
Purchased Power	11,501,767	-	-	11,501,767
Expenses (Including Taxes)	1,755,655	1,049,771	1,012,657	3,818,084
PILOT	394,626	420,305	-	814,931
Depreciation	1,019,024	444,601	811,239	2,274,864
<b>Total Operating Expense:</b>	<b>\$ 14,671,072</b>	<b>\$ 1,914,677</b>	<b>\$ 1,823,896</b>	<b>\$ 18,409,646</b>
<b>Operating Income</b>	<b>\$ 579,951</b>	<b>\$ 156,551</b>	<b>\$ 227,416</b>	<b>\$ 963,918</b>
Non-Operating Income	210,194	258,344	257,666	726,204
Non-Operating Expense	(128,449)	(57,287)	(134,977)	(320,714)
<b>Net Income</b>	<b>\$ 661,696</b>	<b>\$ 357,607</b>	<b>\$ 350,106</b>	<b>\$ 1,369,408</b>

**STOUGHTON UTILITIES**

## Rate of Return

Year-to-Date December 2018

	<u>Electric</u>	<u>Water</u>
Operating Income (Regulatory)	\$ 699,751	\$ 401,182
Average Utility Plant in Service	27,556,378	15,609,735
Average Accumulated Depreciation	(13,554,439)	(5,139,004)
Average Materials and Supplies	179,899	40,302
Average Regulatory Liability	(121,884)	(188,258)
Average Customer Advances	(45,512)	-
Average Net Rate Base	\$ 14,014,442	\$ 10,322,774
Actual 2018 Rate of Return	<b>4.99%</b>	<b>3.89%</b>
Budgeted 2018 Rate of Return	<b>5.08%</b>	<b>3.60%</b>
Authorized Rate of Return	<b>5.00%</b>	<b>5.00%</b>
2017 Rate of Return	<b>6.47%</b>	<b>3.23%</b>



**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of December 31, 2018

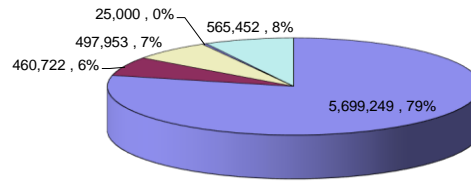
**Electric**

**December 2018**

Unrestricted (4.55 months O&M)	5,699,249
Bond Reserve	460,722
Redemption Fund (P&I)	497,953
Depreciation	25,000
Designated	565,452
<b>Total</b>	<b><u>7,248,376</u></b>

**Electric Cash - December 2018**

■ Unrestricted (4.55 months O&M) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



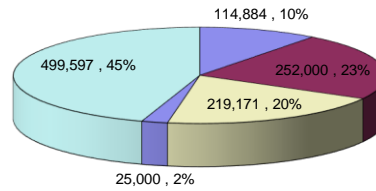
**Water**

**December 2018**

Unrestricted (0.66) months O&M)	114,884
Bond Reserve	252,000
Redemption Fund (P&I)	219,171
Depreciation	25,000
Designated	499,597
<b>Total</b>	<b><u>1,110,652</u></b>

**Water Cash - December 2018**

■ Unrestricted (0.66) months O&M) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



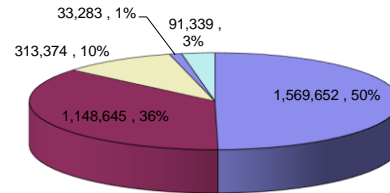
**Wastewater**

**December 2018**

Unrestricted (9.53 months O&M)	1,569,652
DNR Replacement	1,148,645
Redemption Fund (P&I)	313,374
Depreciation	33,283
Designated	91,339
<b>Total</b>	<b><u>3,156,293</u></b>

**Wastewater Cash - December 2018**

■ Unrestricted (9.53 months O&M) ■ DNR Replacement ■ Redemption Fund (P&I) ■ Depreciation





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 7, 2019

**To:** Stoughton Utilities Committee

**From:** Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** Wastewater system operations and anticipated needs for future WPDES permits

At its January 14, 2019 meeting, the Utilities Committee requested that this topic be placed on the meeting agenda. Several questions were raised by committee members at that meeting regarding current wastewater treatment, and plans for the future to comply with the revised Wisconsin Pollutant Discharge Elimination System (WPDES) permit expected to be issued with an April 1, 2019 effective date, as well as potential changes in future permits.

Enclosed for your review and discussion is the draft WPDES permit. Stoughton Utilities Wastewater System Supervisor will be at the meeting to address any questions the committee may have.



# WPDES PERMIT

*STATE OF WISCONSIN*  
*DEPARTMENT OF NATURAL RESOURCES*  
**PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE  
ELIMINATION SYSTEM**

**CITY OF STOUGHTON**

is permitted, under the authority of Chapter 283, Wisconsin Statutes, to discharge from a facility  
located at

700 MANDT PARKWAY, STOUGHTON, WISCONSIN

NE ¼ of SE ¼ of Section 8, T5N, R11E

to

**YAHARA RIVER**

**(YAHARA RIVER & LAKE KEGONSA WATERSHED, LR06 – LOWER ROCK RIVER BASIN)  
IN DANE COUNTY**

Outfall – Lat: 42.91035° N, Lon: 89.21348° W

in accordance with the effluent limitations, monitoring requirements and other conditions set  
forth in this permit.

The permittee shall not discharge after the date of expiration. If the permittee wishes to continue to discharge after this expiration date an application shall be filed for reissuance of this permit, according to Chapter NR 200, Wis. Adm. Code, at least 180 days prior to the expiration date given below.

State of Wisconsin Department of Natural Resources  
For the Secretary

By

\_\_\_\_\_  
Tim Ryan  
Wastewater Field Supervisor

\_\_\_\_\_  
Date Permit Signed/Issued

**PERMIT TERM: EFFECTIVE DATE - April 01, 2019**

**EXPIRATION DATE - March 31, 2024**

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# 1 Influent Requirements

## 1.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)
701	Influent: 24-hour flow proportional composite sampler located prior to the mechanical bar screen.

## 1.2 Monitoring Requirements

The permittee shall comply with the following monitoring requirements.

### 1.2.1 Sampling Point 701 - INFLUENT

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Flow Rate		MGD	Continuous	Continuous	
CBOD <sub>5</sub>		mg/L	3/Week	24-Hr Flow Prop Comp	
BOD <sub>5</sub> , Total		mg/L	3/Week	24-Hr Flow Prop Comp	
Suspended Solids, Total		mg/L	3/Week	24-Hr Flow Prop Comp	
Mercury, Total Recoverable		ng/L	Quarterly	Grab	See subsection 1.2.1.1 for mercury monitoring requirements.

#### 1.2.1.1 Mercury Monitoring

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

## 2 In-Plant Requirements

### 2.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)
101	In-plant Mercury: Collect a mercury field blank every day that mercury samples are collected at influent and effluent using the clean hands/dirty hands sample collection procedure from EPA method 1669.

### 2.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

#### 2.2.1 Sampling Point 101 - FIELD BLANK for Hg MONITORING

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Mercury, Total Recoverable		ng/L	Quarterly	Blank	See subsection 2.2.1.1 for mercury monitoring requirements.

##### 2.2.1.1 Mercury Monitoring

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

### 3 Surface Water Requirements

#### 3.1 Sampling Point(s)

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, Waste Type/Sample Contents and Treatment Description (as applicable)
001	Effluent: 24-hour flow proportional composite sampler intake located in the disinfection channel prior to UV disinfection. Grab samples after disinfection prior to discharge to Yahara River.

#### 3.2 Monitoring Requirements and Effluent Limitations

The permittee shall comply with the following monitoring requirements and limitations.

##### 3.2.1 Sampling Point (Outfall) 001 - EFFLUENT to YAHARA RIVER

Monitoring Requirements and Effluent Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Flow Rate		MGD	Continuous	Continuous	
CBOD <sub>5</sub>	Weekly Avg	33 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect May through October annually.
CBOD <sub>5</sub>	Weekly Avg	40 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect November through April annually.
CBOD <sub>5</sub>	Monthly Avg	25 mg/L	3/Week	24-Hr Flow Prop Comp	
CBOD <sub>5</sub>	Weekly Avg	454 lbs/day	3/Week	Calculated	Limit in effect May through October annually.
Suspended Solids, Total	Weekly Avg	40 mg/L	3/Week	24-Hr Flow Prop Comp	
Suspended Solids, Total	Monthly Avg	30 mg/L	3/Week	24-Hr Flow Prop Comp	
Suspended Solids, Total	Weekly Avg	567 lbs/day	3/Week	Calculated	Limit in effect January, March, May, July, August, October and December annually.
Suspended Solids, Total	Weekly Avg	625 lbs/day	3/Week	Calculated	Limit in effect February annually.
Suspended Solids, Total	Weekly Avg	590 lbs/day	3/Week	Calculated	Limit in effect April, June, September and November annually.
Suspended Solids, Total	Monthly Avg	402 lbs/day	3/Week	Calculated	Limit in effect January, March, May, July, August, October and December annually.
Suspended Solids, Total	Monthly Avg	444 lbs/day	3/Week	Calculated	Limit in effect February annually.

<b>Monitoring Requirements and Effluent Limitations</b>					
<b>Parameter</b>	<b>Limit Type</b>	<b>Limit and Units</b>	<b>Sample Frequency</b>	<b>Sample Type</b>	<b>Notes</b>
Suspended Solids, Total	Monthly Avg	419 lbs/day	3/Week	Calculated	Limit in effect April, June, September and November annually.
pH Field	Daily Min	6.0 su	3/Week	Grab	
pH Field	Daily Max	9.0 su	3/Week	Grab	
Dissolved Oxygen	Daily Min	6.0 mg/L	3/Week	Grab	Limit in effect May through October annually.
Fecal Coliform	Geometric Mean - Monthly	400 #/100 ml	2/Week	Grab	Limit in effect May through September annually.
Fecal Coliform	Geometric Mean - Wkly	780 #/100 ml	2/Week	Grab	Limit in effect May through September annually.
Nitrogen, Ammonia Variable Limit		mg/L	3/Week	24-Hr Flow Prop Comp	Using the daily effluent pH result, look up the daily maximum variable ammonia limit from the pH dependent table at subsection 3.2.1.2. Report the variable limit in the Nitrogen, Ammonia Variable Limit column of the eDMR.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Daily Max - Variable	mg/L	3/Week	24-Hr Flow Prop Comp	Report the daily maximum Ammonia result in the Nitrogen, Ammonia (NH <sub>3</sub> -N) Total column of the eDMR. Compare to daily maximum variable ammonia limit to determine compliance.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Monthly Avg	18 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect October through March annually.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Monthly Avg	11 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect April and May annually.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Monthly Avg	28 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect June through September annually.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Weekly Avg	28 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect June through March annually.
Nitrogen, Ammonia (NH <sub>3</sub> -N) Total	Weekly Avg	20 mg/L	3/Week	24-Hr Flow Prop Comp	Limit in effect April and May annually.
Phosphorus, Total	Monthly Avg	1.0 mg/L	3/Week	24-Hr Flow Prop Comp	

Monitoring Requirements and Effluent Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Phosphorus, Total	6-Month Avg	0.6 mg/L	3/Week	24-Hr Flow Prop Comp	This is an Adaptive Management (AM) interim limit that goes into effect beginning November 1, 2021. See subsection 5.1 for the AM interim limit compliance schedule and subsection 3.2.1.3 for averaging periods and compliance determination.
Phosphorus, Total		lbs/day	3/Week	Calculated	Calculate the daily mass discharge of phosphorus in lbs/day on the same days phosphorus sampling occurs.
Mercury, Total Recoverable	Daily Max	3.2 ng/L	Quarterly	Grab	This is an Alternative Mercury Effluent Limit. See subsections 3.2.1.8 for Mercury Variance information, 3.2.1.9 for Mercury Monitoring requirements and 5.2 for the mercury variance compliance schedule.
Acute WET	Daily Max	1.0 TU <sub>a</sub>	See Listed Qtr(s)	24-Hr Flow Prop Comp	See subsection 3.2.1.11 for whole effluent toxicity (WET) testing monitoring dates and WET requirements.
Chronic WET	Monthly Avg	3.0 TU <sub>c</sub>	See Listed Qtr(s)	24-Hr Flow Prop Comp	See subsection 3.2.1.11 for whole effluent toxicity (WET) testing monitoring dates and WET requirements.
Chloride		mg/L	4/Month	24-Hr Flow Prop Comp	Monitoring Only - January 1, 2022 through December 31, 2022. Samples shall be collected on four consecutive days one week per month. See subsection 3.2.1.10 for chloride monitoring requirements.
Nitrogen, Total Kjeldahl		mg/L	Quarterly	24-Hr Flow Prop Comp	Monitoring Only
Nitrogen, Nitrite + Nitrate Total		mg/L	Quarterly	24-Hr Flow Prop Comp	Monitoring Only
Nitrogen, Total		mg/L	Quarterly	Calculated	Monitoring Only



### 3.2.1.1 Average Annual Design Flow

The average annual design flow of the permittee’s wastewater treatment facility is 1.65 MGD.

### 3.2.1.2 pH Dependent Variable Ammonia Limitations

The following table provides daily maximum limits throughout the pH Range:

Effluent pH s.u.	NH <sub>3</sub> -N Limit mg/L	Effluent pH s.u.	NH <sub>3</sub> -N Limit mg/L	Effluent pH s.u.	NH <sub>3</sub> -N Limit mg/L
6.0 < pH ≤ 6.1	110	7.0 < pH ≤ 7.1	72	8.0 < pH ≤ 8.1	17
6.1 < pH ≤ 6.2	108	7.1 < pH ≤ 7.2	66	8.1 < pH ≤ 8.2	14
6.2 < pH ≤ 6.3	106	7.2 < pH ≤ 7.3	59	8.2 < pH ≤ 8.3	11
6.3 < pH ≤ 6.4	104	7.3 < pH ≤ 7.4	52	8.3 < pH ≤ 8.4	9.4
6.4 < pH ≤ 6.5	101	7.4 < pH ≤ 7.5	46	8.4 < pH ≤ 8.5	7.8
6.5 < pH ≤ 6.6	98	7.5 < pH ≤ 7.6	40	8.5 < pH ≤ 8.6	6.4
6.6 < pH ≤ 6.7	94	7.6 < pH ≤ 7.7	34	8.6 < pH ≤ 8.7	5.3
6.7 < pH ≤ 6.8	89	7.7 < pH ≤ 7.8	29	8.7 < pH ≤ 8.8	4.4
6.8 < pH ≤ 6.9	84	7.8 < pH ≤ 7.9	24	8.8 < pH ≤ 8.9	3.7
6.9 < pH ≤ 7.0	78	7.9 < pH ≤ 8.0	20	8.9 < pH ≤ 9.0	3.1

### 3.2.1.3 Total Phosphorus Interim Limit, Averaging Periods and Compliance Determination

The adaptive management total phosphorus interim limit of 0.6 mg/L goes into effect beginning the period from November 1, 2021 through April 30, 2022. The averaging periods are May through October and November through April. Compliance with the 6-month average limit is evaluated at the end of each 6-month period on April 30<sup>th</sup> and October 31<sup>st</sup> annually.

### 3.2.1.4 Phosphorus Limitation(s)

The City of Stoughton has requested and the Department has approved a plan to implement a watershed adaptive management approach under Wis. Adm. Code s. NR 217.18 and Wis. Stat. s. 283.13(7), as a means for Stoughton to achieve compliance with the phosphorus water quality standard in s. NR 102.06, Wis. Adm. Code. The phosphorus limitations and conditions in this permit reflect the approved adaptive management plan WQT-2017-0003. Failure to implement terms and conditions of this section is a violation of this permit. In cooperation with the other signatories of the Intergovernmental Agreement for an Adaptive Management Plan in the Yahara Watershed, the permittee shall design and implement the actions identified in section 3 of the AM Plan No. WQT-2017-0003 in accordance with the goals and measures identified in the approved plan.

The goal for phosphorus load reductions for Stoughton for this permit term is equal to 40% of the contributing phosphorus load from Stoughton to the watershed, according to the approved adaptive management plan. This contributing load is identified as 10 pounds of phosphorus per year for Stoughton. Achievement of this load reduction may be determined by modeling the phosphorus reduction efforts as described in the adaptive management plan. If Stoughton does not achieve its load reduction goal by March 31, 2024, the watershed adaptive management option may not be available to the permittee upon permit reissuance, or alternatively, the department may request appropriate modifications to the AM plan as a condition of permit reissuance.

Pursuant to s. NR 217.18(3)(e)2, Wis. Adm. Code, the adaptive management interim limitation is 0.6 mg/L, expressed as a six-month average. Additionally, a 1.0 mg/L limitation expressed as a monthly average is required. The final calculated water quality based effluent limitations for phosphorus are based on the Rock

River TMDL and are listed in the table below. These limits will become effective at the end of four permit terms unless the adaptive management project is terminated per s. NR 217.18(3)(g), Wis. Adm. Code, or the phosphorus reductions specified in the adaptive management plan have been achieved.

**Total Phosphorus Effluent Limitations**

<b>Month</b>	<b>Monthly Ave Total P Effluent Limit (lbs/day)</b>
Jan	4.3
Feb	5.6
March	4.9
April	5.3
May	5.2
June	5.3
July	5.1
Aug	4.6
Sept	4.9
Oct	4.1
Nov	4.0
Dec	3.9

**3.2.1.5 Additional Watershed Adaptive Management Project Requirements**

Adaptive Management Plan No. WQT-2017-0003 is a partnership between WPDES permittees and a diverse group of entities that are not WPDES permit holders. The WPDES permittees include three publicly owned treatment works (POTWs) – the Stoughton Utilities, Village of Oregon, and the Madison Metropolitan Sewerage District and WDNR Nevin Fish Hatchery and various Municipal Separate Storm Sewer Systems (MS4s) that have signed an intergovernmental agreement to guide implementation of the plan. The adaptive management plan is a means to achieve compliance with the phosphorus water quality standard in s. NR 102.06, Wis. Adm. Code and the Rock River TMDL. As the approved plan is written, Madison Metropolitan Sewerage District shall submit surface water samples as identified in AM Plan No. WQT-2017-0003 and shall submit the results as part of the annual reports on the implementation of AM Plan No. WQT-2017-0003.

The goal for phosphorus load reductions for this permit term within the Yahara River action area, as identified in WQT-2017-0003, shall be 40% of the contributing phosphorus load from the combination of all four point sources (Stoughton Utilities, Village of Oregon, Madison Metropolitan Sewerage District and WDNR Nevin Fish Hatchery). This contributing load is identified as 5,329 pounds of phosphorus per year from the contributing point sources in the adaptive management plan. If the load reduction goal is not met by March 31, 2024, the watershed adaptive management option may not be available to the participating permittees upon permit reissuance, or alternatively, the department may request appropriate modifications to the AM plan as a condition of permit reissuance.

**3.2.1.6 Adaptive Management Reopener Clause**

Per NR 217.18(3)(g), Wis. Adm. Code, the Department may terminate the adaptive management option for a permittee through permit modification or at permit reissuance and require compliance with a phosphorus effluent limitation calculated under s. NR 217.13, Wis. Adm. Code, or a US EPA approved TMDL based on any of the following reasons:

1. Failure to implement the adaptive management actions in accordance with the approved adaptive management plan and compliance schedule established in the permit.

2. New information becomes available that changes the Department's determinations made under s. NR 217.18(2), Wis. Adm. Code.
3. Circumstances beyond the permittee's control have made compliance with the applicable phosphorus criterion in s. NR 102.06, Wis. Adm. Code, pursuant to the plan's goals and measures infeasible.
4. A determination by the Department that sufficient reductions have not been achieved to timely reduce the amount of total phosphorus to meet the criteria in s. NR 102.06, Wis. Adm. Code.

### **3.2.1.7 Adaptive Management Requirements – Optimization**

The permittee shall continue to optimize performance to control phosphorus discharges in accordance with s. NR 217.18(3)(c), Wis Adm. Code.

### **3.2.1.8 Mercury Variance – Implement Pollutant Minimization Plan**

This permit contains a variance to the water quality-based effluent limit (WQBEL) for mercury granted in accordance with s. 283.15, Stats. As conditions of this variance the permittee shall (a) maintain effluent quality at or below the interim effluent limitation specified in the table above, (b) implement the mercury pollutant minimization measures specified in the “Stoughton Mercury Pollutant Minimization Program PMP Plan” dated June 7, 2017, (c) follow the approved Pollutant Minimization Plan and (d) perform the actions listed in the compliance schedule. (See the Schedules section herein.)

- Monitor Influent and Effluent Mercury Concentrations in Wastewater;
- Identify Sources of Mercury;
- Contact medical facilities regarding best management practices BMPs for disposal of mercury waste and schedule site visits or an inspection yearly.;
- All dental offices have amalgam separators installed, for this permit term will document separator maintenance;
- Contact and inspect schools to assure that BMPs are in place;
- Mail best management practices forms to all industries (4). Schedule site visits every other year;
- Identify potential additional mercury contributors through a distributed survey to all commercial facilities in the wastewater service area;
- Begin outreach to two largest senior citizen centers regarding mercury BMPs;
- Expand survey of heating, ventilation, and air conditioning wholesalers, automotive repair shops, and metal scrap yards with follow-up on implementation of BMPs annually;
- Sample three main sewer interceptors, follow up with sampling of tributary areas of interceptor is found to have higher mercury levels to help identify if mercury contributors can be identified. May also identify sources of legacy mercury and plan for cure in place pipe lining prior to permit expiration; and
- Continue outreach programs to facilitate awareness and inform customers about the clean sweep disposal and recycling program.

### **3.2.1.9 Mercury Monitoring**

The permittee shall collect and analyze all mercury samples according to the data quality requirements of ss. NR 106.145(9) and (10), Wisconsin Administrative Code. The limit of quantitation (LOQ) used for the effluent and field blank shall be less than 1.3 ng/L, unless the samples are quantified at levels above 1.3 ng/L. The permittee shall collect at least one mercury field blank for each set of mercury samples (a set of samples may include combinations of intake, influent, effluent or other samples all collected on the same day). The permittee shall report results of samples and field blanks to the Department on Discharge Monitoring Reports.

### 3.2.1.10 Chloride Monitoring Requirements

A sample frequency of 4/month requires that samples be collected on four consecutive days one week each month. Any four consecutive days of sampling shall be exclusive to one week of a month; where Week 1 is days 1-7, Week 2 is days 8-14, Week 3 is days 15-21, and Week 4 is days 22-28.

### 3.2.1.11 Whole Effluent Toxicity (WET) Testing

**Primary Control Water:** A grab sample from the Yahara River, upstream/out  
of the influence of the mixing zone and any other discharge

**Instream Waste Concentration (IWC):** 33%

**Dilution series:** At least five effluent concentrations and dual controls must be included in each test.

- **Acute:** 100, 50, 25, 12.5, 6.25% and any additional selected by the permittee.
- **Chronic:** 100, 75, 50, 25, 12.5% and any additional selected by the permittee.

#### WET Testing Frequency:

**Acute** tests shall be conducted once each year in rotating quarters in order to collect seasonal information about the discharge. Tests are required during the following quarters.

- **Acute:** *July 1–September 30, 2019; October 1–December 31, 2020; January 1–March 31, 2021; April 1–June 30, 2022; and July 1–September 30, 2023*

Acute WET testing shall continue after the permit expiration date (until the permit is reissued) in accordance with the WET requirements specified for the last full calendar year of this permit. For example, the next test would be required in July 1–September 30, 2024.

**Chronic** tests shall be conducted once each year in rotating quarters in order to collect seasonal information about the discharge. Tests are required during the following quarters.

- **Chronic:** *July 1–September 30, 2019; October 1–December 31, 2020; January 1–March 31, 2021; April 1–June 30, 2022; and July 1–September 30, 2023*

Chronic WET testing shall continue after the permit expiration date (until the permit is reissued) in accordance with the WET requirements specified for the last full calendar year of this permit. For example, the next test would be required in July 1–September 30, 2024.

**Testing:** WET testing shall be performed during normal operating conditions. Permittees are not allowed to turn off or otherwise modify treatment systems, production processes, or change other operating or treatment conditions during WET tests.

**Reporting:** The permittee shall report test results on the Discharge Monitoring Report form, and also complete the "Whole Effluent Toxicity Test Report Form" (Section 6, "*State of Wisconsin Aquatic Life Toxicity Testing Methods Manual, 2<sup>nd</sup> Edition*"), for each test. The original, complete, signed version of the Whole Effluent Toxicity Test Report Form shall be sent to the Biomonitoring Coordinator, Bureau of Water Quality, 101 S. Webster St., P.O. Box 7921, Madison, WI 53707-7921, within 45 days of test completion. The Discharge Monitoring Report (DMR) form shall be submitted electronically by the required deadline.

**Determination of Positive Results:** An acute toxicity test shall be considered positive if the Toxic Unit - Acute ( $TU_a$ ) is greater than 1.0 for either species. The  $TU_a$  shall be calculated as follows:  $TU_a = 100 \div LC_{50}$ . A chronic toxicity test shall be considered positive if the Toxic Unit - Chronic ( $TU_c$ ) is greater than 3.0 for either species. The  $TU_c$  shall be calculated as follows:  $TU_c = 100 \div IC_{25}$ .

**Additional Testing Requirements:** Within 90 days of a test which showed positive results, the permittee shall submit the results of at least 2 retests to the Biomonitoring Coordinator on "Whole Effluent Toxicity Test Report Forms". The 90 day reporting period shall begin the day after the test which showed a positive result. The

retests shall be completed using the same species and test methods specified for the original test (see the Standard Requirements section herein).



## 4 Land Application Requirements

### 4.1 Sampling Point(s)

The discharge(s) shall be limited to land application of the waste type(s) designated for the listed sampling point(s) on Department approved land spreading sites or by hauling to another facility.

Sampling Point Designation	
Sampling Point Number	Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)
002	Class B, liquid, anaerobically digested, dissolved air flotation and gravity belt thickened, liquid biosolids. Representative samples are taken from the sludge storage tank.

### 4.2 Monitoring Requirements and Limitations

The permittee shall comply with the following monitoring requirements and limitations.

#### 4.2.1 Sampling Point (Outfall) 002 - SLUDGE

Monitoring Requirements and Limitations					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
PCB Total Dry Wt	Ceiling	50 mg/kg	Once	Composite	Jan 1, 2020 - Dec 31, 2020
PCB Total Dry Wt	High Quality	10 mg/kg	Once	Composite	Jan 1, 2020 - Dec 31, 2020
Solids, Total		Percent	Annual	Composite	
Arsenic Dry Wt	Ceiling	75 mg/kg	Annual	Composite	
Arsenic Dry Wt	High Quality	41 mg/kg	Annual	Composite	
Cadmium Dry Wt	Ceiling	85 mg/kg	Annual	Composite	
Cadmium Dry Wt	High Quality	39 mg/kg	Annual	Composite	
Copper Dry Wt	Ceiling	4,300 mg/kg	Annual	Composite	
Copper Dry Wt	High Quality	1,500 mg/kg	Annual	Composite	
Lead Dry Wt	Ceiling	840 mg/kg	Annual	Composite	
Lead Dry Wt	High Quality	300 mg/kg	Annual	Composite	
Mercury Dry Wt	Ceiling	57 mg/kg	Annual	Composite	
Mercury Dry Wt	High Quality	17 mg/kg	Annual	Composite	
Molybdenum Dry Wt	Ceiling	75 mg/kg	Annual	Composite	
Nickel Dry Wt	Ceiling	420 mg/kg	Annual	Composite	
Nickel Dry Wt	High Quality	420 mg/kg	Annual	Composite	
Selenium Dry Wt	Ceiling	100 mg/kg	Annual	Composite	
Selenium Dry Wt	High Quality	100 mg/kg	Annual	Composite	
Zinc Dry Wt	Ceiling	7,500 mg/kg	Annual	Composite	
Zinc Dry Wt	High Quality	2,800 mg/kg	Annual	Composite	
Nitrogen, Total Kjeldahl		Percent	Annual	Composite	
Nitrogen, Ammonium (NH <sub>4</sub> -N) Total		Percent	Annual	Composite	
Phosphorus, Total		Percent	Annual	Composite	

<b>Monitoring Requirements and Limitations</b>					
Parameter	Limit Type	Limit and Units	Sample Frequency	Sample Type	Notes
Phosphorus, Water Extractable		% of Tot P	Annual	Composite	
Potassium, Total Recoverable		Percent	Annual	Composite	

<b>Other Sludge Requirements</b>	
Sludge Requirements	Sample Frequency
<b>List 3 Requirements – Pathogen Control:</b> The requirements in List 3 shall be met prior to land application of sludge.	<b>Annual</b>
<b>List 4 Requirements – Vector Attraction Reduction:</b> The vector attraction reduction shall be satisfied prior to, or at the time of land application as specified in List 4.	<b>Annual</b>

**4.2.1.1 List 2 Analysis**

If the monitoring frequency for List 2 parameters is more frequent than "Annual" then the sludge may be analyzed for the List 2 parameters just prior to each land application season rather than at the more frequent interval specified.

**4.2.1.2 Changes in Feed Sludge Characteristics**

If a change in feed sludge characteristics, treatment process, or operational procedures occurs which may result in a significant shift in sludge characteristics, the permittee shall reanalyze the sludge for List 1, 2, 3 and 4 parameters each time such change occurs.

**4.2.1.3 Sludge Which Exceeds the High Quality Limit**

Cumulative pollutant loading records shall be kept for all bulk land application of sludge which does not meet the high quality limit for any parameter. This requirement applies for the entire calendar year in which any exceedance of Table 3 of s. NR 204.07(5)(c), is experienced. Such loading records shall be kept for all List 1 parameters for each site land applied in that calendar year. The formula to be used for calculating cumulative loading is as follows:

$$[(\text{Pollutant concentration (mg/kg)} \times \text{dry tons applied/ac}) \div 500] + \text{previous loading (lbs/acre)} = \text{cumulative lbs pollutant per acre}$$

When a site reaches 90% of the allowable cumulative loading for any metal established in Table 2 of s. NR 204.07(5)(b), the Department shall be so notified through letter or in the comment section of the annual land application report (3400-55).

**4.2.1.4 Sludge Analysis for PCBs**

The permittee shall analyze the sludge for Total PCBs one time during **2020**. The results shall be reported as "PCB Total Dry Wt". Either congener-specific analysis or Aroclor analysis shall be used to determine the PCB concentration. The permittee may determine whether Aroclor or congener specific analysis is performed. Analyses shall be performed in accordance with Table EM in s. NR 219.04, Wis. Adm. Code and the conditions specified in Standard Requirements of this permit. PCB results shall be submitted by January 31, following the specified year of analysis.

**4.2.1.5 Lists 1, 2, 3, and 4**

<b>List 1 TOTAL SOLIDS AND METALS</b>	
See the Monitoring Requirements and Limitations table above for monitoring frequency and limitations for the List 1 parameters	
Solids, Total (percent)	
Arsenic, mg/kg (dry weight)	
Cadmium, mg/kg (dry weight)	
Copper, mg/kg (dry weight)	
Lead, mg/kg (dry weight)	
Mercury, mg/kg (dry weight)	
Molybdenum, mg/kg (dry weight)	
Nickel, mg/kg (dry weight)	
Selenium, mg/kg (dry weight)	
Zinc, mg/kg (dry weight)	

<b>List 2 NUTRIENTS</b>	
See the Monitoring Requirements and Limitations table above for monitoring frequency for the List 2 parameters	
Solids, Total (percent)	
Nitrogen Total Kjeldahl (percent)	
Nitrogen Ammonium (NH <sub>4</sub> -N) Total (percent)	
Phosphorus Total as P (percent)	
Phosphorus, Water Extractable (as percent of Total P)	
Potassium Total Recoverable (percent)	

<b>List 3 PATHOGEN CONTROL FOR CLASS B SLUDGE</b>		
The permittee shall implement pathogen control as listed in List 3. The Department shall be notified of the pathogen control utilized and shall be notified when the permittee decides to utilize alternative pathogen control.		
The following requirements shall be met prior to land application of sludge.		
Parameter	Unit	Limit
Fecal Coliform *	MPN/gTS or CFU/gTS	2,000,000
<b>OR, ONE OF THE FOLLOWING PROCESS OPTIONS</b>		
Aerobic Digestion	Air Drying	
Anaerobic Digestion	Composting	
Alkaline Stabilization	PSRP Equivalent Process	
* The Fecal Coliform limit shall be reported as the geometric mean of 7 discrete samples on a dry weight basis.		

**List 4  
VECTOR ATTRACTION REDUCTION**

The permittee shall implement any one of the vector attraction reduction options specified in List 4. The Department shall be notified of the option utilized and shall be notified when the permittee decides to utilize an alternative option.

One of the following shall be satisfied prior to, or at the time of land application as specified in List 4.

<b>Option</b>	<b>Limit</b>	<b>Where/When it Shall be Met</b>
Volatile Solids Reduction	≥38%	Across the process
Specific Oxygen Uptake Rate	≤1.5 mg O <sub>2</sub> /hr/g TS	On aerobic stabilized sludge
Anaerobic bench-scale test	<17 % VS reduction	On anaerobic digested sludge
Aerobic bench-scale test	<15 % VS reduction	On aerobic digested sludge
Aerobic Process	>14 days, Temp >40°C and Avg. Temp > 45°C	On composted sludge
pH adjustment	>12 S.U. (for 2 hours) and >11.5 (for an additional 22 hours)	During the process
Drying without primary solids	>75 % TS	When applied or bagged
Drying with primary solids	>90 % TS	When applied or bagged
Equivalent Process	Approved by the Department	Varies with process
Injection	-	When applied
Incorporation	-	Within 6 hours of application

**4.2.1.6 Daily Land Application Log**

<b>Daily Land Application Log</b>		
<b>Discharge Monitoring Requirements and Limitations</b>		
<p>The permittee shall maintain a daily land application log for biosolids land applied each day when land application occurs. The following minimum records must be kept, in addition to all analytical results for the biosolids land applied. The log book records shall form the basis for the annual land application report requirements.</p>		
<b>Parameters</b>	<b>Units</b>	<b>Sample Frequency</b>
DNR Site Number(s)	Number	Daily as used
Outfall number applied	Number	Daily as used
Acres applied	Acres	Daily as used
Amount applied	As appropriate * /day	Daily as used
Application rate per acre	unit */acre	Daily as used
Nitrogen applied per acre	lb/acre	Daily as used
Method of Application	Injection, Incorporation, or surface applied	Daily as used

\* gallons, cubic yards, dry US Tons or dry Metric Tons

## 5 Schedules

### 5.1 Adaptive Management Interim Limit Compliance Update

Required Action	Due Date
<b>Progress Report #1:</b> Submit a progress report on the ability of the wastewater treatment facility to consistently meet the Adaptive Management interim effluent limit of 0.6 mg/L as a 6-month seasonal average with averaging periods of May through October and November through April.	11/01/2019
<b>Progress Report #2:</b> Submit a progress report on the ability of the wastewater treatment facility to consistently meet the Adaptive Management interim effluent limit of 0.6 mg/L as a 6-month seasonal average with averaging periods of May through October and November through April.	11/01/2020
<b>Comply with Adaptive Management Interim Limit:</b> The Adaptive Management interim effluent limit of 0.6 mg/L as a six-month average goes into effect. The averaging periods are May through October and November through April. Compliance with the 6-month average limit is evaluated at the end of each 6-month period on April 30 and October 31 annually.	11/01/2021

### 5.2 Mercury Pollutant Minimization Program

As a condition of the variance to the water quality based effluent limitation(s) for mercury granted in accordance with s. NR 106.145(6), Wis. Adm. Code, the permittee shall perform the following actions.

Required Action	Due Date
<p><b>Annual Mercury Progress Reports:</b> Submit an annual mercury progress report. The annual mercury progress report shall:</p> <p>Indicate which mercury pollutant minimization activities or activities outlined in the approved Pollutant Minimization Plan have been implemented;</p> <p>Include an analysis of trends in monthly and annual total effluent mercury concentrations based on mercury sampling; and</p> <p>Include an analysis of how influent and effluent mercury varies with time and with significant loading of mercury such as loads from industries into the collection system.</p> <p>The first annual mercury progress report is to be submitted by the Due Date.</p>	01/31/2020
<b>Annual Mercury Progress Report #2:</b> Submit a mercury progress report as defined above.	01/31/2021
<b>Annual Mercury Progress Report #3:</b> Submit a mercury progress report as defined above.	01/31/2022
<b>Annual Mercury Progress Report #4:</b> Submit a mercury progress report as defined above.	01/31/2023
<p><b>Final Mercury Report:</b> Submit a final report documenting the success in reducing mercury concentrations in the effluent, as well as the anticipated future reduction in mercury sources and mercury effluent concentrations. The report shall summarize mercury pollutant minimization activities that have been implemented during the current permit term and state which, if any, pollutant minimization activities from the approved pollutant minimization plan were not pursued and why. The report shall include an analysis of trends in monthly and annual total effluent mercury concentrations based on mercury sampling during the current permit term. The report shall also include an analysis of how influent and effluent mercury varies with time and with significant loading of mercury such as loads from industries into the collection system.</p>	09/30/2023



<p>If the permittee intends to re-apply for a mercury variance per s. NR 106.145, Wis. Adm. Code, for the reissued permit, a detailed pollutant minimization plan outlining the pollutant minimization activities proposed for the upcoming permit term should be submitted along with the final report.</p>	
<p><b>Annual Mercury Reports After Permit Expiration:</b> In the event that this permit is not reissued on time, the permittee shall continue to submit annual mercury reports each year covering pollutant minimization activities implemented and mercury concentration trends.</p>	

## 6 Standard Requirements

**NR 205, Wisconsin Administrative Code:** The conditions in ss. NR 205.07(1) and NR 205.07(2), Wis. Adm. Code, are included by reference in this permit. The permittee shall comply with all of these requirements. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirement section of this permit can be found in ss. NR 205.07(1) and NR 205.07(2).

### 6.1 Reporting and Monitoring Requirements

#### 6.1.1 Monitoring Results

Monitoring results obtained during the previous month shall be summarized and reported on a Department Wastewater Discharge Monitoring Report. The report may require reporting of any or all of the information specified below under 'Recording of Results'. This report is to be returned to the Department no later than the date indicated on the form. A copy of the Wastewater Discharge Monitoring Report Form or an electronic file of the report shall be retained by the permittee.

Monitoring results shall be reported on an electronic discharge monitoring report (eDMR). The eDMR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

If the permittee monitors any pollutant more frequently than required by this permit, the results of such monitoring shall be included on the Wastewater Discharge Monitoring Report.

The permittee shall comply with all limits for each parameter regardless of monitoring frequency. For example, monthly, weekly, and/or daily limits shall be met even with monthly monitoring. The permittee may monitor more frequently than required for any parameter.

#### 6.1.2 Sampling and Testing Procedures

Sampling and laboratory testing procedures shall be performed in accordance with Chapters NR 218 and NR 219, Wis. Adm. Code and shall be performed by a laboratory certified or registered in accordance with the requirements of ch. NR 149, Wis. Adm. Code. Groundwater sample collection and analysis shall be performed in accordance with ch. NR 140, Wis. Adm. Code. The analytical methodologies used shall enable the laboratory to quantitate all substances for which monitoring is required at levels below the effluent limitation. If the required level cannot be met by any of the methods available in NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in this permit.

#### 6.1.3 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

- the date, exact place, method and time of sampling or measurements;
- the individual who performed the sampling or measurements;
- the date the analysis was performed;
- the individual who performed the analysis;
- the analytical techniques or methods used; and
- the results of the analysis.

#### **6.1.4 Reporting of Monitoring Results**

The permittee shall use the following conventions when reporting effluent monitoring results:

- Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 0.1 mg/L, report the pollutant concentration as < 0.1 mg/L.
- Pollutant concentrations equal to or greater than the limit of detection, but less than the limit of quantitation, shall be reported and the limit of quantitation shall be specified.
- For purposes of calculating NR 101 fees, the 2 mg/l lower reporting limits for BOD<sub>5</sub> and Total Suspended Solids shall be considered to be limits of quantitation
- For the purposes of reporting a calculated result, average or a mass discharge value, the permittee may substitute a 0 (zero) for any pollutant concentration that is less than the limit of detection. However, if the effluent limitation is less than the limit of detection, the department may substitute a value other than zero for results less than the limit of detection, after considering the number of monitoring results that are greater than the limit of detection and if warranted when applying appropriate statistical techniques.

#### **6.1.5 Compliance Maintenance Annual Reports**

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the wastewater conveyance and treatment system. The CMAR shall be submitted and certified by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department.

In the case of a publicly owned treatment works, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of wastewater treatment works are not required to pass a resolution; but they must provide an Owner Statement and responses as required, as part of the CMAR submittal.

The CMAR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The certification verifies that the electronic report is true, accurate and complete.

#### **6.1.6 Records Retention**

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings or electronic data records for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including permit application information and other documents specified in this permit or s. NR 204.06(9), Wis. Adm. Code shall be retained for a minimum of 5 years.

#### **6.1.7 Other Information**

Where the permittee becomes aware that it failed to submit any relevant facts in a permit application or submitted incorrect information in a permit application or in any report to the Department, it shall promptly submit such facts or correct information to the Department.

### 6.1.8 Reporting Requirements – Alterations or Additions

The permittee shall give notice to the Department as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is only required when:

- The alteration or addition to the permitted facility may meet one of the criteria for determining whether a facility is a new source.
- The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification requirement applies to pollutants which are not subject to effluent limitations in the existing permit.
- The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use of disposal sites not reported during the permit application process nor reported pursuant to an approved land application plan. Additional sites may not be used for the land application of sludge until department approval is received.

## 6.2 System Operating Requirements

### 6.2.1 Noncompliance Reporting

Sanitary sewer overflows and sewage treatment facility overflows shall be reported according to the 'Sanitary Sewer Overflows and Sewage Treatment Facility Overflows' section of this permit.

The permittee shall report the following types of noncompliance by a telephone call to the Department's regional office within 24 hours after becoming aware of the noncompliance:

- any noncompliance which may endanger health or the environment;
- any violation of an effluent limitation resulting from a bypass;
- any violation of an effluent limitation resulting from an upset; and
- any violation of a maximum discharge limitation for any of the pollutants listed by the Department in the permit, either for effluent or sludge.

A written report describing the noncompliance shall also be submitted to the Department's regional office within 5 days after the permittee becomes aware of the noncompliance. On a case-by-case basis, the Department may waive the requirement for submittal of a written report within 5 days and instruct the permittee to submit the written report with the next regularly scheduled monitoring report. In either case, the written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the Department under the 'Scheduled Bypass' section of this permit shall not be subject to the reporting required under this section.

**NOTE:** Section 292.11(2)(a), Wisconsin Statutes, requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the Department of Natural Resources **immediately** of any discharge not authorized by the permit. **The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003.**

### 6.2.2 Flow Meters

Flow meters shall be calibrated annually, as per s. NR 218.06, Wis. Adm. Code.

### **6.2.3 Raw Grit and Screenings**

All raw grit and screenings shall be disposed of at a properly licensed solid waste facility or picked up by a licensed waste hauler. If the facility or hauler are located in Wisconsin, then they shall be licensed under chs. NR 500-555, Wis. Adm. Code.

### **6.2.4 Sludge Management**

All sludge management activities shall be conducted in compliance with ch. NR 204 "Domestic Sewage Sludge Management", Wis. Adm. Code.

### **6.2.5 Prohibited Wastes**

Under no circumstances may the introduction of wastes prohibited by s. NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- which create a fire or explosion hazard in the treatment work;
- which will cause corrosive structural damage to the treatment work;
- solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;
- wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

### **6.2.6 Bypass**

This condition applies only to bypassing at a sewage treatment facility that is not a scheduled bypass, approved blending as a specific condition of this permit, a sewage treatment facility overflow or a controlled diversion as provided in the sections titled 'Scheduled Bypass', 'Blending' (if approved), 'SSO's and Sewage Treatment Facility Overflows' and 'Controlled Diversions' of this permit. Any other bypass at the sewage treatment facility is prohibited and the Department may take enforcement action against a permittee for such occurrences under s. 283.89, Wis. Stats. The Department may approve a bypass if the permittee demonstrates all the following conditions apply:

- The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
- There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance. When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, costs and affordability of implementation and risks to public health, the environment and, where the permittee is a municipality, the welfare of the community served; and
- The bypass was reported in accordance with the Noncompliance Reporting section of this permit.

### **6.2.7 Scheduled Bypass**

Whenever the permittee anticipates the need to bypass for purposes of efficient operations and maintenance and the permittee may not meet the conditions for controlled diversions in the 'Controlled Diversions' section of this permit, the permittee shall obtain prior written approval from the Department for the scheduled bypass. A permittee's written request for Department approval of a scheduled bypass shall demonstrate that the conditions for bypassing specified in the above section titled 'Bypass' are met and include the proposed date and reason for the bypass, estimated volume and duration of the bypass, alternatives to bypassing and measures to mitigate environmental harm caused by the bypass. The department may require the permittee to provide public notification for a scheduled bypass if it is



determined there is significant public interest in the proposed action and may recommend mitigation measures to minimize the impact of such bypass.

## **6.2.8 Controlled Diversions**

Controlled diversions are allowed only when necessary for essential maintenance to assure efficient operation. Sewage treatment facilities that have multiple treatment units to treat variable or seasonal loading conditions may shut down redundant treatment units when necessary for efficient operation. The following requirements shall be met during controlled diversions:

- Effluent from the sewage treatment facility shall meet the effluent limitations established in the permit. Wastewater that is diverted around a treatment unit or treatment process during a controlled diversion shall be recombined with wastewater that is not diverted prior to the effluent sampling location and prior to effluent discharge;
- A controlled diversion does not include blending as defined in s. NR 210.03(2e), Wis. Adm. Code, and as may only be approved under s. NR 210.12. A controlled diversion may not occur during periods of excessive flow or other abnormal wastewater characteristics;
- A controlled diversion may not result in a wastewater treatment facility overflow; and
- All instances of controlled diversions shall be documented in sewage treatment facility records and such records shall be available to the department on request.

## **6.2.9 Proper Operation and Maintenance**

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114, Wis. Adm. Code, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

## **6.2.10 Operator Certification**

The wastewater treatment facility shall be under the direct supervision of a state certified operator. In accordance with s. NR 114.53, Wis. Adm. Code, every WPDES permitted treatment plant shall have a designated operator-in-charge holding a current and valid certificate. The designated operator-in-charge shall be certified at the level and in all subclasses of the treatment plant, except laboratory. Treatment plant owners shall notify the department of any changes in the operator-in-charge within 30 days. Note that s. NR 114.52(22), Wis. Adm. Code, lists types of facilities that are excluded from operator certification requirements (i.e. private sewage systems, pretreatment facilities discharging to public sewers, industrial wastewater treatment that consists solely of land disposal, agricultural digesters and concentrated aquatic production facilities with no biological treatment).

## **6.3 Sewage Collection Systems**

### **6.3.1 Sanitary Sewage Overflows and Sewage Treatment Facility Overflows**

#### **6.3.1.1 Overflows Prohibited**

Any overflow or discharge of wastewater from the sewage collection system or at the sewage treatment facility, other than from permitted outfalls, is prohibited. The permittee shall provide information on whether any of the following conditions existed when an overflow occurred:

- The sanitary sewer overflow or sewage treatment facility overflow was unavoidable to prevent loss of life, personal injury or severe property damage;

- There were no feasible alternatives to the sanitary sewer overflow or sewage treatment facility overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities;
- The sanitary sewer overflow or the sewage treatment facility overflow was caused by unusual or severe weather related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system or sewage treatment facility; and
- The sanitary sewer overflow or the sewage treatment facility overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

### **6.3.1.2 Permittee Response to Overflows**

Whenever a sanitary sewer overflow or sewage treatment facility overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged, and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21 (3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program.

### **6.3.1.3 Permittee Reporting**

Permittees shall report all sanitary sewer overflows and sewage treatment overflows as follows:

- The permittee shall notify the department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow;
- The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this paragraph using department form number 3400-184. If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. At a minimum, the following information shall be included in the report:
  - The date and location of the overflow;
  - The surface water to which the discharge occurred, if any;
  - The duration of the overflow and an estimate of the volume of the overflow;
  - A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe;
  - The estimated date and time when the overflow began and stopped or will be stopped;
  - The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information;
  - Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
  - A description of the actual or potential for human exposure and contact with the wastewater from the overflow;
  - Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps;
  - To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow; and
  - The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

**NOTE:** A copy of form 3400-184 for reporting sanitary sewer overflows and sewage treatment facility overflows may be obtained from the department or accessed on the department's web site at <http://dnr.wi.gov/topic/wastewater/SSOreport.html>. As indicated on the form, additional information may be submitted to supplement the information required by the form.

- The permittee shall identify each specific location and each day on which a sanitary sewer overflow or sewage treatment facility overflow occurs as a discrete sanitary sewer overflow or sewage treatment facility overflow occurrence. An occurrence may be more than one day if the circumstances causing the sanitary sewer overflow or sewage treatment facility overflow results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. Sanitary sewer overflow occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences; and
- A permittee that is required to submit wastewater discharge monitoring reports under NR 205.07 (1) (r) shall also report all sanitary sewer overflows and sewage treatment facility overflows on that report.

#### **6.3.1.4 Public Notification**

The permittee shall notify the public of any sanitary sewer and sewage treatment facility overflows consistent with its emergency response plan required under the CMOM (Capacity, Management, Operation and Maintenance) section of this permit and s. NR 210.23 (4) (f), Wis. Adm. Code. Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

#### **6.3.2 Capacity, Management, Operation and Maintenance (CMOM) Program**

- The permittee shall have written documentation of the Capacity, Management, Operation and Maintenance (CMOM) program components in accordance with s. NR 210.23(4), Wis. Adm. Code. Such documentation shall be available for Department review upon request. The Department may request that the permittee provide this documentation or prepare a summary of the permittee's CMOM program at the time of application for reissuance of the WPDES permit.
- The permittee shall implement a CMOM program in accordance with s. NR 210.23, Wis. Adm. Code.
- The permittee shall at least annually conduct a self-audit of activities conducted under the permittee's CMOM program to ensure CMOM components are being implemented as necessary to meet the general standards of s. NR 210.23(3), Wis. Adm. Code.

#### **6.3.3 Sewer Cleaning Debris and Materials**

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility.
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility.
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste.

## 6.4 Surface Water Requirements

### 6.4.1 Permittee-Determined Limit of Quantitation Incorporated into this Permit

For pollutants with water quality-based effluent limits below the Limit of Quantitation (LOQ) in this permit, the LOQ calculated by the permittee and reported on the Discharge Monitoring Reports (DMRs) is incorporated by reference into this permit. The LOQ shall be reported on the DMRs, shall be the lowest quantifiable level practicable, and shall be no greater than the minimum level (ML) specified in or approved under 40 CFR Part 136 for the pollutant at the time this permit was issued, unless this permit specifies a higher LOQ.

### 6.4.2 Appropriate Formulas for Effluent Calculations

The permittee shall use the following formulas for calculating effluent results to determine compliance with average concentration limits and mass limits and total load limits:

**Weekly/Monthly/Six-Month/Annual Average Concentration** = the sum of all daily results for that week/month/six-month/year, divided by the number of results during that time period. [Note: When a six-month average effluent limit is specified for Total Phosphorus the applicable periods are May through October and November through April.]

**Weekly Average Mass Discharge (lbs/day):** Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the week.

**Monthly Average Mass Discharge (lbs/day):** Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the month.

**Six-Month Average Mass Discharge (lbs/day):** Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the six-month period. [Note: When a six-month average effluent limit is specified for Total Phosphorus the applicable periods are May through October and November through April.]

**Annual Average Mass Discharge (lbs/day):** Daily mass = daily concentration (mg/L) x daily flow (MGD) x 8.34, then average the daily mass values for the entire year.

**Total Monthly Discharge:** = monthly average concentration (mg/L) x total flow for the month (MG/month) x 8.34.

**Total Annual Discharge:** = sum of total monthly discharges for the calendar year.

**12-Month Rolling Sum of Total Monthly Discharge:** = the sum of the most recent 12 consecutive months of Total Monthly Discharges.

### 6.4.3 Effluent Temperature Requirements

**Weekly Average Temperature** – The permittee shall use the following formula for calculating effluent results to determine compliance with the weekly average temperature limit (as applicable): Weekly Average Temperature = the sum of all daily maximum results for that week divided by the number of daily maximum results during that time period.

**Cold Shock Standard** – Water temperatures of the discharge shall be controlled in a manner as to protect fish and aquatic life uses from the deleterious effects of cold shock. ‘Cold Shock’ means exposure of aquatic organisms to a rapid decrease in temperature and a sustained exposure to low temperature that induces abnormal behavior or physiological performance and may lead to death.

**Rate of Temperature Change Standard** – Temperature of a water of the state or discharge to a water of the state may not be artificially raised or lowered at such a rate that it causes detrimental health or reproductive effects to fish or aquatic life of the water of the state.

#### **6.4.4 Visible Foam or Floating Solids**

There shall be no discharge of floating solids or visible foam in other than trace amounts.

#### **6.4.5 Surface Water Uses and Criteria**

In accordance with NR 102.04, Wis. Adm. Code, surface water uses and criteria are established to govern water management decisions. Practices attributable to municipal, industrial, commercial, domestic, agricultural, land development or other activities shall be controlled so that all surface waters including the mixing zone meet the following conditions at all times and under all flow and water level conditions:

- a) Substances that will cause objectionable deposits on the shore or in the bed of a body of water, shall not be present in such amounts as to interfere with public rights in waters of the state.
- b) Floating or submerged debris, oil, scum or other material shall not be present in such amounts as to interfere with public rights in waters of the state.
- c) Materials producing color, odor, taste or unsightliness shall not be present in such amounts as to interfere with public rights in waters of the state.
- d) Substances in concentrations or in combinations which are toxic or harmful to humans shall not be present in amounts found to be of public health significance, nor shall substances be present in amounts which are acutely harmful to animal, plant or aquatic life.

#### **6.4.6 Percent Removal**

During any 30 consecutive days, the average effluent concentrations of BOD<sub>5</sub> and of total suspended solids shall not exceed 15% of the average influent concentrations, respectively. This requirement does not apply to removal of total suspended solids if the permittee operates a lagoon system and has received a variance for suspended solids granted under NR 210.07(2), Wis. Adm. Code.

#### **6.4.7 Fecal Coliforms**

The weekly and monthly limit(s) for fecal coliforms shall be expressed as a geometric mean.

#### **6.4.8 Seasonal Disinfection**

Disinfection shall be provided from May 1 through September 30 of each year. Monitoring requirements and the limitation for fecal coliforms apply only during the period in which disinfection is required. Whenever chlorine is used for disinfection or other uses, the limitations and monitoring requirements for residual chlorine shall apply. A dechlorination process shall be in operation whenever chlorine is used.

#### **6.4.9 Whole Effluent Toxicity (WET) Monitoring Requirements**

In order to determine the potential impact of the discharge on aquatic organisms, static-renewal toxicity tests shall be performed on the effluent in accordance with the procedures specified in the "*State of Wisconsin Aquatic Life Toxicity Testing Methods Manual, 2<sup>nd</sup> Edition*" (PUB-WT-797, November 2004) as required by NR 219.04, Table A, Wis. Adm. Code). All of the WET tests required in this permit, including any required retests, shall be conducted on the *Ceriodaphnia dubia* and fathead minnow species. Receiving water samples shall not be collected from any point in contact with the permittee's mixing zone and every attempt shall be made to avoid contact with any other discharge's mixing zone.

#### **6.4.10 Whole Effluent Toxicity (WET) Identification and Reduction**

Within 60 days of a retest which showed positive results, the permittee shall submit a written report to the Biomonitoring Coordinator, Bureau of Water Quality, 101 S. Webster St., PO Box 7921, Madison, WI 53707-7921, which details the following:

- A description of actions the permittee has taken or will take to remove toxicity and to prevent the recurrence of toxicity;
- A description of toxicity reduction evaluation (TRE) investigations that have been or will be done to identify potential sources of toxicity, including some or all of the following actions:
  - (a) Evaluate the performance of the treatment system to identify deficiencies contributing to effluent toxicity (e.g., operational problems, chemical additives, incomplete treatment)
  - (b) Identify the compound(s) causing toxicity
  - (c) Trace the compound(s) causing toxicity to their sources (e.g., industrial, commercial, domestic)
  - (d) Evaluate, select, and implement methods or technologies to control effluent toxicity (e.g., in-plant or pretreatment controls, source reduction or removal)
- Where corrective actions including a TRE have not been completed, an expeditious schedule under which corrective actions will be implemented;
- If no actions have been taken, the reason for not taking action.

The permittee may also request approval from the Department to postpone additional retests in order to investigate the source(s) of toxicity. Postponed retests must be completed after toxicity is believed to have been removed.

#### **6.4.11 Reopener Clause**

Pursuant to s. 283.15(11), Wis. Stat. and 40 CFR 131.20, the Department may modify or revoke and reissue this permit if, through the triennial standard review process, the Department determines that the terms and conditions of this permit need to be updated to reflect the highest attainable condition of the receiving water.

### **6.5 Land Application Requirements**

#### **6.5.1 Sludge Management Program Standards And Requirements Based Upon Federally Promulgated Regulations**

In the event that new federal sludge standards or regulations are promulgated, the permittee shall comply with the new sludge requirements by the dates established in the regulations, if required by federal law, even if the permit has not yet been modified to incorporate the new federal regulations.

#### **6.5.2 General Sludge Management Information**

The General Sludge Management Form 3400-48 shall be completed and submitted prior to any significant sludge management changes.

#### **6.5.3 Sludge Samples**

All sludge samples shall be collected at a point and in a manner which will yield sample results which are representative of the sludge being tested, and collected at the time which is appropriate for the specific test.



#### 6.5.4 Land Application Characteristic Report

Each report shall consist of a Characteristic Form 3400-49 and Lab Report. The Characteristic Report Form 3400-49 shall be submitted electronically by January 31 following each year of analysis.

Following submittal of the electronic Characteristic Report Form 3400-49, this form shall be certified electronically via the 'eReport Certify' page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The 'eReport Certify' page certifies that the electronic report is true, accurate and complete. The Lab Report must be sent directly to the facility's DNR sludge representative or basin engineer unless approval for not submitting the lab reports has been given.

The permittee shall use the following convention when reporting sludge monitoring results: Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 1.0 mg/kg, report the pollutant concentration as < 1.0 mg/kg .

All results shall be reported on a dry weight basis.

#### 6.5.5 Calculation of Water Extractable Phosphorus

When sludge analysis for Water Extractable Phosphorus is required by this permit, the permittee shall use the following formula to calculate and report Water Extractable Phosphorus:

Water Extractable Phosphorus (% of Total P) =

$$[\text{Water Extractable Phosphorus (mg/kg, dry wt)} \div \text{Total Phosphorus (mg/kg, dry wt)}] \times 100$$

#### 6.5.6 Monitoring and Calculating PCB Concentrations in Sludge

When sludge analysis for "PCB, Total Dry Wt" is required by this permit, the PCB concentration in the sludge shall be determined as follows.

Either congener-specific analysis or Aroclor analysis shall be used to determine the PCB concentration. The permittee may determine whether Aroclor or congener specific analysis is performed. Analyses shall be performed in accordance with the following provisions and Table EM in s. NR 219.04, Wis. Adm. Code.

- EPA Method 1668 may be used to test for all PCB congeners. If this method is employed, all PCB congeners shall be delineated. Non-detects shall be treated as zero. The values that are between the limit of detection and the limit of quantitation shall be used when calculating the total value of all congeners. All results shall be added together and the total PCB concentration by dry weight reported. **Note:** It is recognized that a number of the congeners will co-elute with others, so there will not be 209 results to sum.
- EPA Method 8082A shall be used for PCB-Aroclor analysis and may be used for congener specific analysis as well. If congener specific analysis is performed using Method 8082A, the list of congeners tested shall include at least congener numbers 5, 18, 31, 44, 52, 66, 87, 101, 110, 138, 141, 151, 153, 170, 180, 183, 187, and 206 plus any other additional congeners which might be reasonably expected to occur in the particular sample. For either type of analysis, the sample shall be extracted using the Soxhlet extraction (EPA Method 3540C) (or the Soxhlet Dean-Stark modification) or the pressurized fluid extraction (EPA Method 3545A). If Aroclor analysis is performed using Method 8082A, clean up steps of the extract shall be performed as necessary to remove interference and to achieve as close to a limit of detection of 0.11 mg/kg as possible. Reporting protocol, consistent with s. NR 106.07(6)(e), should be as follows: If all Aroclors are less than the LOD, then the Total PCB Dry Wt result should be reported as less than the highest LOD. If a single Aroclor is detected then that is what should be reported for the Total PCB result. If multiple Aroclors are detected, they should be summed and reported as Total PCBs. If congener specific analysis is done using Method 8082A, clean up steps of the extract shall be performed as necessary to remove interference and to achieve as close to a limit of detection of 0.003

mg/kg as possible for each congener. If the aforementioned limits of detection cannot be achieved after using the appropriate clean up techniques, a reporting limit that is achievable for the Aroclors or each congener for the sample shall be determined. This reporting limit shall be reported and qualified indicating the presence of an interference. The lab conducting the analysis shall perform as many of the following methods as necessary to remove interference:

3620C – Florisil	3611B - Alumina
3640A - Gel Permeation	3660B - Sulfur Clean Up (using copper shot instead of powder)
3630C - Silica Gel	3665A - Sulfuric Acid Clean Up

### **6.5.7 Annual Land Application Report**

Land Application Report Form 3400-55 shall be submitted electronically by January 31, each year whether or not non-exceptional quality sludge is land applied. Non-exceptional quality sludge is defined in s. NR 204.07(4), Wis. Adm. Code. Following submittal of the electronic Annual Land Application Report Form 3400-55, this form shall be certified electronically via the ‘eReport Certify’ page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The ‘eReport Certify’ page certifies that the electronic report form is true, accurate and complete.

### **6.5.8 Other Methods of Disposal or Distribution Report**

The permittee shall submit electronically the Other Methods of Disposal or Distribution Report Form 3400-52 by January 31, each year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied. Following submittal of the electronic Report Form 3400-52, this form shall be certified electronically via the ‘eReport Certify’ page by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The ‘eReport Certify’ page certifies that the electronic report form is true, accurate and complete.

### **6.5.9 Approval to Land Apply**

Bulk non-exceptional quality sludge as defined in s. NR 204.07(4), Wis. Adm. Code, may not be applied to land without a written approval letter or Form 3400-122 from the Department unless the Permittee has obtained permission from the Department to self approve sites in accordance with s. NR 204.06 (6), Wis. Adm. Code. Analysis of sludge characteristics is required prior to land application. Application on frozen or snow covered ground is restricted to the extent specified in s. NR 204.07(3) (1), Wis. Adm. Code.

### **6.5.10 Soil Analysis Requirements**

Each site requested for approval for land application must have the soil tested prior to use. Each approved site used for land application must subsequently be soil tested such that there is at least one valid soil test in the four years prior to land application. All soil sampling and submittal of information to the testing laboratory shall be done in accordance with UW Extension Bulletin A-2100. The testing shall be done by the UW Soils Lab in Madison or Marshfield, WI or at a lab approved by UW. The test results including the crop recommendations shall be submitted to the DNR contact listed for this permit, as they are available. Application rates shall be determined based on the crop nitrogen recommendations and with consideration for other sources of nitrogen applied to the site.

### **6.5.11 Land Application Site Evaluation**

For non-exceptional quality sludge, as defined in s. NR 204.07(4), Wis. Adm. Code, a Land Application Site Request Form 3400-053 shall be submitted to the Department for the proposed land application site. The Department will

evaluate the proposed site for acceptability and will either approve or deny use of the proposed site. The permittee may obtain permission to approve their own sites in accordance with s. NR 204.06(6), Wis. Adm. Code.

**6.5.12 Class B Sludge: Fecal Coliform Limitation**

Compliance with the fecal coliform limitation for Class B sludge shall be demonstrated by calculating the geometric mean of at least 7 separate samples. (Note that a Total Solids analysis must be done on each sample). The geometric mean shall be less than 2,000,000 MPN or CFU/g TS. Calculation of the geometric mean can be done using one of the following 2 methods.

Method 1:

$$\text{Geometric Mean} = (X_1 \times X_2 \times X_3 \dots \times X_n)^{1/n}$$

Where X = Coliform Density value of the sludge sample, and where n = number of samples (at least 7)

Method 2:

$$\text{Geometric Mean} = \text{antilog}[(X_1 + X_2 + X_3 \dots + X_n) \div n]$$

Where X = log<sub>10</sub> of Coliform Density value of the sludge sample, and where n = number of samples (at least 7)

Example for Method 2

Sample Number	Coliform Density of Sludge Sample	log <sub>10</sub>
1	6.0 x 10 <sup>5</sup>	5.78
2	4.2 x 10 <sup>6</sup>	6.62
3	1.6 x 10 <sup>6</sup>	6.20
4	9.0 x 10 <sup>5</sup>	5.95
5	4.0 x 10 <sup>5</sup>	5.60
6	1.0 x 10 <sup>6</sup>	6.00
7	5.1 x 10 <sup>5</sup>	5.71

The geometric mean for the seven samples is determined by averaging the log<sub>10</sub> values of the coliform density and taking the antilog of that value.

$$(5.78 + 6.62 + 6.20 + 5.95 + 5.60 + 6.00 + 5.71) \div 7 = 5.98$$

$$\text{The antilog of } 5.98 = 9.5 \times 10^5$$

**6.5.13 Class B Sludge: Anaerobic Digestion**

Treat the sludge in the absence of air for a specific mean cell residence time at a specific temperature. Values for the mean cell residence time and temperature shall be between 15 days at 35° C to 55° C and 60 days at 20° C. Straight-line interpolation to calculate mean cell residence time is allowable when the temperature falls between 35° C and 20° C.

**6.5.14 Class B Sludge - Vector Control: Injection**

No significant amount of the sewage sludge shall be present on the land surface within one hour after the sludge is injected.

## 7 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Adaptive Management Interim Limit Compliance Update -Progress Report #1	November 1, 2019	15
Adaptive Management Interim Limit Compliance Update -Progress Report #2	November 1, 2020	15
Adaptive Management Interim Limit Compliance Update -Comply with Adaptive Management Interim Limit	November 1, 2021	15
Mercury Pollutant Minimization Program -Annual Mercury Progress Reports	January 31, 2020	15
Mercury Pollutant Minimization Program -Annual Mercury Progress Report #2	January 31, 2021	15
Mercury Pollutant Minimization Program -Annual Mercury Progress Report #3	January 31, 2022	15
Mercury Pollutant Minimization Program -Annual Mercury Progress Report #4	January 31, 2023	15
Mercury Pollutant Minimization Program -Final Mercury Report	September 30, 2023	15
Mercury Pollutant Minimization Program -Annual Mercury Reports After Permit Expiration	See Permit	16
Compliance Maintenance Annual Reports (CMAR)	by June 30, each year	18
General Sludge Management Form 3400-48	prior to any significant sludge management changes	26
Characteristic Form 3400-49 and Lab Report	by January 31 following each year of analysis	27
Land Application Report Form 3400-55	by January 31, each year whether or not non-exceptional quality sludge is land applied	28
Other Methods of Disposal or Distribution Report Form 3400-52	by January 31, each year whether or not sludge is hauled, landfilled, incinerated, or exceptional quality sludge is distributed or land applied	28
Wastewater Discharge Monitoring Report	no later than the date	17

	indicated on the form	
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Report forms shall be submitted electronically in accordance with the reporting requirements herein. Any facility plans or plans and specifications for municipal, industrial, industrial pretreatment and non industrial wastewater systems shall be submitted to the Bureau of Water Quality, P.O. Box 7921, Madison, WI 53707-7921. All other submittals required by this permit shall be submitted to:

Southeast Region - Waukesha, 141 NW Barstow St., Room 180, Waukesha, WI 53188



600 South Fourth Street P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** February 12, 2019

**To:** Stoughton Utilities Committee

**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director

**Subject:** Utilities Committee Future Agenda Item(s)

This item appears on all agendas of Committees of the City of Stoughton.