

TECHNICAL STANDARDS COMMITTEE
MINUTES
MONTHLY MEETING
WCTS Conference Room
700 Doty Street
Tuesday 1:30 PM, February 17, 2015

Call to Order – The meeting was called to order at 1:30 p.m.

Roll Call – Present were Jordan Skiff, Paul DeVries, Jeremy Cramer, Nick Leonard, and Ron Cunzenheim. John Mayer, Rate Consultant, was also present.

Approval of January Minutes– A motion was made by Nick Leonard and seconded by Paul DeVries to approve the January 2015 meeting minutes. The motion carried.

Communication Session

Reports on:

- **Correspondence Relating to the Regional Wastewater System**
◊None
- **Records Exchange – Update of Contact List**
◊None
- **Sewer or System Improvements Anticipated, in Progress or Completed (Extensions or Rehabilitations) FP or RSAP Amendments Anticipated, in Progress or Completed**
◊Insituform is the company that will be performing the sewer main lining project. The laterals will be cleaned and televised but not lined at this time.
- **Metering and Sampling Clearwater Reduction Fund Status and Party Activity**
◊Ron reported that the RFP for televising sanitary district sewer main is due February 20, 2015.
◊Paul reported that the service area may need to be changed on South Hickory St., south of the by-pass, on the west side of the road. Part of this area is not in the existing service area but it is in the City growth area. The County Highway Department may be relocating to this area, which will be annexed, and will require water and sewer.
◊Paul reported that the location of temporary flow meters in conjunction with clear water reduction is being discussed in City Engineering. Meters may be installed on the line to North Fond du Lac, and further upstream where the line splits to go to the excess flow tank, and another meter just before the metering station. Meters may also be installed in areas of the city where recent back-ups have occurred.
- **Receive Sewer Project Closeout Records and Shared Sewer Cost Calculations**
◊None
- **Distribute Updates to Regional Sewer Design and Constructions Standards and TGM Revisions**
◊ Paul is preparing final revisions to the specifications. References to storm sewer will be removed. Paul will forward the revisions to Nick and Ron for review before the next TSC meeting.

Technical Session – Consent Agenda

Review as needed:

- **Review and evaluate new products and technology for incorporation into the standard specifications.**
- **Monitor the assessment, accumulation and use of the Clearwater Reduction Funds**
- **Maintain procedures and protocol for compliance with the Agreement**
- **Review and recommend proposed changes, revisions, clarifications, and amendments to the Parties regarding the Agreement and the TGM**
- **Consider and decide requests for specification waivers**
- **Prepare appropriate specification amendments**
- **Review shared sewer cost calculations for compliance with TGM procedures**
Conduct review of proposed revisions to the 2000 RSAP to identify potential regional impacts

Additional Items

- **TMDL Update**
◇ Jordan and Jeremy attended meetings regarding options available to wastewater plants for phosphorus removal. Trading options and adaptive management options were discussed. The TMDL modeling will be worked on for the next year or more. The City needs to report their plan to the WDNR this year. The WDNR realizes that the City's decision must be made with the TMDL findings yet to be determined.
- **CMOM Update**
◇ Paul attended the Wisconsin Rural Water Association meeting last week, where sanitary sewer overflow and CMOM were discussed. Ron said that each of the sanitary districts was given a form to complete, identifying those things that are required of CMOM. One important item mentioned was that the City Sewer Use Ordinance must be current and enforceable.
- **I and I Reduction Fund/Excess Flow – No Update**
- **True Up/Ammonia – John Mayer**
◇ John Mayer proposed a language change to the Sewer Agreement, Section 10.2, Rates Designed Using Budgeted Expense and Estimated Flow and Pollutant Loadings. (See Attachment) The members present agreed with the proposed change. In 2016 the first quarter bill will reflect the 2015 True Up adjustment, and quarters two, three, and four will be billed using the True Up rate.
◇ The Sewer Agreement (Contract) may need updating to include ammonia as a method of testing for nitrogen, instead of TKN. Ron will speak to the OSG attorney for an opinion. The City of Fond du Lac Sewer Use Ordinance will need updating to reflect this change.
- **City Contribution to Flows at Connection Point 25 – No Update**
- **WCTS Operations Update**
◇ Jeremy, Jim Kaiser (Industrial Pretreatment Coordinator) and Ron Cunzenheim met with the owner of LaClare farms regarding their production operation. LaClare Farms say they have eliminated all of the whey from their waste stream. Their plumber said that the waste stream would now be closer to wash water. Jeremy noticed solids building up on the tank walls and the waste had a strong odor, neither of which would be present in wash water. The farm will be re-tested and if the strength is low enough, they may be

permitted to sample from the tank. Neither Jim nor Ron thinks that is likely, and recommended that the waste stream be metered. Testing will be done again in spring.

- ◇A membrane filtration pilot study is being undertaken at the plant. This is an additional phosphorus removal system on our effluent water discharge.
- ◇The lab is doing process modeling and sampling in the plant.
- ◇Ron has received three responses from sanitary districts regarding chemical additions.

Adjournment

◇A motion to adjourn was made by Ron Cunzenheim and seconded by Jordan Skiff. The motion passed. The meeting adjourned at 2:58 p.m. The next meeting is scheduled for March 17, 2015.

10.1 DETERMINATION OF ANNUAL REVENUE NEEDED TO BE GENERATED BY SEWER RATES

10.1.1 Cash Basis Determination.

The City must continue to use a "cash basis," not a "utility basis," when determining the annual revenue requirement or cash needed to be generated by sewer user charge rates.

10.1.2 City-Only Expenses.

If the City should appropriate any sewer utility cash for general City purposes, such cash must be treated as an expense item to be borne by City Users only.

10.2 RATES DESIGNED USING BUDGETED EXPENSE AND ESTIMATED FLOW AND POLLUTANT LOADINGS

~~The rates for each year are determined using the adopted budget level of expenses for that given year. The budget-based rates are determined using sewage volumes for the most recent 12-month period, and the pollutant strength used to calculate pounds of BOD, TSS, P, NH₃-N, or other pollutant is the average strength for the most recent 3-year (36 month) period. The 3-year average is used to calculate pollutant strengths for the WPCP influent and for all customers, both City and non-City. The budget-based rates are applied to actual metered flows and calculated pounds of pollutants using the average strength for each pollutant component as determined at the time the budget-based rates were established. The true-up rates shall become the rates in effect for billing purposes until the next true-up unless sanitary sewer rates are revised for all customers between true-ups.~~

10.3 ANNUAL TRUE-UP

The total annual charge for sewer service must be adjusted with an annual true-up. After each calendar year, bills to all Parties must be recalculated using rates based on actual customer flows and actual expenses. The true-up rates must be determined using actual sewage volumes and pollutant pounds during the calendar year corresponding to the actual expenses during that same calendar year. For purposes of developing true-up rates, the pounds of pollutants for OSG customers will be ~~are~~ calculated using the actual sewage flow applied to the trailing 3-year average sewage sampling test strength ending December 31 of the year. The difference between the prior year's ~~budget-based~~ bills and actual-based bills must appear as a line item adjustment to a Party's first quarter bill for the subsequent year. If actual figures are unavailable in time to make the true-up adjustment on the first quarter bill, then it must be made on the second quarter bill.