



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda Utilities Committee

Tuesday, August 11, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[15-1303](#) Approval of the July 21, 2015 Utilities Committee Meeting minutes.

Attachments: [July 21, 2015 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[15-1304](#) Award contract to Steinmetz Corporation for Electrical Transformer Testing at the Wastewater Treatment Plant in the amount of \$17,120 with a contingency of \$2,000 for a contract total not to exceed \$19,120.

Attachments: [2015 Wastewater Plant Transformer Testing.pdf](#)

[15-1302](#) Request approval of electronic Compliance Maintenance Annual Report (eCMAR) for 2014 and request the following Resolution be presented to the Common Council for approval:

RESOLVED, that the City of Appleton inform the Department of Natural Resources that the following actions were taken by the Common Council:

1. Review and approval of the Compliance Maintenance Annual Report (CMAR), which is attached to this Resolution.

2. Set forth the following actions to maintain requirements contained in the WPDES Permit:

a) Department of Utilities continue to evaluate the compost demonstration project and further reduce infiltration and inflow from our collection system.

Attachments: [2014 eCMAR memo.pdf](#)
[2014 eCMAR Summary Page.pdf](#)

6. Information Items

[15-1305](#) Sole Source Contract to TOMCO2 Systems for AWTF Liquid Carbon Dioxide Storage System Repair Work for a total amount not to exceed \$27,024.

Attachments: [TOMCO Sole Source Contract.pdf](#)

[15-1319](#) Update on Stormwater Utility comparison data.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions on the agenda, contact Chris Shaw at 920-832-5945 or Paula Vandehey at 920-832-6474.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Utilities Committee

Tuesday, July 21, 2015

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chairperson Dannecker called the Utilities Committee meeting to order at 5:30 p.m.

2. Roll call of membership

Present: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Baranowski and Alderperson Meltzer

3. Approval of minutes from previous meeting

[15-1180](#)

Approval of the July 7, 2015 Utilities Committee Meeting minutes.

Alderperson Baranowski moved, seconded by Alderperson Martin, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Baranowski and Alderperson Meltzer

4. Public Hearings/Appealances

5. Action Items

[15-1200](#)

#10-R-15 ALDERPERSON: Baranowski

Review the current stormwater policy to make for a more equitable assessment regarding ERUs based on dwelling differences.

Amendment was made to Refer to Staff for more information including comparisons with other communities with single family and duplex dwellings, range of the amount a community charges, tier versus non-tier structure, and to see if the objectives from 2013 have been met. Staff is to bring an update back to the Utilities Committee by the first Utilities Committee meeting of January 2016.

This Report Action Item was held

Aye: 5 - Alderperson Jirschele, Alderperson Martin, Alderperson Dannecker, Alderperson Baranowski and Alderperson Meltzer

[15-1233](#)

Approve the Purchase of Gas Sensing Equipment to LAI, Inc. in the amount of \$97,836 for the Methane Detection System Replacement Project.

Aldersperson Baranowski moved, seconded by Aldersperson Martin, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Aldersperson Jirschele, Aldersperson Martin, Aldersperson Dannecker, Aldersperson Baranowski and Aldersperson Meltzer

6. Information Items

[15-1182](#)

Glendale Water Tower Project Change Order #1 - Delete from supplementary conditions "The maximum deductible shall be \$5,000." This item will also be an Information Item on the Finance Committee agenda.

Discussed.

[15-1232](#)

Contract Amendment #1 to the Strand Associates contract for Engineering Services of the Glendale Water Tower in the amount of \$12,500.

Discussed.

[15-1181](#)

Update on Drainage Enforcement Action Related to Flood Report at 3225 N. Rankin Street.

Reviewed.

[15-1198](#)

10 Year Trend of Energy Use at the Wastewater Treatment Plant.

Discussed.

[15-1184](#)

Department of Utilities Mid-Year Performance Reviews.

Reviewed.

[15-1197](#)

Department of Public Works Mid-Year Performance Reviews.

Reviewed.

[15-1183](#)

Monthly Reports for April, May, June 2015

- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report

- Water Treatment Plant Synopsis

- Water Distribution and Meter Team Monthly Report - June

Reviewed.

7. Adjournment

Alderson Baranowski moved, seconded by Alderson Martin, that the Utilities Committee meeting be adjourned at 6:22 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Jirschele, Alderson Martin, Alderson Dannecker, Alderson Baranowski and Alderson Meltzer



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

To: Utilities Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: August 11, 2015

Re: Action: Award contract to Steinmetz Corporation for Electrical Transformer Testing at the Wastewater Treatment Plant in the amount of \$17,120 with a contingency of \$2,000 for a contract total not to exceed \$19,120.

The proposals for the Electrical Transformer Testing at the Wastewater Treatment Plant were received on Wednesday, July 1, 2015. The 2015 budget includes \$30,000 for electrical testing. Testing of transformers is recommended to be completed every two years to assure reliability of the system. Due to the age and usage of the equipment, our department highly recommends that we maintain this testing interval. Please note that the testing includes a total of ten transformers.

Two proposals were received.

Steinmetz Corporation	\$17,120
Electrical Testing Solutions	\$26,125

It is the recommendation of the Parks, Recreation and Facilities Management Department to accept the proposal by Steinmetz Corporation for \$17,120 for a two-year contract. The Department is also recommending a contingency of \$2,000 for a contract not to exceed \$19,120.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Greg Dannecker and Members of the Utilities Committee

From: Robert Kennedy, AWWTP Operations Supervisor

Cc: Chris Shaw, Director of Utilities
Paula Vandehey, Director of Public Works
Dean Gazza, Director of Parks, Recreation and Facilities Management
Mayor Tim Hanna

Date: August 11, 2015

Re: *Request Approval of the electronic Compliance Maintenance Annual Report (eCMAR) for 2014 and Request Resolution be Presented to Common Council for Approval*

State of Wisconsin Code NR 208 mandates an annual assessment of the wastewater utility known as the electronic Compliance Maintenance Annual Report (eCMAR). Requirements under NR 208 are enforceable through the facility's Wisconsin Pollutant Discharge Elimination System permit. This regulation has four objectives: assuring consistency with other rules; expanding application of the rule to sanitary sewer collection system operation and maintenance; improving the compliance maintenance rating system; and improving the quality and ease of reporting through electronic data management integration. The 2014 eCMAR is required to be submitted to the Department of Natural Resources (DNR) by August 31, 2015.

Attached is the 2014 eCMAR summary, which will be submitted electronically to the Wisconsin Department of Natural Resources after the Utilities Committee and Common Council approve the resolution cited in the agenda with this attachment. Each eCMAR category was letter graded (A, B, C, D, or F) based on regulatory criteria. The categories are then combined and an overall treatment works grade point average was determined for 2014. Responses are required for categories with grades at or below a "C" or for an overall grade point average less than 3.0.

The overall letter grade for the 2014 eCMAR is an A with a grade point average of 3.73. Seven of the nine categorical grades for the facility were graded as excellent or A. There were two categories with a B grade: Effluent Quality/Ammonia and Biosolids Quality and Management.

The Biosolids Quality and Management section B grade was the result of the facility not having the necessary 180 days of storage capacity required under NR 204. The wastewater plant did maintain 155 days of biosolids storage for 2014.

The Effluent Quality/Ammonia section B grade was the consequence of air piping emergency repair work in January 2014 which resulted in the plant functioning at ½ of normal aeration capacity during the repair time. The limited aeration function combined with cold weather inhibition of ammonia-reducing bacteria caused a decrease in ammonia-nitrogen removal during the first two weeks of January. Aeration capacity was restored on 1-13-2014, and ammonia removal improved by the end of the month.

Issues of biosolids storage capacity continue to be addressed by the Utilities Department. A capital project for a building expansion or a compost facility has been identified for 2017. AWWTP staff is currently engaged in a large scale pilot that is field testing composting biosolids with city generated yard wastes. The composted product has the potential for outlets year round that would effectively reduce the Class B biosolids building storage needs. This reduction in storage would improve the eCMAR grade to an A for biosolids storage.

Overall, the 2014 Compliance Maintenance Annual Report reflects sound utility planning and operations. I would like to credit the Utilities Committee and Council for continued investment in our wastewater facilities, Wastewater Staff for their work in achieving a fine maintenance and compliance record, the Department of Public Works for collection system engineering and maintenance, and Facilities Management for maintaining our buildings and grounds.

I recommend approving the 2014 eCMAR and the Common Council resolution in support thereof. If you have any questions concerning the 2014 eCMAR please contact Robert Kennedy at 832-2349.

Compliance Maintenance Annual Report

Appleton Wastewater Treatment Facility

Last Updated: Reporting For:

8/5/2015

2014

Grading Summary

WPDES No: 0023221

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	B	3	5	15
Phosphorus	A	4	3	12
Biosolids	B	3	5	15
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	138
GRADE POINT AVERAGE (GPA) = 3.73				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)



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Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, Wisconsin 54952 – 8924
920 – 997 – 4200 tel
920 – 997 – 3240 fax

TO: Chairperson Greg Dannecker and Members of the Utilities Committee

FROM: Utilities Deputy Director Chris Stempa

CC: Utilities Director Chris Shaw, Wastewater Plant Operations Supervisor Robert Kennedy, Enterprise Fund Accounting Manager Kelli Rindt

DATE: August 4, 2015

RE: *Sole Source Contract to TOMCO₂ Systems for AWTF Liquid Carbon Dioxide Storage System Repair Work for a total amount not to exceed \$27, 024*

BACKGROUND:

The Appleton Water Treatment Facility (AWTF) utilizes a TOMCO₂ liquid carbon dioxide (CO₂) system for pH adjustment and fire suppression of the Powdered Activated Carbon (PAC) system. The existing liquid CO₂ system was commissioned as part of the original AWTF construction in 2001. In early 2014, liquid CO₂ suppliers conducted a site survey of the AWTF CO₂ storage system as part of the AWTF chemical quotation process. This survey identified that the existing liquid CO₂ tank Pressure Release Devices (PRDs) did not adhere to Compressed Gas Association (CGA) standards which were created after the water plant was constructed.

The existing AWTF CO₂ system was constructed with a single PRD assembly on each tank. This design does not allow for removal, inspection, or replacement of PRDs without taking the CO₂ system out of service. In June 2014 the AWTF solicited the services of the original equipment manufacturer (OEM), TOMCO₂, to assist with a complete CO₂ system conditions assessment given the concerns brought forth with the PRDs coupled with the CO₂ system age (15 years) and need to maintain uninterrupted treatment operations.

SOLE SOURCE JUSTIFICATION:

As the OEM, TOMCO₂ is intimately familiar with the AWTF CO₂ system and possess a positive industry track record of service. They also provide the AWTF with an experienced single-point of contact when needs or questions arise. The conditions assessment work completed by TOMCO₂ confirmed the need to replace the existing PRDs including refrigeration compressor filters, dryers, failing electronic pressure

switches, expansion valves, and other miscellaneous components which have worn over time. Based on the findings of that assessment the AWTF determined it was necessary to expeditiously move forward with the identified repairs.

As part of due diligence the Utility Department still sought quotes from two regional liquid CO₂ system service providers (also supply liquid CO₂) capable of servicing the AWTF TOMCO₂ system. These firms confirmed their ability to provide the requested services but that markup charges would be applied if not under an existing liquid CO₂ supply contract (this is apparently a common practice). One of the liquid CO₂ suppliers provided a service quote while engaged in short-term supply contract. Their quote was under the premise that we were under a supply contract with them when the work occurred (which would not have occurred since their supply contract was terminated 30-days following execution) and thus was absent the mark-up or multiplier described previously. The quote focused on the pressure relief valves and fill pipes but did not address the overall needs of the compressed gas system. It also only accounted for one tank and did not include the various component identified by the TOMCO₂ which were due for replacement. In addition, it did not take into consideration the time it would take to transition work from one tank to the other or methods used to accomplish this while maintaining uninterrupted process operation. Where the components listed were the same, TOMCO₂ was the more cost competitive quote outside of travel expenses (travel from Illinois vs. Georgia).

One local service provider was also contacted for a quote based on a referral from another treatment facility. However, their service technician indicated that the work required was outside of the routine maintenance they perform on refrigeration and CO₂ vaporizer units.

The overall lack of detail contained within the regional firms quotes and the inability of smaller local service provider to complete all required tasks highlighted the concerns associated with the level of expertise being brought by someone other than the OEM. Utilities and Finance Department staff reviewed the presented alternatives. Their recommendation was to engage in a service contract with the OEM, TOMCO₂ to complete the work.

TOMCO₂ Systems has since completed repairs and equipment component replacements to the AWTF liquid carbon dioxide storage system. The cost of repairs was \$27,024. This project was identified in the 2015 operations budget at \$30,000.

If you have any questions, regarding the project please contact Chris Stempa at 832-2353.