

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

Phone (920) 739-7921
Fax (920) 739-1343
gcmwsc@new.rr.com



November 30, 2023

Town Clerk
Town of Grand Chute
1900 W Grand Chute Blvd
Grand Chute, WI 54913

Village Clerk
Village of Greenville
P O Box 60
Greenville, WI 54942

Village Clerk
Village of Fox Crossing
2000 Municipal Drive
Neenah, WI 54956

Town Clerk
Town of Clayton
8348 Hickory Ave
Larsen, WI 54947

Ms. Ellen Skerke
Town of Neenah
1655 County Road A
Neenah, WI 54956

The Post Crescent
P O Box 59
Appleton, WI 54912

Mr. Andrew Rossmessl
Herrling Clark Law Firm
800 North Lynndale Drive
Appleton, WI 54914

PUBLIC NOTICE

Public Notice is hereby given that there will be a **REGULAR MEETING** OF THE FOX WEST REGIONAL SEWERAGE COMMISSION on Wednesday, December 6, 2023 at 4:00 P.M. The Commission may entertain a motion to proceed into Closed Session pursuant to Section 19.85(1)(c) of Wisconsin Statutes (performance evaluation & wage adjustments); upon completion of the Closed Session, the Commission will return to Regular Open Session to potentially take formal action on items discussed during the Closed Session. The meeting will be held at the McMahon headquarters at 1445 McMahon Drive in Neenah. The meeting will also be held via teleconference.

Respectfully submitted,

FOX WEST REGIONAL S.C.

Melissa Starr
Accounting Clerk

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AGENDA For REGULAR MEETING Wednesday December 6, 2023 4:00 P.M.

The meeting will also be held via teleconference.

CALL TO ORDER OF REGULAR MEETING

ROLL CALL

APPROVAL OF AGENDA

SECRETARY'S REPORT: ● Approve Minutes of Regular Meeting (11/01/2023)
●

TREASURER'S REPORT: ● Approve Voucher List
● Discussion / Review of Bank & Budget Statements

PRESIDENT'S REPORT:

● Discussion/Action

MANAGER'S REPORT: ● Review/Approve Monthly Operational Summary
● Discuss/Act on Property & Liability Insurance Renewal for 2024
● Discuss/Act on Annual Contract Increase for MCO Services
● Discuss/Act on Resolution 287-12 Septage Rates
● Discuss/Act on Resolution 313-23 Public Records Requests

ENGINEER'S REPORT: ●

OLD BUSINESS: ●

CLOSED SESSION: ● Motion to convene into Closed Session by ROLL CALL VOTE pursuant to Section 19.85(1)(c) Wisconsin Statutes ('24 Wage Adjustment)
● Motion to adjourn Closed Session and reconvene to Regular Meeting.

NEW BUSINESS: ● Discuss/Act on 2024 Employee Wage Adjustments
● Informational Only – 2024 Event Calendar

ADJOURNMENT:

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REGULAR MEETING MINUTES

November 1, 2023

Notice of the Regular Meeting was distributed by Melissa Starr to all Commissioners; the Clerks of the Town of Grand Chute, Village of Fox Crossing, Village of Greenville, Town of Clayton, & Town of Neenah; the Post Crescent; and posted on the bulletin board at the Regional Office. The Regular Meeting was called to order by President Dale Youngquist at 4:00 pm.

PRESENT:

Dale Youngquist	Ron Wolff Jr.	Mark Strobel
Mike Van Dyke	Greg Ziegler	Brandon Kaufman (MCO)
Jason Van Eperen	Beth English	Melissa Starr (MCO)

APPROVAL OF AGENDA:

A motion was made by Mike Van Dyke to approve the Agenda, second by Greg Ziegler. *Motion Carried.*

SECRETARY'S REPORT:

Minutes

A motion was made by Mike Van Dyke to approve the Minutes of the Regular meeting held on October 4, 2023; second by Greg Ziegler. *Motion Carried.*

TREASURER'S REPORT:

Voucher List

President Youngquist asked if there were any questions or concerns with the Voucher List; hearing none, a motion was made by Mike Van Dyke to approve the Voucher List; second by Greg Ziegler. *Motion Carried.*

Bank & Budget Statements

President Youngquist asked if there were any questions regarding the bank and budget statements; hearing none, a motion was made by Mike Van Dyke to approve the Bank & Budget Statement as presented; second by Greg Ziegler. *Motion Carried.*

PRESIDENT'S REPORT:

Authorized Signers

President Youngquist shared the list of authorized signers currently on file with Community First Credit Union (CFCU); Dale Youngquist, Dean Culbertson, and Mike Van Dyke. In order to make changes, the Commission needs to vote on who will be authorized signers going forward. After discussion, a motion was made by Greg Ziegler to remove Dean Culbertson, keep Dale Youngquist and Mike Van Dyke as authorized signers, and to add Melissa Starr as an authorized representative for the Commission to facilitate authorized transactions on their behalf; second by Mike Van Dyke. *Motion Carried.*

MANAGER'S REPORT:

Operational Summary

Manager Kaufman discussed his written report and provided additional information on: SNDR #2 Digester was found to have a large amount of sludge settled in the tank. It appears that the jet header nozzles and potentially the airlines that feed the nozzles are plugged, so we are working to remove the sludge for further assessment. SNDR #1 has a bad jet pump, so Crane will be replacing the impeller and wear ring. Ferric Chloride usage has been reduced and the phosphate analyzer should help with this issue as well. The three new stainless-steel digester foam pump volutes have arrived. New wear rings and impellers are needed due to the originals being so worn. After discussion a motion was made by Mike Van Dyke to approve the Operational Summary; second by Greg Ziegler. *Motion Carried.*

Foam Pump Impellers/Side Plates Replacement

Manager Kaufman further explained that the two quotes from Crane Engineering are for the impellers and side plates for the new foam pump volutes just discussed. After discussion a motion was made by Mike Van Dyke to approve the two quotes from Crane Engineering for the replacement of the foam pump impellers and side plates; second by Greg Ziegler. *Motion Carried.*

ENGINEER'S REPORT:

N/A

OLD BUSINESS

N/A

NEW BUSINESS

N/A

ADJOURNMENT

A motion was made by Jason Van Eperen, second by Greg Ziegler to Adjourn. *Motion Carried.*

Meeting adjourned at 4:26 pm.

ATTEST

Greg Ziegler, Secretary

Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL
SEWERAGE COMMISSION
For Approval on: 12/06/2023**

PREAUTHORIZED NOVEMBER PAYABLES

CHECK NO	DATE		Amount
38126-38128	11/14/23	Plant Payroll - Net (#23-23)	\$ 4,759.57
WDC111423	11/14/23	Wisconsin Def Comp (#23-23)	\$ 70.00
	11/14/23	FSA WITHHOLDING (#23-23)	\$ 149.99
38129-38131	11/28/23	Plant Payroll - Net (#23-24)	\$ 5,500.71
WDC112823	11/28/23	Wisconsin Def Comp (#23-24)	\$ 70.00
	11/28/23	FSA WITHHOLDING (#23-24)	\$ 149.99
38132	11/28/23	GFL Environmental (trash, grit, recycling hauling)	\$ 1,483.88
38133	11/28/23	Spectrum/Charter Communications (\$148.82 Internet/\$147.66 Telephone)	\$ 296.48
38134	11/28/23	Town of Grand Chute (Life & Dental Insurance, FSA fee)	\$ 369.09
38135	11/28/23	VISA (\$136.78-Maint Supplies /\$71.82 Fuel/\$420.95 -ER Primary/\$23.49- Postage/\$52.50-Software/\$9.48-Maint Parts/\$209.66-Office Supplies)	\$ 924.68
38136	11/28/23	WE Energies (\$503.22 Heat/\$49,422.24 Electric)	\$ 49,925.46
38137	11/28/23	Wisconsin State Laboratory of Hygiene	\$ 326.00

WGH112423	11/24/23	Dept of Employee Trust (DECEMBER HEALTH INVOICE)	\$ 6,359.70
EFTPS113023	11/30/23	Federal Payroll Taxes (NOVEMBER Federal Tax Withholding)	\$ 3,731.90
WDR113023	11/30/23	Wisconsin Dept Revenue (NOVEMBER State Tax Withholding)	\$ 614.97
WRS113023	11/30/23	Dept of Employee Trust (OCTOBER PENSION)	\$ 3,075.26
			<u>\$77,807.68</u>

**FOX WEST REGIONAL
SEWERAGE COMMISSION -**

MONTHLY PAYABLES

VOUCHER LIST - 12/06/2023

PAGE 2

Amount

CHECK NO	DATE		Amount
38138-38144	12/06/23	Commissioner's Wages (Net) Commission Wages (November Mtg)	\$1,239.66
38145	12/06/23	Aquachem Ferric Chloride	\$24,700.70
38146	12/06/23	Badger Laboratories, Inc. Lab Testing: Fecal Coliforms & Metals	\$584.00
38147	12/06/23	Cintas Fire Fire Extinguisher Checks	\$1,658.71
38148	12/06/23	Crown Rental	\$1,945.00
38149	12/06/23	Grainger Hydrant Repair Kit, 1/4 Turn Stop Angle	\$91.77
38150	12/06/23	Heartland Business Systems Monthly Service Billing & DUO Licenses	\$421.00
38151	12/06/23	Midwest Contract Operations Contract Operations	\$47,035.80
38152	12/06/23	NCL Lab Supplies; Hydrochloric Acid, Buffer Solution, BOD Nutrient	\$777.14
38153	12/06/23	Print Source Check Stock, Envelopes	\$214.76
38154	12/06/23	Splendid Cleaning Services Monthly Building Maintenance	\$379.00
38155	12/06/23	Thermal Process Systems SNDR #2 Flange	\$2,677.65
38156	12/06/23	UniFirst Employee Uniforms, Bagged Cloths & Wipers, Mats	\$554.76

\$82,279.95

CHECK NO DATE

Amount

EQUIPMENT REPLACEMENT

Total Equipment Replacement **\$0.00**

DEPRECIATION EXPENSE

Total Depreciation **\$0.00**

Preauthorized NOVEMBER Expenses	\$77,807.68
Monthly Payables	\$82,279.95
Equipment Replacement Expense	\$0.00
Depreciation Expense	\$0.00
	\$160,087.63

Disbursements Not Approved:

Approved by Commission:

Mark Strobel

Date

2023 INTEREST EARNINGS
October 31, 2023

gl #s	1002	1034	1036	1050	2186b	2131	2121	2152b	2152a	2152c	2141	2187b	2152e	
	Operations				Future	Replacement	Bond Redemption				Depreciation			TOTAL
	Checking	WH Deposit Winnebago	WH Deposit Geenan	Savings	C.D. Matures 9/12/24	MONEY MARKET	MONEY MARKET	C.D. Matured 6/4/23	C.D. Matured 4/29/23	LGIP	MONEY MARKET	C.D. Matured 8/22/23	LGIP	
	0.05%	0.01%	0.01%	1.00%	5.20%	5.25%	5.25%			5.37%	5.25%		5.37%	
	ANB	ANB	ANB	COMM1st	COMM1st	ANB	ANB	COMM1st	ANB	LGIP	ANB	COMM1st	LGIP	
Jan	22.76	0.01	-	-	2,833.97	519.95	1,025.70	360.12	1,904.65	-	170.04	3,567.62	-	\$10,404.82
Feb	18.59	-	-	-	2,565.41	491.85	1,016.02	325.56	-	-	153.73	3,229.62	-	\$7,800.78
Mar	23.84	-	0.01	-	2,845.98	564.80	1,262.13	360.74	-	-	170.35	3,582.92	-	\$8,810.77
Apr	22.03	0.01	-	-	2,760.30	1,225.43	1,092.00	349.41	1,947.75	1,879.95	371.27	3,475.14	-	\$13,123.29
May	29.92	-	-	-	2,858.46	2,170.23	738.96	361.37	-	1,907.48	692.97	3,598.80	-	\$12,358.19
Jun	28.01	0.01	0.01	11.41	2,772.40	2,277.96	508.37	341.27	-	3,445.98	708.85	3,490.55	-	\$13,584.82
Jul	29.41	-	-	-	2,870.99	2,473.18	805.99	-	-	4,330.60	747.42	3,614.76	-	\$14,872.35
Aug	31.40	-	-	-	2,877.37	2,648.85	1,275.12	-	-	4,485.05	771.65	3,444.52	469.58	\$16,003.54
Sep	30.26	0.02	0.01	45.74	3,185.76	2,625.21	1,415.81	-	-	4,389.97	749.89	-	7,094.31	\$19,536.98
Oct	24.81	-	-	-	5,472.50	2,944.44	2,129.57	-	-	4,570.47	777.36	-	7,386.01	\$23,305.16
Nov														\$0.00
Dec														\$0.00
TOTALS:	\$261.03	\$0.05	\$0.03	\$57.15	\$31,043.14	\$17,941.90	\$11,269.67	\$2,098.47	\$3,852.40	\$25,009.50	\$5,313.53	\$28,003.93	\$14,949.90	\$139,800.70
	\$318.26				\$31,043.14	\$17,941.90	\$42,230.04				\$48,267.36			
acct #'s	-17	-87	-87	-5400	-4959	-92	-23	-0570	-76	-1	-11	-7183	-2	
acct S's	\$625,868.96	\$506.80	\$502.12	\$719.79	\$1,304,618.14	\$678,207.42	\$490,900.75	\$0.00	\$0.00	\$1,007,458.40	\$179,194.64	\$0.00	\$1,628,080.40	\$5,916,057.42

ACCOUNT LISTING
10/31/2023

American Nat'l Bank	Operations - Checking	\$625,868.96	0.05%
American Nat'l Bank	Operations - WH Deposit	\$506.80	0.01%
American Nat'l Bank	Operations - WH Deposit	\$502.12	0.01%
Community 1st CU	Operations - Savings	\$719.79	1.00%
Community 1st CU	Future Capital - CD	\$1,304,618.14	5.20%
American Nat'l Bank	Replacement - Money Market	\$678,207.42	5.25%
American Nat'l Bank	Bond Redemption - Money Market	\$490,900.75	5.25%
LGIP	Bond Redemption	\$1,007,458.40	5.37%
American Nat'l Bank	Depreciation - Money Market	\$179,194.64	5.25%
LGIP	Depreciation	\$1,628,080.40	5.37%
Total Funds:		\$5,916,057.42	

**FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF OCTOBER 2023**

CHECKING ACCOUNT		
Beginning Balance		\$582,673.22
Receipts:		
User Fees Received	\$274,022.16	
Vactor-Waste Fees Received	-	
Lab/MISC Fees Received	500.00	
Septic Haulers Fees	10,460.50	
Interest Earned @ 0.05% / ANB	24.81	
Transfers from:		
Equipment Replacement	8,273.28	
Bond Redemption	-	
Depreciation	-	
Total Receipts:	\$293,280.75	
Total Available		\$875,953.97
Disbursements:		
Commissioners Wages (net)	\$1,239.64	
Plant Personnel Wages (net)	4,759.57	
Plant Personnel Wages (net)	4,855.30	
Plant Personnel Wages (net)	5,373.01	
Gen. Operating Expense	\$156,805.98	
Equipment Replacement	71,771.51	
Depreciation	5,280.00	
Transfers To:		
Misc ledger adjustment	-	
Equipment Replacement		
Bond Redemption		
Depreciation	-	
Total Disbursements:	\$250,085.01	
TOTAL CHECKING - Per General Ledger		<u>\$625,868.96</u>
	checks outstanding:	\$6,232.49
	actual checkbook balance at month-end- Per Bank Statement:	\$632,101.45

COMM FIRST CU SAVINGS ACCOUNT		
Beginning Balance	\$719.79	
Interest Earned @ 1.00% / COM 1st	0.00	
Total Savings Acct Balance		<u>\$719.79</u>

EQUIPMENT REPLACEMENT ACCOUNT		
Beginning Balance	\$683,536.26	
Interest Earned @ 5.25% / ANB	2,944.44	
Transfer from Checking		
Transfer to Checking	-8,273.28	
Total Equip Replacement Acct Balance		<u>\$678,207.42</u>

FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF OCTOBER 2023

BANK STATEMENT-10/31/23
PAGE 2

FUTURE CAPITAL ACCOUNT

Beginning Balance	\$1,299,145.64	
Interest Earned @ 5.20% / COM 1st - CD	5,472.50	
TOTAL FUTURE CAPITAL		<u>\$1,304,618.14</u>

BOND REDEMPTION ACCOUNTS

Beginning Balance - Money Market Account	\$488,771.18	
Interest Earned @ 5.25% / ANB	2,129.57	
Transfer from Checking	-	
Transfer to STATE WIS - CWF loan payment	-	
Wire Transfer Fee	-	
Total Bond Redemption MM Acct Balance	\$490,900.75	

Beginning Balance - LGIP Account	\$1,002,887.93	
Interest Earned @ 5.37% / LGIP	\$4,570.47	
Deposit	-	
Withdrawal (STATE WIS - CWF loan payment)	-	
Total Bond Redemption LGIP Acct Balance	\$1,007,458.40	

TOTAL BOND REDEMPTION \$1,498,359.15

DEPRECIATION ACCOUNTS

Beginning Balance - Money Market Account	\$178,417.28	
Interest Earned @ 5.25% / ANB	777.36	
Transfer from Checking		
Transfer to Checking		
Total Depreciation Acct Balance	\$179,194.64	

Beginning Balance - LGIP Account	\$1,620,694.39	
Interest Earned @ 5.37%	7,386.01	
Total Depreciation LGIP Acct Balance	\$1,628,080.40	

TOTAL DEPRECIATION ACCOUNT \$1,807,275.04

SUMMARY

ANB CHECKING ACCOUNT	\$625,868.96
COMM FIRST CU SAVINGS ACCOUNT	\$719.79
EQUIPMENT REPLACEMENT ACCOUNT	678,207.42
FUTURE CAPITAL CD ACCOUNT	\$1,304,618.14
BOND REDEMPTION ACCOUNTS	1,498,359.15
DEPRECIATION ACCOUNTS	1,807,275.04
PETTY CASH & WASTEHAULER DEPOSITS	\$1,208.92
TOTAL FUNDS AVAILABLE	<u>\$5,916,257.42</u>

Fox West Regional Sewerage Commission
Income Statement with Previous Year Comparison
October 31, 2023

	October 23	October 22	Jan - Oct 23	Jan - Oct 22	Y-T-D \$ Change
Operations & Maintenance Income					
Grand Chute	87,605.22	77,211.70	832,763.85	794,354.37	38,409.48
Clayton	3,634.03	3,510.39	35,788.64	35,789.96	-1.32
Fox Crossing	53,719.83	58,729.57	564,300.05	594,681.62	-30,381.57
Greenville	36,742.54	36,068.59	356,577.40	364,671.23	-8,093.83
Total Operation/Maint Income	\$181,701.62	\$175,520.25	\$1,789,429.94	\$1,789,497.18	(\$67.24)
Operations & Maintenance Expenses					
<i>Wages & Benefits</i>					
Commissioner Pay	1,418.15	1,272.70	13,204.25	13,204.25	0.00
Employee Pay	22,612.21	14,439.40	169,713.16	151,986.54	17,726.62
Employee Benefits	7,967.13	7,010.00	79,502.73	90,865.44	-11,362.71
<i>Utilities</i>					
Electric	52,118.38	50,810.23	552,170.44	509,395.51	42,774.93
Natural Gas & Water	166.94	287.17	48,898.35	44,872.20	4,026.15
<i>Chemicals</i>					
Ferric Chloride	23,100.61	30,390.83	220,391.78	216,989.93	3,401.85
Polymer	0.00	0.00	20,680.00	14,861.00	5,819.00
Other Chemicals	0.00	0.00	0.00	0.00	0.00
<i>General Operations</i>					
Contract Operations	47,035.80	45,350.97	470,358.00	462,489.70	7,868.30
Rugs, Linens, Uniforms	461.54	452.18	5,051.04	4,593.38	457.66
Grit & Refuse Hauling	1,461.41	1,685.23	20,185.15	19,110.55	1,074.60
Other Operations	592.26	3,098.45	8,866.05	11,047.63	-2,181.58
<i>Sludge</i>					
Sludge Disposal	0.00	0.00	18,637.50	25,131.90	-6,494.40
Other Sludge Exp.	0.00	0.00	516.58	0.00	516.58
<i>Plant Maint</i>					
Maintenance of Operations	0.00	4,028.00	29,153.12	87,470.95	-58,317.83
Other Plant Maintenance	7,487.45	11,703.80	94,138.67	108,969.35	-14,830.68
<i>Lab</i>					
Lab Operations	2,103.74	4,497.56	21,080.41	22,640.47	-1,560.06
WPDES Compliance Monitor	0.00	0.00	0.00	0.00	0.00
<i>Administrative & General Expenses</i>					
Insurance & Legal	0.00	810.00	67,572.60	65,744.00	1,828.60
Annual Audit	0.00	0.00	9,425.00	8,715.00	710.00
Office, Postage, Phone, etc	913.75	2,071.13	13,557.07	16,287.71	-2,730.64
DNR Environment Fees	0.00	0.00	34,373.35	31,829.98	2,543.37
Other General/Admin	960.98	10.00	3,578.31	3,102.44	475.87
Total Operating Expenses	\$168,400.35	\$177,917.65	\$1,901,053.56	\$1,909,307.93	(\$8,254.37)
Gross Income (Loss)	\$13,301.27	(\$2,397.40)	(\$111,623.62)	(\$119,810.75)	\$8,187.13
Other Operations Income					
<i>Other Income</i>					
Interest Income	23,305.16	11,891.16	139,800.70	43,760.46	96,040.24
Waste Hauler Income	15,419.52	17,493.54	164,710.10	174,286.70	-9,576.60
Lab Testing/Vac-Waste/Misc	2,333.00	1,814.00	26,591.21	23,775.95	2,815.26
Other Operations Income	\$41,057.68	\$31,198.70	\$331,102.01	\$241,823.11	\$89,278.90
Operating Fund Income (Loss)	\$54,358.95	\$28,801.30	\$219,478.39	\$122,012.36	\$97,466.03
Replacement, Debt, Depreciation					
<i>Repl.</i>					
Repl. Income from Users	34,337.77	34,337.76	343,376.67	343,376.68	-0.01
Repl. Fund Expenses	2,677.65	13,439.20	119,047.83	202,469.25	-83,421.42
<i>Debt</i>					
Debt Service from Users	87,445.29	92,354.58	898,860.48	923,542.35	-24,681.87
Debt Service Interest	12,922.09	15,016.62	49,088.79	158,326.20	-109,237.41
<i>Depr.</i>					
Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
Depr. Fund Expenses	0.00	5,470.00	34,641.00	39,036.50	-4,395.50
Income (Loss) for Replacement, Debt, Depreciation	\$106,183.32	\$92,766.52	\$1,039,459.53	\$867,087.08	\$172,372.45
Reconciliation Discrepancies / Audit GASB / Plant Depreciation	0.00	0.00	0.00	0.02	-0.02
Net Income (Loss)	\$160,542.27	\$121,567.82	\$1,258,937.92	\$989,099.42	\$269,838.48

Fox West Regional Sewerage Commission
Balance Sheet Summary with Previous Year Comparison
As of October 31, 2023

	<u>October 31, 23</u>	<u>October 31, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
<u>Current Assets</u>				
<u>Cash & Investments</u>				
Checking-American Nat'l	625,868.96	470,935.89	154,933.07	32.9%
Cash-Wastehauler's Deposits	1,008.92	1,011.82	-2.90	-0.29%
Petty Cash	200.00	200.00	0.00	0.0%
Savings-Comm 1st	719.79	0.00	719.79	100.0%
Bond Redemption - Money Market & CD's	1,498,359.15	1,574,022.77	-75,663.62	-4.81%
Equipment Replacement - Money Market & CD's	678,207.42	429,525.41	248,682.01	57.9%
Depreciation Fund - Money Market & CD's	1,807,275.04	1,757,352.02	49,923.02	2.84%
Future Capital (CD)	1,304,618.14	1,268,016.75	36,601.39	2.89%
Total Cash & Investments	<u>5,916,257.42</u>	<u>5,501,064.66</u>	<u>415,192.76</u>	<u>7.55%</u>
<u>Other Current Assets</u>				
Accounts Receivable	326,962.95	322,074.08	4,888.87	1.52%
Undeposited Funds	0.00	0.00	0.00	0.0%
Inventory Mat'l & Supplies	12,521.00	12,521.00	0.00	0.0%
WRS Pension - Assets & Deferred Outflows	348,954.00	308,946.00	40,008.00	12.95%
Total Other Current Assets	<u>688,437.95</u>	<u>643,541.08</u>	<u>44,896.87</u>	<u>6.98%</u>
Total Current Assets	<u>6,604,695.37</u>	<u>6,144,605.74</u>	<u>460,089.63</u>	<u>7.49%</u>
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	19.93%
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.0%
Structures, Equipment & Improvements	45,325,996.33	45,211,325.21	114,671.12	0.25%
Accumulated Depreciation	-25,028,459.62	-23,256,661.57	-1,771,798.05	1.65%
Total Fixed Assets	<u>22,536,557.03</u>	<u>24,193,683.96</u>	<u>-1,657,126.93</u>	<u>-6.85%</u>
TOTAL ASSETS	<u><u>29,141,252.40</u></u>	<u><u>30,338,289.70</u></u>	<u><u>-1,197,037.30</u></u>	<u><u>-3.95%</u></u>
LIABILITIES & EQUITY				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	94,486.57	97,768.32	-3,281.75	0.0%
Payroll Liabilities	45,542.03	36,459.15	9,082.88	8.83%
Pension Liability	285,734.00	269,716.00	16,018.00	302.72%
Customer Deposits	1,011.42	1,011.42	0.00	28.07%
Accrued Interest Expense & Other Liab	77,366.16	89,911.12	-12,544.96	5.94%
Total Current Liabilities	<u>504,140.18</u>	<u>494,866.01</u>	<u>9,274.17</u>	<u>1.87%</u>
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	0.00	57,790.80	-57,790.80	-100.0%
CWF-2009 Upgrade	5,722,729.06	6,694,534.85	-971,805.79	-14.52%
Total Long Term Liabilities	<u>5,722,729.06</u>	<u>6,752,325.65</u>	<u>-1,029,596.59</u>	<u>-15.25%</u>
Total Liabilities	<u>6,226,869.24</u>	<u>7,247,191.66</u>	<u>-1,020,322.42</u>	<u>-14.08%</u>
<u>Equity</u>				
Contributions in Aid-Grants/Agencies	4,951,269.00	4,951,269.00	0.00	-14.1%
Contributions in Aid-Communities	695,930.55	695,930.55	0.00	0.0%
Contributions in Aid-Others	147,494.00	147,494.00	0.00	0.0%
Accum Amort of Contributed Capital	-3,933,248.32	-3,933,248.32	0.00	0.0%
Retained Earnings-Unappropriated	19,697,193.84	20,094,616.39	-397,422.55	-1.98%
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.0%
Net Income	1,209,807.09	989,099.42	220,707.67	-1.98%
Total Equity	<u>22,914,383.16</u>	<u>23,091,098.04</u>	<u>-176,714.88</u>	<u>-0.77%</u>
TOTAL LIABILITIES & EQUITY	<u><u>29,141,252.40</u></u>	<u><u>30,338,289.70</u></u>	<u><u>-1,197,037.30</u></u>	<u><u>-3.95%</u></u>

**2023 BUDGET STATEMENT
FOX WEST REGIONAL
WASTEWATER TREATMENT PLANT**

Budget Through 10/31/2023

INCOME SOURCE	100.00% '23 BUDGET	MONTHLY 1/12 TOTAL	8.33% JAN	16.67% FEB	25.00% MAR	33.33% APR	41.67% MAY	50.00% JUNE	58.33% JULY	66.67% AUG	75.00% SEPT	83.33% OCT	YTD TOTAL	BDGT THRU OCT (10/31/23)	(OVER)/UNDER BUDGET	% OF BUDGET
USER CHARGES:																
OPERATION AND MAINT	\$2,031,919.00	\$169,326.58	\$175,166.66	\$156,003.33	\$238,474.69	\$212,076.37	\$186,170.48	\$160,720.48	\$158,670.68	\$168,206.05	\$152,239.58	\$181,701.62	\$1,789,429.94	\$1,693,265.83	(\$96,164.11)	88.07%
EQUIPMENT REPLACEMENT	412,052.00	34,337.67	34,337.64	\$34,337.66	\$34,337.74	\$34,337.73	\$34,337.58	\$34,337.66	\$34,337.57	\$34,337.66	34,337.66	34,337.77	343,376.67	\$343,376.67	(\$0.00)	83.33%
BOND REDEMPTION	1,107,925.00	92,327.08	92,327.05	92,327.06	92,327.37	92,327.43	92,326.83	87,444.91	87,444.68	87,444.94	87,444.92	87,445.29	898,860.48	\$923,270.83	\$24,410.35	81.13%
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$0.00	0.00%
TOTAL BUDGETED INCOME	\$3,551,896.00	\$295,991.33	\$301,831.35	\$282,668.05	\$365,139.80	\$338,741.53	\$312,834.89	\$282,503.05	\$280,452.93	\$289,988.65	\$274,022.16	\$303,484.68	\$3,031,667.09	\$2,959,913.33	(\$71,753.76)	85.35%
CONTINGENCY FUNDING:																
INTEREST INCOME	\$37,000.00	\$3,083.33	\$10,404.82	\$7,800.78	\$8,810.77	\$13,123.29	\$12,358.19	\$13,584.82	\$14,872.35	\$16,003.54	\$19,536.98	\$23,305.16	\$139,800.70	\$30,833.33	(\$108,967.37)	377.84%
WASTEHAULER INCOME	200,000.00	16,666.67	13,595.98	16,365.73	17,656.70	19,118.57	16,509.90	17,359.26	17,167.05	16,509.14	15,008.25	15,419.52	164,710.10	\$166,666.67	\$1,956.57	82.36%
LAB & MISC. INCOME	26,000.00	2,166.67	6,399.41	3,252.00	2,263.00	1,549.00	1,720.00	1,786.00	1,355.00	4,388.80	1,545.00	2,333.00	26,591.21	\$21,666.67	(\$4,924.54)	102.27%
TOTAL CONT FUNDING	\$263,000.00	\$21,916.67	\$30,400.21	\$27,418.51	\$28,730.47	\$33,790.86	\$30,588.09	\$32,730.08	\$33,394.40	\$36,901.48	\$36,090.23	\$41,057.68	\$331,102.01	\$219,166.67	(\$111,935.34)	125.89%
BUDGETED SURPLUS	\$0.00	\$0.00														
TOTAL BUDGET	\$3,814,896.00	\$317,908.00	\$332,231.56	\$310,086.56	\$393,870.27	\$372,532.39	\$343,422.98	\$315,233.13	\$313,847.33	\$326,890.13	\$310,112.39	\$344,542.36	\$3,362,769.10	\$3,179,080.00	(\$183,689.10)	88.15%
2023 BUDGETED O&M EXPENSE																
WAGES & BENEFITS:																
COMMISSIONERS	\$15,000.00	\$1,250.00	\$1,222.70	\$1,222.70	\$1,222.70	\$1,418.15	\$1,222.70	\$1,222.70	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$13,204.25	\$12,500.00	(\$704.25)	88.03%
PLANT PERSONNEL	211,100.00	17,591.67	16,879.05	15,149.80	15,074.80	14,999.80	22,612.21	15,663.24	16,101.70	14,999.82	15,620.53	22,612.21	169,713.16	\$175,916.67	\$6,203.51	80.39%
EMPLOYEE BENEFITS	119,837.00	9,986.42	7,468.60	7,642.91	7,557.50	7,619.30	8,170.96	8,782.10	7,592.80	8,249.26	8,452.17	7,967.13	79,502.73	\$99,864.17	\$20,361.44	66.34%
UTILITIES:																
ELECTRIC POWER	585,000.00	48,750.00	49,045.30	53,563.96	48,816.06	56,602.71	59,361.32	61,657.26	55,184.17	60,187.46	55,633.82	52,118.38	552,170.44	\$487,500.00	(\$64,670.44)	94.39%
OTHER UTILITIES	65,000.00	5,416.67	7,463.62	7,229.59	7,014.69	5,828.88	8,345.93	875.49	185.35	6,261.39	120.20	166.94	43,492.08	\$54,166.67	\$10,674.59	66.91%
CHEMICALS:																
FERRIC CHLORIDE	259,000.00	21,583.33	21,922.85	22,310.26	21,745.57	22,348.30	21,674.65	32,039.22	22,466.47	21,875.61	10,908.24	23,100.61	220,391.78	\$215,833.33	(\$4,558.45)	85.09%
OTHER CHEMICALS	35,000.00	2,916.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,680.00	0.00	20,680.00	\$29,166.67	\$8,486.67	59.09%
GENERAL OPERATIONS:																
CONTRACT OPERATIONS	590,942.00	49,245.17	45,350.97	48,720.63	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	470,358.00	\$492,451.67	\$22,093.67	79.59%
OTHER OPERATING COSTS	40,600.00	3,383.33	2,865.84	3,096.75	2,473.86	2,876.76	7,352.03	2,610.91	4,447.32	2,824.54	2,852.58	2,515.21	33,915.80	\$33,833.33	(\$82.47)	83.54%
SLUDGE HANDLING:																
SLUDGE DISPOSAL	27,000.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,637.50	0.00	0.00	18,637.50	\$22,500.00	\$3,862.50	69.03%
OTHER SLUDGE EXPENSES	500.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00	516.58	0.00	0.00	0.00	516.58	\$416.67	(\$99.91)	103.32%
PLANT MAINTENANCE:																
PLANT MAINTENANCE/REPAIR	194,200.00	16,183.33	15,836.69	9,514.91	9,840.38	13,070.26	5,825.71	25,752.35	8,171.99	21,789.57	2,977.48	7,487.45	120,266.79	\$161,833.33	\$41,566.54	61.93%
LABORATORY:																
LAB OPERATIONS	8,000.00	666.67	1,945.53	3,806.19	2,096.86	2,546.21	1,368.16	2,174.17	1,962.54	2,108.28	968.73	2,103.74	21,080.41	\$6,666.67	(\$14,413.74)	263.51%
WPDES-COMPL MONITORING	12,500.00	1,041.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$10,416.67	\$10,416.67	0.00%
ADMINISTRATIVE/GENERAL:																
INSURANCE/LEGAL	69,740.00	5,811.67	51,298.00	0.00	5,259.00	0.00	29.00	5,259.00	0.00	0.00	5,727.60	0.00	67,572.60	\$58,116.67	(\$9,455.93)	96.89%
ANNUAL AUDITING SERVICES	9,000.00	750.00	0.00	0.00	9,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,425.00	\$7,500.00	(\$1,925.00)	104.72%
OFFICE, POSTAGE, PHONE, ETC	12,000.00	1,000.00	853.88	1,466.54	2,004.21	578.12	2,308.27	1,771.12	1,666.03	912.48	591.97	913.75	13,066.37	\$10,000.00	(\$3,066.37)	108.89%
DNR ENVIRONMENTAL FEES	35,000.00	2,916.67	0.00	0.00	0.00	0.00	34,373.35	0.00	0.00	0.00	0.00	0.00	34,373.35	\$29,166.67	(\$5,206.68)	98.21%
GENERAL ADMIN. EXPENSE	5,500.00	458.33	27.75	0.00	2,350.00	25.00	55.50	40.33	27.75	20.00	0.00	960.98	3,507.31	\$4,583.33	\$1,076.02	63.77%
TOTAL O&M EXPENSES	\$2,294,919.00	\$191,243.25	\$222,180.78	\$173,724.24	\$181,916.43	\$174,949.29	\$219,735.59	\$204,883.69	\$166,776.65	\$206,319.86	\$172,987.27	\$168,400.35	\$1,891,874.15	\$1,912,432.50	\$20,558.35	82.44%
CONTINGENCY APPLIED	\$235,400.00	\$19,616.67	\$30,937.53	(\$17,519.01)	(\$9,328.82)	(\$16,293.96)	\$28,492.34	\$13,640.44	(\$24,466.60)	\$15,076.61	(\$18,255.98)	(\$22,842.90)	(\$403,044.85)	\$196,166.67	\$599,211.52	-171.22%

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

Phone (920) 739-7921
Fax (920) 739-1343
gcmwsc@new.rr.com



Monthly Operational Summary

November, 2023

PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility met all DNR permit limits in November.
2. **SNDR#2 DIGESTER-** We are still waiting for Speedy Clean to perform the clean out of the digester. We are currently operating with this unit offline.
3. **BUTTE DES MORTS BEACH ROAD CONSTRUCTION-** The road construction project has been finished. Fox Crossing needed to shut off the water supply to the plant on 10/30/23 in order for the construction company to be able to tie in the new water main. All five RAW pumps, and three pumps in the ATAD digester complex use potable water to keep the internal pump seals clean and cool. We had to switch these pumps over to plant re-use water while the potable water was shut off. All eight pumps were returned to normal service once the construction work had been completed.
4. **FIRE EXTINGUISHER INSPECTIONS-** Cintas was on site on 11/20/23 to perform their annual fire extinguisher inspections. They found that seven of the thirty-one units were due for maintenance replacement. Every six years a fire extinguisher should be removed from service, inspected and recharged. The cost for this inspection was \$1,658.71.
5. **MEETING TO DISCUSS FINE SCREEN OPTIONS-** Chad Olsen and I met with ICS Group/Kusters Water to discuss their option for a center flow band screen. We were also able to discuss with them some different options which might be available to convey the solids up to the upper level where the dumpster is located.
6. **OPEN RECORDS REQUEST-** I received an e-mail from the administrator for the Village of Greenville requesting help with some questions from a resident. This resident owns property near the 2022 site of the land application of bio solids. I received a phone call from this resident on 11/30/23, and she has indicated to me that she would like to see the land application records for the previous ten years. Fox West does not appear to have a process in place for open record requests. Once we have established a process, I can then forward her the information she has requested.

PRETREATMENT

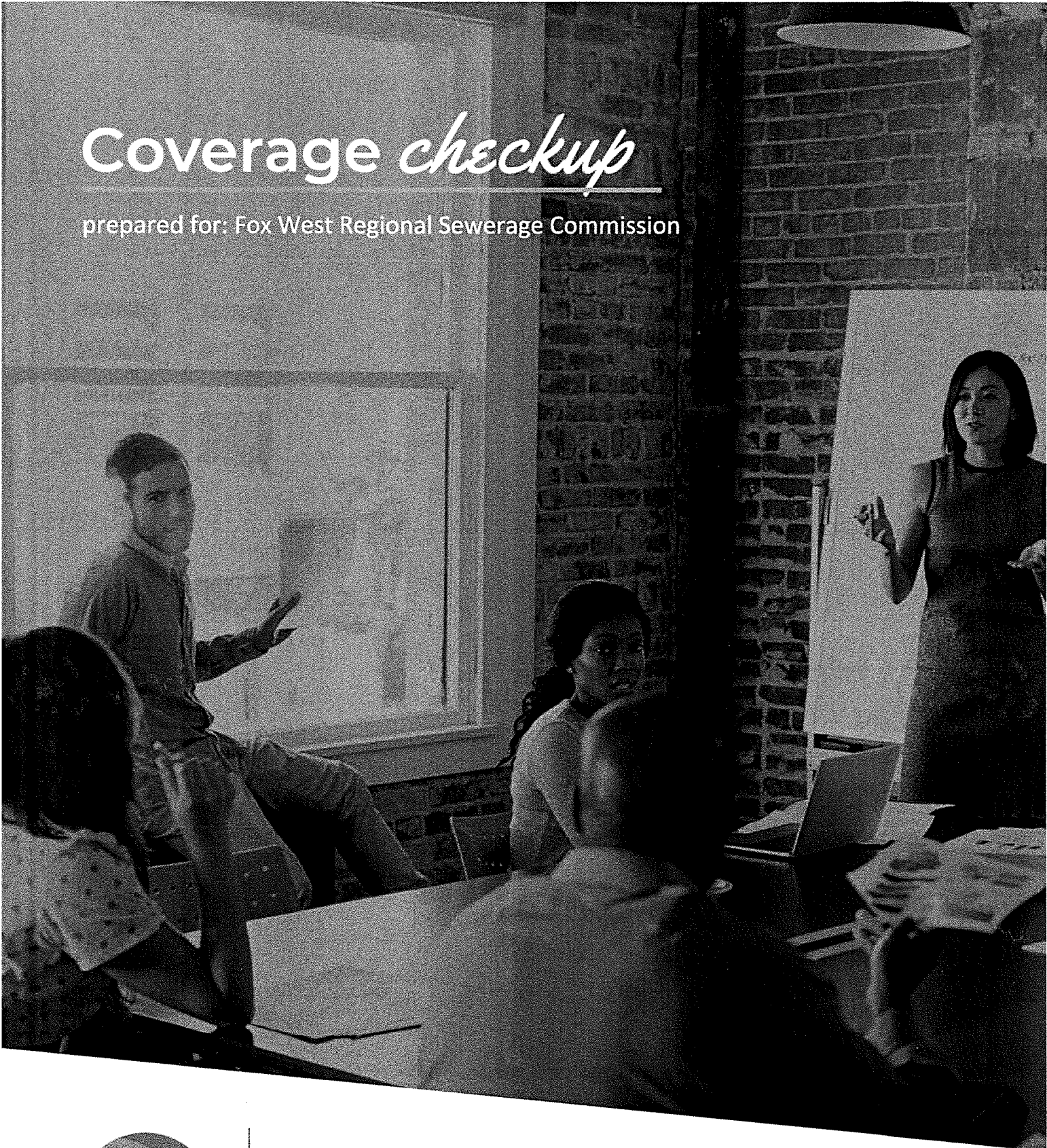
1. **CANTEEN VENDING-** The pH readings have been within limits since the new pH probe was installed. The compliance order will be closed next month if they continue to remain in compliance.
2. **ESSITY-** We will be requiring Essity to become a permitted industry based upon their discharge flow to the sanitary sewer. Any industry which averages more than 25,000 gal/day of discharge flow is required to be permitted, regardless of the contents of this discharge. Flow monitoring which was completed as part of the Fox Crossing surcharge billing program indicated that Essity's average daily flow was greater than the 25,000 gal/day threshold.
3. **ANNUAL INSPECTIONS OF PERMITTED INDUSTRIES-** Fox West is required to annually inspect each of our six permitted industries. All six of the inspections have been completed.
4. **GULFSTREAM-** Gulfstream has begun processing aircraft in their new hanger. We should be receiving the initial test results from the holding tanks soon. If these samples indicate acceptable levels of contaminants, then Gulfstream will be permitted to discharge this waste to the sanitary sewer.

EQUIP OPERATIONS

1. **FORKLIFT-** The new forklift arrived on 11/30/23. The rental unit was removed the same day.
2. **PRIMARY EFFLUENT SAMPLER-** The sampler refrigerator quit working on 11/6/23. A new refrigerator was purchased from Lowes (\$420.95) and the sampler was returned to service.
3. **BELTS FOR BELT PRESSES-** The belts on both belt presses are showing wear and need to be replaced. These belts are a woven fabric that is two meters wide and sixty feet long. They typically last a couple of years, and the current set was installed in 2021. We have begun the installation of the spare set we had onsite, and an order has been placed for the new spares (\$9,619.20).
4. **UV BUILDING HEATER-** During our fall checks on the heaters, we found that the unit in the UV building was not functioning properly. Johnson Controls found that the blower motor and thermostat both needed to be replaced. That work was completed on 11/17/23.

Coverage *checkup*

prepared for: Fox West Regional Sewerage Commission



Strategic.
Transparent.
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11.7.2023

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This summary is for information purposes only. Please review policies for coverages, exclusions, and conditions.

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Worker's Compensation, Claims & Safety Director

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Additional Resources

Client Portal



OSHA Logs



Automate Safety



Property

Company	Policy Number	Effective Date	Expiration Date
Municipal Property Ins. Co.	5000509	01.01.2024	01.01.2025

Coverage Detail

Subject of Insurance	Amount	Deductible
Blanket Building - Contents and Property in the Open	\$ 65,060,097	\$ 25,000
Business Income	\$ 500,00	\$ 5,000
Contractors Equipment - Over \$ 25,000	\$ 270,928	\$ 1,000
Contractors Equipment - Under \$ 25,000	\$ 21,175	\$ 1,000
Equipment Breakdown	\$ 65,060,097	\$ 5,000



General Liability

Company	Policy Number	Effective Date	Expiration Date
League of Wisconsin Municipal Mutual Ins Co	70999	01.01.2024	01.01.2025

Coverage Detail

Coverage	Limits
General Liability	\$ 4,000,000
Law Enforcement Liability	\$ 4,000,000
Premises Medical Payments	\$ 10,000
Public Officials Liability	\$ 4,000,000
Automobile Liability	\$ 4,000,000
Automobile	*See Below
Automobile Medical Payments	\$ 10,000
Uninsured/Underinsured Motorist	\$ 25,000 / \$ 50,000

Automobile

Replacement Cost for vehicles under 5 years old or 10 years if the value is over \$ 100,000. For all other vehicles, Actual Cash Value is used in the event of a loss.

LWMMI Program

The LWMMI Program offers a single limit of liability, combining General Liability, Law Enforcement, Public Officials Liability, and Auto Liability in one policy:

- No Aggregates
- No Claims Made Triggers
- No Deductibles



Workers Compensation & Employers Liability

Company	Policy Number	Effective Date	Expiration Date
League of Wisconsin Municipal Mutual Ins Co	0900069123	01.01.2024	01.01.2025

First Named Insured

Fox West Regional Sewerage Commission

Additional Named Insureds

None on File

Statutory Benefits

Named States: WI

If on the effective date of the policy, you are working and hiring in a state that is not listed, coverage will not be provided for that state unless the carrier is notified within **30 days**.

Employers Liability

Coverage	Limit
Each Accident	\$ 100,000
Disease – Policy Limit	\$ 500,000
Disease – Each Employee	\$ 100,000

Other States

All states except: ND, OH, WA and WY

If you have operations in ND, OH, WA, WY, Puerto Rico or the U.S. Virgin Islands, you must buy Workers Compensation from that state. This policy will not protect you in monopolistic states or territories.

Included & Excluded Individuals

Name	Title	Included / Excluded
None on File		

Sole Proprietors, Partners and Members of LLC are automatically **excluded** from Workers Compensation coverage, unless coverage is elected by signing election form and policy is endorsed.

Executive Officers of a Closely Held Corporation are automatically **included** in Workers Compensation coverage, unless coverage is rejected by signing rejection form and policy is endorsed. Rejection of coverage is allowed for up to two Officers.



Rating Basis

State	Code Classification	2023 to 2024		2024 to 2025	
		Rate	Estimated Payroll	Rate	Estimated Payroll
Location Number 1 - 19565 W Butte Des Morts Beach					
WI	7580 Sewage Disposal Plant Operation & Drivers	2.31	\$ 216,668	2.08	\$ 148,852
	8810 Clerical Office Employees NOC	0.17		0.17	

Experience Modification

2023 | 1.00

If there is a change in the experience modification or rates assigned by the state, it will be incorporated into the policy issued.

Dividend

League Dividend Program

Dividends are payable pursuant to conditions determined by the Company Board of Directors and as made applicable to the Insurance Policy. It is illegal for any insurer or producer to guarantee the payment, timing or amount of future Dividends.



Premium Comparison

Coverage	Expiring	Renewal
General Liability	\$ 9,661	\$ 8,288
Law Enforcement Liability	\$ 300	\$ 300
Public Officials Errors & Omissions	\$ 3,822	\$ 2,921
Auto Liability	\$ 1,247	\$ 1,271
Auto Physical Damage	\$ 784	\$ 816
Crime & Bonds	NA	\$ 500
Property	\$ 45,223	\$ 48,962
Inland Marine	Included	Included
Equipment Breakdown	Included	Include
Crime	\$ 813	NA
Sub-total	\$ 61,850	\$ 63,058
Workers Compensation	\$ 5,225	\$ 3,316
Total Premium	\$ 67,075	\$ 66,374





November 6, 2023

Fox West Regional Sewerage Commission
1965 W Butte des Morts Beach Road
Neenah, WI 54956

RE: 2024 MCO Contract Increase

We have reviewed MCO's contract with Fox West Regional Sewerage Commission and its provisions for contract increases in accordance with the CPI-U index U.S. city average, detailed expenditure categories, Special Aggregate Indexes, "All items less medical care". The September 2023 index was reported as 4.2%. ****Note- This increase incorporates the cost of replacing a retiring commission employee with an MCO employee. The expiring 2023 contract figures were based upon 3.5 employees, the proposed 2024 contract figures are based upon 4.5 employees.*** We are proposing a base contract increase of 26.42% or \$125,341 (this number includes a 3.5% CPI-U base contract increase on the 3.5 employee 2023 contract) for a total base contract amount of \$599,757.97. Contract increases on our health and liability insurances are based on the averaged actual costs for health insurance and the actual amount charged to MCO for the liability insurance. Efforts to control the cost of MCO's health insurance are an ongoing process. With the renewal of our health insurance on December 1, 2023, and the addition of the health insurance costs for the added MCO employee, the health insurance costs will increase by 37.57%. With the renewal of our liability insurance and the addition of a new employee the liability insurance costs will increase by 4.07%. With the addition of a new employee, and the health and liability insurances, the total contract amount for 2024 would be \$721,622.97 which equates to a 27.85% increase. Listed below is a summary of these changes:

	Expiring 2023 Contract	Proposed 2024 Contract	% Change
Base Contract	\$474,417.01	\$599,757.97	26.42%
Health Insurance	\$ 84,145.98	\$ 115,759.54	37.57%
Liability Insurance	\$ 5,866.77	\$ 6,105.45	4.07%
Total Contract Amount	\$564,429.76	\$721,622.97	27.85%

Thank you for your trust in us and for the opportunity to be of service to the Fox West Regional Sewerage Commission.

Very truly yours,
Midwest Contract Operations, Inc.



Paul M. Much, President

We accept your terms as stated above.

Fox West Regional Sewerage Commission

President, Fox West Regional
Sewerage Commission

Date

Secretary, Fox West Regional
Sewerage Commission

Date

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

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gcmwsc@new.rr.com



RESOLUTION #287-12 (03/07/2012)

Amended (12/6/23)

SEPTAGE DISPOSAL PROGRAM RULES AND REGULATIONS

Septage is defined as **Septic & Holding Tank Wastes** which are hauled into the FWR facility for disposal. Haulers of such wastes may, upon application to the FWR S.C., be approved for disposal of septage wastes at the FWR facility. The Commission shall have the sole discretion to accept or reject any application for disposal.

All Applications acted upon favorably by the Commission shall be for a one (1) Year Duration, Renewable each year by the Commission upon Recommendation of the Plant Superintendent. The Commission may terminate a waste hauler's right to dispose of septage wastes at the FWR facility, without cause, upon five (5) days notice.

In all events, the Commission may terminate, immediately, a waste hauler's right to dispose at the FWR facility if the wastes being hauled to the facility violates any of the rules and regulations of the FWR S.C. as now in force and affect, or as later adapted by the Commission.

Each waste hauler disposing wastes at the FWR facility shall fill-out a log form provided at the disposal station, and shall also be required to log-into the computerized receiving station prior to disposal. The logs shall record the name of the driver, the name of the waste hauler's firm, time of day, location from which the septage was pumped, and the number of gallons of septic and/or holding tank wastes to be disposed.

Each load of waste disposed of at the FWR facility shall be processed by the Commission at a charge to be determined annually, which shall be based on the Commission's actual treatment costs in any given year. Charges will include a treatment fee, a lab testing charge, and a station maintenance charge.

Charges shall be based on the following usual and customary assigned concentrations:

	<u>Holding Tank Wastes</u>		<u>Septic Tank Wastes</u>	
BOD ₅	600	500 mg/l	8,000	5,000 mg/l
Suspended Solids	1,800	1,000 mg/l	15,000	10,000 mg/l
Total Phosphorus	30	30 mg/l	300	300 mg/l

Each waste hauler will have a daily composite of their wastes tested by laboratory personnel for the concentration of **Total Suspended Solids (TSS)**. The TSS concentration shall determine the cost / 1,000 gallons per the following criteria:

- If TSS $\leq 1,800$ 2,500 mg/l then Holding Tank Rate;
- If TSS $> 1,800$ 2,500 mg/l then Septic Tank Rate.

The 2024 rates for holding tank wastes & septic tank wastes, based upon 2023 treatment costs, are as follows:

Holding Tank Rates: (600, 1800, 30 → 500, 1000, 30 mg/l):

FLOW			= \$ 0.3622 / 1,000 Gal's
BOD ₅	(.001 x 8.34 x 500)	x \$0.3377 / lb	= \$ 1.4082 / " "
SS	(.001 x 8.34 x 1,000)	x \$0.3816 / lb	= \$ 3.1825 / " "
P	(.001 x 8.34 x 30)	x \$11.7020 /lb	= \$ 2.9278 / " "
			<hr/>
			\$ 7.8807 / 1,000 Gal's
		<u>Maint Fee</u>	1.0000 " "
			<hr/>
			\$ 8.8807 / 1,000 Gal's

Septic Tank Rates: (8000, 15000, 300 → 5000, 10,000, 300 mg/l):

FLOW			= \$ 0.3622 / 1,000 Gal's
BOD ₅	(.001 x 8.34 x 5,000)	x \$0.3377 / lb	= \$14.0821 / " "
SS	(.001 x 8.34 x 10,000)	x \$0.3816 / lb	= \$31.8254 / " "
P	(.001 x 8.34 x 300)	x \$11.7020 /lb	= \$29.2784 / " "
			<hr/>
			\$75.5481 / 1,000 Gal's
		<u>Maint Fee</u>	1.0000 " "
			<hr/>
			\$76.5481 / 1,000 Gal's

As previously outlined, the aforementioned rates for holding tank and septic tank wastes will be adjusted annually to reflect actual treatment costs. Laboratory testing charges will be **\$11.00 / SAMPLE**.

For the calculation of rates for the disposal of **High-Strength Wastes (defined as Septic Tank Wastes : > 2,500 mg/l)**, Total Suspended Solids (TSS) testing will be used as a proportion of the aforementioned septic tank rates; i.e.:

- If TSS = 5,000 mg/l, then $5,000/10,000 = 0.500 \times \$75.2177 = \$37.6089/ 1,000 \text{ Gal's}$
- If TSS = 7,500 mg/l, then $7,500/10,000 = 0.750 \times \$75.2177 = \$56.4133/ 1,000 \text{ Gal's}$

Disposals of straight septic tank wastes are prohibited, and will only be accepted if "blended" with lower-strength holding tank wastes.

All Invoices must be paid in full within thirty (30) business days. Failure to pay within thirty (30) days will be cause for the Commission to immediately terminate the waste hauler's disposal rights.

Waste haulers shall dispose of hauled-in wastes only at the location designated by commission personnel, and waste haulers may be granted 24/7 access (24 hours per day / 7 days per week) to commission facilities if approved by the plant superintendent.

All applications for disposal shall be in written form, and shall state the name and address of the applicant, the Number of the Applicant's Disposal Units; the size, make, model and license number of each disposal unit. Permits to dispose are not transferable, and the permit fee shall be **\$70.00** per calendar year. See attached **Application Form**.

Any person, firm, corporation or party disposing septage agrees to carry public liability insurance in the amount of not less than **\$1,000,000** to protect any and all persons or property from injury and/or damage caused in any way or manner by any act, or failure to act, by any of his, her, or its employees. All persons shall furnish a certificate certifying such insurance to be in force and effect to the Commission. See attached **Resolution #255-99** for complete insurance requirements of the Commission.

Any person, firm, corporation or party disposing septage agrees to indemnify and save harmless the FWR Sewerage Commission from any and all liability and claims for damage arising out of or resulting from work and labor performed.

Any person, firm, corporation or party disposing septage shall furnish bonds to the Commission in the amount of **\$2,500** to guarantee performance. Said performance bond shall be delivered to the Commission prior to the issuance of any permit hereunder. In lieu of furnishing to the Commission said performance bond, any such person, firm, corporation or party may post the sum of **\$500** to guarantee performance under all of the terms and conditions hereof.

All materials disposed into commission facilities will comply with all of the provisions and all applicable ordinances, rules and regulations of the Commission. Waste haulers shall not dispose any gasoline, oil, acid, alkali, grease, rags, stones, waste volatile or inflammable materials, or other deleterious substances into any disposal site of the Commission, nor allow earth, sand or other solid waste material to pass into any part of the Commission facilities.

All waste haulers shall be responsible for cleaning-up any messes which may result from their disposal of septage into Commission facilities.

FOX WEST REGIONAL SEWERAGE COMMISSION

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RESOLUTION #313-23 December 6, 2023

A RESOLUTION OF THE FOX WEST REGIONAL SEWERAGE COMMISSION TO ESTABLISH A PROCESS FOR PUBLIC RECORDS REQUESTS

BE IT RESOLVED by the FOX WEST REGIONAL SEWERAGE COMMISSION that the following actions were taken on this date:

1. The Request for Public Records form, which is attached to this resolution, was reviewed by the FOX WEST REGIONAL SEWERAGE COMMISSION; and
2. The Request for Public Records form, prepared by Brandon Kaufman, Plant Manager is accepted and approved by the FOX WEST REGIONAL SEWERAGE COMMISSION on this date, December 6, 2023.

MOTION MOVED BY: _____

MOTION SUPPORTED BY: _____

Votes Cast Yea: _____ Nay: _____

FOX WEST REGIONAL SEWERAGE COMMISSION:

Dale A. Youngquist, President

DATE: _____

Attest: _____
Greg Ziegler, Secretary

DATE: _____



REQUEST FOR PUBLIC RECORDS

Records may be released between the hours of 6:00 a.m. and 2:00 p.m., Monday through Friday.

Fill out this form if you are requesting an inspection or photocopies of Fox West Regional Sewerage Commission records; either the requester will complete the form or staff receiving the oral request. Prepayment may be required for any requests expected to exceed \$5.00.

Date Request Received: _____

Requestor Name: _____

Requestor Address: _____

Telephone Number: _____ Email address: _____

Check if email is preferred method of return for records.

Information or Records Requested (Be specific): _____

Table with 2 columns: Fees and Amount. Rows include: \$0.25 per 8 1/2 x 11 (black & white) copy, up to 50 copies; \$0.20 per 8 1/2 x 11 (black & white) copy, over 50 copies; Copies other than 8 1/2 x 11, 8 1/2 x 14, & color (actual cost); \$0.50 per 4 x 6 photo, larger than 4 x 6 photo (actual cost); \$25.00 per computer disk or CID; Postage: 1st Class, FedEx (actual cost).

Administrative Charges:

Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

_____ @ \$25.00/hr. (or fraction of) \$ _____

Total \$ _____

Signature of Person Receiving Request: _____

All requests shall be processed as soon as practicable and without delay. Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you. Any information given orally or in writing by Fox West officials may be subject to errors or omissions and shall not be a binding liability upon the Fox West Regional Sewerage Commission.

2024 EVENT CALENDAR

H HOLIDAY

P PAY DAY

M COMMISSION MEETING

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 24-01	10	11	12	13
14	15	16	17	18	19	20
21	22	23 24-02	24	25	26	27
28	29	30	31			

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 24-03	7	8	9	10
11	12	13	14	15	16	17
18	19	20 24-04	21	22	23	24
25	26	27	28	29		

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 24-05	6	7	8	9
10	11	12	13	14	15	16
17	18	19 24-06	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 24-07	3	4	5	6
7	8	9	10	11	12	13
14	15	16 24-08	17	18	19	20
21	22	23	24	25	26	27
28	29	30 24-09				

no health/flex - 4/30

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 24-10	15	16	17	18
19	20	21	22	23	24	25
26	27	28 24-11	29	30	31	

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11 24-12	12	13	14	15
16	17	18	19	20	21	22
23	24	25 24-13	26	27	28	29
30						

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9 24-14	10	11	12	13
14	15	16	17	18	19	20
21	22	23 24-15	24	25	26	27
28	29	30	31			

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 24-16	7	8	9	10
11	12	13	14	15	16	17
18	19	20 24-17	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 24-18	4	5	6	7
8	9	10	11	12	13	14
15	16	17 24-19	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 24-20	2	3	4	5
6	7	8	9	10	11	12
13	14	15 24-21	16	17	18	19
20	21	22	23	24	25	26
27	28	29 24-22	30	31		

no health/flex - 10/29

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 24-23	13	14	15	16
17	18	19	20	21	22	23
24	25	26 24-24	27	28	29	30

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 24-25	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				