

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



June 29, 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 County Road T
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 Rossmeissl
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, July 5, 2023 at 4:00 P.M. The Regular Meeting will be held at the McMahon Associates 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 July 5, 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 (06/07/2023)

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

Discussion/Action

PRESIDENT'S REPORT:

MANAGER'S REPORT: • Review/Approve Monthly Operational Summary

ENGINEER'S REPORT:

OLD BUSINESS:

NEW BUSINESS: • Discuss/Act on Sewer Extension Request – Country Meadows (Greenville)

Design Criteria:

Acres – 34.13	Population Served – 88
Flow – 0.009 MGD Avg	Flow – 0.035 MGD Peak
BOD – 14.88 lbs./day	

ADJOURNMENT:

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REGULAR MEETING MINUTES

June 7, 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.	Brandon Kaufman (MCO)
Mike Van Dyke	Greg Ziegler	Melissa Starr (MCO)
Jason Van Eperen	Beth English	

Guests: Chad Olsen (McMahon)

EXCUSED: Mark Strobel

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 May 3, 2023; second by Greg Ziegler. *Motion Carried.*

Discuss/Act on CD Renewal Quotes

Accounting Clerk Starr presented the CD rate request information included in the packets. After discussion a motion was made by Mike Van Dyke to approve moving the funds to the Local Government Investment Pool (LGIP); 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 as presented; second by Greg Ziegler. *Motion Carried.*

Bank & Budget Statements

President Youngquist asked if there were any questions regarding the bank and budget statements; Beth English asked why the Budget Statement showed that we are over budget on some items. Manager Kaufman explained the budget is split evenly over the year, however, the timing of when payments are made varies throughout the year. Additional questions on energy costs and ways to help reduce them followed. After discussion, a motion was made by Mike Van Dyke to approve the Bank & Budget Statements; second by Greg Ziegler. *Motion Carried.*

PRESIDENT'S REPORT:

Discuss/Act on Final Payment for Heat System Project

Manager Kaufman reported B&P Mechanical completed the coil replacement work on the air handling unit. The hot weather recently helped to test how the unit will work. Manager Kaufman said he is happy with how it has been working so far. They came back to install the insulation, which was completed today. Manager Kaufman requested approval to make the final payment to B&P Mechanical now that the work is complete. After discussion, a motion was made by Greg Ziegler to make the final payment to B&P Mechanical; second by Mike Van Dyke. *Motion Carried.*

MANAGER'S REPORT:

Operational Summary

Manager Kaufman discussed his written report and provided additional information on: The new Low-Level Phosphorus Limit took effect on April 1st, reducing chemical usage has been implemented. Outlook Group/Kuettel Septic Service; Manager Kaufman gave more detail on the 5/3/23 hauled waste from Outlook Group and that they had since replumbed their wastewater collection. A reinspection was completed to confirm the process and domestic wastewaters were segregated. Manager Kaufman shared that Ashley Clark is taking the lead on surveying industrial users on what is being discharged, and creating a map to keep track of what is being received at the plant. Greg Ziegler asked how Canteen has been doing, and Manager Kaufman reported they had another pH violation on 4/28/23, and have been issued a Notice of Violation (NOV) which is the next step in the enforcement procedures. If the corrective action plan is not acceptable, then a fine will be issued per the Fox West Sewer Use Ordinance. After discussion a motion was made by Mike Van Dyke to approve the Operational Summary; second by Greg Ziegler. *Motion Carried.*

2022 Compliance Maintenance Annual Report (CMAR) – Resolution 312-23

Manager Kaufman presented and discussed the CMAR; Fox West received an “A” grade in all categories. Manager Kaufman further explained on Influent Flow and Loading section 2.2, there was one exceedance listed, however, he believes it was due to a sampling issue with some debris in the combined sample from all communities since it did not appear on the individual municipalities' samples. After discussion, a motion was made by Mike Van Dyke to approve the 2022 Compliance Maintenance Annual Report and Resolution 312-23; seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.*

ENGINEER'S REPORT:

Fine Screen Engineering

Chad Olsen reported on the five different screen technologies he reviewed and gave pros and cons of each. His recommendation is the center flow band screen. Next step will be putting

together design and specs to bring to the DNR for approval. The project included aeration blowers and Manager Kaufman explained the blowers are high priority because they will no longer be supported soon. Discussion followed regarding funding both projects. Chad Olsen and Manager Kaufman will meet to discuss options in more detail. Chad Olsen will have a proposal for blower replacement available for review at the next meeting.

OLD BUSINESS

N/A

NEW BUSINESS

Sewer Extension Request – Fox Highlands Phase IV (Greenville)

Manager Kaufman reported no concerns regarding the sewer extension request for Fox Highlands Phase IV. A motion was made by Mike Van Dyke to approve the sewer extension request; second by Greg Ziegler. *Motion Carried.*

Sewer Extension Request – Scholar Ridge Estates Phase I (Clayton)

Manager Kaufman reported the sewer extension request for Scholar Ridge Estates Phase I is pending East Central's approval, however, he reported no concerns. A motion was made by Mike Van Dyke to approve the sewer extension request contingent upon approval by East Central; second by Greg Ziegler. *Motion Carried.*

ADJOURNMENT

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

Meeting adjourned at 5:06 pm.

ATTEST

Greg Ziegler, Secretary

Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL
SEWERAGE COMMISSION
For Approval on: 07/05/2023**

PREAUTHORIZED JUNE PAYABLES

CHECK NO	DATE		Amount
37937	06/09/23	Fox Crossing Utilities (Water - 771 k gals - <u>\$4,456.74</u> / Stormwater Fees- <u>\$1,230.14</u> / Fire Protection- <u>\$257.33</u>)	5,944.21
37938	06/09/23	McClone Agency (insurance installment-worker comp, liability, auto)	5,259.00
37939	06/09/23	WE Energies (<u>\$875.49</u> Heat/ <u>\$61,657.26</u> Electric)	62,532.75
37940-37942	06/13/23	Plant Payroll - Net (#23-12)	5,167.86
WDC061323	06/13/23	Wisconsin Def Comp (#23-12)	70.00
	06/13/23	FSA WITHHOLDING (#23-12)	149.99
37943	06/13/23	B&P Mechanical, Inc.- Final Payment Approved at 6/7/23 Meeting	\$23,871.00
37944	06/13/23	Spectrum/Charter Communications (<u>\$146.49</u> Internet/ <u>\$145.33</u> Telephone)	291.82
37945-37947	06/27/23	Plant Payroll - Net (#23-13)	4,803.56
WDC062723	06/27/23	Wisconsin Def Comp (#23-13)	70.00
	06/27/23	FSA WITHHOLDING (#23-13)	149.99
37948	06/23/23	VISA (<u>\$279.53</u> -Office Supplies/ <u>\$107.50</u> software support/ <u>\$187.02</u> -Vehicle	593.62
37949	06/23/23	GFL Environmental (trash, grit, recycling hauling)	1,735.63
37968	07/05/23	Town of Grand Chute (Life & Dental Insurance, FSA fee)	985.19
<hr/>			
WGH062323	06/23/23	Dept of Employee Trust (JULY HEALTH INVOICE)	6,359.70
EFTPS063023	06/30/23	Federal Payroll Taxes (JUNE Federal Tax Withholding)	3,657.02
WDR063023	06/30/23	Wisconsin Dept Revenue (JUNE State Tax Withholding)	592.83
WRS063023	06/30/23	Dept of Employee Trust (MAY PENSION)	3,075.26
			<u><u>\$125,309.43</u></u>

**FOX WEST REGIONAL
SEWERAGE COMMISSION -**

MONTHLY PAYABLES

VOUCHER LIST - 07/05/2023

PAGE 2

CHECK NO	DATE		Amount
37950-37955	07/05/23	Commissioner's Wages (Net) Commission Wages (MAY Mtg)	\$1,239.64
37956	07/05/23	Aerzen USA Corp Pressure Guages for ATAD Blowers	\$392.25
37957	07/05/23	Aquachem Ferric Chloride	\$32,039.22
37958	07/05/23	Badger Labs Fecal Coliforms, Metals, Petroleum, Oil & Grease	\$1,049.00
37959	07/05/23	Grainger Rope & Oil for Clarifiers, Belts for ATAD Jet Pumps	\$3,112.53
37960	07/05/23	Heartland Business Systems, LLC Monthly Services, SafelD Mini, Labor	\$657.30
37961	07/05/23	Kuettel's Septic Service Clean Wastehauler Station & Primary Scum Pumps	\$3,025.00
37962	07/05/23	Kunding Fluid Hose Assembly & Tube End Reducer	\$442.80
37963	07/05/23	Marco Technologies, LLC Kyocera Toner and Recycling Boxes	\$208.60
37964	07/05/23	Matthews Tire Gas Tank Repair on F250	\$454.05
37965	07/05/23	Midwest Contract Operations July Contract Services	\$47,035.80
37966	07/05/23	NCL Glass Fiber Filters, BOD Nutrient PP	\$505.17
37967	07/05/23	Splendid Cleaning Services June Cleaning Services	\$379.00
37969	07/05/23	UniFirst Mats, Laundry, Bagged Wipers, Emp. Uniforms	\$481.28
37970	07/05/23	Valley Pest Control Spray for Spiders	\$600.00
37971	07/05/23	Wisconsin Media Facility Overflow Public Notice	\$20.33
37974	07/05/23	Atlas Copco Service Agreement for HSI Blowers	\$7,853.70

\$99,495.67

CHECK NO	DATE		Amount
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EQUIPMENT REPLACEMENT

37972	07/05/23	L&S Electric #2 RAW Pump Motor Rebuild	\$6,731.00
37973	7/5/2023	Xylem Rebuild Mixer #7	\$11,897.00
Total Equipment Replacement			\$18,628.00

DEPRECIATION EXPENSE

XX	XX	XX	
		XX	XX

	Total Depreciation	\$0.00
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Preauthorized JUNE Expenses	\$125,309.43
Monthly Payables	\$91,641.97
Equipment Replacement Expense	\$18,628.00
Depreciation Expense	\$0.00
\$235,579.40	

Disbursements Not Approved:

Approved by Commission:

Mark Strobel

Date

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

CHECKING ACCOUNT

Beginning Balance		\$628,192.13
Receipts:		
User Fees Received	\$338,741.53	
Vactor-Waste Fees Received		
Lab/MISC Fees Received		
Septic Haulers Fees	\$19,888.57	
Interest Earned @ 0.05% / ANB	\$29.92	
Transfers from:		
Equipment Replacement	1,190.25	
Bond Redemption	-	
Depreciation	-	
Misc Ledger Adjustment:	-	
Total Receipts:	<u>\$359,850.27</u>	
Total Available		\$988,042.40
Disbursements:		
Commissioners Wages (net)	\$1,059.17	
Plant Personnel Wages (net)	4,863.01	
Plant Personnel Wages (net)	4,803.57	
Plant Personnel Wages (net)	5,321.29	
Gen. Operating Expense	\$170,938.33	
Equipment Replacement	1,190.25	
Depreciation	-	
Transfers To:		
Misc ledger adjustment		
Equipment Replacement	34,337.73	<i>Apr Inv. - May receipts</i>
Bond Redemption	92,327.43	<i>Apr Inv. - May receipts</i>
Depreciation	-	
Total Disbursements:	<u>\$314,840.78</u>	

TOTAL CHECKING - Per General Ledger \$673,201.62

checks outstanding: \$66,239.90
actual checkbook balance at month-end- Per Bank Statement: \$739,195.30

EQUIPMENT REPLACEMENT ACCOUNT

Beginning Balance - Money Market Account	\$529,145.94	
Interest Earned @ 4.86% / ANB	2,170.23	
Deposit (Transfer from Checking)	34,337.73	
Withdrawal (Transfer to Checking)	-1,190.25	
Total Equip Replacement MM Acct Balance	<u>\$564,463.65</u>	

FUTURE CAPITAL ACCOUNT

Beginning Balance - CD	\$1,284,580.66	
Interest Earned @ 2.65% / COM 1st - CD	2,858.46	
TOTAL FUTURE CAPITAL	<u>\$1,287,439.12</u>	

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

BANK STATEMENT-05/31/23
 PAGE 2

BOND REDEMPTION ACCOUNT

Beginning Balance - Money Market Account	\$544,681.87
Interest Earned @ 4.63% / ANB	738.96
Deposit (Transfer from Checking)	92,327.43
Deposit (Transfer from Matured CD)	
Withdrawal (Wire Transfer to LGIP)	-507,619.00
Wire Transfer Fee	-25.00
Total Bond Redemption MM Acct Balance	\$130,104.26

Beginning Balance - LGIP Account	\$1,101,879.95
Interest Earned @ 5.01% / LGIP	\$1,907.48
Deposit (Wire from ANB Bond Redemption Account)	\$507,619.00
Withdrawal (STATE WIS - CWF loan payment)	-1030391.22
Total Bond Redemption MM Acct Balance	\$581,015.21

Invested:

CD - COMM 1st (6/4/23 - 1.06% - 16-month)	\$405,221.12
Interest Earned @ 1.06% / Comm 1st	361.37
COM 1st Total	\$405,582.49

CD - ANB (due 4/29/23 - 1.50%)	\$0.00
Interest Earned @ 1.50% / ANB	
Withdrawal (Transfer to Money Market)	
ANB Total	\$0.00

TOTAL BOND REDEMPTION	<u><u>\$1,116,701.96</u></u>
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DEPRECIATION ACCOUNT

Beginning Balance - Money Market Account	\$174,956.50
Interest Earned @ 4.76% / ANB	692.97
Deposit (Transfer from Checking)	
Withdrawal (Transfer to Checking)	
Total Depreciation Acct MM Balance	\$175,649.47

Invested:

CD - Com 1st (8/22/23 - 2.68% - 12-month)	\$1,598,981.87
Interest Earned @ 2.68% / Com 1st	3,598.80
	\$1,602,580.67

TOTAL DEPRECIATION ACCOUNT	<u><u>\$1,778,230.14</u></u>
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Fox West Regional Sewerage Commission
Income Statement with Previous Year Comparison
May 31, 2023

		<u>May 23</u>	<u>May 22</u>	<u>Jan - May 23</u>	<u>Jan - May 22</u>	<u>Y-T-D \$ Change</u>
<u>Operations & Maintenance Income</u>						
	Grand Chute	85,375.28	94,466.81	433,619.76	389,299.99	44,319.77
	Clayton	3,723.42	4,235.32	19,357.85	17,561.56	1,796.29
	Fox Crossing	59,996.17	75,870.96	328,848.73	289,787.55	39,061.18
	Greenville	37,075.61	37,192.56	186,065.19	181,428.75	4,636.44
	Total Operation/Maint Income	\$186,170.48	\$211,765.65	\$967,891.53	\$878,077.85	\$89,813.68
<u>Operations & Maintenance Expenses</u>						
<i>Wages & Benefits</i>	Commissioner Pay	1,222.70	1,418.15	6,308.95	6,699.85	-390.90
	Employee Pay	22,612.21	21,081.67	84,715.66	78,983.04	5,732.62
	Employee Benefits	8,170.96	10,294.36	38,459.27	47,318.46	-8,859.19
<i>Utilities</i>	Electric	59,361.32	51,036.99	267,389.35	247,771.96	19,617.39
	Natural Gas & Water	8,345.93	8,800.36	41,288.98	37,427.19	3,861.79
<i>Chemicals</i>	Ferric Chloride	21,674.65	23,960.08	110,001.63	92,512.03	17,489.60
	Polymer	0.00	0.00	0.00	14,861.00	-14,861.00
	Other Chemicals	0.00	0.00	0.00	0.00	0.00
<i>General Operations</i>	Contract Operations	47,035.80	45,350.97	235,179.00	235,734.85	-555.85
	Rugs, Linens, Uniforms	654.66	444.75	2,590.00	2,084.41	505.59
	Grit & Refuse Hauling	4,512.13	1,675.65	10,725.53	7,862.37	2,863.16
	Other Operations	2,185.24	677.27	5,349.71	4,066.51	1,283.20
<i>Sludge</i>	Sludge Disposal	0.00	0.00	0.00	0.00	0.00
	Other Sludge Exp.	0.00	0.00	0.00	0.00	0.00
<i>Plant Maint</i>	Maintenance of Operations	4,599.64	10,196.77	18,996.76	48,305.12	-29,308.36
	Other Plant Maintenance	1,226.07	15,115.97	35,091.19	63,734.18	-28,642.99
<i>Lab</i>	Lab Operations	1,368.16	992.37	11,762.95	8,787.37	2,975.58
	WPDES Compliance Monitor	0.00	0.00	0.00	0.00	0.00
<i>Administrative & General Expenses</i>	Insurance & Legal	29.00	1,417.50	56,586.00	54,151.50	2,434.50
	Annual Audit	0.00	8,715.00	9,425.00	8,715.00	710.00
	Office, Postage, Phone, etc	2,308.27	1,140.29	7,211.02	6,589.58	621.44
	DNR Environment Fees	34,373.35	31,829.98	34,373.35	31,829.98	2,543.37
	Other General/Admin	55.50	25.00	2,461.25	2,844.80	-383.55
	Total Operating Expenses	\$219,735.59	\$234,173.13	\$977,915.60	\$1,000,279.20	(\$22,363.60)
	Gross Income (Loss)	(\$33,565.11)	(\$22,407.48)	(\$10,024.07)	(\$122,201.35)	\$112,177.28
<u>Other Operations Income</u>						
<i>Other Income</i>	Interest Income	12,358.19	2,788.41	52,497.85	15,288.37	37,209.48
	Waste Hauler Income	16,509.90	20,016.01	83,246.88	88,212.19	-4,965.31
	Lab Testing/Vac-Waste/Misc	1,720.00	1,501.00	15,183.41	12,189.00	2,994.41
	Other Operations Income	\$30,588.09	\$24,305.42	\$150,928.14	\$115,689.56	\$35,238.58
	Operating Fund Income (Loss)	<u>(\$2,977.02)</u>	<u>\$1,897.94</u>	<u>\$140,904.07</u>	<u>(\$6,511.79)</u>	<u>\$147,415.86</u>
<u>Replacement, Debt, Depreciation</u>						
<i>Repl.</i>	Repl. Income from Users	34,337.58	34,337.58	171,688.35	171,688.33	0.02
	Repl. Fund Expenses	2,186.80	3,290.88	16,288.75	128,731.44	-112,442.69
<i>Debt</i>	Debt Service from Users	92,326.83	92,353.91	461,635.74	461,771.11	-135.37
	Debt Service Interest	13,716.72	15,016.62	73,783.44	83,243.10	-9,459.66
<i>Depr.</i>	Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
	Depr. Fund Expenses	0.00	4,991.00	0.00	5,201.00	-5,201.00
	Income (Loss) for Replacement, Debt, Depreciation	\$110,760.89	\$103,392.99	\$543,251.90	\$416,283.90	\$126,968.00
Reconciliation Discrepancies / Audit GASB / Plant Depreciation						
		0.00	0.00	0.00	0.01	-0.01
	Net Income (Loss)	<u>\$107,783.87</u>	<u>\$105,290.93</u>	<u>\$684,155.97</u>	<u>\$409,772.10</u>	<u>\$274,383.86</u>

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

	MAY 31, 23	May 31, 22	\$ Change	% Change
ASSETS				
<u>Current Assets</u>				
<u>Cash & Investments</u>				
Checking-American Nat'l	672,865.40	402,101.68	270,763.72	67.34%
Cash-Wastehauler's Deposits	1,008.87	1,011.78	-2.91	-0.29%
Petty Cash	200.00	200.00	0.00	0.0%
Bond Redemption - Money Market & CD's	1,116,701.96	1,105,160.11	11,541.85	1.04%
Equipment Replacement - Money Market & CD's	564,463.65	305,250.39	259,213.26	84.92%
Depreciation Fund - Money Market & CD's	1,778,230.14	1,778,589.90	-359.76	-0.02%
Future Capital (CD)	1,287,439.12	1,260,002.16	27,436.96	2.18%
Total Cash & Investments	5,420,909.14	4,852,316.02	568,593.12	11.72%
<u>Other Current Assets</u>				
Accounts Receivable	331,976.79	360,107.15	-28,130.36	-0.08
Undeposited Funds	0.00	0.00	0.00	0.00
Inventory Mat'l & Supplies	12,521.00	12,521.00	0.00	0.00
WRS Pension - Assets & Deferred Outflows	348,954.00	308,946.00	40,008.00	0.22
Total Other Current Assets	693,451.79	681,574.15	11,877.64	1.74%
Total Current Assets	6,114,360.93	5,533,890.17	580,470.76	10.49%
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	0.00
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.00
Structures, Equipment & Improvements	45,325,996.33	45,211,325.21	114,671.12	0.07
Accumulated Depreciation	-25,028,459.62	-23,256,661.57	-1,771,798.05	-0.08
Total Fixed Assets	22,536,557.03	24,193,683.96	-1,657,126.93	-6.85%
TOTAL ASSETS	28,650,917.96	29,727,574.13	-1,076,656.17	-3.62%
LIABILITIES & EQUITY				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	105,813.87	142,066.14	-36,252.27	-0.26
Payroll Liabilities	44,042.13	35,856.18	8,185.95	0.23
Pension Liability	285,734.00	269,716.00	16,018.00	0.06
Customer Deposits	1,011.42	1,011.42	0.00	0.00
Accrued Interest Expense & Other Liab	102,855.44	14,828.02	88,027.42	5.94
Total Current Liabilities	539,456.86	463,477.76	75,979.10	16.39%
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	0.00	57,790.80	-57,790.80	-1.00
CWF-2009 Upgrade	5,722,729.06	6,694,534.85	-971,805.79	-0.15
Total Long Term Liabilities	5,722,729.06	6,752,325.65	-1,029,596.59	-15.25%
Total Liabilities	6,262,185.92	7,215,803.41	-953,617.49	-13.22%
<u>Equity</u>				
Contributions in Aid-Grants/Agencies	4,951,269.00	4,951,269.00	0.00	0.00
Contributions in Aid-Communities	695,930.55	695,930.55	0.00	0.00
Contributions in Aid-Others	147,494.00	147,494.00	0.00	0.00
Accum Amort of Contributed Capital	-3,933,248.32	-3,933,248.32	0.00	0.00
Retained Earnings-Unappropriated	19,697,193.84	20,094,616.39	-397,422.55	-0.02
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.00
Net Income	684,155.97	409,772.10	274,383.87	0.67
Total Equity	22,388,732.04	22,511,770.72	-123,038.68	-0.55%
TOTAL LIABILITIES & EQUITY	28,650,917.96	29,727,574.13	-1,076,656.17	-3.62%

2023 INTEREST EARNINGS
May 31, 2023

gl #s	1002	1034	1036	2166b	2131	2121	2152b	2152a	2152c	2152d	2141	2167b	
	Operations			Future	Replacement	Bond Redemption					Depreciation		TOTAL
	Checking	WH Deposit Winn Waste	WH Deposits	C.D.	MONEY MARKET	MONEY MARKET	C.D.	C.D.	LGIP	MONEY MARKET	C.D.		
	0.05%	0.01%	0.01%	2.65% due 9/12/2023	4.86%	4.63%	1.06% - 16 mos due 6/04/2023	1.50% - 12 mos. Due 4/29/23	5.01%	4.76%	2.68% - 12 mos. due 8/22/2023		
	ANB	ANB	ANB	COMM 1st	ANB	ANB	COMM 1st	ANB		ANB	COMM 1st		
Jan	22.76	0.01	0.00	2,833.97	519.95	1,025.70	360.12	1,904.65			170.04	3,567.62	\$10,404.82
Feb	18.59	0.00	0.00	2,565.41	491.85	1,016.02	325.56	0.00			153.73	3,229.62	\$7,800.78
Mar	23.84	0.00	0.01	2,845.98	564.80	1,262.13	360.74	0.00	0.00		170.35	3,582.92	\$8,810.77
Apr	22.03	0.01	0.00	2,760.30	1,225.43	1,092.00	349.41	119.02	1,879.95		371.27	3,475.14	\$11,294.56
May	29.92	0.00	0.00	2,858.46	2,170.23	738.96	361.37	0.00	1,907.48		692.97	3,598.80	\$12,358.19
Jun													\$0.00
Jul													\$0.00
Aug													\$0.00
Sep													\$0.00
Oct													\$0.00
Nov													\$0.00
Dec													\$0.00
TOTALS:	\$117.14	\$0.02	\$0.01	\$13,864.12	\$4,972.26	\$5,134.81	\$1,757.20	\$2,023.67	\$3,787.43	\$0.00	\$1,558.36	\$17,454.10	\$50,669.12
	\$117.17			\$13,864.12	\$4,972.26			\$12,703.11			\$19,012.46		
acct #s	-17	-129	-87	-7158	-92	-23	-0570	-76		-8191	-11	-7183	
acct \$s	\$739,195.30	\$506.77	\$502.10	\$1,287,439.12	\$564,463.65	\$130,104.26	\$0.00	\$0.00	\$581,015.21	\$0.00	\$175,649.47	\$1,602,580.67	\$5,081,456.55

CD LISTING
5/31/2023

	Date Issued	Account	Amount	Rate	Term	Matures
American Nat'l Bank	3/17/2021	Bond Redemption	\$0.00	1.50%	12-month	04/29/23
Community First CU	2/4/2022	Bond Redemption	\$0.00	1.06%	16-month	06/04/23
		TOTAL	\$0.00			
Community First CU	2/11/2021	Depreciation	1,602,580.67	2.68%	12-month	08/22/23
		TOTAL	\$1,602,580.67			
Community First CU	8/8/2021	Future Capital	1,287,439.12	2.65%	12-month	09/12/23
		TOTAL	\$1,287,439.12			
TOTAL CD INVESTMENTS:			\$2,890,019.79			

MONEY MARKET & LGIP ACCOUNT LISTING
5/31/2023

	Account	Amount	Rate
American Nat'l Bank	Bond Redemption	\$130,104.26	4.63%
LGIP	Bond Redemption	\$581,015.21	5.01%
American Nat'l Bank	Depreciation	\$175,649.47	4.76%
American Nat'l Bank	Replacement	\$564,463.65	4.86%
TOTAL MONEY MARKET ACCOUNTS:		\$1,451,232.59	

CHECKING & SAVINGS ACCOUNT LISTING
5/31/2023

	Account	Amount	Rate
American Nat'l Bank	Operations - Checking	\$739,195.30	0.05%
American Nat'l Bank	Wastehauler Deposit -	\$502.10	0.01%
American Nat'l Bank	Wastehauler Deposit -	\$506.77	0.01%
TOTAL CHECKING & SAVINGS ACCOUNTS:		\$740,204.17	

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

Budget Through 05/31/2023

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	YTD TOTAL	BDGT THRU MAY (5/31/23)	(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		\$967,891.53	\$846,632.92	(\$121,258.61)	47.63%
EQUIPMENT REPLACEMENT	412,052.00	34,337.67	34,337.64	\$34,337.66	\$34,337.74	\$34,337.73	\$34,337.58		171,688.35	\$171,688.33	(\$0.02)	41.67%
BOND REDEMPTION	1,107,925.00	92,327.08	92,327.05	92,327.06	92,327.37	92,327.43	92,326.83		461,635.74	\$461,635.42	(\$0.32)	41.67%
DEPRECIATION	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	\$0.00	\$1,601,215.62	\$1,479,956.67	(\$121,258.95)	45.08%
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		\$52,497.85	\$15,416.67	(\$37,081.18)	141.89%
WASTEHAULER INCOME	200,000.00	16,666.67	13,595.98	16,365.73	17,656.70	19,118.57	16,509.90		83,246.88	\$83,333.33	\$86.45	41.62%
LAB & MISC. INCOME	26,000.00	2,166.67	6,399.41	3,252.00	2,263.00	1,549.00	1,720.00		15,183.41	\$10,833.33	(\$4,350.08)	58.40%
TOTAL CONT FUNDING	\$263,000.00	\$21,916.67	\$30,400.21	\$27,418.51	\$28,730.47	\$33,790.86	\$30,588.09	\$0.00	\$150,928.14	\$109,583.33	(\$41,344.81)	57.39%
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	\$0.00	\$1,752,143.76	\$1,589,540.00	(\$162,603.76)	45.93%
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		\$6,308.95	\$6,250.00	(\$58.95)	42.06%
PLANT PERSONNEL	211,100.00	17,591.67	16,879.05	15,149.80	15,074.80	14,999.80	22,612.21		84,715.66	\$87,958.33	\$3,242.67	40.13%
EMPLOYEE BENEFITS	119,837.00	9,986.42	7,468.60	7,642.91	7,557.50	7,619.30	8,170.96		38,459.27	\$49,932.08	\$11,472.81	32.09%
UTILITIES:												
ELECTRIC POWER	585,000.00	48,750.00	49,045.30	53,563.96	48,816.06	56,602.71	59,361.32		267,389.35	\$243,750.00	(\$23,639.35)	45.71%
OTHER UTILITIES	65,000.00	5,416.67	7,463.62	7,229.59	7,014.69	5,828.88	8,345.93		35,882.71	\$27,083.33	(\$8,799.38)	55.20%
CHEMICALS:												
FERRIC CHLORIDE	259,000.00	21,583.33	21,922.85	22,310.26	21,745.57	22,348.30	21,674.65		110,001.63	\$107,916.67	(\$2,084.96)	42.47%
OTHER CHEMICALS	35,000.00	2,916.67	0.00	0.00	0.00	0.00	0.00		0.00	\$14,583.33	\$14,583.33	0.00%
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		235,179.00	\$246,225.83	\$11,046.83	39.80%
OTHER OPERATING COSTS	40,600.00	3,383.33	2,865.84	3,096.75	2,473.86	2,876.76	7,352.03		18,665.24	\$16,916.67	(\$1,748.57)	45.97%
SLUDGE HANDLING:												
SLUDGE DISPOSAL	27,000.00	2,250.00	0.00	0.00	0.00	0.00	0.00		0.00	\$11,250.00	\$11,250.00	0.00%
OTHER SLUDGE EXPENSES	500.00	41.67	0.00	0.00	0.00	0.00	0.00		0.00	\$208.33	\$208.33	0.00%
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		54,087.95	\$80,916.67	\$26,828.72	27.85%
LABORATORY:												
LAB OPERATIONS	8,000.00	666.67	1,945.53	3,806.19	2,096.86	2,546.21	1,368.16		11,762.95	\$3,333.33	(\$8,429.62)	147.04%
WPDES-COMPL. MONITORING	12,500.00	1,041.67	0.00	0.00	0.00	0.00	0.00		0.00	\$5,208.33	\$5,208.33	0.00%
ADMINISTRATIVE/GENERAL:												
INSURANCE/LEGAL	69,740.00	5,811.67	51,298.00	0.00	5,259.00	0.00	29.00		56,586.00	\$29,058.33	(\$27,527.67)	81.14%
ANNUAL AUDITING SERVICES	9,000.00	750.00	0.00	0.00	9,425.00	0.00	0.00		9,425.00	\$3,750.00	(\$5,675.00)	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		7,211.02	\$5,000.00	(\$2,211.02)	60.09%
DNR ENVIRONMENTAL FEES	35,000.00	2,916.67	0.00	0.00	0.00	0.00	34,373.35		34,373.35	\$14,583.33	(\$19,790.02)	98.21%
GENERAL ADMIN. EXPENSE	5,500.00	458.33	27.75	0.00	2,350.00	25.00	55.50		2,458.25	\$2,291.67	(\$166.58)	44.70%
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	\$0.00	\$972,506.33	\$956,216.25	(\$16,290.08)	42.38%
CONTINGENCY APPLIED	\$235,400.00	\$19,616.67	\$30,937.53	(\$17,519.01)	(\$9,326.82)	(\$16,293.96)	\$28,492.34		\$16,290.08	\$98,083.33	\$81,793.25	6.92%

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

June, 2023

PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility met all DNR permit limits in June.
2. **PRIMARY CLARIFIER DRAIN DOWNS-** On 6/5/23 we began draining primary clarifier #1. It was cleaned and returned to service on 6/7/23. We have also drained and cleaned tanks #2, and #3. Tank #4 will be drained after the week of the 4th of July. The oil has been changed on all four of the drive units.
3. **YARD WORK-** Fox West staff sprayed the property for weed control.
4. **HVAC PM WORK-** Johnson Control technicians were on site for three days performing the inspections and preventative maintenance on the HVAC equipment.
5. **PEST CONTROL-** Valley Pest Control was on site on 6/17/23 to spray various areas of the property for spider control.
6. **PLC PROGRAM BACK-UP-** Faith Technologies was on site on 6/29/23 to download copies of the programs from each PLC panel on site. The PLC's are the devices that control the operation of each piece of equipment in the plant. Faith did have back-up copies of the programs, however Fox West did not.

PRETREATMENT

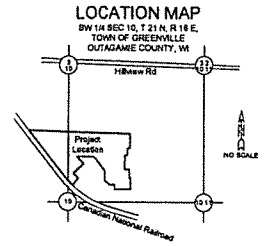
1. **CANTEEN VENDING-** Canteen Vending has submitted their corrective action plan, and they requested a site visit from their chemical supplier. The chemical vendor has recommended that they replace the pH probe. Once the new probe has been installed the vendor will provide training on operating and maintaining the new equipment. Fox West has requested that Badger Labs move their 3rd quarter sampling from September to July in order to determine if these changes have brought Canteen back into compliance.
2. **OUTLOOK GROUP-** Fox West had requested SDS sheets for the chemicals used at the American Drive location. We are currently reviewing these documents. We will also be scheduling a walk-through of the facility to observe their production process.
3. **GULFSTREAM-** We have received Gulfstream's permit application. The permit will be renewed this summer with an additional outfall for their new aircraft paint stripping operation.
4. **MASTERFLEET-** The discharge manhole will be vacuumed out on 6/30/23. Upon inspection, this manhole was found to have an excessive amount of debris accumulating in it.
5. **DENTAL AMALGAM INSPECTIONS-** We are continuing to schedule inspections for dentist offices in order to confirm the proper disposal of their amalgam.

EQUIP OPERATIONS

1. **2006 F250 PICKUP TRUCK-** While traveling to Greenville to collect the daily sample, one of the straps holding the gas tank broke. The vehicle was taken to Mathews Tire and two new straps were installed (\$454.05). I will be getting pricing to replace this truck for the 2024 budget.
2. **BACK-UP GENERATOR-** During our monthly exercising, we found that the generator was struggling to start. Cummins was on site on 6/22/23 to troubleshoot the problem. They found that the fuel pump would not maintain prime when the unit was not running. They installed a ½" check valve on the fuel line to prevent any fuel from draining back into the tank. The generator started smoothly after the repairs had been completed.
3. **UV DISINFECTION-** Fox West staff replaced three failed ballast units on the UV banks. I sent two of the failed ballasts out to be rebuilt (\$1,300). Fox West staff have also been working on getting the low level water shut off switches working properly. The water level sensing rods will need to be replaced on both units.
4. **SLUDGE MIXER #7-** The mixer was rebuilt (\$11,897.00) and returned to service on 6/7/23
5. **INFLUENT PUMP SEAL WATER-** The seal water lines for all five influent pumps are severely corroded. I have obtained a quote from August Winter to replace the lines. I have also asked Crane Engineering to provide a quote. I have budgeted \$30,000 in 2023 to complete this project.

Country Meadows First Addition

Village of Greenville, Outagamie County, WI
For: North Appleton Properties, LLC



Sewer and Water shall be constructed in accordance with Standard Specifications of the Village of Greenville including select trench details within roadways to a distance two feet behind curbs.

Streets shall be constructed in accordance with Standard Specifications of the Village of Greenville.

Contractor shall locate all buried facilities prior to excavating. This plan may not accurately or completely show all buried utilities.

The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Erosion Control Plan and the Storm Water discharge Permit. All Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

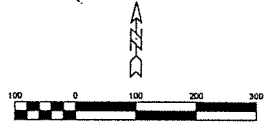
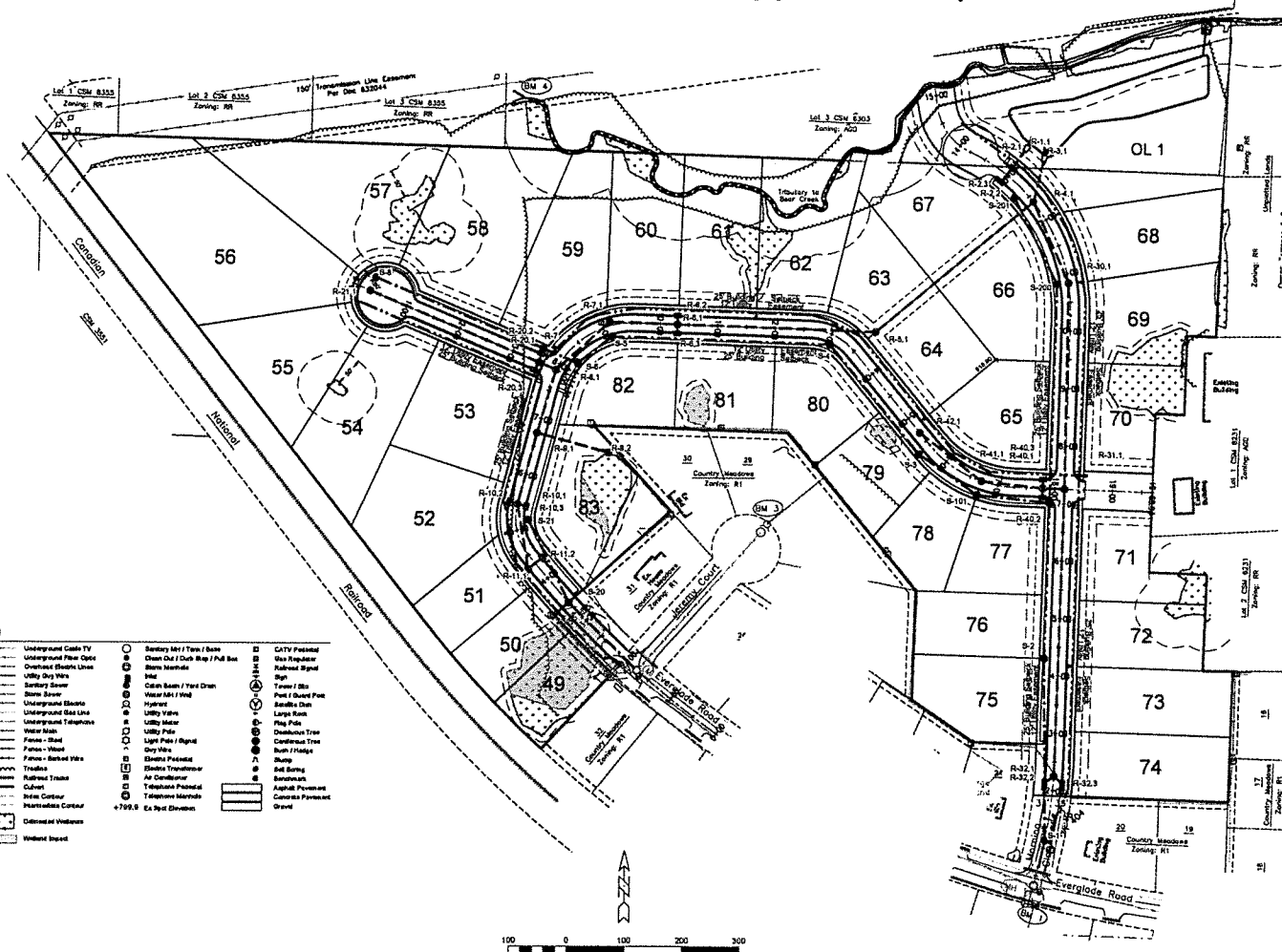
Pipe lengths are measured to center of structure. Envelopes are included in pipe length.

SHEET INDEX:

Sheet	Page
Sewer & Water Cover Sheet	1.0
Topographic Survey	1.1
Drainage and Grading Plan	1.2
Erosion & Sediment Control Plan	1.3
Street Sign Plan	1.4
Construction Details	2.1
Sewer & Water Details	2.2
Sewer & Water Details	2.3
Erosion & Sediment Control Details	2.4
Erosion & Sediment Control Details	2.5
Stormwater Pond Detail	2.8
Curb Return Profile	2.7
Curb Return Profile	2.8
Plan & Profile: Everglade Road/Chas Drive - Sta 0+00 to 8+00	3.1
Plan & Profile: Gas Drive - Sta 9+00 to 19+88.53	3.2
Plan & Profile: Morning Glory Lane - Sta 0+00 to 10+00	3.3
Plan & Profile: Morning Glory Lane - Sta 5+50 to 15+17.85	3.4
Plan & Profile: Morning Glory Lane CDS - 0+00 to 2+45.19	3.5
Plan & Profile: Heavy Court - Sta 0+00 to 4+14.38	3.6
Plan & Profile: Storm Sewer Estimation - 0+00 to 3+58.17	3.7

LEGEND

Underground Cable TV	Underground Floor Cable	Overhead Electric Lines	Utility Dry Vents	Sanitary Sewer	Storm Sewer	Underground Electric	Underground Gas Lines	Underground Telephone	Water Main	Fence - Wood	Fence - Metal	Fence - Barbed Wire	Trailhead	Roadway Transit	Curbs	Beam Center	Horizontal Contour	Contour at 10' Intervals	Wellhead Inset
Sanitary Man / Trench / Basin	Clear Out / Check Reg / Pull Box	Storm Manhole	Man	Catch Basin / Trap Drain	Water Man / Vent	Transformer	Utility Valve	Utility Meter	Utility Pole	Light Pole / Signal	City Sign	Electric Pole	Electric Transformer	Air Conditioner	Telephone Pole	Telephone Manhole	Telephone Manhole	1793.0 E. Spot Elevation	Wellhead Inset
Gas Regulator	Manhole Signal	Sign	Trailer Sign	Post / Guard Post	Sanitary Man	Large Tank	Flag Pole	Decorative Tree	Shrub / Hedge	Shrub	Ball Sign	Signpost	Concrete Pavement	Gravel					

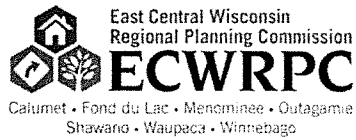


SEWER & WATER COVER SHEET

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1154 Province Terrace, Menasha, WI 54952
Ph: 920-991-1888 Fax: 920-441-0804
www.davel.com

Project Number: 7454
May 23, 2023

3/23/2023 10:14 AM J:\Projects\7454\DWG\DWG_307145.dwg Printed By: JCN



June 8, 2023

Timothy Wittmann, P.E.
Davel Engineering & Environmental
1164 Province Terrace
Menasha, WI 54952

**Subject: Water Quality Management Conformance Review – Sewer Extension
Country Meadows First Addition**

East Central Review No. 2023-027

Dear Tim Wittmann:

This is to acknowledge receipt of your request on May 24, 2023 that East Central Wisconsin Regional Planning Commission (ECWRPC) review the proposed sanitary sewer extension to serve Country Meadows First Addition, a 35-lot single-family residential subdivision in the Village of Greenville, Outagamie County. Your request seeks a determination that the submitted plans are in conformance with the approved Wisconsin Areawide Water Quality Management Plan (AWQMP) in accordance with Section 208 of the Clean Water Act and sections NR 110.08 and SPS 382.20(4)(b)2.a. of the Wisconsin Administrative Code. As a contracted agency of the Wisconsin Department of Natural Resources, ECWRPC is the Areawide Coordinating Agency under Wisconsin's AWQMP Program.

Commission Staff has determined that the proposed sanitary sewer extension projects along Everglade Road, Otis Drive, Husky Court, and Morning Glory Lane are within the Fox Cities - Fox West Sewer Service Area (SSA). The proposed development appears to impact some delineated wetlands. In addition, a tributary to Bear Creek is located near development on the north end of the subdivision. Wetlands and streams are considered environmentally sensitive areas in the Fox Cities SSA Plan. A 75-foot buffer from the stream is required. The appropriate WDNR and/or United States Army Corps of Engineers wetland disturbance permits need to be obtained prior to approval.

To protect water quality, best management practices should be utilized and maintained throughout duration of construction activities. The sanitary sewer extensions for the proposed First Addition to County Meadows Subdivision is generally consistent with the Fox West SSA Plan and AWQMP elements.

A copy of this letter should be enclosed with the project plans sent to the Wisconsin Department of Natural Resources and other appropriate agencies for their review. If you have any questions, please contact me at wpaustian@ecwrpc.org or at 920-886-6832.

Sincerely,

Wilhelmina Paustian
Senior Planner

Notice: In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code

All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

Sanitary sewers will be constructed in accordance with (select one of the following):

1. Standard specifications for Sewer and Water Construction in Wisconsin (_____ edition).
 Note: Standard specifications do not amply cover erosion control measures. Special provisions must be submitted.

2. Standard specifications for municipality on file with the Department:

Municipality Name: _____

Approval Number: _____ Date of Approval _____

Are the specifications on the file with the Department less than 4 years old? Yes No

3. Specifications submitted with plans (please fill out Sections A through G below):

Note: Specifications must be signed and sealed by a professional engineer.

A. Pipe Material	Application Standard	Joint Type and Standard
Asbestos Cement	_____	_____
Cast Iron	_____	_____
Concrete	_____	_____
Vitrified Clay	_____	_____
Steel	_____	_____
Ductile Iron	_____	_____
PVC	<u>D2241</u>	<u>Gasket</u>
ABS Composite	_____	_____

Is any pressure sewer pipe being used? Yes No

If yes, indicate type, standard and joints: _____

B. Is trench width adequate for pipe laying, jointing and placement of proper backfill? Yes No

C. Bedding type for pipe meets requirements of ASTM C12-81 or MOP 9? Yes No

Class A Class B Class C

Bedding material for PVC and ABS composite pipe meets requirements of ASTM D2321-80? Yes No

Class I Class II Class III

D. Suitable backfill material within 2 feet of pipe (no frozen or organic material or large stones)? Yes No

E. Infiltration - less than 200 gal/in/mi/day? Yes No

Test Procedure: _____ Low Pressure Air _____

F. PVC pipe deflection testing? Yes No N/A

Method: _____ Deflection by Mandrel _____

G. Manholes:

Diameter 4-foot diameter precast concrete per

Material Village specifications

Outside Drops _____

Water Tight Inlets and Outlets _____

Sketch Included _____

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.



 Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

E-40111

 Wisconsin P.E. Number

**For DNR Sewer Checklist
Country Meadows**

Proposed Service Area (acres)

Immediate 34.13 Ultimate

35 Number of Lots

Population to be served

Density Population

Per Capita Sewage Contribution (gallons per day)

Average 100 Peak 400

Design Flows (gallons per day)

Average Peak

Design Flows (cubic feet per second)

Average Peak

Design BOD

lbs/day

Design TSS

lbs/day

Design TP

lbs/day

Directions

- 1 Yellow borders indicate information to be entered.
2. Enter the area of the project in acres.
3. Enter the number of lots.

Note: If the project is a condo or apartment project, enter the number of units instead of number of lots.
This worksheet cannot be used for commercial or industrial projects.



East Central Wisconsin
Regional Planning Commission
ECWRPC

Calumet • Fond du Lac • Menominee • Outagamie
Shawano • Waupaca • Winnebago

Section "208" Water Quality Management (WQM) Letter / SSA Review Request & Fee Payment Form

This form should be completed and submitted, (along with your check payable to East Central Wisconsin RPC), in conjunction with the required project submittal documents. Project proposals may be emailed in .pdf format provided they are legible and complete (as described in the Submittal Instructions). Review comments and the "208 Letter" will be returned via email for expediency and convenience. Applicants may request a receipt of payment upon request. Questions should be directed to Wilhelmina Paustian at wpaustian@ecwrpc.org or by calling (920) 751-4770. A copy of this form in .pdf format is available on East Central's website (www.ecwrpc.org) under the SSA Planning Program.

(PLEASE PRINT)

Submittal Date: 05 / 24 / 2023

Project Name: Country Meadows First Addition

Project Type (circle one):

- Sewer Extension
 Private Lateral
 Lift Station
 WWTF Facility Plan
 SSA Amendment
 Sewer Reconstruction

Fee Amount (from schedule on reverse): \$ 250.00

(Note – please pay only the initial fee indicated. If additional charges are incurred, you will be notified to authorize continuation of the review)

Municipality Name: Greenville

County Name: Outagamie RPC Member County RPC Non-Member County

Sanitary District Name (if applicable) _____

Primary Project Contact: Timothy Wittmann, P.E.

Company/Business: Davel Engineering & Environmental, Inc.

Phone No. 920-560-6568

E-mail: tim@davel.pro

ECWRPC USE ONLY:

REVIEW NO. _____

DATE RCVD. _____

CHECK NO. _____

DATE COMPLETED: _____

BY: _____

**Please paper clip check payable to East Central Wisconsin RPC to this page.
If the check is not attached, the review will not be initiated!**

ECWRPC Water Quality Management Planning Program Fee Schedule (Effective: March 1, 2023)		
	Member County *	Non-Member County *
SSA Plan Updates	None	Contract Agreement
SSA Amendments	\$500	\$1,000
SSA Amendment Appeals	\$500	\$1,000
NR-110 Facility Plan/ Amendment Reviews	\$500	\$1,000
Sanitary Sewer Extension Conformance Reviews	\$250	\$250
Private Lateral Conformance Reviews & Other Reviews (i.e. Lift Stations)	\$100	\$100
Public Sewer Reconstruction Project Conformance Reviews [which do not increase the service area or capacity]	Exempt	\$100

*As of January 2023, Member communities include any that lie within Calumet, Fond du Lac, Outagamie, Shawano, Menominee, Waupaca, or Winnebago Counties. All other MCD's, (Green Lake, Marquette, & Waushara Counties), are considered to be 'non-members'. Please contact Commission staff if you have any questions regarding membership status of communities.

Notice: In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and specifications for any reviewable sanitary sewer project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer plan submittal to evaluate conformance with requirements in chs. NR 108 and NR 110, Wis. Adm. Code. This form is not intended to be used for interceptor projects. Please submit a facility plan report for interceptor projects. If you question if a sewer should be submitted using this form, please contact DNR wastewater plan review staff.

All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

1. General Information

A. Municipality Name City Town Village Sanitary District Utility District

Greenville

B. Project Name (as indicated on the plans):

7454 Country Meadows

C. Wastewater Treatment Facility Name:

Fox West

D. Sewage Collection System Owner Name (after installation):

Greenville

E. Responsible Project Inspector (List name and/or title, if known):

2. Submittal Requirements:

- A. Is a CD, flash drive, or other storage device containing PDF files of the final plans and/or specifications included with this plan submittal? Yes No
- B. Are the submitted paper and electronic plans and/or specifications signed and sealed by a registered Wisconsin professional engineer? Yes No
- C. Is the submitted paper set of plans in half size format (11" x 17")? Yes No
- D. Are the construction plans and/or specifications submitted in conformance with ch. NR 108 and ss. NR 110.06, 110.07, and 110.10(3), Wis. Adm. Code? Yes No
- E. If this project is intended to be funded through the Clean Water Fund Program, is an abbreviated engineering report included with this submittal, or was one previously submitted? Yes No N/A

3. Sewer Service Area

- A. Is a map of the sewer service area that shows the location of the proposed sewer attached to this plan submittal? Yes No
- B. Does the project only involve replacement/rehabilitation construction of existing sanitary sewer where the sewer service area has not changed? Yes No
- i. If no, please provide the basis of the design for the area and population to be served by the proposed sewer:
- | | | | |
|--------------------------|-------------|------------------------------|--------------------|
| Ultimate design year: | <u>2030</u> | Population Density per acre: | <u>2.6</u> |
| Total Population Served: | <u>88</u> | Immediate Area Served: | <u>34.13</u> acres |
| | | Ultimate Area Served: | <u>34.13</u> acres |

4. Erosion Control

- A. Does the municipality have an erosion control ordinance? Yes No
- i. If yes, will compliance with the ordinance be required for this project? Yes No
- B. Do the plan sheets show the erosion control provisions? Yes No
- C. Do the specifications require that the erosion control measures be in place before construction begins and maintained during construction? Yes No
- D. Will the project disturb one or more acres of land? Yes No
- i. If yes, has an electronic Notice of Intent been submitted to the DNR for the land disturbing construction activities for coverage under the construction site storm water runoff general permit in accordance with Chapter NR 216, Wis. Adm. Code (<https://dnr.wi.gov/topic/stormwater/construction/forms.html>)? Yes No
- ii. Construction Site ID#, if known: _____

5. Water Diversion

- A. Will the proposed sewer project result in a diversion of water from a water supply system that uses surface water from the Great Lakes System to the Mississippi River Basin? Yes No

6. Sanitary Sewer Overflow Structures or Bypasses

- A. Are there any existing sanitary sewer overflow structures or bypasses or known bypass locations that function in the sewerage system? **If you answered "Yes" to this question, please answer the sub-questions under A.** Yes No

i. Number of sanitary sewer overflow structures or bypasses: _____

ii. Location of sanitary sewer overflow structures or bypasses:

7. Wetlands and Waterways

- A. Will the proposed project involve construction in, on, over, or under a water of the state (i.e. any dredging of the waterway; placement of footings or pilings in the waterway; placement of piping under or on the bed of the waterway; installation of any piping on the shoreline or in the waterway; or placement of any material that could be a barrier for boating or other recreational navigation)? **If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what waterway permits may be needed for your project and answer the sub-questions under A.** Yes No

- i. Does the project require a waterway permit? Yes No
- ii. Is a copy of the DNR permit(s) coverage letter(s) attached to this plan submittal? Yes No N/A

Note: The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR waterway permit(s) has been issued

- B. Have you reviewed the DNR Surface Water Data Viewer (SWDV) web site (<https://dnr.wi.gov/topic/surfacewater/swdv/>) and conducted an on-site field inspection to verify whether the proposed sanitary sewer construction will impact any wetland areas (attach map from the SWDV)? Applicants for sanitary sewer projects must review the DNR SWDV website and conduct an on-site field inspection to determine whether the proposed project will impact any wetland areas prior to completing and submitting this form. Yes No

(Note: "Impact" means any construction-related disturbance resulting in any temporary or permanent change in the characteristics of the wetland including direct excavation within the wetland area, temporary or permanent soil placement / removal within the wetland area, drainage modifications within or adjacent to the wetland area that may cause hydrological changes to the wetland, etc.)

- C. Based on the review in part B, will the proposed project impact any wetland areas? **If you answered "Yes" to this question, please visit the DNR Waterways and Wetland Permit website (<http://dnr.wi.gov/topic/Waterways/>) to determine what wetland disturbance permits may be needed for your project and answer the sub-questions under C.** Yes No

- i. Are you eligible for a municipal wetland disturbance permit or does the project require a wetland individual permit? Yes No
- ii. Is a copy of the DNR and/or USACE wetland disturbance permit(s) coverage letter(s) attached to this plan submittal? Yes No N/A

Note: The DNR wastewater program cannot issue a sanitary sewer plan approval until the DNR and/or USACE wetland disturbance permit(s) have been issued.

- D. Do the plans show the location/boundaries of any impacted or nearby waterways and/or wetlands? Yes No

8. Floodplain

- A. Will any manhole tops and sewers be installed within any floodplains or areas that have the potential to be flooded by street runoff? **If you answered "Yes" this question, please answer the sub-questions under A.** Applicants should determine if construction of any manholes or sewers will be within the floodplain or areas that have the potential to be flooded by street runoff. (**Note:** "Floodplain" means that land which has been or may be covered by flood water during the regional flood. The floodplain includes the floodway, flood fringe, shallow depth flooding, flood storage and coastal floodplain areas. "Regional flood" means a flood determined to be representative of large floods known to have occurred in Wisconsin or which may be expected to occur on a particular lake, river or stream once in every 100 years.) Yes No
- i. Are the regional (100-year) flood elevation and floodplain contours indicated on the plans? Yes No
- ii. Will solid watertight manhole covers be installed to prevent flooding? Yes No
- iii. Does the project conform to the requirements in ch. NR 116, Wis. Adm. Code? Yes No

9. Pumping and Dewatering

- A. Is there potential for construction trenches or pits to be dewatered or pumped for this project? **If you answered "Yes" to this question, please answer the sub-questions under A.** Yes No
- i. Will the specifications include construction site dewatering methods consistent with the Wisconsin DNR Conservation Practice Standard 1061 or equivalent methodology? Yes No
- ii. If contaminated groundwater or soils are expected on the site, will section(s) of the specifications address handling and discharge requirements for the contaminated media? Yes No
- iii. Will the specifications include requirements for the contractor to submit and obtain the necessary Wisconsin Discharge Elimination System (WPDES) permits and/or high capacity well approvals for the dewatering for the project? Yes No

Note: Dewatering or pumping of groundwater or contaminated groundwater if encountered from construction trenches or pits that is discharged to a water of the state (excludes discharge to sanitary sewer systems) requires coverage under a WPDES permit. These discharges may be eligible under either the Dewatering Operations WPDES General Permit or the Contaminated Groundwater from Remedial Action Operation WPDES General Permit (<https://dnr.wi.gov/topic/wastewater/GeneralPermits.html>). Also dewatering systems that will have a total combined pumping capacity of 70 gallons per minute (100,000 gallons per day) or more may require a high capacity well approval (<https://dnr.wi.gov/topic/Wells/HighCap/Apply.html>).

10. Separation Between Water Supplies

- A. Are all proposed sewers and manholes at least 200 feet from public water system wells (s. NR 811.12(5)(d)3., Wis. Adm. Code) **OR** are all proposed sewers that meet the material, joint, and testing requirements of s. NR 811.12(5)(d)2., Wis. Adm. Code at least 50 feet from public water system wells and all manholes at least 200 feet from public water system wells? Yes No
- B. Is the minimum horizontal separation distance of 8 feet between the sewer and existing or future water mains being met? (s. NR 811.74(2), Wis. Adm. Code)? Yes No
- C. Where water mains cross over sewers, is the minimum vertical separation distance of 6 inches being met (s. NR 811.74(3), Wis. Adm. Code)? Yes No N/A
- D. Where water mains cross under sewers, is the minimum vertical separation distance of 18 inches being met (s. NR 811.74(3), Wis. Adm. Code)? Yes No N/A
- E. **If you answered "No" to any of the above questions (A-D), please answer the sub-questions under E.** The below are required for sewers that do not meet the separation requirements from new or existing public water system infrastructure.
- i. Has the public water system given written approval or no-objection to the sanitary sewer plans? Yes No
- ii. Has a plan submittal with a request for review been sent to the DNR Public Drinking Water Engineering Section? Yes No
- iii. Is a copy of the written no-objection/approval from the public water system and DNR Public Water Engineering Section attached to this plan submittal? Yes No

Sanitary Sewer Submittal

7454 Country Meadows

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- F. Are all sewers at least 25 feet from all existing private or non-community wells (s. NR 812.08(4) Table A, Wis. Adm. Code)? **If answered "No" to this question, please answer the sub-questions under F.** Yes No
- i. Has Form 3300-208 (Application for Sewer/Existing Private Well Separation) been submitted to the DNR Drinking Water and Groundwater Program to request a variance to the 25-foot separation distance requirement? Yes No
- ii. Is a copy of the approved variance to the 25-foot separation distance attached to this plan submittal? Yes No

11. List below all sewers to be constructed as part of this project:

Diameter (in.)	Length (feet)	Street Name or Easement Description	Material
8	327	Everglade Road	PVC
8	951	Otis Drive	PVC
8	380	Husky Court	PVC
8	1133	Morning Glory Lane	PVC

12. Sewer Design Requirements (s. NR 110.13(2), Wis. Adm. Code)

- A. Will the all sewers be installed deep enough to prevent freezing? **If you answered "No" to this question, please answer the sub-questions under A.** The below are required for sewers that do not meet the minimum depth of cover to prevent freezing. Yes No
- i. Please specify the type and thickness of insulation that will be provided, and the basis for the thickness of the proposed insulation:
- ii. Are all the proposed locations of insulated pipe(s) along with a standard construction detail indicated on the plans? Yes No
- B. Will all gravity sewers be installed deep enough to provide gravity basement drainage for sanitary wastes? Yes No N/A
- i. If no, has the owner(s) of the existing buildings been advised, in writing, prior to construction of the sewers? Yes No
- C. Do all proposed gravity sewers meet the minimum slope requirements as specified in s. NR 110.13(2) (c), Wis. Adm. Code? **If you answered "No" to this question, please answer the sub-questions under C, and provide design calculations for the estimated peak diurnal flow velocity in the non-conforming pipe segment(s).** The below are required for sewers that do not meet the minimum slope requirements. Yes No N/A
- i. Has the sewer system owner provided justification that demonstrates that the physical circumstances warrant the lesser slopes? Yes No
- ii. Has written assurance been submitted from the sewer system owner that the sewer system owner will provide the additional maintenance which may result from sedimentation due to the decreased velocities? Yes No
- D. Will all proposed gravity sewers be designed with an average velocity of 2.0 feet per second or greater when flowing full? Yes No N/A
- E. Will all gravity sewers be laid with straight alignment between manholes? Yes No N/A
- F. Will all gravity sewers that have slopes greater than 20% be anchored consistent with s. NR 110.13(2)(g), Wis. Adm. Code Yes No N/A
- G. Where velocities of greater than 15 feet per second are attained, will special provisions be made to protect against displacement or erosion? Yes No N/A
- H. Are design calculations for all proposed sewers attached to this plan submittal? Yes No

13. Manhole Installation (s. NR 110.13(3), Wis. Adm. Code)

- A. Is there a manhole present at all changes in grade and size or alignment, and at all pipe intersections? Yes No
- B. Is a manhole being constructed at the end of each sewer line (including stubbed sewer)? **If you answered "No" to this question, please answer the sub-questions under B.** The below are required for each of sewer line where a manhole is not installed at the end. Yes No N/A
- i. Will all stubbed sewers be capped or plugged and will no service be provided until a manhole is installed under a Department approved project? Yes No N/A
- ii. Is the cap or plug labeled on the plans for each stubbed sewer? Yes No N/A
- C. Will all manholes be spaced less than or equal to the required maximum intervals as specified in s. NR 110.13(3)(b), Wis. Adm. Code? **If you answered "No" to this question, please answer the sub-question under C.** The below are required for manholes that do not meet the manhole spacing requirements. Yes No N/A
- i. Does the sewer system owner have access to cleaning equipment with the capability to reach the extended sewer lengths? Yes No
- D. Is an outside drop provided at each manhole where the invert elevation of the entering sewer is 2 feet or more above the spring line of the outgoing sewer? **If you answered "Yes" or "No" to this question, please answer the sub-questions under D.** Yes No N/A
- i. List the location of all manholes where an entering sewer is 2 feet or more above the spring line of the outgoing sewer:
Manholes S-1 and S-100
- ii. Are all outside and/or inside drop manholes labeled on the plans? Yes No
- iii. Is a standard construction detail of the outside and/or inside drop manhole provided in the plans? Yes No
- iv. Will the entire outside drop connection be encased in the concrete? Yes No N/A
- v. For installation of inside drop connections in new manholes, will an oversized manhole be installed? Yes No N/A
- vi. For installation of inside drop connections in existing manholes that are not oversized, is justification provided that explains why an outside drop cannot practicably be constructed and how the encroachment upon the maintenance and access of the manhole will be addressed? Yes No N/A
- E. Will the diameter of all manholes be greater than or equal to 42 inches? Yes No
- F. Will the flow channel through the manholes be made to conform to the shape and slope of the sewers? Yes No
- G. Are the tops of all manholes at or above finished grade? Yes No

14. Force Mains (s. NR 110.14(3)(j), Wis. Adm. Code):

- Yes No
- A. Is a cleansing velocity of at least 2 feet per second maintained in the force main at the design pumping rate of the lift station? Yes No
- B. Please specify what type of air relief will be provided at each high point in the force main (select one):
- Combination Automatic Air Relief and Vacuum Valve
- Automatic Air Relief Valve
- Manual Air Relief Valve
- Other specify _____
- C. When a force main enters the gravity sewer manhole, will the discharge be at a point not more than 2 feet above the spring line of the receiving sewer? Yes No

15. Clearwater

A. If this is a sewer extension, will all storm and other clearwater including that from sump pumps, roof drains, cistern overflows, and building foundation drains be excluded for these proposed sanitary sewers, to the best of your knowledge?

Yes No N/A

B. To the best of your knowledge, will street and tributary building sewers be laid in such a manner as to minimize entrance of groundwater and will building sewers and drains be installed to conform with clearwater prohibitions in state plumbing regulations (s. SPS 382.36(4)(6), Wis. Adm. Code)?

Yes No

Certification

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

Signature of Consulting or Municipal Engineer Responsible for Preparing this Form

Date Signed _____

Wisconsin P.E. Number E-40111

Sanitary Sewer or Lift Station Project Approval Request

Form 3400-160 (R 11/17)

Page 1 of 2

Date: 05/24/2023

Notice: In accordance with s. NR. 108.04(2)(a), Wis. Adm. Code, this form is authorized to accompany final plans and/or specifications for any reviewable sanitary sewer and/or lift station project that is submitted to the Department of Natural Resources (Department) pursuant to s. 281.41, Wis. Stats and s. NR 108.03, Wis. Adm. Code. Completion of this form is required by the Department for any sanitary sewer or lift station plan submittal to evaluate conformance with requirements in chs. NR 108 and 110, Wis. Adm. Code.

All necessary information must be provided on this form. Failure to complete this form correctly may result in rejection of this form by the Department. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31 - 19.39, Wis. Stats.).

Please type or clearly print your answers to all questions.

General Information

I am submitting one paper copy and one CD containing PDF files of plans and/or specifications for (select all that apply).

- Sanitary Sewer Extension Sewer Replacement/Rehabilitation Lift Station Force Main

Project Title:

Country Meadows

Project construction will occur at the following locations:

Street	Pipe Size (in.)	Pipe Length (ft.)
Everglade Road	8	327
Otis Drive	8	951
Husky Court	8	380
Morning Glory Lane	8	1,133

The sewer and/or lift station plan submittal conforms with the following:

True False N/A

- Attached are completed Department Forms 3400-205, 3400-059, 3400-095 and 3400-168 (Form 3400-168 is only required for lift station projects).
- Attached is a general map of the proposed sanitary sewer extension showing the proposed sewer service area.
- Attached is the sewerage system owner approval letter in accordance with s. NR 110.12, Wis. Adm. Code (Only required if the engineer is not an employee of or has not been retained by the municipality).
- Attached is a copy of the wastewater treatment facility (WWTF) approval letter (Only required if sewer system is connected to a regional WWTF).
- Attached is a copy of the Sewer Service Area /Water Quality Management (208) conformance letter (See communities which require this letter available at the WDNR website at: <http://dnr.wi.gov/topic/wastewater/RPClist.html>)
- Sewers do not come within 50 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d) and 812.08(4)(c), Wis. Adm. Code.
- Lift Stations do not come within 8 feet of water main, 100 feet of a private water supply well OR 200 feet of a public water supply well in conformance with ss. NR 811.12 (5)(d), 811.75(1)(a) and 812.08(4)(d), Wis. Adm. Code.
- Sewers meet the minimum required horizontal and vertical separation distances from water mains in conformance with s. NR 811.74, Wis. Adm. Code.
- Erosion and sediment control practices are consistent with the WDNR construction site erosion and sediment control technical standards and are on the plan sheets. (The WDNR construction site erosion and sediment control technical standards are available on the WDNR website at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). If the project is part of a construction site that will disturb one or more acres of land, a Notice of Intent and associated attachments (Forms 3500-053 and 3500-053C) for coverage under the Construction Site Stormwater Runoff General Permit has been submitted to the Department in accordance with ch. NR 216, Wis. Adm. Code.
- Sewer and/or lift station construction does not impact any wetlands.
- Sewer and/or lift station construction does not impact any navigable waterways.
- Sewer and /or lift station plans and specifications are in conformance with chs. NR 108 and 110, Wis. Adm. Code.

I certify that this document, to the best of my knowledge and belief, is true, accurate, and complete.

Preparer's Last Name Wittmann	First Name Timothy	Email tim@davel.pro	P.E. Number E-40111
Signature		Name of Firm Davel Engineering & Environmental, Inc.	

**Sanitary Sewer or Lift Station Project
Approval Request**

Form 3400-160 (R 11/17)

If you have any questions on sewer and/or lift station approval requests or the plan review process, please visit the WDNR website at:
<http://dnr.wi.gov/topic/wastewater/AdequateSubmittal.html>