

RESOLUTION NO. 2026-__R

A RESOLUTION APPROVING AN ADDITIONAL SERVICES PROPOSAL WITH FEHR GRAHAM FOR THE VILLAGE'S WATER RATE STUDY

WHEREAS, the Village of Winnebago ("Village") previously adopted Resolution No. 2026-21R approving a proposal from Fehr Graham for completion of a comprehensive Water Rate Study in the amount of Twenty-Five Thousand Fifty-Five Dollars (\$25,055.00); and

WHEREAS, during development of the water rate model, additional work was required to review, organize, and manually enter water billing information provided in PDF format so the information could be sorted, queried, and incorporated into the model; and

WHEREAS, the Village also requested that the Water Rate Study include an analysis of interest revenue available to offset existing debt service payments and a mechanism to evaluate the allocation of personnel expenditures between the General Fund and the Water Fund; and

WHEREAS, these services were not included within the scope of the original proposal approved by the Village Board; and

WHEREAS, Fehr Graham submitted an Additional Services Proposal dated September 8, 2026, to complete this additional work for a lump-sum fee of Two Thousand Five Hundred Dollars (\$2,500.00); and

WHEREAS, approval of the Additional Services Proposal will increase the total authorized cost of the Water Rate Study from Twenty-Five Thousand Fifty-Five Dollars (\$25,055.00) to Twenty-Seven Thousand Five Hundred Fifty-Five Dollars (\$27,555.00); and

WHEREAS, the Village Board finds that approval of the Additional Services Proposal is in the best interests of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Winnebago, Winnebago County, Illinois, as follows:

SECTION I: APPROVAL OF ADDITIONAL SERVICES PROPOSAL

The Additional Services Proposal dated September 8, 2026, from Fehr Graham for additional services related to the Village's Water Rate Study, attached hereto and incorporated herein as Exhibit "A," is hereby approved in the amount of Two Thousand Five Hundred Dollars (\$2,500.00).

SECTION II: AMENDED CONTRACT AMOUNT

The total amount authorized for the Water Rate Study is hereby increased from Twenty-Five Thousand Fifty-Five Dollars (\$25,055.00) to an amount not to exceed Twenty-Seven Thousand Five Hundred Fifty-Five Dollars (\$27,555.00).

SECTION III: CONTINUED EFFECT OF PRIOR RESOLUTION

Except as expressly amended by this Resolution and the Additional Services Proposal attached hereto as Exhibit "A," all other terms and conditions approved under Resolution No. 2026-21R shall remain unchanged and in full force and effect.

SECTION IV: AUTHORIZATION

The Village President, Village Administrator, Village Clerk, and other appropriate Village officials are hereby authorized and directed to execute the Additional Services Proposal and take any administrative actions necessary to implement and carry out the intent of this Resolution.

SECTION V: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

APPROVED this _____ **day of** _____, **2026.**

ATTEST:

Sally Jo Huggins, Village Clerk

Franklin J. Eubank, Jr., Village President
Village of Winnebago, Illinois

PASSED: _____

APPROVED: _____

PUBLISHED IN PAMPHLET FORM: _____



September 8, 2026

Mr. Joey Dienberg
Village Administrator
Village of Winnebago
108 West Main Street
Winnebago, Illinois 61088

**Re: Proposal for Additional Engineering Services
Water Rate Study**

Dear Mr. Dienberg,

Please accept this proposal for additional engineering services related to the Village of Winnebago Water Rate Study. During development of the rate model, additional effort was required to prepare the Village's billing information for analysis. Additionally, two additional requests were made by the Village to incorporate two financial evaluations that were not included in the original scope.

Please see the following scope for these additional engineering services.

SCOPE OF SERVICES

Additional Water Rate Study Services

Fehr Graham provided the Village with a Request for Information (RFI) on June 10, 2026, detailing the needed billing data and financial records for the calibration of the water rate model. During the effort of obtaining this data, additional effort was required as follows:

- » Billing Data Management: Review, organize, and manually enter water billing information provided in PDF format so the data could be sorted, queried and incorporated into the rate model. This effort included approximately 40 hours of manual data processing that was not anticipated, as most billing software allows for exporting Excel data. Fehr Graham requested the data in Excel from Village staff, but was informed that the data could only be provided in PDF format, which required the manual entry hours to be completed.

Other additional scope items that will be incorporated into the water rate study and modeling efforts include the following:

- » Interest Revenue Analysis: Construct the model to maintain a set amount of interest revenue based on an assumed fund amount that is kept in investments to help offset existing debt service payments (e.g., IEPA Water Tower Loan Payment).
- » Personnel Expenditures Analysis: Construct a toggle within the water model to allow the Village to dictate the relative proportion of Personnel Expenditures between the General Fund and the Water Fund.

Between the additional time spent manually entering data from the PDF billing information and the additional modeling efforts listed above, Fehr Graham incurred more than \$5,000 in additional fees. Fehr Graham is only requesting \$2,500, as these additional costs were not properly communicated to Village staff prior to completing the additional work, as our staff was working to address the

September 8, 2026
Mr. Joey Dienberg, Village of Winnebago
Water Rate Study
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additional scope items within the existing fee structure as a benefit to the Village until it became apparent that this was not possible.

EXCLUSIONS

- » Additional requests to incorporate into the model.
- » Additional modeling iterations.
- » Additional meeting attendance and presentations.
- » See original proposal document exclusions.

SCHEDULE

Following authorization of this amendment, Fehr Graham will continue the remaining work under the original agreement in accordance with the project schedule contingent on Village review timeframes.

FEES

Based on the information currently available, we are prepared to provide these services on a lump sum basis at the following fee schedule:

Additional Water Rate Study Services	\$ 2,500
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AUTHORIZATION

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below and return a copy to my attention to include this proposed scope and fee in the existing contract (Fehr Graham Project 26-987) and the associated terms and general conditions.

If you should have any questions, please do not hesitate to contact me.

Respectfully submitted,



Seth W. Gronewold, PE
Principal

SWG:lar

CLIENT:

Signature _____

Name _____

Title _____

Date Accepted _____

CONSULTANT:

By  _____

Name Seth W. Gronewold, PE

Title Principal

Date Proposed September 8, 2026