City of Onalaska Meeting Notice

COMMITTEE/BOARD: Board of Public Works

DATE OF MEETING: May 5, 2020 (Tuesday)

PLACE OF MEETING: City Hall – 415 Main Street

TIME OF MEETING: 6:30 P.M.

This meeting is being conducted via remote conferencing software due to a State of Emergency and the Wisconsin Governor's Executive Order. Members of the public may call to listen in and provide public input at:

- **Phone Number: 1-312-626-6799**
- **Meeting ID:** : **979 9516 0689**
- **Password: 54650**

PURPOSE OF MEETING

1. Call to Order and Roll Call
2. Approval of minutes from previous meeting
3. Public input: (limited to 3 minutes / individual)

Consideration And Possible Action On The Following Items:

4. Election of:
   A. Chair
   B. Vice Chair
5. **Resolution 24-2020** – Resolution for authorizing participation in the Wisconsin Water and Wastewater Agency Response Network (WIWARN)
6. Review and consideration of chemical rehabilitation of Well #9 including quotes for completion of work
7. Review and consideration of bids received for 2020 City Hall Roof Replacement project
8. Update on Crestwood Booster Station Project

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Board may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

Notices Mailed To:

* Mayor Kim Smith	*Jarrod Holter, City Engineer
Ald. Tom Smith	*Fred Buehler, Financial Services Director/Treasurer
* Ald. Jim Olson - Alternate	
Ald. Dan Stevens	
* Ald. Diane Wulf	
* Ald. Steven Nott	
Vacant	
City Attorney City Administrator	
La Crosse Tribune Dept Heads.	
Coulee Courier	
WKTY WLXR WLAX	Onalaska Omni Center
WKBT WXOW FOX	Onalaska Public Library

*Board Members ** Alternate Member

Date Notices Mailed and Posted: 4-29-2020

In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

9. Review and consideration of 2020 Unidirectional Flushing Plan update
10. Review and consideration of 2020 Wastewater Feasibility Study
11. Review and consideration of Change Order #1 for 2019 Cured In Place Pipe Project
12. Review and consideration of Sustainable La Crosse Commission report
13. Pay Estimates: Strand Associates, Short Elliot Hendrickson Inc., Hard Rock Sawing and Drilling, Visu-Sewer, McCabe Construction, Braun Intertec, Davy Engineering, MSA Professional service, Olympic Builders, All American Lumber, and any other contractor/developer.
14. Adjournment

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item:	#5
Project/Item Name:	WIWARN
Location:	Citywide
Requested Action:	Approval of participating in water/wastewater mutual aid
Staff Report/ Description:	City staff is requesting the authorization to participate in WIWARN group. This would allow the City to offer and receive mutual aid on water/wastewater systems during an emergency. By having agreements in place prior to the emergency, the City has higher levels of protection if it offers assistance to partner communities. The City is not required to offer assistance, it is a decision the City can be made on an each occurrence basis. City attorney has reviewed the agreement and drafted Resolution 24-2020.
Attachments:	Resolution 24-2020, WIWARN information and agreement

RESOLUTION NO. 24-2020

RESOLUTION AUTHORIZING PARTICIPATION IN THE WIWARN MUTUAL AID AND ASSISTANCE PROGRAM

WHEREAS, Wis. Stats. §66.0301, authorizes a municipality to enter into an agreement with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, pursuant to Wis. Stats. §66.0301, Wisconsin municipalities together seek to create and participate in an intrastate program for mutual aid and assistance for water and wastewater systems called WIWARN; and

WHEREAS, the purpose of WIWARN is to provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery for municipal water and wastewater systems; and

WHEREAS, WIWARN is established by municipalities adopting the WIWARN Mutual Aid and Assistance Agreement pursuant to Wis. Stats. §66.0301 and becoming a member of WIWARN; and

WHEREAS, the governing body of the City of Onalaska considers it to be in the best interest of the City of Onalaska to be a party to the WIWARN Mutual Aid and Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Onalaska that it authorizes City Engineer, Jarrod Holter to sign the WIWARN Mutual Aid and Assistance Agreement, and deliver it to the Chair of the WIWARN Steering Committee, and agrees the City of Onalaska will comply with all terms of the Agreement.

Dated this ___day of May, 2020.

CITY OF ONALASKA

BY: _____
Kim Smith, Mayor

_____
Caroline Burmaster, City Clerk

Passed:
Approved:
Published:

Wisconsin Section
American Water Works Association

(/)

Welcome to the Wisconsin WARN Site

The Wisconsin Water and Wastewater Agency Response Network (WIWARN) is comprised of "utilities helping utilities" in our state that can respond to and recover from emergencies by sharing resources with one another.

Our mission is to support and promote statewide emergency preparedness, disaster response, and mutual assistance matters for public and private water and wastewater utilities for natural and man-made events.

Realizing that Wisconsin utilities need an effective, efficient and safe way to avoid litigation when sharing resources, leaders in the water community and state agencies have joined together to create the Wisconsin Water/Wastewater Agency Response Network or WIWARN.

WIWARN is governed by a common Mutual Aid and Assistance agreement (MAA). The WARN agreement allows utilities to share resources in a more expedited way, compared to other mechanisms that require a formal disaster declaration. The agreement spells out how liability, workers' compensation, insurance and reimbursement will work. Other benefits include increased emergency preparedness and coordination, and enhanced access to specialized resources.

This mutual aid and assistance network provides water and wastewater utilities with the means to quickly obtain help in the form of personnel, equipment, materials and associated services from other utilities to restore critical operations impacted during any type of emergency, big or small.

Common Myths Debunked:

There is no cost to become a member of WIWARN!

If a utility receives a request for assistance, they are not required to respond if they are unable to do so.

To learn more about WIWARN, please take a moment to explore our Web site as we are planning to add features like interactive mapping of all WIAWWA members. It will be cool!

(http://cswea.org/)
Central States

(/)

(https://www.lwm-info.org/)
League of WI

(/)

(https://dma.wi.gov/DMA/wem/)
WI Emerg. Mgmt.

(/)

(https://www.wwoa.org/)Wisconsin Wastewater Operators' Association

(http://megwater.org/)
MEG

(/)

(https://dnr.wi.gov/topic/DrinkingWater/)
Wisconsin DNR

(/)

How to Join WIWARN

Two documents are required to be signed, scanned and returned to the WIWARN committee for your utility to join the Wisconsin WARN system. They can be found below and in the above tab menu marked "Mutual Aid Agreement and Resolution".

1. Click on Mutual Aid Agreement (https://www.wiawwa.org/page/wiwarndocs) to download a pdf copy of this document. Review this document and have the last page signed by your utility representatives. Then scan the last page (Signature page) and email to jlemke@stevenspoint.com. This is the document which outlines the legalities of joining WIWARN. It also covers issues like responsibilities, costs, risk allocation, requests for assistance, and the organization of WIWARN.

2. Click on Resolution (https://www.wiawwa.org/page/wiwarndocs) to download a pdf copy of this document. Have this one page document reviewed and signed by your utility representatives. Just like the MAA agreement, scan and return to jlemke@stevenspoint.com. This is the formal board action in agreeing to join WIWARN.

For more information or if you have questions, please contact:

Joel Lemke: jlemke@stevenspoint.com (mailto:jlemke@stevenspoint.com) 715/345-5266

or

Mike Heyroth: mheyroth@rmsd1.com (mailto:mheyroth@rmsd1.com) 715/359-6177

Videos

WARNs in Action

EPA WARN

More About WIWARN

Based on other WARN models, WIWARN is designed to provide a utility-to-utility response during an emergency.

The WIWARN Web site does this by providing its members with assistance in joining WIWARN, examples of mutual aid agreements, resolutions, emergency planning and emergency contacts before, during, and after an emergency. As the nationwide WARN system expands, it will become easier to provide mutual aid to other states as needed.

The WIWARN program provides its member utilities with:

- A standard omnibus mutual assistance agreement and process for sharing emergency resources among members statewide.
- The resources to respond and recover more quickly from a disaster.

- A mutual assistance program consistent with other statewide mutual aid programs.
- A forum for developing and maintaining emergency contacts and relationships.
- New ideas from lessons learned in disasters.

WIWARN Benefits:

- **No cost to become a member**
- **Response is voluntary**
- Even small utilities can have the "just the right piece of equipment" to solve an emergency
- Increased planning and coordination
- Enhance access to specialized resources
- A single agreement provides access to all member utilities statewide
- Provides access to resources during an emergency without precontractual limitations or retainer fees
- Expedites arrival of aid
- Signatories have a pre-established relationship under which they are able to share resources during an emergency at the discretion of each participating agency
- Is consistent with the National Incident Management System (NIMS)
- Provides a list of emergency contacts and phone numbers
- Reduces administrative conflicts
- Agreement contains indemnification and workers' compensation provisions to protect participating utilities, and provides for reimbursement of costs, as needed
- Increases hope that recovery will come quickly

For more information and WIWARN contacts, call WIAWWA staff at (414) 423-7000 or email Jill@wiawwa.org (mailto:Jill@wiawwa.org)

Other Contacts: Joel Lemke - jlemke@stevenspoint.com (mailto:jlemke@stevenspoint.com) or Mike Heyroth - mheyroth@rmsd1.com (mailto:mheyroth@rmsd1.com)

WIWARN MUTUAL AID AND ASSISTANCE AGREEMENT

Municipalities are vulnerable to a variety of natural and technological disasters and emergencies, and in times of a disaster or emergency, increased emergency response aid and assistance may reduce injury, damage and loss of life and property.

Section 66.0301 of the Wisconsin Statutes authorizes municipalities to enter into an agreement with other municipalities for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law.

Municipalities who sign this Agreement desire to join together to create and participate in an intrastate program for mutual aid and assistance for water and wastewater systems called WIWARN.

The purpose of WIWARN is to provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery for water and wastewater systems; to prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons; and to provide for the rapid and orderly rehabilitation of persons and restoration of property.

Section 166.03(7) of the Wisconsin Statues specifically authorizes municipalities to cooperate to furnish emergency management services.

By signing this Agreement, a Municipality agrees to join and be a Member of WIWARN, and to comply with the understandings, commitments, terms, and conditions for providing and receiving emergency management aid and assistance as set forth in this Agreement.

ARTICLE I
DEFINITIONS

1.1 Agreement means this WIWARN Mutual Aid and Assistance Agreement.

1.2 Authorized Official means an employee, officer, or designee of a Member that is authorized to request assistance; offer assistance; refuse to offer assistance or withdraw assistance under this Agreement.

1.3 Effective Date means the date established in accordance with Section 10.1.

1.4 Emergency means any occurrence that is or could reasonably be beyond the capability of the services, personnel, equipment, and facilities of a Member to fully manage and mitigate internally. An emergency need not be declared pursuant to Chapter 166, Wis. Stats., to be an Emergency under this Agreement.

1.5 Member means any Municipality that signs this Agreement.

1.6 Municipality means the state or any department or agency thereof, or any city, village, town, county, sanitary district, metropolitan sewage district, sewer utility district, water utility district, municipal electric company, or any commission created by contract under sec. 66.0301, Wis. Stats., located in the State of Wisconsin.

1.7 National Incident Management System (NIMS) means a national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.

1.8 Non-Responding Member means a Member that does not provide aid or assistance during a Period of Assistance under WIWARN.

1.9 Period of Assistance means a specified period of time when a Responding Member assists a Requesting Member. The period commences when personnel, equipment, or supplies depart from Responding Member's facility and ends when the resources return to their facility (portal to portal). All protections identified in the Agreement apply during this period. The specified Period of Assistance may occur during response to or recovery from an Emergency.

1.10 Requesting Member means a Member who requests aid or assistance under WIWARN.

1.11 Resource List means a list developed by a Member of personnel, equipment, materials and supplies which may be available to other Members during an Emergency.

1.12 Responding Member means a Member that responds to a request for aid or assistance under WIWARN.

1.13 Steering Committee means the WIWARN Steering Committee which is responsible for administering WIWARN. The Steering Committee is not intended to be a separate legal body but rather is a committee of municipalities created by contract under § 66.0301, Wis. Stats.

1.14 WIWARN means the intrastate mutual aid and assistance program established by this Agreement.

ARTICLE II
ESTABLISHMENT OF WIWARN

2.1 Establishment of WIWARN. Recognizing that disasters and emergencies may require aid or assistance in the form of personnel, equipment, materials, and supplies from outside the area of impact, the Members hereby establish an intrastate program for mutual aid and assistance to water and wastewater systems called WIWARN. The purpose of WIWARN is to provide a program through which Members coordinate response activities and share resources during emergencies.

2.2 Membership. Any Municipality with a water or wastewater system who signs this Agreement and complies with its terms shall be a Member of WIWARN. The term "Municipality" has the definition set forth in this Agreement. Each Member is entitled to one vote.

2.3 Representation. Each Municipality who signs this Agreement affirmatively represents that it has the legal authority to sign the Agreement, and that it has the capacity to sue and be sued.

ARTICLE III

ORGANIZATION AND ADMINISTRATION OF WIWARN

3.1 Organization of WIWARN. An initial meeting of Members shall be held within sixty (60) days after the Effective Date of this Agreement. Members shall be provided with a minimum of twenty (20) days written notice of the first meeting. At the first meeting, Members shall elect four Members to serve as a Working Committee. The Working Committee shall be charged with developing proposed Bylaws for WIWARN. The Bylaws shall, at a minimum, provide that the Steering Committee is to be elected by the Members, the elections are to be held at least once every two years, and that the Steering Committee is to consist of a minimum of eight Steering Committee members, with at least one Steering Committee member from each of the six emergency management regions designated by the State of Wisconsin Division of Emergency Management if possible. The Bylaws shall identify the decisions that may be made by a majority vote of the Steering Committee, the decisions that may be made by a supermajority vote of the Steering Committee, and the decisions that require action by the Members. The Bylaws may also include provisions for designation and oversight of a fiscal agent to receive money and make disbursements under WIWARN. A copy of the proposed Bylaws shall be prepared and provided to all Members no later than six months after the first meeting. A meeting of the full membership shall be held to vote on the Bylaws. Written notice of the meeting shall be provided no later than twenty (20) days prior to the meeting. After approval of the Bylaws, the Steering Committee shall be elected in accordance with the Bylaws.

3.2 Administration by Steering Committee. After a Steering Committee is elected, WIWARN shall be administered by the Steering Committee. The Steering Committee is responsible for preparing and coordinating emergency planning and response activities for WIWARN consistent with this Agreement. The Steering Committee shall meet at least annually to address WIWARN issues and to review and update emergency preparedness and response procedures and protocols. The Steering Committee shall coordinate its work with the State of Wisconsin's emergency management and public health system.

3.3 Maintenance of List of Members. The Steering Committee shall maintain a master list of all Members and the emergency management regions designated by the State of Wisconsin Division of Emergency Management in which they are located.

3.4 Resource List. The Steering Committee shall develop recommendations on the format, information, and input standards for a Member's Resource List. The intent is that the Resource List will identify the personnel, equipment, materials and supplies which may be available from a Member during an Emergency.

3.5 Maintenance of Website. The Steering Committee shall establish and maintain a website which may be accessed by Members. The website shall include the Resource List developed by each Member which identifies the personnel, equipment, materials and supplies which may be available from a Member during an Emergency.

ARTICLE IV
MEMBER RESPONSIBILITY

4.1 Authorized Official and Contact Information. Members shall identify an Authorized Official and alternates, and provide contact information including 24-hour access information. Members shall update the information regularly or when changes occur.

4.2 Number of Responders. A Member may designate itself as one singular responding entity or it may identify its water and wastewater systems separately as responding entities. If multiple responding entities are identified, contact information shall be provided for each responding entity. Such designation does not affect a Member's status as a single municipality/ Responding Member under this Agreement.

4.3 Resource List. A Member shall develop a Resource List consistent with the recommendations of the Steering Committee which identifies the personnel, equipment, materials and supplies which may be available from a Member during an Emergency. The Member is responsible to keep its Resource List current and up to date.

ARTICLE V
REQUESTS FOR ASSISTANCE

5.1 Member Request. In the event of an Emergency, a Member's Authorized Official may request mutual aid and assistance for its water and wastewater system from another Member. Requests for assistance may be made orally or in writing. When made orally, the request for personnel, equipment, and supplies shall be prepared in writing as soon as practicable. Requests for assistance shall be directed to the Authorized Official of the other Member. Specific protocols for requesting aid shall be developed by the Steering Committee and be available through the WIWARN Website.

5.2 Response to a Request for Assistance. Members are not obligated to respond to a request for assistance. However, after a Member receives a request for assistance, the Authorized Official shall evaluate whether or not to respond, whether resources are available to respond, or if other circumstances would hinder response. Following the evaluation, the Authorized Official shall inform, as soon as possible, the Requesting Member whether it will respond. If the Member is willing and able to provide assistance, the Member should inform the Requesting Member about the type of available resources and the approximate arrival time of such assistance.

5.3 Discretion of Responding Member's Authorized Official. Execution of this Agreement does not create any duty to respond to a request for assistance. When a Member receives a request for assistance, the Authorized Official shall have sole and absolute discretion as to whether or not to respond, or the availability of resources to be used in such response. The decision of a Member's Authorized Official on the availability of resources shall be final.

ARTICLE VI
RESPONDING MEMBER PERSONNEL

6.1 National Incident Management System. When providing assistance under this Agreement, the Requesting Member and Responding Member shall be organized and shall function under the NIMS.

6.2 Personnel. During the Period of Assistance, employees of a Member remain employees of that Member. Personnel sent by a Responding Member shall remain under the direct supervision of the Responding Member. The Requesting Member's Authorized Official shall have operational control of the overall Emergency response and shall coordinate response activities with the designated supervisor(s) of the Responding Member(s) in accordance with NIMS. The

Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance.

6.3 Food and Shelter. Responding Member's personnel must be self sufficient for up to 72 hours. When practical, the Requesting Member shall assist in supplying reasonable food and shelter for Responding Member personnel. If the Requesting Member is unable to provide food and shelter for Responding Member's personnel, the Responding Member's designated supervisor is authorized to secure the resources necessary to meet the needs of its personnel. Except as provided in the following sentence, the cost for such resources must not exceed the State per diem rates for that area. To the extent food and shelter costs exceed the State per diem rates for the area, the Responding Member must demonstrate that the additional costs were reasonable and necessary under the circumstances. Reasonable and necessary costs associated with providing food and shelter, if such resources are not provided, shall be reimbursed in accordance with Article VII.

6.4 Communication. The Requesting Member shall provide Responding Member personnel with radio equipment as available, or radio frequency information to program existing radios in order to facilitate communications with other responders and the Requesting Member's personnel.

6.5 Status. To the extent provided by law, whenever the Responding Member's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of the Responding Member.

6.6 Licenses and Permits. To the extent permitted by law, Responding Member personnel that hold licenses, certificates, or permits evidencing professional, mechanical, or other skills shall be allowed to carry out activities and tasks relevant and related to their respective credentials during the specified Period of Assistance.

6.7 Right to Withdraw. The Responding Member's Authorized Official retains the right to withdraw some or all of its resources at any time for any reason at the Responding Member's sole and absolute discretion. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Official as soon as is practicable under the circumstances.

ARTICLE VII
COSTS OF RESPONSE AND COST REIMBURSEMENT

7.1 Cost Reimbursement to Responding Member. Unless otherwise mutually agreed in whole or in part, the Requesting Member shall reimburse the Responding Member for the categories of costs listed in Sections 7.2 to 7.4 incurred during the specified Period of Assistance. The Responding Member shall track, record and submit its costs incurred during the specified Period of Assistance as provided in Sections 7.2 to 7.4. Failure to accurately track and record costs using the indicated categories may hamper the Responding Member's ability to qualify for or receive state, federal or third party disaster funding should such funding become available. If a Responding Member agrees to not seek cost reimbursement from a Requesting Member, the Responding Member need not track and record its costs as provided in Sections 7.2 to 7.4.

7.2 Personnel Costs. The Responding Member's designated supervisor(s) must keep accurate records of work performed by personnel during the specified Period of Assistance. Responding Member's personnel costs shall be calculated according to the terms provided in Responding Member's employment contracts or other conditions of employment for work.

Reimbursement requests may include all personnel costs, including salaries or hourly wages, contributions for fringe benefits, and indirect costs.

7.3 Equipment and Equipment Costs. Responding Member's costs for equipment used during the specified Period of Assistance shall include, but not be limited to, reasonable rental rates, all fuel, lubrication, maintenance, transportation, and loading and/or unloading of loaned equipment. Rates for equipment use shall be based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates unless the Members agree, in writing, to different rates prior to the Responding Member supplying the equipment. Reimbursement for equipment not referenced on the FEMA Schedule of Equipment Rates must be developed based on actual recovery of costs. If Responding Member must lease a piece of equipment while its equipment is being repaired, Responding Member may claim reimbursement from Requesting Member for such rental costs. All equipment shall be returned to the Responding Member in good working order as soon as is practicable and reasonable under the circumstances.

7.4 Costs for Materials and Supplies. Responding Member's cost for expendable or nonreturnable materials and supplies shall be based on in kind or actual replacement costs, plus handling charges. The Responding Member must not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. Reusable supplies that are returned to the Responding Member with damage may be treated as expendable supplies for purposes of cost reimbursement.

7.5 Payment Period for Cost Reimbursement. In order to receive cost reimbursement, the Responding Member must provide an itemized bill to the Requesting Member for all expenses incurred by the Responding Member while providing assistance under this Agreement. The Responding Member must send the itemized bill not later than ninety (90) days following the end of the Period of Assistance. The Responding Member may request additional periods of time within which to submit the itemized bill, and Requesting Member shall not unreasonably withhold consent to such request. The Requesting Member must pay the bill in full on or before the forty-fifth (45th) day following the billing date. The Requesting Member may request additional periods of time within which to pay the itemized bill, and Responding Member shall not unreasonably withhold consent to such request, provided, however, that all payment shall occur not later than one-year after the date a final itemized bill is submitted to the Requesting Member.

7.6 Records. Each Requesting Member and their duly Authorized Officials shall have access to a Responding Member's books, documents, notes, reports, papers and records which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial, maintenance or regulatory audit. Such records shall be maintained for at least three (3) years or longer where required by law.

ARTICLE VIII
RISK ALLOCATION

8.1 Immunity. All Members are governmental entities entitled to governmental immunities under law, including but not limited to Section 893.80, Wis. Stats. Nothing contained herein shall waive the rights and defenses to which each Member may be entitled under law, including but not limited to all of the immunities, limitations, and defenses under Section 893.80, Wis. Stats.(2005-2006), or any subsequent amendments thereof.

8.2 Member Responsible for Own Actions. Each Member shall bear the risk of its own actions, as it does with its day-to-day operations.

8.3 Employee Claims. The employees of a Responding or Requesting Member shall be covered by his or her employing Member for purposes of worker's compensation, unemployment insurance, and benefits under ch. 40 Wisconsin statutes regardless of whether their Member employer is a Responding or Requesting Member.

8.4 Insurance. Members shall maintain insurance policies or maintain self insurance programs that cover activities that it may undertake by virtue of membership in WIWARN.

8.5 Survival of Obligations. The obligations set forth in this Article VIII shall survive the termination or expiration of this Agreement.

ARTICLE IX
DISPUTES

9.1 Disputes. If any controversy or claim arises out of, or relates to, the execution of this Agreement, including, but not limited to, alleged breach of the Agreement, the disputing Members shall attempt to resolve the dispute by negotiation.

ARTICLE X
EFFECTIVE DATE; MODIFICATION; TERMINATION

10.1 Effective Date for Establishing WIWARN. In order to be effective, four (4) Municipalities must sign this Agreement to join WIWARN. The Effective Date for establishing WIWARN shall be the date on which the fourth Municipality signs the Agreement to join WIWARN.

10.2 New Members. Municipalities may join WIWARN by signing this Agreement. After the Effective Date established by Section 10.1, a Municipality shall become a WIWARN Member upon signing the Agreement.

10.3 Termination of Member. A Municipality's membership in WIWARN shall be terminated, in accordance with procedures established by the Steering Committee, if the Municipality fails to meet the Member's Responsibilities under Article IV.

10.4 Withdrawal of Member. A Member may withdraw from this Agreement by providing written notice of its intent to withdraw to the Steering Committee. Withdrawal takes effect 60 days after the Steering Committee receives the notice.

10.5 Effect of Termination or Withdrawal of Member. A Member's termination or withdrawal from this Agreement shall not affect in any way any liabilities or obligations incurred under the terms of this Agreement, including but not limited to a Member's duty to reimburse a Responding Member for costs incurred during a Period of Assistance. A Member's termination or withdrawal shall not affect the continuing existence of this Agreement among the remaining Members.

10.6 Modification of Agreement. No provision of this Agreement may be modified, altered or rescinded by individual Members to the Agreement. The process for modifying the Agreement

shall be established in the Bylaws, and at a minimum shall require a two-thirds (2/3) majority vote of Members. Approved modifications take effect thirty days after the vote of the Members.

10.7 Termination of WIWARN. WIWARN shall continue in effect as long as there are at least four Members. In the event there are fewer than four Members, WIWARN shall terminate. The process for handling the termination of WIWARN shall be established in the Bylaws.

ARTICLE XI
MISCELLANEOUS

11.1 Prior Agreements. If a Member requests or provides assistance for a water or wastewater system under WIWARN for a Period of Assistance, the terms of this Agreement shall supersede all prior agreements between the Requesting Member and the Responding Member related to the request or provision of assistance for water or wastewater systems to the extent that such prior agreements are inconsistent with this Agreement.

11.2 Severability. The Members agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Members shall be construed and enforced as if the Agreement did not contain the invalid term or provision.

11.3 Waiver. Failure to enforce strictly the terms of this Agreement on one or more occasions shall not be deemed a waiver of the right to enforce strictly the terms of this Agreement on any other occasion.

11.4 Headings. The headings of various articles and sections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement or their interpretation.

11.5 Prohibition on Third Parties and Assignment of Rights/Duties. This Agreement is for the sole benefit of the Members and no person or entity must have any rights under this Agreement as a third party beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited and without effect.

11.6 No Joint Venture. This Agreement does not establish or evidence a joint venture or partnership between the parties.

11.7 Execution of Counterparts. This Agreement may be signed in any number of counterparts with the same effect as if the signatures thereto were upon the same instrument.

Appendix A
Emergency Contact Information for Member Responders
(Used for members when they assist other members)

MUNICIPALITY SERVED:

The (City, Village, Town, County, Commission, District, etc.) of _____
_____, located in the County(s) of _____

State number of responding entities that will be listed with this Municipality:_____

Date Emergency Contact Information Provided:_____

Name of Member's Voting Representative_____

****

First Responding Entity: _____

Primary Contact
Authorized Official/Title:
_____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Fax: _____

Emergency/After Hours Phone: _____

Secondary Contact
Name/Title: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Fax: _____

Emergency/After Hours Phone: _____

****

Second Responding Entity: _____

Primary Contact Authorized
Official/Title:_____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Fax: _____

Emergency/After Hours Phone: _____

Secondary Contact
Name/Title: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Office Phone: _____ Fax: _____

Emergency/After Hours Phone: _____

****

List additional Responding Entities as needed with the requested contact information.

SIGNATURE PAGE

Mutual Aid and Assistance Agreement

In consideration of the covenants and obligations set forth in this Agreement, the Municipality listed below manifests its intent to be a Member of WIWARN, and agrees to comply with the understandings, commitments, terms, and conditions set forth in this Agreement, by executing this

Agreement on this _____ day of _____ 20_____.

NAME OF MUNICIPALITY: _____

By (print):_____ Witness (print):_____

Title: _____ Title:_____

_____ _____

Signature Signature

Approved as to form and legality

By: _____

Attorney of Member

_____

Print Name

_____

Signature

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item:	#6
Project/Item Name:	Well #9 chemical rehabilitation
Location:	Well #9
Requested Action:	Approval of quote for work to be performed
Staff Report/ Description:	City staff are working with Water Quality Investigations on chemical treatment of Well #9. This treatment would treat the well column including the gravel pack and screen. This treatment will assist in well capacity and removal of microbial activity. Staff has requested proposals from two well companies but only one has been received. If a second quote is received it will be distributed prior to the meeting. This work was included in the 2020 Water Utility budget.
Attachments:	Water Quality Investigations project specifications, and quote received

Water Quality Investigations

Chemical rehabilitation of Onalaska Well 9 (WUWN BG179) with Owner's well pump in place. (updated 2/4/2020)

General

Chemical treatment of the well consists of an acid treatment step followed by a chlorine-based treatment step. Monitoring must be performed as indicated to quantify response of well to treatments and determine the need for additional treatment - a datasheet is provided for monitoring treatments. Repeat of each treatment step may be necessary to achieve desired results.

Chemical Treatment: Treat five (5) well borehole volumes to target cleaning of the gravel pack region. Add chemical treatments to the well through the existing vent in a single continuous action by either 1) flash mixing chemical and system water at the wellhead, 2) from an appropriate size batching tank or 3) by flash mixing a more concentrated batch from a batching tank with system water at the wellhead to deliver the chemical treatment to the well in a single operation. For Option 3, a 10,900-gallon chemical treatment could be delivered to a well using a 3,000-gallon batching tank by mixing a 4-times strength chemical treatment in the batching tank and mixing it with 25% system water at the well head during injection into the well.

Mixing: During treatment period for each step, chemical mixture shall be surged between the well and a 3,000-gallon minimum batching tank and tested at the interval described below. This action will help mix and treat the gravel pack region of the well and allow for assessment of the treatment process. See Figure 2 for discharge head and vent arrangement.

Purging of spent chemical: Purge the initial 50,000 gallons of spent chemical and turbid water from the well to sanitary by bypassing the existing pressure filter and discharging to the existing 100,000 gallon backwash tank. The backwash tank automatically pumps to sanitary at 100 gpm. After the initial purge of water to the backwash tank, purge well to nearby storm sewer and neutralize as necessary. An isolated hydrant exists at discharge of well – filter must be placed in bypass mode. Storm sewer exists about 800 feet from discharge hydrant – hydrant adaptors with dual 5" hoses required for discharge of required flow rate to storm.

Final Flushing: After chemical treatment is complete, pump the well to waste at rated capacity for 8 hours, surging a minimum of four times to 2,700 gpm for a period of ten minutes each surge.

General Well and Treatment Information - Well 9 (WUWN BG179)

- Pump: Goulds 14RHHC, 4 stage rated for 3,000 gpm @ 310 ft TDH
- Motor: 300 hp US Motors Type HU (non inverter duty) driven by a VFD (see Figure 3)
- Pump setting: 110 feet, 12" column pipe
- Static Water Level: 86 feet
- Cased Depth: 115 feet, 26" diameter casing
- Total Depth: 165 feet, 50 feet of 26" screen
- Borehole Volume: 2,200 gallons
- Treatment Volume: 10,900 gallons

Initial Step – Mechanical Treatment

This step will not be performed – treatment will occur with Owner's pump in place.

Acid Treatment Step (minimum 24 hours contact time)

1. Chemicals (all NSF 60 Approved):

   a. Inhibited 20-degree Baume HCl (31% strength) – 6,400 mg/L, pH of 0.7 su.
   b. Initial and re-dose treatment:
      i. 225 gallons of Inhibited HCl
      ii. 10,675 gallons of water from water system
   c. Supplemental treatment: 112 gallons of Inhibited HCl
2. Surge pump mixture between well and tank for 8 hours and monitor pH of mixture before introduction, after second surge, and then every 2 hours during normal working hours. If possible, use a combination of surging and recirculation down the gravel pack fill lines.
   a. If pH increases above 3 su within the first 8 hours, supplement treatment (add to surge tank before refilling from well) and continue to surge and monitor for an additional 8 hours.
   b. If pH rises above 3 su a second time while mixing, or if the solution becomes excessively dirty, purge treatment, neutralize as necessary and start with a fresh batch of chemical (See dosage in Step 1). Purge a minimum of 20 borehole volumes.
   c. When pH stays below 3 su for 8 hours and after a minimum contact time of 24 hours at sub 3 su pH, purge treatment to waste and neutralize as necessary with caustic or soda ash if pH below 5.5 su (pH of rainwater).
   d. Pump well to waste until pH rises above 5.5 su in preparation for following treatment. Surge pump the well a minimum of three times during pumping to waste to help dislodge and remove damage/injured biofilm and clear debris from the well screen.

Chlorine-Based Treatment Step: Chlorine, Glycolic and Clearitas (minimum 24 hours contact time)

1. Chemicals:
   a. Clearitas 110 (3x version of 101), Blue Earth Products, NSF 60 – 3,333 mg/L dose.
   b. 12.5% NSF 60 NaOCl – 1,000 mg/L dose.
   c. 70% NSF 60 glycolic acid – 2,000 mg/L dose.
   d. Initial and re-dose treatment:
      i. 36.5 gallons Clearitas 110
      ii. 87 gallons of 12.5% NaOCl
      iii. 31 gallons of 70% glycolic acid
      iv. 10,745 gallons of water – final mixture should have a pH of about 4 su.
      v. If using a tank, add Clearitas and Hypochlorite to the tank during initial filling. Slowly add acid to the tank when it is about 75% full, which will minimize off-gas reactions yet still allowing for fluid assisted mixing.
   e. Supplement treatment (add supplemental chemical to the batch/surge tank during refilling of the tank from well, adding in the order described above):
      i. 18 gallons Clearitas 110
      ii. 44 gallons of 12.5% NaOCl
      iii. 16 gallons of 70% glycolic acid
2. Surge mixture between well and tank for 8 hours and monitor pH, odor and chlorine residual of the chemical mixture before introduction, after second surge, and then every 2 hours during normal working hours. Let the well sit overnight and recheck chlorine residual in the morning after each surge for five surges. If possible, use a combination of surging and recirculation down the gravel pack fill lines.
   a. For odor assessment, waft the sample (don't directly sniff) to determine if it has a fruity, sweet, musty, pungent, "swimming pool" or metallic odor.
   b. If free chlorine drops below 300 mg/L within the first 8 hours, supplement treatment and

continue to mix and monitor for an additional 8 hours.

c. If free chlorine drops below 300 mg/L a second time while surging, or if the solution becomes excessively dirty, purge the treatment from the well (neutralize as needed) and start with a fresh batch of chemical (see dosage in Step 1). Purge a minimum of 20 borehole volumes before redosing.
d. When free chlorine stays above 300 mg/L for 8 hours (after minimum contact time of 24 hours), purge the treatment from the well and neutralize as needed. Purge a minimum of 20 borehole. Neutralize with caustic or soda ash if pH below 5.5 su, and with sodium thiosulfate if chlorine present.
e. Pump the well to waste for a minimum of 8 hours following treatment. A minimum of 30 minutes after chlorine is no longer detectible, the first bacteria sample can be collected.
f. Collect two safe samples a minimum of 8 hours apart before returning the well back to service.

Recycle Line Installation

Following chemical rehabilitation of the well, install a well water recycle line as generally shown below. Connect the 1/2" copper recycle line to a new tee and valve installed ahead of the sample tap (use the raw water tap located before the check valve). Install a flow meter on the recycle line to monitor flow rate and volume (optional). Transition to soft copper at the well head and insert the recycle line into the well through a compression fitting, terminating a minimum of five feet below the top of the pump base.

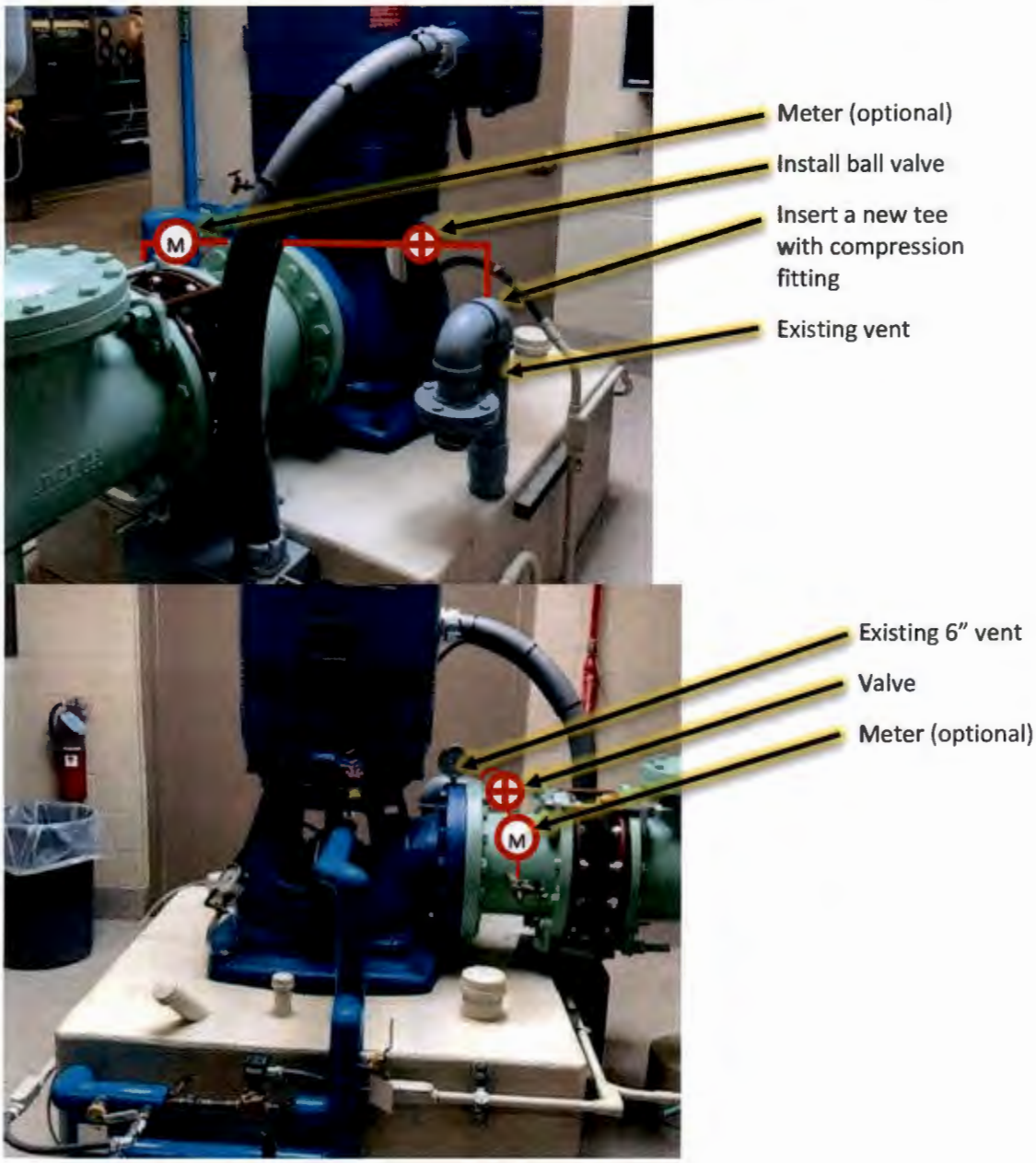

Figure 1. Well Water Recycle Detail – Graphic View

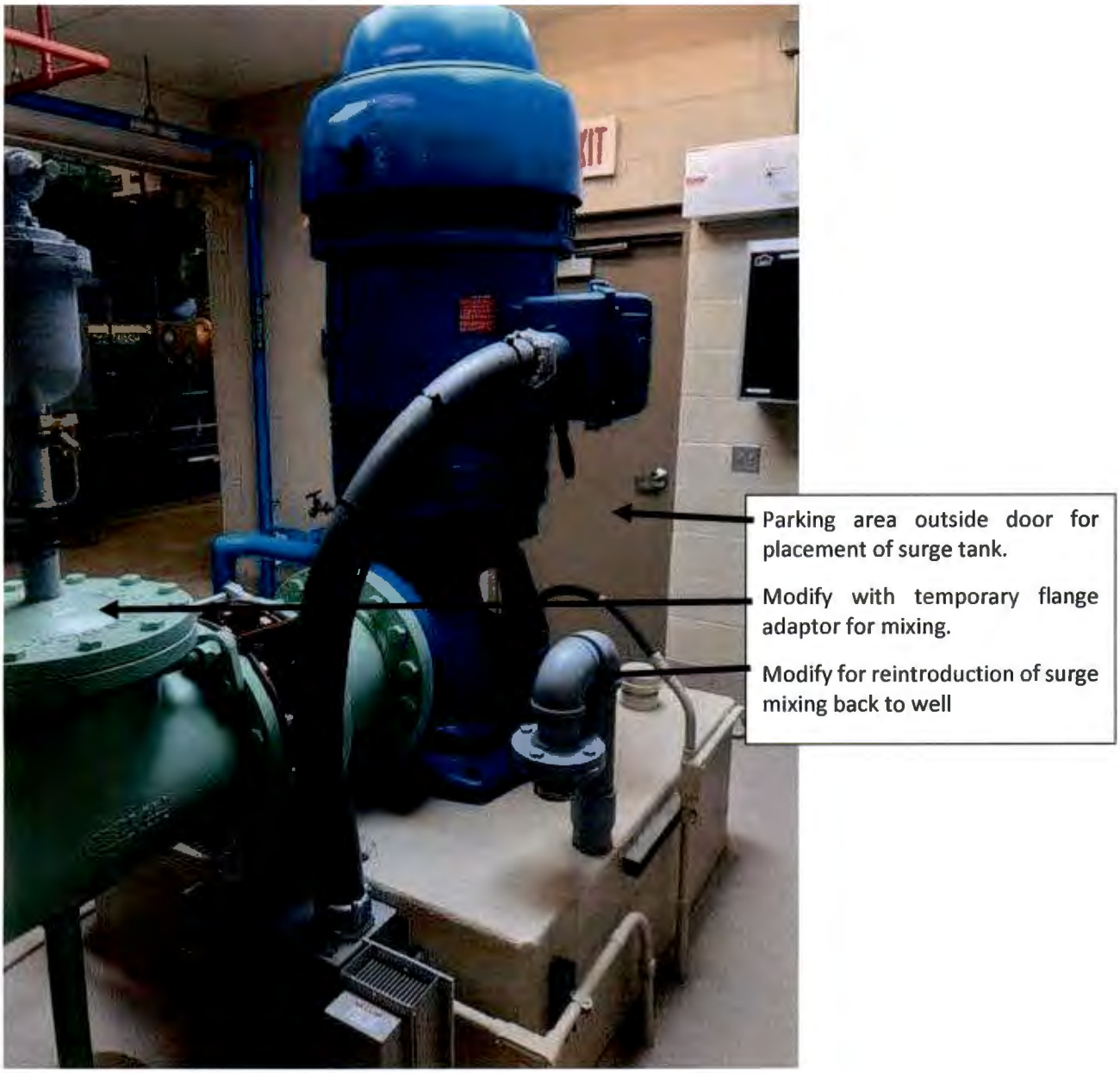

Figure 2. Pump installation.

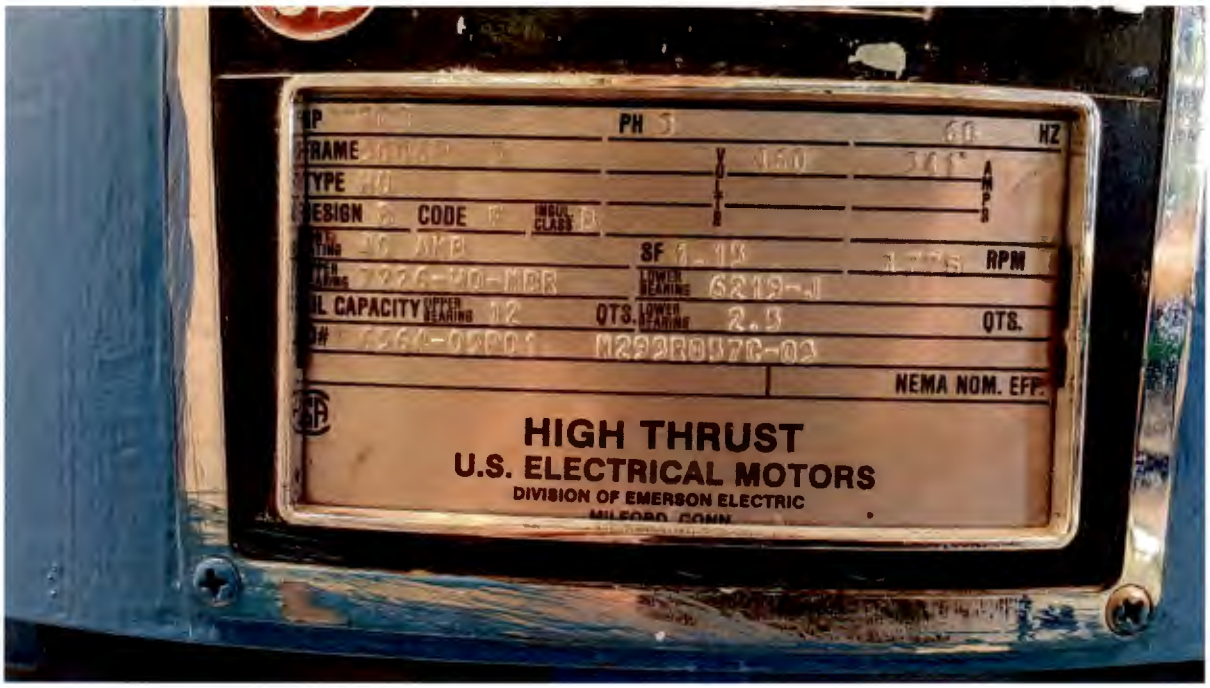

Figure 3. Motor nameplate

Holter, Jarrod

From: Prindle, Jim
Sent: Tuesday, April 28, 2020 10:13 AM
To: Holter, Jarrod
Subject: FW: Rehabilitation of Well 9
Attachments: WQI Onalaska #9 Estimate 4-27-2020.pdf

From: Troy Simonar [mailto:troy.simonar@ctwcorporation.com]
Sent: Monday, April 27, 2020 7:30 AM
To: Prindle, Jim
Subject: RE: Rehabilitation of Well 9

Jim,

Thank you very much for giving us the opportunity to estimate well rehabilitation services for your community. Please see attached for well #9...let us know if any additional information is needed.

Tanks and have a great day!

Troy Simonar
CTW Corporation
De Pere, WI
C: 920:366-9950
Troy.Simonar@ctwcorporation.com

CTW Corporation
Wells - Pumps - Controls

From: Prindle, Jim <jprindle@onalaskawi.gov>
Sent: Sunday, April 19, 2020 2:19 PM
To: Troy Simonar <troy.simonar@ctwcorporation.com>
Subject: FW: Rehabilitation of Well 9

From: Andrew Jacque [mailto:ajacque@wqinvestigations.com]
Sent: Friday, April 17, 2020 2:07 PM
To: Prindle, Jim
Subject: Rehabilitation of Well 9

Jim,

See attached with modifications. I included a request for proposals cover sheet to allow break down of the bid.

Andy

Andrew D. Jacque, Ph.D., P.E.
Chief Scientist, Founder
Water Quality Investigations
2581 State Road 92, Suite 2
Mount Horeb, WI 53572
Cell: 608 341-0470
Phone: 888-499-2507
Email: ajacque@wqinvestigations.com
Website: wqinvestigations.com

We investigate and solve water quality issues using fundamental and advanced principles in the fields of microbiology, biochemistry, environmental chemistry, geochemistry, electrochemistry, hydrogeology and environmental engineering.

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Water Quality Investigations

Request for Proposal
Rehabilitation of Onalaska Well #9

Please prepare a proposal as generally broken down below for performing all work described in the attached Chemical Rehabilitation of Onalaska Well 9 - WUWN BG179. A purchase order will be issued to the successful bidder. Payment will be for actual work performed.

Base Bid Prices

Item	Description	Qty	Unit	Unit Price	Total
1	Initial pump test	1	L.S.	$1,160	$1,160
2	Setup and removal of treatment equipment	1	L.S.	$10,160	$10,160
3	Perform acid treatment of well – initial strength treatment	3	each	$ 4,110	$12,330
4	Perform acid treatment of well – supplemental dose treatment	3	each	$ 3,150	$9,450
5	Perform chlorine-based treatment of well – initial strength treatment	3	each	$ 6,670	$ 20,010
6	Perform chlorine-based treatment of well – supplemental dose treatment	3	each	$ 2,610	$ 7,830
7	Final pump test, recycle line installation and final flushing	1	L.S.	$ 1,800	$ 1,800
8	Final chlorination of well	1	L.S.	$ 960	$ 960
9	Obtain safe samples	1	L.S.	$ 960	$ 960
				Total	$64,660

Supplemental Prices

Item	Description	Qty	Unit	Unit Price
S1	Inhibited HCl added to treatment	1	Gal.	$6.67
S2	Sodium Hypochlorite added to treatment	1	Gal.	$ 4.76
S3	Clearitas 101 added to treatment	1	Gal.	$ 22.40*
S4	Glycolic acid added to treatment	1	Gal.	$43.75

* Please note supplemental Clearitas is for 101 and not 110 as required in detailed dosing procedures.

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item: #7

Project/Item Name: City Hall Roof Replacement Project

Location: 415 Main Street

Requested Action: Discussion on bid

Staff Report/ Description: Bids will be received and opened on May 12, 2020 and taken directly to the Common Council meeting on May 12, 2020 for possible approval. This project was included within the 2020 Capital Improvements budget.

Attachments: Advertisement for bid

NOTICE TO CONTRACTORS

The City of Onalaska, Wisconsin will receive sealed proposals until 10:00 AM on the 12th day of May 2020, in City Hall, in the City of Onalaska at which time and place bids will be publicly opened and read aloud, for the doing of the following public works:

ITEMS OF BID

In general, the project will involve the reroofing of the existing Onalaska City Hall building. Roof area totals approximately 38,717 square foot. The existing roof system (to be removed) consists of a modified cap sheet with 2-plys of Type 4 felt down to the existing roof insulation. The new roofing work includes the installation of a ½" thick layer of HD cover board applied to existing rigid insulation and 60 mil fully-adhered EPDM. In addition, the Work will involve the replacing of existing metal roof edge fascia and parapet wall caps. **Plus Additional Misc. Appurtenances

The above public work will be let to the lowest responsible bidder and shall be performed in accordance with the plans and specifications for the same now on file with the City Clerk for the inspection of bidders and in accordance with the prepared form of contract and bond also on file with said Clerk.

Digital copies of the Bidding Documents are available at www.questcdn.com. You may download the digital documents for a fee of $35.00 by inputting Quest project #7015754 on the website's project search page. For assistance and free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com. Paper copies of the bidding documents may be obtained from the City Engineer's Office in person during normal business hours for a fee of $50.00 or mailed to a contractor for a fee of $75.00.

Mandatory pre bid meeting appointments will be held on May 5, 2020 at the City of Onalaska City Hall (415 Main Street). Please contact Kevin Schubert, City of Onalaska Engineering Department, at 608-781-9537 to schedule an appointement. The City shall enforce social distancing and ask that all attendees follow the Center for Disease Control (CDC) recommendations for face masks while in public.

The City of Onalaska reserves the right to reject any or all bids, and to waive any informalities in bidding. Sealed bids only, will be received.

No bid shall be received unless accompanied by a Certificate of Organization and Authority, a list of any subcontractors, approval of pre-qualification, and a certified check or a bid bond equal to at least 5% not more than 10% of the bid payable to the City as a guarantee that if the bid is accepted the bidder will execute and file the proper contract and bonds within the time limited by the City.

Bidders Proof of Responsibility form must be filed in the Office of the City Clerk not later than **5:00 PM on the 8TH day of May, 2020**, and show sufficient financial ability, equipment, and experience to properly perform the contract. The Council's decision as to qualification shall be final. Bids will be accepted only, from such qualified bidders.

The Advertisement for Bids, Notice to Contractors, the Information to Bidders, the Bid Proposal, the Certificate of Organization and Authority, the Performance and Payment Bond, the General Conditions, Specifications, Plans, Addenda (if any), and all ordinances of the City applicable to this contract shall be considered a part of the contract. All bidders shall inform themselves of the current municipal wage scale for public works, and they shall be required to pay minimum rates of pay as established by the Common Council of the City of Onalaska.

The time for commencement of the work shall begin no later than ten (10) days after date of written notification from the engineer to do so, unless otherwise stipulated and completion shall be no later than November 20, 2020.

The outside of the envelope containing the proposal is to be marked "BID PROPOSAL – 2020 CITY HALL ROOF REPLACEMENT".

Dated this 24th day of April, 2020.
Compiled by authority of City Council, Onalaska, Wisconsin.

C. Jarrod Holter City Engineer

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item: #8

Project/Item Name: Crestwood Booster Station Project

Location: 400 Crestwood Lane

Requested Action: Discussion on project

Staff Report/ Description: On Thursday April 23, 2020 a fire occurred at the new booster station causing significant damage. The general contractor is working with its insurance company on repair of damages. Project will be delayed due to the repairs needed. Project also has an upcoming change order for emergency generator louver system.

Attachments: none

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item: #9

Project/Item Name: 2020 Unidirectional Flushing Plan update

Location: Citywide

Requested Action: Approval of a portion of updated flushing plan

Staff Report/ Description: Current unidirectional flushing plan was modeled between 2007 and 2011. With additions and updates to the water system over the last ten plus years many areas of the plan are outdated. Work will also include updates to the City water model, which has not been updated since the 2013 water study. 2020 budget had an estimated cost of $10,000 for the update. Staff is requesting the approval of the water model update and three of the five unidirectional flushing zones to be updated this year. This would be at a cost of $18,200 with the remainder to be budgeted in 2021. SEH performed the original work and is being used for the update.

Attachments: Engineering proposal

SEH

Building a Better World
for All of Us®

April 13, 2020

RE: City of Onalaska
2020 Unidirectional Flushing Plan
SEH No. ONALA 10.03

Mr. Jarrod Holter, PE
City Engineer/Director of Public Works
City of Onalaska
415 Main Street
Onalaska, WI 54650

Dear Mr. Holter,

Short Elliott Hendrickson Inc. (SEH®) appreciates the City of Onalaska, (Client), considering this proposal for the development of an updated Unidirectional Flushing Plan (UDF). This proposal outlines the development of a new and updated UDF plan which builds upon previous efforts. Most recently, updated UDF sequences were developed for the City in 2011. Since then, there has been considerable changes to the water system as well as updated water system mapping and GIS. The development of this tool can now be leveraged with updated GIS information to formulate and produce a new and improved UDF plan. Utilization of the computer model allows for each proposed flushing sequence to be simulated within the model to assure that desired flushing the velocities are achieved and safe water system pressures are maintained. This proposal is for SEH to update your existing water model, incorporate updated GIS valve information and develop a complete in a directional flashing plan for the entire water distribution system. The culmination of the project will result in a system wide flushing plan, complete with flushing sequence instructions for complete coverage of the water system.

PROJECT UNDERSTANDING

The City of Onalaska has engaged SEH to help develop a unidirectional flushing program to enhance their regular flushing and maintenance activities. A previous UDF model had been developed 10+ years ago. This model can now be further enhanced with GIS information including hydrant and valve information for use in new UDF simulations. The GIS data to be incorporated includes all existing hydrants and valves, which are necessary for UDF modeling. Previously, the model was calibrated by field testing that included hydrant flow testing to assure that the model is producing realistic simulation data.

The UDF plan consists of isolating particular pipe sections within the water distribution system, typically through closing appropriate isolation valves and opening hydrants in an organized sequential manner. Unlike conventional flushing, UDF targets individual pipe segments to maximize flushing effectiveness. By isolating individual pipe segments, it is possible to consistently achieve velocities that can effectively remove sediments and biofilm that can accumulate in the water distribution system. In addition, a UDF is organized such that each target pipe segment is flushed from a "clean" source. A complete UDF of a water system ensures that every pipe segment is effectively cleaned. While it is often used to do system wide flushing, UDF can also be used on a spot basis to clean individual mains.

PROJECT DESCRIPTION

A flushing plan requires the opening and closing of certain valves and flushing of hydrants along certain water mains in order to clean out the associated section of the system. The plan requires the operation of water system fixtures be performed consistently according to the plan in order to ensure minimum flow velocities can be achieved and that no contamination of previously cleaned lines occurs; i.e., the plan must be followed in order of the pre-defined steps.

In order to accomplish a flushing plan effectively, a system of flushing sequences will developed. Each flushing sequence will outline the hydrant to be flushed, the length of pipe flushed by the sequence, and the necessary valves to open and/or close. The flushing logs will provide actions and guidelines on the flushing sequence, as well as space for information to be filled out by crews conducting the flushing plan. Information to be collected in the field includes length of flushing time, static and dynamic pressures, and water quality measurements. Below is an outlined of tasks to be completed in order to develop the formalize UDF plan.

PROJECT SCOPE

SEH agrees to provide the following services:

1. Water Model Update – Develop UDF Model:
   a. An online kickoff meeting will be held with the Utility via. GoTo Meeting to review data needs and plan development schedule. A data needs list will be provided to guide project data needs.
   b. Starting with the updated GIS data from the utility, SEH water staff will verify the current model components are up to date. Also, the additional elements required for UDF including all existing hydrants and valves, which are necessary for UDF modeling, will be incorporated into the UDF model.
   c. The Utility will provide information relating to any changes within the water system that may not be included in the most current GIS data. SEH will update the water model map with the added information from the Client.
   d. SEH will import the existing water model hydraulic elements, from the most current calibrated model in addition to GIS information into the Innovyze UDF modeling software. The completion of this phase will result in a working UDF model from which individual flow sequences can be simulated and developed.
2. UDF Water Modeling For Zones 1, 2, 3, 4 and 5 (each Zone is assigned its own task per the work plan):
   a. SEH will work to develop the required sequences to provide for a flushing plan that will cover the entire water system using Innovyze® Infowater® UDF software.
   b. Develop UDF sequences to unidirectionaly flush each segment of the water distribution system to achieve scouring velocities (target minimum of 5 feet per second) such that each target pipe segment is flushed from a "clean" (i.e., previously flushed) source.
   c. Develop a scenario in the water system computer model to simulate each of the UDF sequences to predict estimated flushing rate and duration while maintaining a minimum pressure of 20 pounds per square inch (psi) throughout the system.
   d. Using Innovyze® Infowater® UDF software, water model will produce maps of which valves to open for how long. The water model will optimize the flushing to the degree of input parameters. A flushing velocity of 5 feet per second in the pipe being flushed is desired while maintaining a minimum residual pressure of at least 20 psi through the flow area.
   e. Optimization will be considered in order to reduce all possible water or energy consumption in a reasonable manner.
   f. Using the maps from the UDF software, maps for the flushing plan will be produced.
   g. A brief memo will outline the instructions for flushing and how to use the maps appropriately.
   h. Prepare a system map illustrating each UDF flushing sequence, including individual pipe segments to be flushed, hydrants to be used, and system valves to be operated.

i. Create a field log form for each UDF flushing sequence documenting the hydrant to be used, pipe segments to be flushed, valves to open and close, recommended flow, estimated flush time along with additional information to be completed during the implementation of the UDF plan to document the observed field conditions.
j. Prepare a report by assembling the maps and field logs for each of the UDF sequences and include general operational guidelines for implementation of the water system UDF.
k. A conference call will be held to review the draft flushing plan so that and necessary changes can be made prior to publication of the plan report.

NOT INCLUDED

Items listed below are not included in the scope of services:

- SEH involvement in field flushing is not included. All field work is to be performed by Client. Client is responsible for the oversight and execution of the flushing plan and all liabilities associated with flushing, opening hydrants, safety, washouts, and potential main breaks.

SCHEDULE

We will begin work promptly after receipt of your authorization. We expect the schedule to proceed with the following estimated milestones so that the plan is ready for the fall flushing activities:

Description	Schedule (2020)
Kickoff Meeting	April
UDF Water Model Update	April
UDF Modeling Sequences (Order can be modified as directed by the City):	
-Zone 4	April
-Zone 5	May
-Zone 1	May
-Zone 2	June
-Zone 3	June

PLUS ONE MONTH DUE TO COVID-19 DELAY

COMPENSATION

We propose to complete the UDF efforts for Lump Sum Amounts according to the following schedule. We intend on proceeding with completing the flushing plan for each Zone in an order directed by the City.

Water Model Update & Zone 4 UDF Modeling	$7,500
UDF Water Modeling - Zone 2	$4,600
UDF Water Modeling - Zone 3	$6,100
UDF Water Modeling - Zone 1	$5,000
UDF Water Modeling - Zone 5	$8,200
Total	**$31,400**

↑ PHASE I $18,200

↓ PHASE II $13,200

AGREEMENT

This letter, and the Master Agreement for Professional Engineering Services dated December 27, 2018, represent the entire understanding between the Client and SEH in respect of the Project. This agreement may only be modified in writing and if signed by both parties. If this letter satisfactorily sets forth your understanding of our agreement, please sign the enclosed copy of this letter in the space provided below and return one copy to us.

If you have any questions or need any additional information, feel free to contact me at 218.855.1720 or ckatzenberger@sehinc.com.

We look forward to working with you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Chad T. Katzenberger
Senior Water Engineer

Jeremy J. Tomesh
Client Service Manager

\\sp3020-1\projects\ko\o\onala\common\water\2020 udf modeling\2020.04.13 l city 2020 udf proposal.docx

Accepted this ____ day of _____, 2020

CITY OF ONALASKA, WISCONSIN

By: _____ By: _____

Title: _____ Title: _____

STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item:	#10
Project/Item Name:	2020 Wastewater Feasibility Study
Location:	Citywide
Requested Action:	Approval of study
Staff Report/ Description:	City staff have been working with SEH on performing a wastewater feasibility and rate study. The study will identify current and future wastewater costs for the City. Wastewater Utility contractual services funds would be used for the study.
Attachments:	Engineering proposal

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Onalaska ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 27, 2018, this Supplemental Letter Agreement dated April 27, 2020 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2020 Wastewater Feasibility (Rate Comparison) Study**.

Client's Authorized Representative: Jarrod Holter, PE
Address: 415 Main Street
Onalaska, WI 54650
Telephone: 608.781.9537 **email:** jholter@cityofonalaska.com

Project Manager: Dan Schaefer, PE (CO, NC, WI)
Address: 809 North 8th Street, Suite 205
Sheboygan, WI 53081
Telephone: 920.287.0829 **email:** dschaefer@sehinc.com

Scope: The Basic Services to be provided by Consultant: The goal of the 2020 Wastewater Feasibility (Rate Comparison) Study is to identify the minimum cost for wastewater treatment and conveyance for the City of Onalaska. The study will evaluate and identify the cost effectiveness for the City of Onalaska to continue to send wastewater to the City of La Crosse for treatment versus constructing and operating their own Wastewater Treatment Facility (WWTF). The evaluation includes the following tasks:

Tasks

1. Data Review: La Crosse Rate Study (Trilogy) from a WWTF perspective
   a. Compare with up to three other similar communities in WI or MN based on population, flows and loadings
   b. Contact WDNR to discuss and confirm next steps to evaluating feasibility of constructing a new WWTF in the City of Onalaska
2. Identify and separate expenditures for operational, maintenance and replacement costs of La Crosse's sanitary sewer collection system and wastewater treatment facilities.
   a. Identify the % of total WWTF costs to be paid by Onalaska, based on City of Onalaska's flows and loadings compared to total system's flows and loadings.
   b. Identify the % of the collection costs, of shared lines, that are associated to the communities of Onalaska or La Crosse.
3. Evaluate in greater detail the capital and operational costs for Onalaska's to operate their own treatment plant. Costs will be refined by developing additional detail to remove certain assumptions from the October 2019 memorandum prepared by SEH.
4. Identify the impact to residential users rates, for the sanitary sewer collection system and WWTF options can then be compared:
   a. Continue to send wastewater to La Crosse for treatment
   b. City of Onalaska to construct and operate their own WWTF
5. Identify the minimum cost for treatment and conveyance.

Meetings:

1. Meeting 1 (video meeting):
   (a) Review of La Crosse sewer charges for flows and loadings and compare to like communities in WI and MN (compare up to three similar communities).
   (b) Identify, discuss and confirm plant site location: discussion of pros/cons of two potential sites and select site for cost estimating purposes.

(c) Review and discuss impacts of leachate discharge from La Crosse County Solid Waste Landfill. Confirm which municipality will treat leachate under future scenario and determine costs associated with selected option (conveyance to City of La Crosse or treatment by City of Onalaska).
(d) Discuss % of total WWTF costs to be paid by Onalaska, based on their % of total flows and loadings sent to the La Crosse WWTF

2. Meeting 2 (video meeting):
   (a) Discuss response/discussion with WDNR
   (b) Review estimated capital and operational costs for a new WWTF
   (c) Discuss review of collection costs, of shared lines

3. Meeting 3 (In-Person):
   (a) Provide impact to residential user rates for sanitary sewer collection system and wastewater treatment for options provided and identify the minimum cost for treatment and conveyance
   (b) Review draft report deliverable and solicit Client feedback

City Responsibilities:

1. Attend Progress Meetings
2. Identify two potential sites for new Wastewater Treatment Facility: consider access to roadways/highways, distance from residences/businesses, flood elevation, prior land use (buried structures, landfill, etc.), etc.
3. Provide metered flow data (sanitary and water)
4. Provide strength of wastewater received from Onalaska by La Crosse County Solids Waste Landfill
5. Provide billing structure from La Crosse for conveyance and treatment
6. Review draft 2020 Rate Study

Deliverables:

1. Monthly progress memos
2. Prepare meeting agendas and minutes for Meetings 1 through 3 above
3. Draft of Onalaska 2020 Feasibility Study for review
4. Final Onalaska 2020 Feasibility study

Schedule: Rate Study and Report delivered by October 1, 2020, see attached schedule.

Payment: The lump sum fee is $24,500.00 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.	**City of Onalaska**
By: Karen A. Cavett	By: _____
Karen A. Cavett	
Title: Regional Practice Center Leader	Title: _____

Onalaska 2020 WW Feasibility Study
Exhibit A - Estimated Project Schedule

Task	Week of																						
	5/4/20	5/11/20	5/18/20	5/25/20	6/1/20	6/8/20	6/15/20	6/22/20	6/29/20	7/6/20	7/13/20	7/20/20	7/27/20	8/3/20	8/10/20	8/17/20	8/24/20	8/31/20	9/7/20	9/14/20	9/21/20	9/28/20	10/5/20
Notice to Proceed																							
Data Review: La Crosse Rate Study from a WWTP perspective																							
a. Compare with other similar communities in WI and MN for flows and loadings.																							
b. Identify the % of the collection costs, of shared lines, that are associated to the communities of Onalaska or La Crosse.																							
Meeting No. 1																							
Identify and separate expenditures for operational, maintenance and replacement costs of La Crosses' sanitary sewer collection system and wastewater treatment facilities.																							
a. Identify the % of total wastewater treatment costs to be paid by Onalaska, based on City of Onalaska's flows and loadings compared to total																							
b. Discussion with WDNR																							
Evaluate in greater detail the capital and operational costs for Onalaska's to operate their own treatment plant.																							
The impact to residential users rates, for the sanitary sewer collection system and wastewater treatment facility options can then be compared:																							
Meeting No. 2																							
a. Continue to send wastewater to La Crosse for treatment																							
b. City of Onalaska to construct and operate their own wastewater treatment facility																							
Identify the minimum cost for treatment and conveyance.																							
Meeting No. 3																							
Prepare draft Rate Study																							
Submit Draft to City for Review																							
Incorporate comments and complete/submit Rate Study																							

Exhibit A-2
to Supplemental Letter Agreement
Between City of Onalaska (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 27, 2020

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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STAFF REVIEW SUMMARY

CITY OF ONALASKA
BOARD OF PUBLIC WORKS

May 5, 2020

Agenda Item: #11

Project/Item Name: 2019 Cured In Place Pipe Project

Location: Citywide

Requested Action: Approval of Change Order #1

Staff Report/ Description: With favorable bid prices received for the project, lines were added that originally had been projected for replacement in the 2020 Utility Project. Quantities paid are at unit prices bid, with the overall project coming within the funding from the 2020 Capital Improvement Budget.

Attachments: Change Order #1

2019 Cured In Place Pipe Project

CHANGE ORDER # 1

Contract Date: December 10, 2019

Owner: City of Onalaska
Contractor: Visu-Sewer Inc.
Contract/Project: 2019 Cured In Place Pipe Project

You are directed to make the following changes in the Contract Documents:

Description:

a) Additional 8" sanitary sewer lining on West Ave (603' @ $24/FT = $14,472.00) and 10" sanitary sewer lining on Spruce Street (387' @ $33.00/FT = $12,771.00).

Change Order Request

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price $ 503,125.00	Original Contract Times: Contract Substantial Comp: July 31, 2020 Contract Final Comp: July 31, 2020
Net Increase from previous Change Orders: $ 0.00	Net change from previous Change Orders: Contract Substantial Comp: 0 days Contract Final Comp: 0 days
Contract Price prior to this Change Order: $ 503,125.00	Contract Times prior to this Change Order: Contract Substantial Comp: July 31, 2020 Contract Final Comp: July 31, 2020
Net Increase of this Change Order: $ 27,243.00	Net Increase this Change Order: Contract Substantial Comp: 0 days Contract Final Comp: 0 days
Contract Price with all approved Change Orders: $ 530,368.00	Contract Times with all approved Change Orders: Contract Substantial Comp: July 31, 2020 Contract Final Comp: July 31, 2020

APPROVED:
City of Onalaska

By: _____
(Authorized Signature)

Date:

ACCEPTED BY:
Visu-Sewer Inc.

By: _____
(Authorized Signature)

Date:

This Effective Date of this Change Order is the date when approved by all parties.

PUBLIC WORKS
MONTHLY ESTIMATES
May 5, 2020

#13

Contractor	Original Contract Amount	Change Orders	Paid to Date	Due this Estimate
1. **STRAND ASSOCIATES** 6th & Quincy Lift Station Construction Estimate #12	$ 33,000.00	$ -	$ 32,560.21	$ 439.67
2. **STRAND ASSOCIATES** Court St Lift Station Construction Estimate #9	$ 24,300.00	$ -	$ 9,992.07	$ 513.62
3. **OLYMPIC BUILDERS GENERAL CONTRACTORS** Crestwood Booster Station Construction Estimate #8	$ 974,846.00	$ 13,087.52	$ 726,535.98	$ 41,511.20
4. **STRAND ASSOCIATES** Stormwater Quality Management Plan Design Estimate #3	$ 75,000.00	$ -	$ 8,483.56	$ 4,353.34
5. **SEH INC.** Green Coulee Reservoir Design - Final Estimate #2	$ 97,000.00	$ -	$ 6,617.71	$ 32,028.92
6. **BRAUN INTERTEC** Green Coulee Reservoir Soil Boring Design Estimate #3	$ 16,800.00	$ -	$ 12,705.00	$ 365.00
7. **ALL AMERICAN LUMBER INC** Public Works Facility Addition Construction Estimate #9	$ 1,155,183.00	$ -	$1,086,945.92	$ 41,144.29
8. **VISU-SEWER INC** 2019 Cured in Place Pipe Project Construction Estimate #2	$ 503,125.00	$ -	$ 499,533.66	$ 21,291.25
9. **MSA PROFESSIONAL SERVICES** Green Coulee Intersection Design - Final Estimate #2	$ 180,615.00	$ -	$ 3,696.69	$ 7,473.74

EX:vb/S:eng/bopw mth est. 5/5/20

PUBLIC WORKS
MONTHLY ESTIMATES
May 5, 2020

Contractor	Original Contract Amount	Change Orders	Paid to Date	Due this Estimate
10. **MCCABE CONSTRUCTION INC** 2020 Utility Project Construction Estimate #1	$ 1,634,976.70	$ -	$ -	$ 58,990.25
11. **HARD ROCK SAWING & DRILLING** Public Works Faciltiy Addn Construction Estimate #1	$ 1,550.00	$ -	$ -	$ 1,550.00
12. **STRAND ASSOCIATES** General Engineering Services Construction Estimate #1	$ 8,000.00	$ -	$ -	$ 4,256.69
13. **STRAND ASSOCIATES** Lift Station SCADA Graphics Construction Estimate #1	$ 7,400.00	$ -	$ -	$ 7,000.00
14. **DAVY ENGINEERING** French Rd Booster Station/Crestwood Ln Design Estimate #18	$ 126,490.00	$ 76,010.00	$ 221,798.68	$ 585.69
15. **OLYMPIC BUILDERS GENERAL CONTRACTORS** 6th & Quincy Pumping Station Construction Estimate #12	$ 989,678.00	$ -	$ 896,443.75	$ 11,254.90