



**VILLAGE OF KIMBERLY, WI
NOTICE OF REGULAR WATER COMMISSION MEETING**

DATE: Tuesday, April 9, 2024
TIME: 11:00 am
LOCATION: Village Hall, Committee Room
515 W. Kimberly Avenue
Kimberly, WI 54136

Notice is hereby given that the Kimberly Water Commission meeting will be held on Tuesday, April 9, 2024, at the Village Hall. This is a public meeting, and the agenda is listed below.

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes from the 03/12/24 Meeting
- 4) Unfinished Business
 - a) None
- 5) New Business
 - a) Bills and Claims, and Financial Statements for the month February 2024
 - b) 2024 Sanitary Survey
- 6) Reports
 - a) Superintendent's Report
- 7) Public Participation
- 8) Adjournment

VIRTUAL OPTION:
Water Commission Meeting 04/09/2024
Apr 9, 2024, 11:00 AM – 12:00 PM (America/Chicago)

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Any person wishing to attend the meeting who because of a disability is unable to attend is requested to contact the ADA Coordinator at the Clerk's Office at 920-788-7500, at least 48 hours prior to the meeting so that reasonable accommodations may be made.

REGULAR MEETING OF THE KIMBERLY WATER COMMISSION
MINUTES
March 12, 2024

Chairman Johnson called the meeting to order at 11:00 am. Commissioner Stienen, Hanson and Hietpas appeared in person. Also attending the meeting were Administrator Mahoney, Water Superintendent Verstegen, Public Works Director Ulman, and Utility Billing Clerk Firchow.

Approval of Minutes from the January 9, 2024, Meeting

Commissioner Stienen moved, Hanson seconded the motion to approve the Water Commission minutes of the January 9, 2024, meeting. The motion carried by unanimous vote of the Commission.

Unfinished Business

Update on Bills and Claims, and Financial Statements questions from the month of November 2023

Utility Billing Clerk Firchow reported on payments made to two residents from the month of November 2023, reporting that one refund was due to an online duplicate payment and the other refund was due to a credit balance on a closed customer account resulting from a payment made by the LIHWAP program.

New Business

Bills and Claims, and Financial Statements for the month of December 2023 and January 2024

Commissioner Stienen moved, Hietpas seconded the motion to approve the Bills and Claims, and Financial Statements for the months of December 2023 and January 2024. The motion carried by unanimous vote of the Commission.

Reports

Midwest Contract Operations, Inc.

Superintendent Verstegen reported that the DNR Sanitary Survey was conducted, meters ordered in March of 2023 have been received, remaining meter orders are anticipated to arrive in June or July, meter changeouts and cross connection surveys have started, and locates are taking up a lot of time due to the large volume requested. The generator has been installed at Tower #1 but will be reset on a concrete base, a gas line installed, and additional landscaping will be added. Superintendent Verstegen also reported communication issues with the Darboy Plant and Fulcer Well, noting that Darboy is correcting the issue on their end and MCO has corrected the issue at the Fulcer Well. Upcoming items reported were softener reports followed by resin purchase, pull Well #2 for maintenance, and hydrant flushing.

Administrator

Administrator Mahoney presented the Village of Kimberly Management's Discussion and Analysis For the Year Ended December 31, 2022. Administrator Mahoney reported the

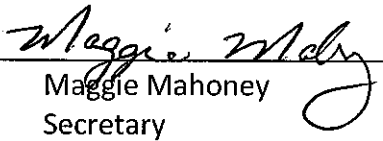
presented pages are from the full Village of Kimberly Audit Report and noted the completion of the Kimberly Avenue Water Main Project had utilized all of the allotted 2022 ARPA funds, the unrestricted amount, found on page 21, reflects the fund balance. Chairman Johnson asked what the minimum balance is, and Administrator Mahoney reported the fund balance minimum is \$350,000.00.

Public Participation

None

Adjournment

Commissioner Stienen moved, Hanson seconded the motion to adjourn. The motion carried by unanimous vote and the Commission adjourned at 11:15 am.


Maggie Mahoney
Secretary

Dated March 13, 2024
Drafted by MMF
Approved by Water Commission on _____

Report Criteria:

Report type: GL detail
 Invoice Detail.GL account = "00111111","601"- "602"
 Check.Voided = No

Invoice Number	Description	Invoice Date	Invoice Amount	Invoice GL Account	Invoice GL Account Title
ABT MAILCOM INC					
47934	PRINT AND MAIL WATER BILLS	02/28/2024	604.96	601-0921-200	OFFICE SUPPLIES EXPENSES
Total ABT MAILCOM INC:			604.96		
ACC INC					
35223	FURNACE REPLACE- PUMPHOUSE 3	01/30/2024	6,350.00	601-0635-030	PUMPHOUSE #3
Total ACC INC:			6,350.00		
AT&T					
920788972302	H2O TELEMETRY LINE	02/13/2024	22.11	601-0921-200	OFFICE SUPPLIES EXPENSES
Total AT&T:			22.11		
FERGUSON WATERWORKS #1476					
0404851-1	REP CLAMPS	01/26/2024	226.51	601-0651-200	MAINT. OF MAINS EXPENSES
Total FERGUSON WATERWORKS #1476:			226.51		
HACH COMPANY					
13918435	SPEC COLOR STD DPD CHLORINE	02/12/2024	564.00	601-0638-200	WATER TESTING/ANALYSIS EXPE
Total HACH COMPANY:			564.00		
HAWKINS INC					
6678309	CHLORINE CYLINDER	01/31/2024	2,342.08	601-0631-030	PUMPHOUSE #3
6678310	CHLORIDE CYLINDER/SODIUM SILICA	01/31/2024	1,746.72	601-0631-020	PUMPHOUSE #2
6678311	CHLORIDE CYLINDER/SODIUM SILICA	01/31/2024	2,187.80	601-0631-020	PUMPHOUSE #2
Total HAWKINS INC:			6,276.60		
KEITH PETERSEN PLUMBING INC					
23084	225 N WASHINGTON LATERAL WORK	01/30/2024	187.95	601-0652-200	MAINT. OF SERVICES EXPENSES
Total KEITH PETERSEN PLUMBING INC:			187.95		
KWIK TRIP INC					
00229255 Jan	WATER DEPT GAS PURCHASES	02/01/2024	115.84	601-0933-200	TRANSPORTATION EXPENSES
Total KWIK TRIP INC:			115.84		
LAPPEN SECURITY PRODUCTS INC					
LSPQ50276	MASTER COMBO PADLOCK	01/28/2024	159.50	601-0935-200	MAINTENANCE GENERAL
Total LAPPEN SECURITY PRODUCTS INC:			159.50		
MENARDS					
51637	AIR HOSE & ADAP PVC	01/29/2024	17.48	601-0935-200	MAINTENANCE GENERAL
52388	PROPANE CYLINDER/SUPPLIES	02/13/2024	108.91	601-0935-200	MAINTENANCE GENERAL

Invoice Number	Description	Invoice Date	Invoice Amount	Invoice GL Account	Invoice GL Account Title
Total MENARDS:			126.39		
MIDWEST CONTRACT OPERATION INC					
INV30400	MONTHLY SERVICES MARCH 2024	02/01/2024	23,991.07	601-0923-100	MCO ALLOCATED LABOR
Total MIDWEST CONTRACT OPERATION INC:			23,991.07		
MIDWEST SALT					
P471697	MVP-INDUSTRIAL COARSE SALT	01/10/2024	3,729.96	601-0631-010	PUMPHOUSE #1
P472957	MVP-INDUSTRIAL COARSE SALT	02/08/2024	3,666.87	601-0631-010	PUMPHOUSE #1
P473051	MVP-INDUSTRIAL COARSE SALT	02/15/2024	3,650.70	601-0631-020	PUMPHOUSE #2
P473052	MVP-INDUSTRIAL COARSE SALT	02/15/2024	3,621.58	601-0631-030	PUMPHOUSE #3
Total MIDWEST SALT:			14,669.11		
POSTAL EXPRESS & MORE LLC					
010158334289	SPEE-DEE SHIPPING SAMPLES	02/01/2024	59.42	601-0638-200	WATER TESTING/ANALYSIS EXPE
Total POSTAL EXPRESS & MORE LLC:			59.42		
QUANTUM ELECTRICAL SOLUTIONS					
124-055	LABOR AND ELECTRICAL MATERIALS	02/08/2024	8,081.00	601-0977-227	TOWER 1 INSPECT/TOWER 2 PAINT
Total QUANTUM ELECTRICAL SOLUTIONS:			8,081.00		
TDS					
920-788-7500	PHONE LINES/INTERNET-WATER	02/22/2024	40.72	601-0921-200	OFFICE SUPPLIES EXPENSES
Total TDS:			40.72		
TOTAL ENERGY SYSTEMS LLC					
INV114235	DWC 81 ENGINE HOURS	02/14/2024	280.00	601-0635-010	PUMPHOUSE #1
TOTAL ENERGY SYSTEMS LLC:			280.00		
VERIZON WIRELESS					
9956819346	WATER PHONES	02/23/2024	146.91	601-0921-200	OFFICE SUPPLIES EXPENSES
Total VERIZON WIRELESS:			146.91		
Grand Totals:			61,902.09		

Report Criteria:

Report type: GL detail

Invoice Detail.GL account = "0011111","601"-602"

Check.Voided = No

SUMMARY OF ACCOUNTS 2024 (1st QTR)

General Fund Checking Account xxxxxxx 9241

Beginning Balance	\$5,061,592.11	\$6,078,022.34
Deposits	\$4,659,884.26	\$1,575,408.83
Withdrawals	\$3,644,822.19	\$3,221,842.39
Interest	\$1,368.16	\$1,182.57
Ending Balance	\$6,078,022.34	\$4,432,771.35
	January	February

General Fund Money Market Account xxxxxxx0273

Beginning Balance	\$14,851,483.01	\$14,878,905.50
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Interest	\$27,422.49	\$25,700.67
Ending Balance	\$14,878,905.50	\$14,904,606.17
	January	February

Property Tax Savings Account xxxxxxx 9000

Beginning Balance	\$752,714.00	\$1,080,204.27
Deposits	\$327,426.04	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$12.00	\$0.00
Interest	\$76.23	\$85.59
Ending Balance	\$1,080,204.27	\$1,080,289.86
	January	February

Water Department Business Money Market Account xxxxxxx 9274

Beginning Balance	\$701,227.67	\$702,522.45
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$0.00	\$0.00
Interest	\$1,294.78	\$1,213.48
Ending Balance	\$702,522.45	\$703,735.93
	January	February

Trust Accounts Business Money Market Account xxxxxxx 5275

Beginning Balance	\$4,669,589.39	\$4,679,358.53
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$0.00
Fee	\$0.00	\$0.00
Interest	\$9,769.14	\$9,157.99
Ending Balance	\$4,679,358.53	\$4,688,516.52
	January	February

TIF Money Market Account xxxxxxx 1278

Beginning Balance	\$11,132,952.04	\$11,156,243.03
Deposits	\$0.00	\$0.00
Withdrawals	\$0.00	\$919,254.82
Fee	\$0.00	\$25.00
Interest	\$23,290.99	\$21,337.62
Ending Balance	\$11,156,243.03	\$10,258,300.83
	January	February

VILLAGE OF KIMBERLY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>PUBLIC CHARGES FOR SERVICES</u>					
601-46-0461	METERED SALES-RESIDENTIAL	42,101.68	91,608.82	532,000.00	440,391.18 17.2
601-46-0462	METERED SALES-COMMERCIAL	175.46	1,715.22	86,000.00	84,284.78 2.0
601-46-0463	METERED SALES-INDUSTRIAL	1,001.68	2,018.08	69,000.00	66,981.92 2.9
601-46-0464	METERED SALES-MULTI FAM RES	3,138.00	9,857.58	59,000.00	49,142.42 16.7
601-46-0466	OTHER SALES-PUBLIC AUTHORIT	60.02	60.02	17,000.00	16,939.98 .4
601-46-0467	WHOLESALE WATER	42,025.74	88,149.83	645,000.00	556,850.17 13.7
601-46-0469	PRIVATE FIRE PROTECTION	553.00	1,700.00	39,000.00	37,300.00 4.4
	TOTAL PUBLIC CHARGES FOR SERVICES	89,055.58	195,109.55	1,447,000.00	1,251,890.45 13.5
<u>INTERGOVN CHRGS FOR SERVICES</u>					
601-47-0470	HYDRANT RENTAL-KIMBERLY	15,395.07	33,099.86	315,000.00	281,900.14 10.5
601-47-0471	HYDRANT RENTAL-WHOLESALE	5,280.00	10,560.00	64,000.00	53,440.00 16.5
601-47-0474	OTHER WATER REVENUES	195.00	195.00	10,000.00	9,805.00 2.0
601-47-0475	WATER LATERAL ASSESSMENTS	.00	.00	1,896.00	1,896.00 .0
	TOTAL INTERGOVN CHRGS FOR SERVICE	20,870.07	43,854.86	390,896.00	347,041.14 11.2
<u>MISCELLANEOUS REVENUE</u>					
601-48-0419	INTEREST AND DIVIDENDS	.00	1,978.86	11,000.00	9,021.14 18.0
601-48-0420	SPECIAL ASSESSMENT INTEREST	.00	.00	246.00	246.00 .0
601-48-0421	CELLULAR ANTENNA MONTHLY FE	5,835.83	16,341.28	92,100.00	75,758.72 17.7
601-48-0480	FORFEITED DISCOUNTS	1,064.75	2,310.70	11,000.00	8,689.30 21.0
	TOTAL MISCELLANEOUS REVENUE	6,900.58	20,630.84	114,346.00	93,715.16 18.0
<u>OTHER FINANCING SOURCES</u>					
601-49-4930	FUND BALANCE APPLIED	.00	.00	274,355.00	274,355.00 .0
	TOTAL OTHER FINANCING SOURCES	.00	.00	274,355.00	274,355.00 .0
	TOTAL FUND REVENUE	116,826.23	259,595.25	2,226,597.00	1,967,001.75 11.7

VILLAGE OF KIMBERLY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TAXES</u>					
601-0508-200 TAXES EXPENSES	89.89	179.78	168,000.00	167,820.22	.1
TOTAL TAXES	89.89	179.78	168,000.00	167,820.22	.1
<u>POWER</u>					
601-0622-010 PUMPHOUSE #1	.00	.00	37,000.00	37,000.00	.0
601-0622-020 PUMPHOUSE #2	.00	.00	35,000.00	35,000.00	.0
601-0622-030 PUMPHOUSE #3	.00	.00	55,000.00	55,000.00	.0
TOTAL POWER	.00	.00	127,000.00	127,000.00	.0
<u>SUPPLIES - GAS</u>					
601-0623-010 PUMPHOUSE #1	.00	.00	3,200.00	3,200.00	.0
601-0623-020 PUMPHOUSE #2	.00	.00	800.00	800.00	.0
601-0623-030 PUMPHOUSE #3	.00	.00	500.00	500.00	.0
TOTAL SUPPLIES - GAS	.00	.00	4,500.00	4,500.00	.0
<u>MAINTENANCE - PUMPING</u>					
601-0625-041 DEEPWELL PH #1	.00	.00	5,000.00	5,000.00	.0
601-0625-042 DEEPWELL PH #2	.00	.00	5,000.00	5,000.00	.0
601-0625-043 DEEPWELL PH#3	.00	.00	5,000.00	5,000.00	.0
601-0625-070 TELEMETRY	.00	.00	7,500.00	7,500.00	.0
601-0625-100 LABOR	.00	.00	34,500.00	34,500.00	.0
TOTAL MAINTENANCE - PUMPING	.00	.00	57,000.00	57,000.00	.0
<u>CHEMICALS</u>					
601-0631-010 PUMPHOUSE #1	7,396.83	9,111.59	145,200.00	136,088.41	6.3
601-0631-020 PUMPHOUSE #2	7,585.22	15,268.34	63,800.00	48,531.66	23.9
601-0631-030 PUMPHOUSE #3	5,963.66	12,373.24	145,500.00	133,126.76	8.5
TOTAL CHEMICALS	20,945.71	36,753.17	354,500.00	317,746.83	10.4

VILLAGE OF KIMBERLY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAINTENANCE-SOFTENING</u>					
601-0635-010 PUMPHOUSE #1	280.00	824.42	15,000.00	14,175.58	5.5
601-0635-020 PUMPHOUSE #2	.00	544.42	15,000.00	14,455.58	3.6
601-0635-030 PUMPHOUSE #3	.00	544.44	25,000.00	24,455.56	2.2
601-0635-041 HOV DISCHARGE-PUMPHOUSE #1	.00	3,618.00	23,100.00	19,482.00	15.7
601-0635-042 HOV DISCHARGE-PUMPHOUSE #2	.00	4,837.50	10,100.00	5,262.50	47.9
601-0635-043 HOV DISCHARGE-PUMPHOUSE #3	.00	3,690.00	23,100.00	19,410.00	16.0
601-0635-100 LABOR	.00	.00	46,000.00	46,000.00	.0
TOTAL MAINTENANCE-SOFTENING	280.00	14,058.78	157,300.00	143,241.22	8.9
<u>WATER TESTING/ANALYSIS</u>					
601-0638-200 WATER TESTING/ANALYSIS EXPE	623.42	623.42	5,500.00	4,876.58	11.3
TOTAL WATER TESTING/ANALYSIS	623.42	623.42	5,500.00	4,876.58	11.3
<u>MAINTENANCE STORAGE TANKS</u>					
601-0650-100 LABOR	.00	.00	23,000.00	23,000.00	.0
601-0650-200 MAINT. STORAGE TANKS EXPENS	.00	.00	5,000.00	5,000.00	.0
TOTAL MAINTENANCE STORAGE TANKS	.00	.00	28,000.00	28,000.00	.0
<u>MAINTENANCE OF MAINS</u>					
601-0651-100 LABOR	.00	.00	55,300.00	55,300.00	.0
601-0651-200 MAINT. OF MAINS EXPENSES	226.51	226.51	70,000.00	69,773.49	.3
TOTAL MAINTENANCE OF MAINS	226.51	226.51	125,300.00	125,073.49	.2
<u>MAINTENANCE OF SERVICES</u>					
601-0652-100 LABOR	.00	.00	34,500.00	34,500.00	.0
601-0652-200 MAINT. OF SERVICES EXPENSES	187.95	187.95	21,000.00	20,812.05	.9
TOTAL MAINTENANCE OF SERVICES	187.95	187.95	55,500.00	55,312.05	.3
<u>MAINTENANCE OF METERS</u>					
601-0653-100 LABOR	.00	.00	20,100.00	20,100.00	.0
601-0653-200 MAINT. OF METERS EXPENSES	.00	.00	50,000.00	50,000.00	.0
601-0653-201 WHOLESALE METERS	.00	.00	500.00	500.00	.0
TOTAL MAINTENANCE OF METERS	.00	.00	70,600.00	70,600.00	.0

VILLAGE OF KIMBERLY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>MAINTENANCE OF HYDRANTS</u>						
601-0654-100	LABOR	.00	.00	20,100.00	20,100.00	.0
601-0654-200	MAINT. OF HYDRANTS EXPENSES	.00	.00	25,000.00	25,000.00	.0
	TOTAL MAINTENANCE OF HYDRANTS	.00	.00	45,100.00	45,100.00	.0
<u>GIS MAPPING</u>						
601-0655-200	GIS MAPPING	.00	.00	6,000.00	6,000.00	.0
	TOTAL GIS MAPPING	.00	.00	6,000.00	6,000.00	.0
<u>METER READER</u>						
601-0901-100	WAGES	.00	.00	5,750.00	5,750.00	.0
601-0901-200	METER READER EXPENSES	.00	.00	3,600.00	3,600.00	.0
601-0901-201	MAINTENANCE CONTRACT	.00	.00	4,500.00	4,500.00	.0
	TOTAL METER READER	.00	.00	13,850.00	13,850.00	.0
<u>ADMINISTRATIVE SALARIES</u>						
601-0920-100	WAGES	1,174.99	2,349.98	146,577.00	144,227.02	1.6
	TOTAL ADMINISTRATIVE SALARIES	1,174.99	2,349.98	146,577.00	144,227.02	1.6
<u>OFFICE SUPPLIES AND EXPENSE</u>						
601-0921-200	OFFICE SUPPLIES EXPENSES	814.70	1,914.60	25,703.00	23,788.40	7.5
	TOTAL OFFICE SUPPLIES AND EXPENSE	814.70	1,914.60	25,703.00	23,788.40	7.5
<u>OUTSIDE SERVICES</u>						
601-0923-100	MCO ALLOCATED LABOR	23,991.07	47,982.14	.00	(47,982.14)	.0
601-0923-200	OUTSIDE EXPENSES	.00	.00	13,973.00	13,973.00	.0
	TOTAL OUTSIDE SERVICES	23,991.07	47,982.14	13,973.00	(34,009.14)	343.4
<u>INSURANCE EXPENSE</u>						
601-0924-200	INSURANCE EXPENSES	.00	.00	11,264.00	11,264.00	.0
	TOTAL INSURANCE EXPENSE	.00	.00	11,264.00	11,264.00	.0

VILLAGE OF KIMBERLY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

WATER DEPARTMENT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMPLOYEE PENSION AND BENEFIT</u>					
601-0926-200	.00	.00	230.00	230.00	.0
	.00	.00	230.00	230.00	.0
<u>REGULATORY COMM. EXPENSE</u>					
601-0928-200	.00	.00	1,800.00	1,800.00	.0
	.00	.00	1,800.00	1,800.00	.0
<u>TRANSPORTATION EXPENSE</u>					
601-0933-200	115.84	115.84	8,000.00	7,884.16	1.5
	115.84	115.84	8,000.00	7,884.16	1.5
<u>GENERAL PLANT</u>					
601-0935-100	.00	.00	14,400.00	14,400.00	.0
601-0935-200	1,002.24	1,095.39	32,500.00	31,404.61	3.4
	1,002.24	1,095.39	46,900.00	45,804.61	2.3
<u>CAPITAL OUTLAY-OTHER EXPENSE</u>					
601-0977-200	.00	.00	15,000.00	15,000.00	.0
601-0977-227	8,081.00	8,081.00	.00	(8,081.00)	.0
601-0977-234	.00	.00	474,000.00	474,000.00	.0
601-0977-235	.00	.00	90,000.00	90,000.00	.0
601-0977-236	.00	.00	50,000.00	50,000.00	.0
601-0977-237	.00	.00	125,000.00	125,000.00	.0
	8,081.00	8,081.00	754,000.00	745,919.00	1.1
	57,533.32	113,568.56	2,226,597.00	2,113,028.44	5.1
	59,292.91	146,026.69	.00	(146,026.69)	.0



March 14, 2024

PWS ID 44503426

Village of Kimberly – Jennifer Weyenberg, Clerk
515 W. Kimberly Ave
Kimberly, WI 54136

Kimberly Waterworks -MC
Outagamie County

Subject: 2024 Sanitary Survey Report for the Water Supply Serving the Village of Kimberly

Dear Ms. Weyenberg:

On February 15, 2024, I conducted a sanitary survey of the Kimberly Waterworks (Utility) water system. Also present were Jerry Versteegen, Sam Schepp, and Phil Martzahl on behalf of the Utility. The purpose of a sanitary survey is to evaluate the Utility’s source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department’s records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. At the completion of the survey, Jerry Versteegen was briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

This report also includes existing, non-conforming features and recommendations that the Utility should review and address as appropriate. Depending on the type of action you take to correct these issues; you may need to obtain prior approval and submit additional plans to the Department.

Deficiencies

During the sanitary survey, no (0) significant or non-significant deficiencies were identified. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers. Non-significant deficiencies are problems in the drinking water system that have the potential to cause serious health risks, represent long-term health risks to consumers or may indicate noncompliance with one or more Wisconsin Administrative Codes.

Non-Conforming Features

During the sanitary survey, five (5) features were identified that met code requirements at the time of your public water system’s construction but would not be allowed in the current code. These are referred to as “non-conforming features.” Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

Non-Conforming Features

1. The well vents are undersized per s. NR 811.36(1)(a) Wis. Adm. Code. Install a 2-inch diameter well vent the next time rehabilitation work is done on the wells.

Non-Conforming Features
2. No secondary containment is provided for sodium silicate. Code currently requires concrete curbing, containment skids or other form of spill containment for all chemical containers per NR 811.39(3)(d) Wis. Adm. Code.
3. Overflows at the ground storage reservoir at Lincoln Street function as both overflows and vents, which is not allowed per NR 811.64(8)(a) Wis. Adm. Code. When work is done at the Lincoln Street reservoir, a vent should be provided separately from the overflows and the overflows brought down to 12-24" from the ground surface.
4. Per s. NR 811.39(7)(f) Wis. Adm. Code, chemical feed injectors installed in a horizontal pipe must be installed upward into the bottom half of the pipe to minimize corrosion and potential leaks from dripping injectors. When changes or updates are made to the chemical feed piping or pump discharge piping, the injector locations should be changed.
5. Section NR 811.64(16)(c) Wis. Adm. Code states that valve vaults shall be provided with floor drainage that discharge to the ground surface or by permanent sump pump. Operators should continue to monitor and pump water from the tower valve vault as necessary. A sump pump should be installed when practicable.

Recommendations

During the sanitary survey, three (3) recommendations were identified. Recommendations are problems in the water system that may hinder your public water system from consistently providing safe drinking water to consumers.

Recommendations
<p>1. Cyber-attacks have been striking critical infrastructure across the United States with increased frequency, including attacks to public water systems. The department recommends the Utility evaluate the existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Utility's existing system.</p> <ul style="list-style-type: none"> • The U.S. EPA Water Cybersecurity Assessment Tool and Risk Mitigation Plan can be used to assess your existing cybersecurity practices and provides a risk mitigation plan. • The U.S. EPA offers cybersecurity technical assistance for water utilities to help water systems improve their cybersecurity practices. • Additional information and resources on water system cybersecurity can be found at the U.S. EPA Cybersecurity Webpage.
2. The department recommends the Village develop a policy or ordinance for flushing hydrants and maintaining valves on private property where the property owner pays for this service and the water used.

Recommendations

3. The Utility should ensure that handheld colorimeters are tested against known standards approximately every 10 uses and calibration records kept; auxiliary power test logs are up to date; and customer complaints are logged into a paper or electronic record. The Utility is currently in the process of updating these record-keeping requirements.
4. Water loss has been high for several years. Steps have been taken to mitigate water loss. The Utility should continue its water loss prevention efforts until unaccounted for water reaches a level below 15%.

Reminders and Other Follow-Up

1. Following all water storage facility inspections, the Utility shall submit a completed Department inspection report (Form 3300-248) per s. NR 810.14(4), Wis. Adm. Code. Supplemental reports, photos or videos provided by the inspection company shall also be provided.
2. On an annual basis, the Utility must conduct and document inspections of the screening on the vents and overflows, watertight seals on the inspection hatches on your towers and ground storage reservoirs and make repairs as necessary, in accordance with s. NR 810.14(1), Wis. Adm. Code. Documentation of this inspection can be a notation in your daily logbook, monthly report, receipt by a private contractor or any other method to show the date the work was completed.
3. Relays of water mains require plan approval if any of the following have changed: size, material, or location (i.e., if it is not in the same trench as the original pipe).

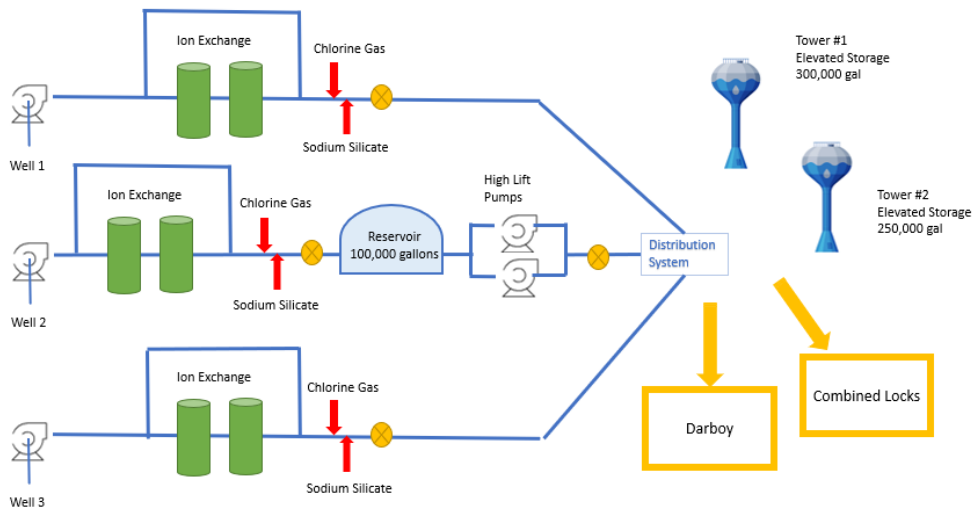
System Description

Kimberly Waterworks is a groundwater source system located in Outagamie County. The system serves a population of 7,608 through 2,379 service connections. The Kimberly water system is comprised of three wells, one ground storage reservoir paired with two high lift pumps, two elevated storage tanks and 33.1 miles of distribution main.

Finished water production capacity is 5.7 MGD with a firm production capacity of 3.5 MGD. The total finished water storage is 650,000 gallons with 550,000 gallons in elevated storage. Treatment at each well includes ion exchange softening for hardness and radionuclide removal, gas chlorine injection to provide disinfection and sodium silicate injection to inhibit corrosion.

The system provides water to two municipal systems, Combined Locks and Darboy Sanitary District. In 2022, water sold to wholesale customers comprised 45% of the total water produced.

Kimberly



Well Summary:

Well Number	Depth (ft)	Diameter (inner/outer)	Casing Depth (inner/outer)	Pumping Levels (static/pumping)
1	612*	12" / 16"	119' / 15'	275' / 325'
2	804	12" / 20"	148' / 43.5'	220' / 250'
3	750	16" / 22"	190' / 48'	180' / 280'

* The depth of well 1 was changed in 2023 when a sand pump became lodged in the bottom of the well during rehab.

Distribution System: There is approximately 33.1 miles of distribution system watermain, all but approximately 600 feet is 6 inches or greater. System pressure averages 62 psi. The Utility has 338 hydrants that are flushed twice per year and 552 valves that are exercised every other year. All hydrants meet fire flow requirements.

There is one ground storage reservoir and two elevated storage towers. Annual inspections of the vents, hatches, screening and overflows are conducted as required by code.

Structure	Volume	Last Inspection
Well 2 GSR	100,000	10/10/2023
Tower #1 – Kimberly Ave	300,000	10/30/2018 ^
Tower #2 – Maes Ave	250,000	6/1/2018 ^^

^ Tower #1 is scheduled for inspection in 2024

^^ Tower #2 was inspected in 2023, awaiting final report

The Utility has connections with Darboj Sanitary District and Combined Locks Waterworks and sells water to both systems.

Auxiliary Power: Wells 1 and 3 have auxiliary power that is exercised weekly and tested monthly under load.

Water Quality Monitoring and Reporting

The Utility has an excellent record of compliance with monitoring and reporting and the Department appreciates your sampler's continued efforts in complying with these Safe Drinking Water Act requirements. The most recent inorganic, synthetic organic, and volatile organic analyses at the entry points to the distribution system indicate that the water meets all applicable drinking water standards. Distribution system monitoring consists of routine bacteriological, chlorine, lead and copper, and disinfection-by-product (DBP) sampling. The most recent analyses of the distribution system indicate that the water meets all applicable drinking water standards.

Bacteriological: Operators have been collecting 7 distribution system bacti samples, but with recent population growth the number of samples is increasing to 9 per month. Raw water samples are also taken quarterly from each well. Sampling times are spaced throughout the month and sample sites are rotated through. The Utility has a consistent history of negative bacteriological samples which indicates that the operators have been using good sampling protocol and care during sampling.

Disinfection-By-Products (DBP): DBP samples are required to be taken at two sites annually, one haloacetic acid and one trihalomethane sample. In 2023, sample results were 2.91 ug/L HAA5 and 3.7 ug/L TTHM.

Lead and Copper: The latest sampling for lead and copper was completed in 2023. The 90th percentile level for lead was 13 ppb and copper was 130 ppb based on 20 samples. These results were below the action levels for lead and copper.

Inorganic Compounds: The Utility is on a triennial monitoring schedule for inorganic compounds at all three wells, except for nitrate, which is monitored annually. The most recent samples were collected in 2023 and all samples met applicable drinking water standards.

Organic Compounds: The Utility is on a six-year monitoring schedule for synthetic organic compounds at all wells. The most recent samples were collected in 2023 and all samples met applicable drinking water standards. The system also collected PFAS samples in 2023 and was determined to have no detectable levels of PFAS compounds.

The Utility is on a triennial monitoring schedule for volatile organic compounds at Well 3 and annual monitoring for volatile organic compounds at Wells 1 and 2. The most recent samples were collected in 2023 and all samples met applicable drinking water standards.

Radiological Compounds: The Utility monitors radiological contaminants annually for the raw water and at the entry points for Wells 1, 2 and 3. The most recent samples were collected in 2023 and all entry point samples met applicable drinking water standards.

Required Reports, Records, and Utility Programs

The Utility has maintained an excellent record of completions and submission of all reports required by the Department. Monthly reports are submitted in a timely manner. Records and documentation of all maintenance work and program implementation is available and exceptional.

Meters: The Utility performs meter testing at the frequencies required by the PSC. Records are kept of all meter tests conducted. The Utility has moved to a 20-yr replacement cycle for small meters.

Materials Inventory: The Utility has made significant progress on their material inventory which will be required as part of the Lead and Copper Rule Revision. The system includes 505 lead service lines on the public side and 214 lead service lines on the private side following a large lead service line replacement project.

Ordinances: Kimberly has a private well abandonment ordinance that meets the requirements of s. NR 810.16, Wis. Adm. Code. There are no (0) private wells located within the Utility service district.

The Utility has implemented a cross-connection inspection program that meets the requirements of s. NR 810.15, Wis. Adm. Code. The Utility performs all residential, commercial, and public authority cross connection inspections. Industrial cross connections are the responsibility of the industrial users. Full inspections are performed. Bulk water sold by the system is metered and provided with backflow prevention.

Certified Operators

There are five certified operators for this waterworks. The system is required to have operators licensed in D, G, and Z subclasses.

Name	Lic. #	Distribution	Groundwater	Iron Removal
Jerry Verstegen (OIC)	33436	1	1	1
Trevor Krizenesky	39302	T		
Phillip Martzahl	34202	1	1	1
Eric Riesterer	39291	1	1	
Sam Schepp	38494	1	1	1

Water System Security

The Utility maintains an Emergency Response Plan and an Emergency Chlorination Plan meeting the requirements of s. NR 810.26(8), Wis. Adm. Code. Water treatment, pumping, and storage facilities are all locked and secure. Electronic resources and SCADA are password protected and cybersecurity measures are taken. See recommendation 1 for additional cybersecurity suggestions.

Utility operations and maintenance meet the department expectations and code requirements. Water utility facilities are clean and well kept. This ensures a safe work environment for operators, helps prevent drinking water contamination and extends the useful life of the facilities and equipment.

Water System Summary Information

A water system summary is attached. Please review for accuracy. If there are changes that need to be made, contact Jamie Douglas at (920) 362-6629 or jamie.douglas@wisconsin.gov

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. Your system has been determined to have sufficient technical, managerial, and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

The 2022 average daily demand (including consecutive systems) was 1,114,000 gallons and maximum demand was 1,675,000 gallons. The maximum finished water production capacity is 5.7 MGD with a firm production capacity of 3.5 MGD, exceeding the maximum daily demand.

With respect to financial capacity, an analysis of the cost recovery ratio was conducted from the most recent annual report from the Utility to the Wisconsin Public Service Commission (PSC). A cost recovery ratio greater than 1.0 indicates that Utility revenue covered Utility expenses during the prior year. A ratio less than 1.0 indicates that expenses exceeded revenue. The most recent PSC report shows a cost recovery ratio of 1.38.

The PSC recommends that all water utilities maintain several months' worth of cash on hand and a bare minimum of one billing cycle. The most recent PSC report indicates approximately 140 days of cash on hand.

The next sanitary survey of your system is scheduled to take place in 2027. You will be contacted prior to the survey to schedule a date that is convenient for you.

Please extend my thanks to your operators. It was a pleasure meeting Jerry, Sam and Phil, and learning about your water system. If you have any questions, you can me by phone at 920-362-6629 or by e-mail at jamie.douglas@wisconsin.gov.

Sincerely,

Jamie Douglas

Jamie Douglas, P.E.
Water Supply Engineer

Encl.

Ecopy: FILE
JaNelle Merry, DNR
Jerry Verstegen, MCO

General Reminders – This section is included to serve as a quick reference for some of the more commonly encountered deadlines and code requirements. It is not intended to be all inclusive.

Description	Frequency
1. Cross Connection Inspection Annual Reports	Annually by March 1st
2. Consumer Confidence Report distribution to customers	Annually by June 30 th
3. Consumer Confidence Report and Certification to DNR	Annually by June 30 th
4. DNR posts CCR information on website	Approximately March 1st
5. Electronic Monthly Operational Reports (EMOR)	By 10 th of the following month
6. Customer Notice of Lead and Copper Results in Drinking Water – this informs the customer of levels found	Within 30 days of utility receiving results
7. PBCU customer notice form and certification form to DNR	Within 3 months of monitoring end date
8. Notify DNR of pressure loss in >25% of system	Within 1 working day
9. Professional storage facility inspection	Every 5 years
10. Professional storage facility inspection involving full drain	Every 10 years
11. Documented general storage facility inspection (hatches, gaskets, vents, overflow and screens)	Annually
12. Auxiliary power exercising (documented in logbook)	Monthly & Quarterly under full load
13. Hydrant exercising	At least every 2 years
14. Distribution system valve exercising	Every 2 to 5 years
15. Well pump – removal, inspection and service	Schedule required (10-year recommended)

Water System Summary Information:

Affiliations	Type	Phone
KIMBERLY VIL CLERK -JENNIFER WEYENBERG	OWNER	920-788-7500
VERSTEGEN, JERRY - WATER SUPT-KIM	EMERGENCY	920-858-7477
KIMBERLY VIL ADMINISTRATOR – MAGGIE MAHLONEY	LEGAL_OWN	920-788-7500
SCHEPP, SAM	SAMPLER	920-284-1920
KIMBERLY VIL CLERK -JENNIFER WEYENBERG	PLAN_CON	920-788-7500
DOUGLAS, JAMIE	DNR_REP	920-362-6629

Entry Point

ID	Type	Name	WUWN
1	Combined entry point and source	WELL 1	BG579
2	Combined entry point and source	WELL 2	BG580
3	Combined entry point and source	WELL 3	BG581

Storage

Name/Location	Type	Volume (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft)	Overflow Elevation (sea-level, ft.)	Last Interior Inspection
Kimberly Ave (Memorial Tower #1)	ELEVATED TANK	300000		130.00		10/30/2018
Lincoln Street (Well #2)	GROUND STORAGE	100000	1030			10/10/2023
Maes Ave (Tower #2)	ELEVATED TANK	250000		130.00		06/01/2018

Booster Stations

Name/Location	Type	Firm Pumping Capacity (gpm)	Aux Power?	# of Pumps	Status	ID
Well 2 Lincoln St GSR High Lift Pumps	ABOVE GROUND	1100	No	2	Active	C6

System Interconnections

Name/Location	Type	Capacity (gpm)	Metered?	Chemical Injection Capable?
Combined Locks (Kimberly sells to CL)	BURIED		Yes	Unknown
Darboy (Kimberly sells to Darboy)	BURIED		Yes	Unknown

Treatment

ID	Treatment	Objective	Begin Date	Pump Model	Capacity (gpm)
1	401 - Gaseous Chlorination, Post	D - Disinfection	1/1/1960	Capital Control	
1	449 - Inhibitor, Silicate	C - Corrosion Control	10/9/2006	LMI c111-71shhs	60

1	460 - Ion Exchange	R - Radionuclides Removal	1/1/1960		
2	401 - Gaseous Chlorination, Post	D - Disinfection	1/1/1960	Capital Control	
2	449 - Inhibitor, Silicate	C - Corrosion Control	10/9/2006	LMI c111-71shhs	60
2	460 - Ion Exchange	S - Softening (Hardness Removal)	1/1/1960		
3	401 - Gaseous Chlorination, Post	D - Disinfection	1/1/1960	Capital Control	
3	449 - Inhibitor, Silicate	C - Corrosion Control	10/9/2006	LMI c111-71shhs	60
3	460 - Ion Exchange	S - Softening (Hardness Removal)	1/1/1960		

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Raw Water Safe	Raw Water Unsafe	Fecal Positive?
2023	84	0	9	1	No
2022	84	0	12	0	No
2021	84	0	11	0	No

Chemical Sampling History

Year	Sample Group	Samples Taken	Missed Samples
2023	DBP	2	0
2023	IOC	3	0
2023	PBCU	20	0
2023	RAD	3	0
2023	SOC	3	0
2023	VOC	3	0

Sample Group	Last Sampled	Sample Group	Last Sampled
BACTI	2024	PBCU	2023
DBP	2023	PFAS	2023
VOC	2024	RAD	2023
IOC	2023	SOC	2023
NITRATE	2024		



MIDWEST CONTRACT OPERATIONS, INC.
P.O. BOX 418 MENASHA, WI 54952-0418

Monthly Superintendent Report/Update

To: Village of Kimberly Water Commission

From: Jerry Versteegen, Water Utility Supt. (MCO)

CC: Maggie Mahoney

Date: 04/01/2024

Updates for current, past, and ongoing Water Department projects and areas of concern:

- Plants/Treatment
 - Transferring of cell antennas started from temporary tower at DPW
- Distribution
 - Locates
 - Service Leak at 618 E Maes Ave
 - Main Break at 1412 W Fourth St
- Meters
 - Residential Meter Changes
- General Water
 - Commercial and Multi-Family Cross Connection Surveys
 - Residential Cross Connection Surveys

Sam Schepp
Jerry Versteegen (920-858-7477)