CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – October 21, 2021

Hermantown's October 21, 2021, **UTILITY COMMISSION** Meeting will be conducted in person with remote connection available.

The meeting will utilize the platform "Zoom" – which allows the public to view and/or hear the meeting from their phone or computer.

Topic: Utility Commission Meeting
Time: October 21, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/88136816921?pwd=S1hPTzF6Mk1sNXF6a3YvV1pDMnJKdz09

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CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – October 21, 2021

CITY ADMINISTRATIVE BUILDING, 5105 MAPLE GROVE ROAD
5:30 PM – In Person and Zoom

1. **ROLL CALL**

2. **MINUTES** – Approval or Correction

   a. August 19, 2021 regular meeting.

3. **PUBLIC DISCUSSION** *(This is the time for which individuals can address the Commission about any item pertaining to utilities. The time limit is three minutes per person)*

4. **COMMUNICATIONS** *(items of information only – any communication requiring action is provided under that item on the agenda)*

   a. WLSSD Discharge Monitoring
   b. WLSSD 2022 Budget Letter
   c. Minnesota Dept of Health Sanitary Survey Report
   d. Utility & Infrastructure Manager Position – City of Hermantown

5. **PRESENTATIONS** *(Department Heads may give reports if necessary)*

   a. Stormwater Ordinance – John Mulder, City Administrator
   b. Sewer Trunkline Availability Charges – John Mulder, City Administrator

6. **OLD BUSINESS** *(None)*

7. **NEW BUSINESS**

   a. Kaski - Utility Extension
   b. Irrigation Meter Grant Program

8. **REPORTS**

   a. Budget to Actual Expenditure Report
   b. Public Works Utility Maintenance & Project Update Report
   c. Water Loss Report
   d. WLSSD Monthly Flow, Rain Fall & Flow
   e. New Connections Report
   f. Utility Billing Happenings

9. **COMMISSION MEMBERS REPORT**

   a. Jim Samberg -
   b. William Berg -
   c. Robert McLachlan -
   d. Doug Kerfeld -
   e. Howard Jacobson -
   f. Councilor Grant Hauschild -

10. **RECESS**

CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
August 19, 2021
5:30 PM
This meeting was conducted in person and via Zoom.

ROLL CALL *Jim Samberg, William Berg, Howard Jacobson, Doug Kerfeld, Rob McLachlan, Counselor Grant Hauschild*

ABSENT: *None*

VISITORS *Kevin Orme, Director of Finance and Administration; Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk; Kirk Peterson, Core & Main; Chance Berger, Sensus.*

MINUTES

Motion by Howard Jacobson to approve minutes of the July 15, 2021 meeting, seconded by William Berg. All ayes, motion carried.

PUBLIC DISCUSSION: There were no members of the public present.

COMMUNICATIONS (items of information only – any communication requiring action is provided under that item on the agenda)

a. *Duluth Water Rate Information -placed on file*
b. *WLSSD Discharge Monitoring – placed on file*
c. *WLSSD 2022 Budget & Public Hearings – placed on file*
d. *WLSSD Capacity Allocation Permit – placed on file*

OLD BUSINESS

None

NEW BUSINESS

a. *2022 Utility Budget – Kevin Orme presented the 2022 proposed Utility budgets to the commission. Jim Samberg asked why the 2022 water budget had $30,000 in "contracted services expense". Kevin explained that it is for paying a contractor to do some water valve repairs that will be needed. Howard Jacobson asked about sewer legal fees in the budget. Kevin indicated this was for the City attorney looking over changed/updated policies, procedures and forms in 2022. It is not due to a claim. Motion by William Berg to approve the 2022 Utility Budget, seconded by Howard Jacobson. All ayes, motion carried.*
b. *Ronald Johnson sewer discount request – Motion by Jim Samberg to approve a sewer credit in the amount of $391.79, seconded by William Berg. All ayes, motion carried.*
c. *Core & Main and Sensus presentation – guests Kirk Peterson and Chance Berger spoke to the commission about future upgrades in our meter reading systems. This will include 3 towers placed around the city and the need for upgraded radios for about 2100 residents. The money for this project will come from the sales tax fund.*

Paul Senst indicated the process to complete is estimated at 18 to 24 months due to the number of radio's needing to be changed out.

REPORTS

a. Budget to Actual Expenditure Report – *Report was attached.*
b. Public Works Utility Maintenance & Project Update Report - *Report was attached.*
c. Water Loss Report – *Report was attached*
d. WLSSD Monthly Flow, Rain Fall & Flow – *Report was attached.*
e. New Connections Report – *Report was attached*
f. Utility Billing Happenings – *Memo attached*

COMMISSION MEMBERS REPORT

a. Jim Samberg: *No report.*
b. William Berg: *No report.*
c. Robert McLachlan: *No report.*
d. Doug Kerfeld: *No report*
e. Howard Jacobson: *No report.*
f. Councilor Grant Hauschild: *No report*

RECESS Motion by Jim Samberg to adjourn, second by William Berg. All ayes, motion carried. The meeting recessed at approximately 6:55pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk

2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com

Western Lake Superior Sanitary District

October 8, 2021

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
ATTN: Discharge Monitoring Report

Dear Regulatory Authority,

This cover letter is a summary of Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for September 2021 (as per NPDES/SDS permit MN0049786). An electronic copy of this month's report will be submitted to MPCA. If anyone would like a paper or electronic version of the attachments please contact WLSSD at (218) 722-3336.

The average daily flow to the plant in September was 32 MGD.

The average influent cBOD5 concentration was 289 mg/L and the average effluent concentration was 6.4 mg/L. The cBOD5 removal efficiency for the month of September was 98 percent. The average influent and effluent suspended solids concentrations were 591 mg/L and 3.6 mg/L, respectively, providing a monthly suspended solids removal rate of 99 percent.

For the month of September, the effluent phosphorus calendar month average concentration was 0.5 mg/L and the average mass was 58 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of September, the effluent's daily maximum mercury concentration was 2.3 ng/L and the monthly average was 1.9 ng/L. WLSSD's NPDES permit which expired May 31, 2021, stipulated mercury discharge limitations of 5.8 ng/L for the calendar month average, and 7.4 ng/L for a daily maximum. In milligrams per day, the calendar month average limit was 1062 and the daily maximum limit was 1355. For the month of September, the calendar month average mercury was 231 mg/d, and the daily maximum was 300 mg/d.

WLSSD proactively submitted a notification letter to the MPCA on May 6, 2021 that identified and discussed the NPDES/SDS permit compliance challenges it faced meeting mercury limits without a variance.

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October 8, 2021

The submittal also contains: a Sample Values Spreadsheet, DMR Calculated Values Spreadsheet, and reports of sewage releases and Quarterly reports, if applicable.

Sincerely,

Marianne Bohren
Executive Director

MB/jaf

Attachments

CC: Ms. Alieca Johnson
Ms. Rhonda Peleski
Ms. Lori Stigers
Mr. Caleb Peterson
Mr. Derek Wolf
Mr. John Mulder

2626 Courtland Street
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Western Lake Superior Sanitary District

September 28, 2021

City of Hermantown
Mr. John Mulder
City Administrator
5105 Maple Grove Road
Hermantown, MN 55811

RE: 2022 Budget Western Lake Superior Sanitary District (WLSSD)

Dear Mr. Mulder:

The Board of Directors of the Western Lake Superior Sanitary District approved its 2022 budget at the September 27, 2021 board meeting. The Board approved a 4.11% increase in the wastewater budget. The 2022 budgeted wastewater treatment charges for the City of Hermantown are shown below:

Total Annual Charges	$ 578,737
Total Monthly Charge	$ 48,228

This amount represents an increase from 2021 of $67,387 or 13.18%. The budget for 2022 reflects the higher peak flow allocation (3.8 MGD) for Hermantown included in the 2022 – 2026 capacity allocation permit. Although Hermantown's peak flow allocation was increased from 1.282 MGD in 2017, 2022 is the first year the higher peak flow has been included in Hermantown's wastewater treatment budget.

Please note that any year-end adjustment relating to 2021 wastewater charges will be calculated in January 2022 and sent to you under a separate letter.

The District-wide allocation remains unchanged at $355,000 for 2022. The 2022 District-wide allocation for the City of Hermantown is $37,424. This amount may be paid in two equal installments. The first is due on or before July 1, 2022, and the second on or before December 1, 2022.

If you have any questions on this information please call my office at 218-740-4805.

Sincerely,

Marianne Bohren
Executive Director

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WLSSD 2022 BUDGETED FLOWS AND LOADINGS
FLOW (MGD)

	BUDGET 2021	ESTIMATE 2021	BUDGET 2022
DULUTH	12.700	11.316	12.700
CLOQUET	1.150	0.896	1.150
HERMANTOWN	0.650	0.614	0.650
PROCTOR	0.450	0.369	0.450
ESKO (Includes Helb/Lars)	0.2062	0.165	0.2062
SCANLON	0.169	0.121	0.169
CARLTON	0.150	0.146	0.150
THOMSON (City only)	0.010	0.008	0.010
TWIN LAKES	0.070	0.028	0.070
RICE LAKE	0.060	0.052	0.060
OLIVER	0.022	0.018	0.022
PIKE LAKE	0.100	0.081	0.100
KNIFE RIVER	0.022	0.018	0.022
MPCA LANDFILL	0.002	0.002	0.002
WRENSHALL	0.027	0.025	0.027
JAY COOKE	0.002	0.002	0.002
BUFFALO/MIDWAY	0.0030	0.004	0.0030
DULUTH/NORTH SHORE	0.050	0.049	0.050
MUNICIPAL SUBTOTAL	**15.843**	**13.914**	**15.843**
SAPPI	16.000	17.456	16.500
USG	0.450	0.483	0.450
ST PAPER 1	0.000	0.455	0.500
SPECIALTY MINERALS	0.240	0.231	0.240
INDUSTRIAL SUBTOTAL	**16.690**	**18.625**	**17.690**
TOTAL FLOW	**32.533**	**32.538**	**33.533**

WLSSD 2022 BUDGETED FLOWS AND LOADINGS
BOD (LBS/DAY)

	BUDGET 2021	ESTIMATE 2021	BUDGET 2022
DULUTH	13,100	14,025	13,100
CLOQUET	1,717	1,337	1,717
HERMANTOWN	1,150	1,023	1,150
PROCTOR	530	452	530
ESKO (Includes Helb/Lars)	263	263	263
SCANLON	282	202	282
CARLTON	160	160	160
THOMSON (City only)	17	14	17
TWIN LAKES	292	115	292
RICE LAKE	100	87	100
OLIVER	37	29	37
PIKE LAKE	167	136	167
KNIFE RIVER	37	30	37
MPCA LANDFILL	3	3	3
WRENSHALL	45	41	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	8	9	8
DULUTH/NORTH SHORE	83	81	83
MUNICIPAL SUBTOTAL	**17,993**	**18,011**	**17,993**
SAPPI	42,000	44,958	42,500
USG	1,300	1,655	1,450
ST PAPER 1	0	12	15
SPECIALTY MINERALS	6	6	6
INDUSTRIAL SUBTOTAL	**43,306**	**46,631**	**43,971**
TOTAL BOD	**61,299**	**64,642**	**61,964**

WLSSD 2022 BUDGETED FLOWS AND LOADINGS
SUSPENDED SOLIDS (LBS/DAY)

	BUDGET 2021	ESTIMATE 2021	BUDGET 2022
DULUTH	15,800	18,510	16,100
CLOQUET	2,522	1,964	2,522
HERMANTOWN	1,100	1,015	1,100
PROCTOR	600	577	600
ESKO	305	305	305
(Includes Helb/Lars)			
SCANLON	282	202	282
CARLTON	183	183	183
THOMSON	17	14	17
(City only)			
TWIN LAKES	262	103	262
RICE LAKE	100	87	100
OLIVER	37	29	37
PIKE LAKE	167	136	167
KNIFE RIVER	37	30	37
MPCA LANDFILL	3	3	3
WRENSHALL	45	41	45
JAY COOKE	3	4	3
BUFFALO/MIDWAY	5	7	5
DULUTH/NORTH SHORE	83	81	83
MUNICIPAL SUBTOTAL	**21,551**	**23,291**	**21,851**
SAPPI	14,000	19,957	16,500
USG	600	1,488	1,100
ST PAPER 1	0	25	23
SPECIALTY MINERALS	800	330	300
INDUSTRIAL SUBTOTAL	**15,400**	**21,800**	**17,923**
TOTAL DISTRICT	**36,951**	**45,091**	**39,774**

2022 Budget
Wastewater Unit Costs

	BUDGET 2021	BUDGET 2022	% CHANGE
VOLUME			
FLOW (MGD)	32.53	33.53	3.07%
BOD (LBS/DAY)	61,299	61,964	1.08%
SUSPENDED SOLIDS (LBS/DAY)	36,951	39,774	7.64%
O & M UNIT COSTS			
FLOW (COST/1000 GAL)	$0.5957	$0.6415	7.69%
PEAK FLOW	$0.0435	$0.0315	-27.56%
BOD (COST/LB)	$0.2030	$0.2055	1.27%
SUSPENDED SOLIDS (COST/LB)	$0.3349	$0.3189	-4.78%
O & M + DEBT SERVICE UNIT COSTS			
FLOW (COST/1000 GAL)	$0.8019	$0.8614	7.42%
PEAK FLOW	$0.0990	$0.0851	-14.00%
BOD (COST/LB)	$0.2539	$0.2580	1.61%
SUSPENDED SOLIDS (COST/LB)	$0.3968	$0.3781	-4.70%
DOMESTIC EQUIV (COST/1000GAL)	$1.9862	$2.0075	1.07%

2022 Budget
Wastewater Treatment Charges

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	$9,397,598	$9,368,535	-$29,062	-0.31%
CLOQUET	$1,006,748	$1,053,638	$46,891	4.66%
PROCTOR	$327,748	$341,820	$14,072	4.29%
HERMANTOWN	$511,351	$578,737	$67,387	13.18%
ESKO	$146,702	$162,337	$15,635	10.66%
SCANLON	$116,873	$136,329	$19,456	16.65%
CARLTON	$113,973	$117,347	$3,373	2.96%
RICE LAKE	$52,159	$54,023	$1,865	3.58%
TWIN LAKE	$92,756	$96,707	$3,951	4.26%
PIKE LAKE	$77,323	$82,205	$4,882	6.31%
KNIFE RIVER	$20,354	$19,976	-$378	-1.86%
OLIVER	$17,194	$18,215	$1,021	5.94%
THOMSON	$9,371	$9,874	$503	5.37%
WRENSHALL	$22,163	$24,209	$2,045	9.23%
JAY COOKE	$2,759	$2,515	-$244	-8.85%
MIDWAY	$5,050	$4,902	-$148	-2.93%
MPCA LANDFILL	$11,827	$9,049	-$2,778	-23.49%
DULUTH/NORTH SHORE	$49,443	$48,068	-$1,375	-2.78%
SUBTOTAL	$11,981,391	$12,128,486	$147,095	1.23%
SAPPI	$11,685,656	$12,431,269	$745,614	6.38%
GEORGIA PACIFIC DEBT SERV ONLY	$32,088	$19,881	-$12,207	-38.04%
USG	$479,239	$542,890	$63,652	13.28%
ST PAPER 1	$1,018,679	$1,188,398	$169,719	16.66%
SPECIALTY MINERALS	$225,296	$155,224	-$70,072	-31.10%
SUBTOTAL	$13,440,958	$14,337,663	$896,705	6.67%
TOTAL DISTRICT	$25,422,349	$26,466,149	$1,043,801	4.11%

2022 Budget
Wastewater Treatment Charges

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	$9,397,598	$9,368,535	-$29,062	-0.31%
CLOQUET	$1,006,748	$1,053,638	$46,891	4.66%
PROCTOR	$327,748	$341,820	$14,072	4.29%
HERMANTOWN	$511,351	$578,737	$67,387	13.18%
ESKO	$146,702	$162,337	$15,635	10.66%
SCANLON	$116,873	$136,329	$19,456	16.65%
CARLTON	$113,973	$117,347	$3,373	2.96%
RICE LAKE	$52,159	$54,023	$1,865	3.58%
TWIN LAKE	$92,756	$96,707	$3,951	4.26%
PIKE LAKE	$77,323	$82,205	$4,882	6.31%
KNIFE RIVER	$20,354	$19,976	-$378	-1.86%
OLIVER	$17,194	$18,215	$1,021	5.94%
THOMSON	$9,371	$9,874	$503	5.37%
WRENSHALL	$22,163	$24,209	$2,045	9.23%
JAY COOKE	$2,759	$2,515	-$244	-8.85%
MIDWAY	$5,050	$4,902	-$148	-2.93%
MPCA LANDFILL	$11,827	$9,049	-$2,778	-23.49%
DULUTH/NS	$49,443	$48,068	-$1,375	-2.78%
SUBTOTAL	$11,981,391	$12,128,486	$147,095	1.23%
	Billed Estimate			
SAPPI	$12,870,258	$12,431,269	-$438,988	-3.41%
GEORGIA PACIFIC DEBT SERV ONLY	$32,088	$19,881	-$12,207	-38.04%
USG	$624,575	$542,890	-$81,684	-13.08%
ST PAPER 1 *	$1,139,910	$1,188,398	$48,488	4.25%
SPECIALTY MINERALS	$157,200	$155,224	-$1,976	-1.26%
SUBTOTAL	$14,824,031	$14,337,663	-$486,368	-3.28%
TOTAL DISTRICT	$26,805,422	$26,466,149	-$339,272	-1.27%

**Billed Estimate Reflects Entire Year for 2021*

2022 Budget
O&M Cost Comparison

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	$6,220,486	$6,234,031	$13,545	0.22%
CLOQUET	$722,785	$741,683	$18,898	2.61%
PROCTOR	$225,499	$232,675	$7,176	3.18%
HERMANTOWN	$371,011	$402,733	$31,723	8.55%
ESKO	$105,358	$112,641	$7,284	6.91%
SCANLON	$93,100	$103,087	$9,987	10.73%
CARLTON	$73,712	$75,441	$1,729	2.35%
RICE LAKE	$35,440	$36,656	$1,216	3.43%
TWIN LAKE	$71,401	$72,526	$1,124	1.57%
PIKE LAKE	$56,600	$59,368	$2,768	4.89%
KNIFE RIVER	$13,766	$13,464	-$302	-2.20%
OLIVER	$12,559	$13,072	$513	4.09%
THOMSON	$6,036	$6,109	$73	1.21%
WRENSHALL	$15,395	$16,357	$963	6.25%
JAY COOKE	$1,217	$1,199	-$18	-1.47%
MIDWAY	$1,890	$1,899	$9	0.46%
MPCA LANDFILL	$2,329	$1,544	-$785	-33.69%
DULUTH/NORTH SHORE	$31,373	$30,662	-$711	-2.27%
SUBTOTAL	$8,059,957	$8,155,148	$95,191	1.18%
SAPPI	$8,428,454	$9,058,491	$630,037	7.48%
USG	$279,396	$350,801	$71,405	25.56%
ST PAPER 1	$0	$207,158	$207,158	
SPECIALTY MINERALS	$154,542	$94,551	-$59,991	-38.82%
SUBTOTAL	$8,862,391	$9,711,001	$848,610	9.58%
TOTAL DISTRICT	$16,922,349	$17,866,149	$943,801	5.58%

2022 Budget
Debt Service Costs

	BUDGET 2021	BUDGET 2022	INCREASE (DECREASE)	% CHANGE
DULUTH	$3,177,112	$3,134,505	($42,607)	-1.34%
CLOQUET	$283,962	$311,955	$27,992	9.86%
PROCTOR	$102,249	$109,146	$6,897	6.75%
HERMANTOWN	$140,340	$176,004	$35,664	25.41%
ESKO	$41,344	$49,695	$8,352	20.20%
SCANLON	$23,773	$33,242	$9,469	39.83%
CARLTON	$40,261	$41,905	$1,644	4.08%
RICE LAKE	$16,718	$17,367	$649	3.88%
TWIN LAKE	$21,355	$24,181	$2,826	13.23%
PIKE LAKE	$20,723	$22,837	$2,114	10.20%
KNIFE RIVER	$6,588	$6,513	($75)	-1.14%
OLIVER	$4,635	$5,142	$507	10.94%
THOMSON	$3,334	$3,765	$430	12.90%
WRENSHALL	$6,769	$7,852	$1,083	16.00%
JAY COOKE	$1,542	$1,316	($226)	-14.67%
MIDWAY	$3,160	$3,003	($157)	-4.96%
MPCA LANDFILL	$9,498	$7,505	($1,993)	-20.99%
DULUTH/NORTH SHORE	$18,070	$17,406	($664)	-3.68%
SUBTOTAL	$3,921,434	$3,973,338	$51,904	1.32%
SAPPI	$3,257,202	$3,372,779	$115,576	3.55%
GEORGIA PACIFIC DEBT SERV ONLY	$32,088	$19,881	($12,207)	-38.04%
USG	$199,842	$192,089	($7,753)	-3.88%
ST PAPER 1	$1,018,679	$981,240	($37,439)	-3.68%
SPECIALTY MINERALS	$70,755	$60,673	($10,082)	-14.25%
SUBTOTAL	$4,578,566	$4,626,662	$48,096	1.05%
TOTAL DISTRICT	$8,500,000	$8,600,000	$100,000	1.18%

Western Lake Superior Sanitary District
Billing Detail
2022 Budget

Line No.	Class of Service	Budget Basis	Operating Expenses, based on Actual Flows and Loads					Debt Svc - based on Allocated Flows and Loads						TOTAL
			Flow	Excess FI	BOD	TSS	TOTAL	FLOW	PEAK FLOW	TOTAL FLOW	BOD	TSS	TOTAL	
	Municipalities: Duluth-													
1	Duluth	Budget	$2,973,587	$403,817	$982,813	$1,873,813	$6,234,031	$1,376,070	$935,381	$2,311,451	$323,993	$499,061	$3,134,505	$9,368,535
2	Cloquet	Budget	$269,262	$50,046	$128,800	$293,576	$741,683	$112,433	$93,376	$205,809	$37,109	$69,037	$311,955	$1,053,638
3	Proctor	Budget	$105,363	$17,717	$39,763	$69,832	$232,675	$48,415	$34,198	$82,613	$11,336	$15,197	$109,146	$341,820
4	Hermantown	Budget	$152,191	$36,240	$86,277	$128,025	$402,733	$58,777	$52,227	$111,004	$29,542	$35,458	$176,004	$578,737
5	Esko	Budget	$48,280	$9,132	$19,731	$35,498	$112,641	$18,516	$15,106	$33,622	$6,621	$9,453	$49,695	$162,337
6	Scanlon	DE	$39,570	$9,560	$21,149	$32,808	$103,087	$11,466	$12,190	$23,655	$4,566	$5,020	$33,242	$136,329
7	Carlton	Budget	$35,121	$7,018	$12,004	$21,299	$75,441	$21,167	$13,454	$34,621	$3,096	$4,188	$41,905	$117,347
8	Rice Lake	DE	$14,048	$3,451	$7,508	$11,648	$36,656	$6,842	$5,302	$12,144	$2,468	$2,755	$17,367	$54,023
9	Twin Lake	Budget	$16,390	$3,797	$21,899	$30,440	$72,526	$7,217	$6,489	$13,707	$5,013	$5,461	$24,181	$96,707
10	Pike Lake	DE	$23,414	$4,027	$12,514	$19,413	$59,368	$8,685	$7,327	$16,012	$3,235	$3,590	$22,837	$82,205
11	Knife River	DE	$5,151	$1,289	$2,753	$4,271	$13,464	$2,081	$2,622	$4,703	$851	$958	$6,513	$19,976
12	Oliver	DE	$5,151	$897	$2,753	$4,271	$13,072	$1,914	$1,620	$3,535	$761	$846	$5,142	$18,215
13	Thomson	DE	$2,341	$575	$1,251	$1,941	$6,109	$1,412	$1,070	$2,482	$614	$669	$3,765	$9,874
14	Wrenshall	DE	$6,322	$1,415	$3,379	$5,242	$16,357	$3,115	$2,149	$5,264	$1,226	$1,361	$7,852	$24,209
15	Jay Cooke	DE	$468	$92	$250	$388	$1,199	$518	$300	$818	$229	$269	$1,316	$2,515
16	Midway	DE	$702	$51	$563	$582	$1,899	$1,376	$772	$2,148	$374	$481	$3,003	$4,902
17	MPCA Landfill	DE	$468	$437	$250	$388	$1,544	$3,317	$1,578	$4,894	$1,220	$1,390	$7,505	$9,049
18	Unused	DE	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
19	North Shore	DE	$11,707	$2,991	$6,257	$9,707	$30,662	$6,177	$6,066	$12,243	$2,425	$2,738	$17,406	$48,068
21	Totals-Municipalities		$3,709,539	$552,553	$1,349,916	$2,543,141	$8,155,148	$1,689,497	$1,191,227	$2,880,725	$434,680	$657,933	$3,973,338	$12,128,486
	Industrials-													
22	Georgia Pacific		$0	$0	$0	$0	$0	$4,748	$1,852	$6,600	$10,679	$2,603	$19,881	$19,881
23	Sappi		$3,863,322	$86,286	$3,188,515	$1,920,368	$9,058,491	$1,314,181	$469,647	$1,783,828	$1,075,809	$513,141	$3,372,779	$12,431,269
24	ST Paper 1		$117,070	$86,286	$1,125	$2,677	$207,158	$335,237	$156,549	$491,786	$434,712	$54,742	$981,240	$1,188,398
25	USG		$105,363	$8,629	$108,785	$128,025	$350,801	$48,766	$23,482	$72,248	$43,182	$76,659	$192,089	$542,890
27	Specialty Minerals		$56,194	$2,991	$450	$34,916	$94,551	$21,776	$9,784	$31,560	$166	$28,947	$60,673	$155,224
28	Totals-Industrials		$4,141,950	$184,191	$3,298,875	$2,085,985	$9,711,001	$1,724,707	$661,315	$2,386,022	$1,564,548	$676,092	$4,626,662	$14,337,663
30	Totals-All Users		$7,851,488	$736,744	$4,648,791	$4,629,126	$17,866,149	$3,414,205	$1,852,542	$5,266,747	$1,999,228	$1,334,025	$8,600,000	$26,466,149

WLSSD DISTRICT-WIDE ALLOCATION
2022 BUDGET

	TAX CAPACITY VALUE 2021 (THOUSANDS)	% OF TOTAL	DWA 2021	TAX CAPACITY VALUE 2022 (THOUSANDS)	% OF TOTAL	DWA 2022
ST. LOUIS COUNTY						
DULUTH	$84,237	61.99%	$220,074	$87,700	62.28%	$221,104
HERMANTOWN	$14,736	10.84%	$38,499	$14,844	10.54%	$37,424
PROCTOR	$2,841	2.09%	$7,422	$2,839	2.02%	$7,158
CANOSIA	$2,791	2.05%	$7,292	$2,901	2.06%	$7,314
DULUTH TOWNSHIP	$635	0.47%	$1,660	$655	0.47%	$1,651
GRAND LAKE	$3,315	2.44%	$8,661	$3,438	2.44%	$8,668
LAKEWOOD *	$641	0.47%	$1,674	$674	0.48%	$1,699
MIDWAY *	$546	0.40%	$1,426	$537	0.38%	$1,354
RICE LAKE	$3,745	2.76%	$9,784	$3,968	2.82%	$10,004
SOLWAY *	$549	0.40%	$1,434	$546	0.39%	$1,376
SUBTOTAL	$114,036	83.92%	$297,925	$118,102	83.87%	$297,751
CARLTON COUNTY						
CARLTON/THOMSOI	$723	0.53%	$1,889	$704	0.50%	$1,775
CLOQUET	$9,378	6.90%	$24,501	$9,609	6.82%	$24,226
SCANLON	$837	0.62%	$2,187	$881	0.63%	$2,221
WRENSHALL	$379	0.28%	$990	$394	0.28%	$993
SILVERBROOK*	$595	0.44%	$1,553	$629	0.45%	$1,585
THOMSON TOWNSH	$6,662	4.90%	$17,405	$6,990	4.96%	$17,623
TWIN LAKES	$3,273	2.41%	$8,551	$3,501	2.49%	$8,826
SUBTOTAL	$21,847	16.08%	$57,075	$22,708	16.13%	$57,249
TOTAL DWA	$135,882	100.00%	$355,000	$140,810	100.00%	$355,000

* Charges for unsewered areas are based on 25% of net tax capacity.

21-170

Rec'd
9-23-2

MINNESOTA MDH DEPARTMENT OF HEALTH

Protecting, maintaining and improving the health of all Minnesotans

September 3, 2021

Hermantown City Council
c/o Bonnie Engseth, Clerk
Hermantown City Hall
5105 Maple Grove Road
Hermantown, Minnesota 55811-3605

Dear Council Members:

SUBJECT: Sanitary Survey Report for Hermantown Public Water System (PWS), St. Louis County, PWSID 1690043

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 218/302-6178.

Sincerely,

Michael Luhrsen, P.E.
Community Public Water Supply Unit
Environmental Health Division
11 East Superior Street, Suite 290
Duluth, Minnesota 55802-2007

ML
Enclosures
cc: Water Superintendent

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

System Name: **Hermantown**
PWSID: **1690043**
System Contact: **John, Mulder, City Administrator**

Survey Date: **04/12/2021**
Surveyor: **Michael Luhrsen, P.E.**
PWS Type: **Community**

Contact Information

Name	Address	Phone/Email
Contact		
John, Mulder, City Administrator		Business Phone 1 218/729-3600 Business Phone 2 218/729-3601 Email jmulder@hermantownmn.com
Owner/Responsible Party		
Hermantown City Council	c/o Bonnie Engseth, Clerk Hermantown City Hall 5105 Maple Grove Road Hermantown, MN 55811-3605	Business Phone 1 218/729-3600 Email Bonnie@hermantownmn.com
Financial		
Hermantown City Council	c/o Bonnie Engseth, Clerk Hermantown City Hall 5105 Maple Grove Road Hermantown, MN 55811-3605	Email Bonnie@hermantownmn.com
Sample Bottles/General Correspondence		
Hermantown Water Superintendent	5105 Maple Grove Road Hermantown, MN 55811-3605	Business Phone 1 218/729-3640 Email dsharpe@hermantownmn.com
Emergency Workday		
Paul Senst		Business Fax 218/729-3620 Business Phone 1 218/729-3600 Cell Phone 218/391-0065 Email psenst@hermantownmn.com
Emergency After-Hours		
Paul Senst		Business Phone 1 218/729-5503 Cell Phone 218/391-0065 Email psenst@hermantownmn.com
Consumer Confidence Report		
John Mulder		Business Phone 1 218/729-3600 Email jmulder@hermantownmn.com

Classification Information

Owner Type:	Municipal	Population:	5055
System Class:	D	Service Connections:	2355
Service Area Characteristics:	Municipal	Class Points:	30

Certified Operators

Name	Class	Expiration Date	Name	Class	Expiration Date
Bjonskaas, Aron W.	D	07/31/2024	Durovec, Chris P.	D	07/31/2024
LaFave, Christopher L.	D	01/31/2022	Leibel, Glen M.	D	06/30/2022

MINNESOTA DEPARTMENT OF HEALTH
SECTION OF DRINKING WATER PROTECTION
Public Water Supply Inventory Report

System Name: **Hermantown**
PWSID: **1690043**
System Contact: **John, Mulder, City Administrator**

Survey Date: **04/12/2021**
Surveyor: **Michael Luhrsen, P.E.**
PWS Type: **Community**

Bacteriological Sample Site Plan

Distribution

Sample Site ID	Sample Location	Status	Notes
	Utilities Building	Active	
	Spur Station	Active	
	Kwik Trip 4978 Miller Trunk Hwy	Active	
	4289 Ugstad Road Essentia Wellness	Active	
	City Hall	Active	

MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

System Name: **Hermantown**
PWSID: **1690043**
System Contact: **John, Mulder, City Administrator**

Survey Date: **04/12/2021**
Surveyor: **Michael Luhrsen, P.E.**
PWS Type: **Community**

Requirements and Recommendations

Water Source

Not Applicable.

Pumps/Pump Facilities and Controls

No deficiencies observed.

Treatment

Not applicable.

Water Storage

No deficiencies observed.

Distribution

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

All building services shall be installed in accordance with the Minnesota Plumbing Code, Minnesota Rules, Chapter 4715.

The minimum size of waterman, which provides for fire protection and serving fire hydrants, shall be six-inch diameter. Larger size mains will be required if necessary to allow the withdrawal of the required fire flow while maintaining the minimum residual pressure of 20 psi.

Monitoring/Reporting Data Verification

The following applicable records are required to be maintained by the water supply system:
a. Coliform bacteria results - 5 years
b. Chlorine residual results - 5 years
c. Chemical results - 10 years
d. Sanitary survey reports - 10 years
e. All lead and copper materials - 12 years
f. Consumer confidence reports - 3 years
g. Public Notices - 3 years
h. Fluoride quarterly results and monthly reports - 1 year
[Minn. Rules 4720.0350]

MINNESOTA DEPARTMENT OF HEALTH
Section of Drinking Water Protection
Sanitary Survey Report

System Name: **Hermantown**
PWSID: **1690043**
System Contact: **John, Mulder, City Administrator**

Survey Date: **04/12/2021**
Surveyor: **Michael Luhrsen, P.E.**
PWS Type: **Community**

Bacteriological Results and Chlorine Residuals

Date	Sampling Location	Chlorine Residual Free / Total	Coliform Bacteria	E.Coli
04/12/2021	Utilities Building	/ 0.40	Absent	
04/12/2021	Service Station	/ 0.40	Absent	

TO:	Mayor & City Council		
FROM:	John Mulder, City Administrator		
DATE:	**October 13, 2021**	**Meeting Date:**	**10/18/21**
SUBJECT:	**Utility and Infrastructure Manager Position**	**Agenda Item: 12-B**	**Resolution 2021-131**

REQUESTED ACTION

Approve the creation of the Utility and Infrastructure Manager position, job description, and pay grade.

BACKGROUND

In May of this year, the City Council discussed the possibility of adding a new position. Attached is a proposed job description for the requested position.

Over the past several years, the City has taken a more proactive approach by developing a road improvement program and planning infrastructure improvements (for example – Section 24 sewer project). In addition, the requirements related to Stormwater Management and the MS4. So much of this work has been divided up between several staff and at times there is an unclear line of expectations and responsibilities. This would also free up time for the City Administrator to focus on other areas like the community recreation initiative and economic development.

The City operates 4 separate utilities (Water, Sewer, Stormwater, & Street Lights) with a combined budget of approximately $4 million. In addition to that, the City has 3 franchise agreements (MN Energy Resources, MN Power, & Mediacom). The City's right of way is used by local telephone companies and various broadband providers.

In 2019, the City started a Road Improvement Plan, which requires considerable staff time to coordinate and process and can last between 18 to 24 months with planning, construction, and the assessment process.

SOURCE OF FUNDS (if applicable)

601 Water Fund
602 Sewer Fund
603 Storm water Fund
101 General Fund

ATTACHMENTS

Staff Requisition Form
Proposed Job Description
Costing Information

STAFF REQUISITION

Title of requested position: **Utilities and Infrastructure Manager**

Department: Utilities

Date of Request: 10/11/218/13/19

Classification of position request (check one in each column)

[X] Regular Position	[X] Full time
[ ] Temporary Position	[ ] Part time _____
Duration:_____--	Hours

In the space provided below briefly describe the disposition of the request (i.e. classify specific job category, reason, time frame, duties, replacement position or addition to staff, any other significant information):

This is a new position to lead and manage the planning and implementation of the City's overall right of way, utility, and infrastructure programs. The City's infrastructure is a major investment and recently the City has taken on a more proactive approach to maintenance and development. Planning for infrastructure can lead to community and economic growth. There is continued pressure on the use of city right of way in the area of telecommunications and broadband.

If approved, recruitment would begin immediately with the hopes of having a new person on board right around the first of the year.

Define the budgetary impact of this request (Tax levy, State or Federal grants, proposed hourly rate, requested fringe benefits, department FTE, and/or productivity): If funded by a grant, is the grant anticipated to continue at the same level in future years.

The cost of this position will be split between the Water, Sewer, and Stormwater utilities, and the General Fund. The costs of wages and benefits are shown in the costing sheet which is attached.

Explain the adverse effects on the department if this request is not approved:

Work and responsibilities would continue to be spread our over several departments and the City Administrator preventing them from spending time on new tasks and responsibilities. There is concern that certain program areas such as stormwater are not getting the attention needed to proactively address issues, and the City ends up to reacting to problems after the fact.

Approved by the City Council on _____Resolution Number **2021-__**

Date

Administration

Utility and Infrastructure Manager

Dept/Div: *Utilities* FLSA Status: *Exempt*

General Definition of Work

Under the direction of the City Administrator and City Council. Performs complex professional work to lead and manage the planning and implementation of the City's overall right of way, utility, and infrastructure programs and other various projects assigned by the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Administers the City right of way plan (this includes the development of a comprehensive Right of Way ordinance) by processing and coordinating work in the right of way by private individuals, and private utilities.

Coordinates overall MS4 program and manages the City's Stormwater Utility.

Works with the City Engineer and City Administrator, manages the City's road improvement plan by doing the following: Prepares RFP for engineers, solicits quotes for Geotech work, reviews affected properties for assessments, generates mailing lists, conducts neighborhood meetings prior to public hearings, presents at public hearings and any other tasks necessary to bring projects to successful conclusions.

Works with City Engineer to coordinate and oversee contract construction activities of city improvement and maintenance projects.

Works with City Engineer to develop and maintain a utility improvement plan, coordinating with the road improvement program.

Leads and manages efforts on petitions for sewer & water improvements.

Leads & manages City's assessment database/record keeping of paid and payable assessments.

Keeps the public, employees, and affected agencies informed of relevant engineering projects and issues, by participating at public meetings.

Provides general or technical information in response to written or oral inquiries from the general public, employees, and State and Federal agencies.

Leads efforts to track and record City public infrastructure assets using GIS database. Must have a working knowledge of GIS to maintain City's use of this tool.

Provides staff support and program leadership for the Utility Commission

Administration of water tower leases.

Represent the City on the Metropolitan Interstate Committee's (MIC) Transportation Advisory Committee (TAC).

Coordinates City's efforts on broadband expansion and coordinating with road improvements and work within the City's ROW.

Works with other departments to implement capital improvements to parks and trails.

Lead on City Council priority projects as assigned by the City Administrator

Researches policy issues; evaluates and directs efforts to improve City operations; leads efforts on assigned City Council priority projects and other projects as assigned by the City Administrator.

Prepares memos, drafts policy and procedure documents related to City utilities and infrastructure

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of civil engineering. General knowledge of the principles and practices of City planning and community development; basic knowledge of municipal finance as they apply to City infrastructure development and maintenance; ability to interpret and analyze technical and statistical information to prepare and present technical oral and written reports; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with City, state and local officials, civic and business leaders, associates and the general public, ability to operate standard office equipment and applicable software packages (including GIS).

Education and Experience

Bachelor's degree from four-year college or university in a related field; or two to four years related experience and/or training or equivalent combination of education and experience. Professional license in Engineering with the State of Minnesota desired, but not required.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license.

City of Hermantown

Budget Form - Personnel Costs

Department 101 121 128 129 131 151

Utilities

Position	Hourly Rate	Annual Hours	Annual Wages	PERA 7.50%	FICA 6.20%	Medicare 1.45%	Health Insurance F	Health Insurance S	Health Insurance Cost	VEBA Cont	Dental	Work Comp 0.15%	Misc	Total Cost
Current														
Utility Manager	$ 40.60	2080	84,448.00	6,333.60	5,235.78	1,224.50	1		25,583.58	5,000.00	787.32	125.06	1,094	129,832.83
														129,832.83

Sources:

Assumptions: Start Grade 12
Assumes Family coverage

Date: 10/11/2021
Prepared by: John Mulder

Resolution No. 2021-131

RESOLUTION APPROVING UTILITY AND INFRASTRUCTURE MANAGER JOB DESCRIPTION AND POSITION

WHEREAS, the City of Hermantown is a Plan "A" Statutory City; and

WHEREAS, the position of Utility and Infrastructure Manager is to perform professional work assisting the City Administrator and other Department Heads; and

WHEREAS, attached as Exhibit "A" is the Job Description for the position of Utility and Infrastructure Manager; and

WHEREAS, the City Council supports the addition of a Utility and Infrastructure Manager to perform the duties as described in the Job Description under the supervision of the City Administrator; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Hermantown approves the following:

1. Job Description and Position of Utility and Infrastructure Manager in Grade 12 of the Management Compensation plan.

Councilor ____ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor ____ and, upon a vote being taken thereon, the following voted in favor thereof:

Councilors

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted October 18, 2021.

Utility Commission Agenda Report
October 21, 2021

TO:	Utility Commission Members		
FROM:	Eric Johnson, Community Development Director		
DATE:	**October 13, 2021**	**Meeting Date:**	**10/21/21**
SUBJECT:	**A-Lign Properties – Utility Extension**	**Agenda Item:**	7a

REQUESTED ACTION
Provide comment regarding the extension of public water and sewer mains along Lavaque Road

BACKGROUND

A-Lign Properties, LLC (applicant) was approved by the City Council in March 2021 to construct three twinhomes (6 units total) on an existing 4.1 acre lot with the property being subdivided into three parcels ranging in size from 1.24 to 1.61 acres in size. The building locations are situated as to utilize an existing upland portion of the property on which to build.

The applicant will connect each residential unit to City sewer and water systems. Water and sewer are available along Hermantown Road with these two buildings having an availability fee associated with them. The twinhome building fronting Lavaque Road will require the extension of public sewer and water approximately 270 feet to the north from Hermantown Road.

To date, the two twinhomes along Hermantown Road have been constructed and are nearing completion. The third twinhome along Lavaque Road is planned in the near future but requires the extension of water and sanitary mains in order to be built.

The applicant has provided engineered plans for utility extensions/connections for the proposed work. Detailed plans for the utility extensions/connections will be reviewed and approved by the City Engineer prior to issuance of the building permits. The utility work will be designed and built to City standards/specifications and turned over to the City upon recommendation of acceptance by the City Engineer.

The applicant is proposing to provide individual utility services to each unit as this allows for the potential sale of the units.

There is an existing utility easement running from Hermantown Road to the property located at 3810 Lavaque Road. The location of the townhome building and proposed driveway on Tract B do not conflict with this easement.

The applicant will be required to either present a Letter of Credit for 125% of the construction value of these utilities or install these utilities prior to obtaining a certificate of occupancy.

SOURCE OF FUNDS (if applicable)

ATTACHMENTS

Location Map
Plan Set

Location Map

Call 48 Hours before digging
GOPHER STATE ONE CALL
Twin Cities Area 651-454-0002
MN. Toll Free 1-800-252-1166

KASKI DEVELOPMENT

HERMANTOWN ROAD, HERMANTOWN, MN

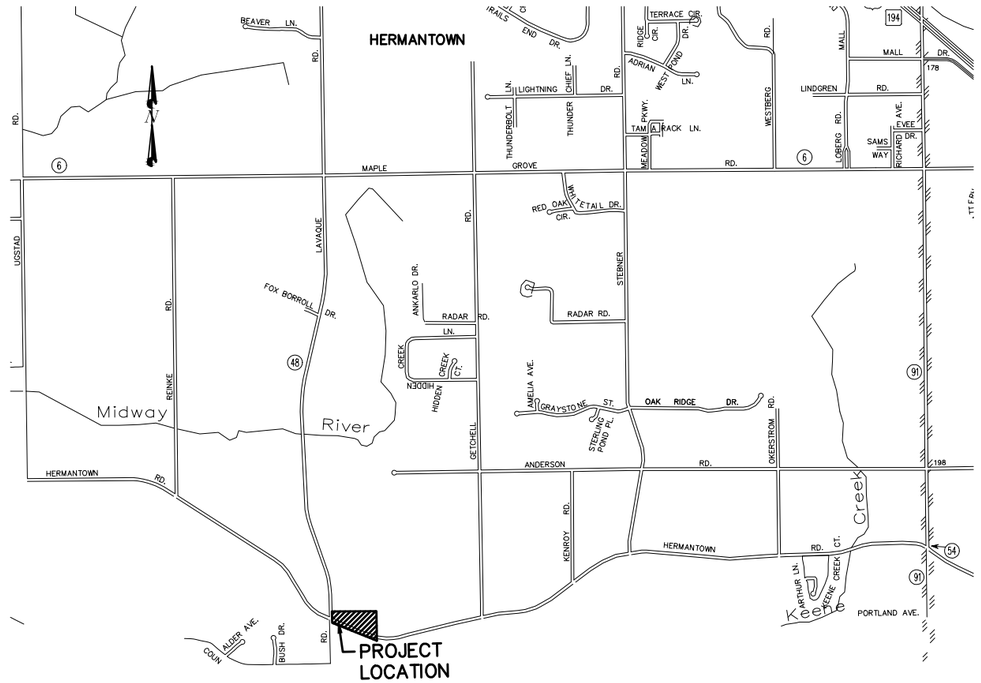
PROJECT DATA		
LEGAL DESCRIPTION: WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER AND THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 26, TOWNSHIP 50, RANGE 15, ST LOUIS COUNTY, MINNESOTA.		
	EXISTING (SF)	PROPOSED (SF)
OVERALL SITE AREA	185,281 sf/4.25 acr ±	6 VARIOUS
BUILDING AREA	5,060	7,583
IMPERVIOUS AREA	648	9,294
GREEN SPACE	179,573	168,104

LAND INFORMATION	
JURISDICTION	CITY OF HERMANTOWN, MN
SEC TOWNSHIP RANGE	S26 T50N R15W
PARCEL NUMBER	395-0010-07813
BOUNDARY SURVEY	STRAIGHTLINE SURVEYING 11-16-20
TOPOGRAPHICAL SURVEY	JPJ ENGINEERING 7-12-2021
ENVIRONMENTAL REPORT	N/A
GEOTECHNICAL REPORT	N/A
TRAFFIC STUDY	N/A
OFFSITE IMPROVEMENTS	N/A
SITE ACCESS	ENTRANCES FROM LAVAQUE ROAD AND TWO FROM HERMANTOWN RD

ZONING INFORMATION		
	EXISTING	PROPOSED
ZONING	R3	PUD
FRONT SETBACK (FT)	50	50
INT. SIDE SETBACK (FT)	0	40
COR. SIDE SETBACK (FT)	10	50
REAR SETBACK (FT)	40	40
BUILDING HEIGHT (FT)	MAX 35	MAX 35
LOT AREA (SF)	185,281 sf	VARIES
LOT WIDTH MIN. (FT)	100	150
% LOT BLDG COVERAGE	MAX 35	MAX 35
OPEN SPACE	100%	90%

UTILITY AVAILABILITY		
GAS	AVAILABLE	TBD
ELECTRIC	AVAILABLE	TBD
WATER	AVAILABLE	HERMANTOWN
SANITARY SEWER	AVAILABLE	HERMANTOWN
STORM SEWER	AVAILABLE	HERMANTOWN
FIBER/PHONE	AVAILABLE	TBD

PERMITS	
BUILDING PERMIT	CITY OF HERMANTOWN
ZONING PERMITS	HERMANTOWN PUD
PLUMBING PERMIT	Mn DEPT OF LABOR
SWPPP	MS4 STATEMENT OF COMPLIANCE
ACCESS PERMIT	CITY DRIVEWAY PERMIT
SIGN PERMIT	CITY OF HERMANTOWN
FENCING PERMIT	CITY OF HERMANTOWN
OTHER PERMITS	TBD



HERMANTOWN LOCATED IN
T 50N R15W, SECTION 14
ST. LOUIS COUNTY

OWNER

STEVEN KASKI
2321 WEST 1ST STREET
DULUTH, MN 55806
CONTACT: STEVEN KASKI
218-590-5753

ENGINEER

JPJ ENGINEERING
5670 MILLER TRUNK HWY SUITE A
DULUTH, MN 55811
PHONE: 218-720-6219
CONTACT: TRISH CREGO, RLA
JOHN P. JAMNICK, P.E.

INDEX

SHEET	DESCRIPTION
TI 1	TITLE SHEET
COS	CERTIFICATE OF SURVEY
1	SITE UTILITY PLAN
2 - 4	DETAILS

NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA.

NOTE:
ANY PUBLIC UTILITIES SHOWN ON THIS PLAN ARE ONLY APPROXIMATE IN DEPTH AND LOCATION AND MUST BE VERIFIED BY THE CONTRACTOR.

OTHER UTILITIES MAY EXIST AND IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN THE LOCATION OF SUCH.

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KASKI DEVELOPMENT
HERMANTOWN ROAD
HERMANTOWN, MINNESOTA

TITLE SHEET

REVISION DATE:	DESCRIPTION:

SURVEYED	OTHERS
DESIGNED	SC
DRAWN	SC
CHECKED	JPJ

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PRELIMINARY

JOHN P. JAMNICK, P.E.

DATE _____ LIC. NO. 19907

21-910
PROJECT NO.

TI 1

Aug 23, 2021 3:51pm
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LAVAQUE ROAD

BLOCK ONE

1

2

3

4

5

6"X6"X6"TEE
HYDRANT W/ 6" GV

SAN MH
RIM 1356.5010
S INV 1353.70

FUTURE BUILDING
FFE ±1363.00

WS
SS

PVC SAN SEWER @ 0.40%
6" HDPE WATER MAIN

CONNECT TO EX MH

SAN MH
RIM 1361.62
N INV 1352.63
S INV 1352.55
W INV 1352.58

8" PVC SAN SEWER

PROPOSED 10 FOOT WIDE DRAINAGE & UTILITY EASEMENT.

CONNECT TO EX 8" DIP STUB Ⓐ

8" DI PLUG AND MARKER

CONNECT TO EX C. SERVICE

8" PVC SAN SEWER

8" DIP WATER

SAN MH
RIM 1361.22
E INV 1352.78
S INV 1352.67

SAN MH
RIM 1361.62
N INV 1351.84
NE INV 1351.90
S INV 1351.82

8" DIP WATER MAIN

3"/4" WATER SERVICE

3"/4" WATER SERVICE

SAN MH
RIM 1363.74
NW INV 1353.10
NE INV 1353.23
SE INV 1353.16

CONNECT TO EX 8" PVC SAN SEWER

CONNECT TO EX 8" PVC SAN SEWER

CONNECT TO EX 8" PVC SAN (2 EACH)

BLDG FFE 1364.56

BLDG FFE 1365.55

REMOVE AND REPLACE BITUMINOUS SURFACE IN ORDER TO INSTALL UTILITIES

HERMANTOWN ROAD

SAN MH

N

0 50
SCALE IN FEET

PROJECT NOTES:

WS= WATER SERVICE SHALL CONSIST OF A 3/4" CORPORATION STOP, 3/4" CURB STOP BOX AND A 3/4" COPPER SERVICE LINE.

SS= SANITARY SERVICE SHALL CONSIST OF A 6" SCHEDULE 40 PVC SERVICE LINE AND 8"x6" WYE

Ⓐ= 8"x8"x8" TEE WITH PLUG AND 8" X 6" REDUCERS ON WEST SIDE/ 6" G.V.

UTILITY NOTES:

FOR ALL UTILITIES LOCATED OUTSIDE BUILDING SHALL BE AS FOLLOWS:

WATER SERVICE PIPE SHALL CONFORM TO THE REQUIREMENTS OF ASTM B88 FOR SEAMLESS COPPER WATER TUBE, TYPE K, SOFT ANNEALED TEMPER.

ALL WATER SERVICE LINES AND WATER MAIN SHALL HAVE A MINIMUM OF 8' BURY AND SHALL BE INSTALLED AT LEAST 10' HORIZONTALLY FROM ANY MANHOLES, CATCH BASINS, OR OTHER POTENTIAL SOURCE OF CONTAMINATION, MEASURED FROM OUTER EDGE OF PIPE TO OUTER EDGE OF CONTAMINANT SOURCE

THE SANITARY SEWER SERVICE SHALL BE PVC SCHEDULE 40 MEETING ASTM D 1785, ASTM D 2665, AND ASTM F 794. INSTALLATION SHALL COMPLY WITH ASTM D2321

FLEXIBLE COMPRESSION JOINTS SHALL BE USED TO MAKE WATER TIGHT CONNECTIONS TO SANITARY MANHOLES STRUCTURES, PER MINNESOTA PLUMBING CODE, MN RULES, CHAPTER 4714, SECTION 719.60

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HERMANTOWN, MINNESOTA

UTILITY AND LAYOUT PLAN

REVISION DATE:	DESCRIPTION:

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JOHN P. JAMNICK, P.E.

DATE _____ LIC. NO. 19907

21-910
PROJECT NO.

1

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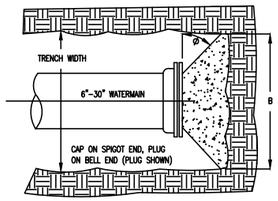
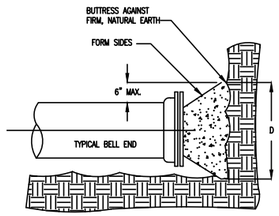


PLAN

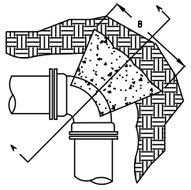


ELEVATION

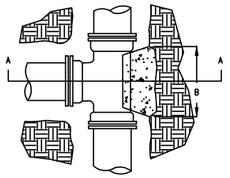
BLOCKING DIMENSIONS		
PLUG SIZE	B	D
6"	12"	15"
8"	24"	15"
10"	24"	20"
12"	30"	22"
16"	40"	28"
20"	50"	34"
24"	62"	40"
30"	80"	48"

NOTES:
1. BLOCKING DIMENSIONS BASED ON EARTH RESISTANCE OF 2 TONS PER SQ. FT. WHERE, IN THE OPINION OF THE ENGINEER, EARTH IS POOR, BLOCKING SHALL BE INCREASED IN SIZE AS DIRECTED OR STRAPPING MAY BE NECESSARY.
2. ANGLE# SHALL BE EQUAL TO OR LARGER THAN 45°.
3. BLOCKING SHALL BE CENTERED ON MAIN.
4. CONCRETE SHALL BE MIX DESIGN - MNDOT 2461.
5. POLYETHYLENE SHALL BE USED TO SEPARATE CONCRETE FROM FITTING.
6. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

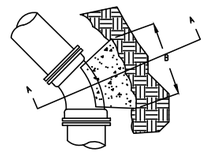
The City of Hermantown MINNESOTA	PLUG BLOCKING FOR WATERMAIN	W-1	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	REVISED/APPROVED 8/15/2017	



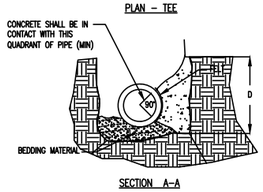
PLAN - 90° BEND



PLAN - TEE



PLAN - 45° BEND

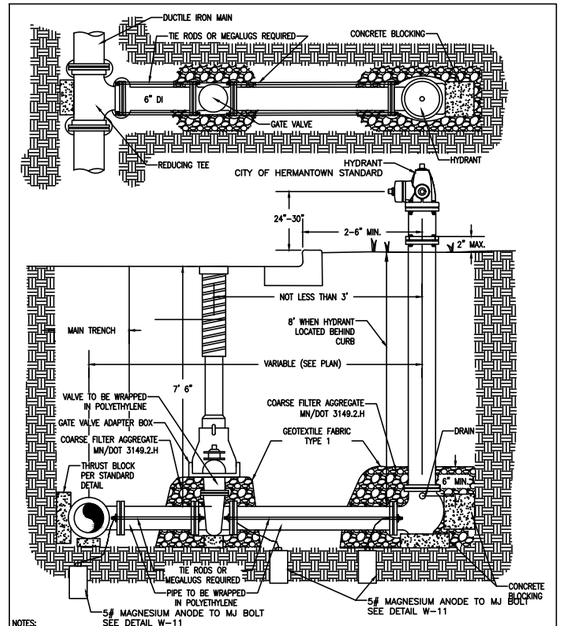


SECTION A-A

NOTES
1. DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. & AN EARTH RESISTANCE OF 2 TONS/S.F.
2. BLOCKING TO BE SET AGAINST UNDISTURBED SOIL
3. CONCRETE SHALL BE MIX DESIGN . (MNDOT SPEC. 2461) CONCRETE SHALL NOT INTERFERE WITH MECHANICAL JOINTS 3G52.
4. POLYETHYLENE SHALL BE USED TO SEPARATE CONCRETE FROM FITTING.
5. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.

BLOCKING DIMENSIONS								
BEND OR BRANCH SIZE	22-1/2° BENDS		45° BENDS		90° BENDS		TEES	
	B	D	B	D	B	D	B	D
0'-6"	1'-0"	1'-0"	1'-0"	1'-0"	1'-4"	1'-2"	1'-3"	1'-0"
0'-8"	1'-0"	1'-0"	1'-4"	1'-2"	1'-10"	1'-6"	1'-6"	1'-4"
1'-0"	1'-4"	1'-4"	1'-10"	1'-10"	2'-8"	2'-3"	2'-3"	2'-0"
1'-4"	1'-10"	1'-8"	2'-6"	2'-4"	3'-10"	2'-10"	3'-2"	2'-4"
1'-8"	2'-4"	2'-0"	3'-3"	2'-10"	5'-0"	3'-4"	4'-0"	3'-0"
2'-0"	2'-10"	2'-4"	4'-0"	3'-3"	6'-4"	3'-10"	5'-3"	3'-4"
2'-6"	3'-6"	3'-0"	5'-4"	3'-10"	8'-0"	4'-8"	6'-3"	4'-3"

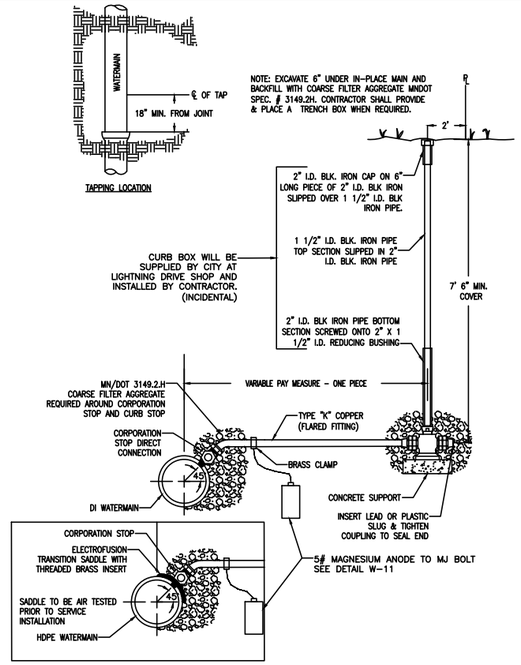
The City of Hermantown MINNESOTA	THRUST BLOCKING FOR WATERMAIN	W-2	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	APPROVED 8/15/2017	



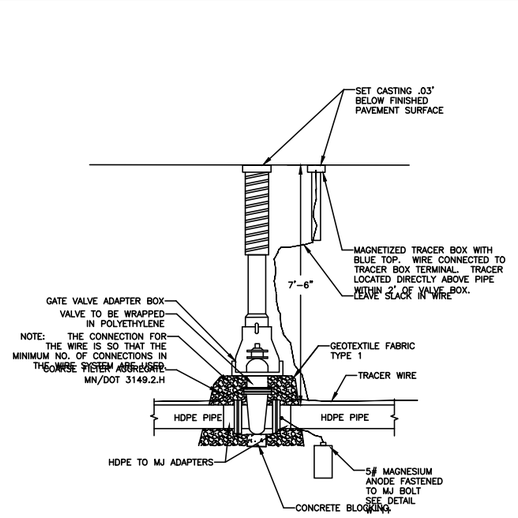
NOTES:
1. VALVES SHALL BE CONNECTED DIRECTLY TO AN ANCHORING TEE. WHENEVER DIRECT CONNECTION IS NOT POSSIBLE, TIE RODS OR MEGALUGS SHALL BE USED. TIE RODS SHALL BE GALVANIZED.
2. USE EPOXY COATING ON VALVE AND HYDRANT BASE.
3. ALL BOLTS SHALL BE COR-TEN WITH 6 OUNCE ZINC ANODE CAPS CONFORMING TO ASTM B-418 FOR ALL MECHANICAL JOINT FITTINGS.

The City of Hermantown MINNESOTA	FIRE HYDRANT SETTING DETAIL - DUCTILE IRON	W-3	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	REVISED/APPROVED 8/15/2017	

TAPPING LOCATION



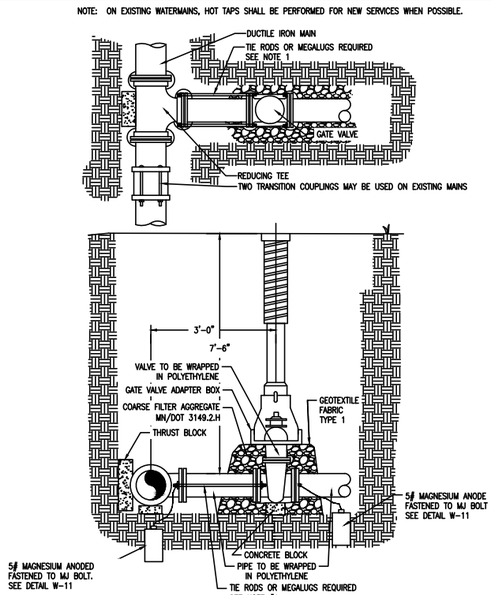
The City of Hermantown MINNESOTA	TYPICAL COPPER WATER SERVICE - 3/4", 1", 1-1/4", AND 2"	W-4	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	APPROVED 8/15/2017	



NOTES:
1. VALVES SHALL BE CONNECTED DIRECTLY TO HDPE WITH HDPE TO MECHANICAL JOINT ADAPTERS.
2. USE EPOXY COATING ON EXTERIOR OF VALVES.
3. ALL BOLTS SHALL BE COR-TEN WITH 6 OUNCE ZINC ANODE CAPS CONFORMING TO ASTM B-418 FOR ALL MECHANICAL JOINT FITTINGS.
4. FOR OPEN CUT PIPE INSTALLATIONS, ELECTROFUSION COUPLINGS ARE NOT ALLOWED FOR CONNECTION OF HDPE TO MJ ADAPTERS. FOR DIRECTIONAL DRILLED INSTALLATIONS, ONE ELECTROFUSION COUPLING MAY BE USED PER VALVE.
5. GATE VALVES WITH HDPE STUBS MAY BE USED IN LIEU OF MJ VALVES. ANODE SHALL BE CONNECTED DIRECTLY TO THE VALVE BONNET BOLTS.

The City of Hermantown MINNESOTA	WATER VALVE BOX - HDPE MAIN	W-10A	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	APPROVED 8/15/2017	

NOTE: ON EXISTING WATERMAINS, HOT TAPS SHALL BE PERFORMED FOR NEW SERVICES WHEN POSSIBLE.



NOTES:
1. VALVES SHALL BE CONNECTED DIRECTLY TO AN ANCHORING TEE. WHENEVER DIRECT CONNECTION IS NOT POSSIBLE, TIE RODS OR MEGALUGS SHALL BE USED. TIE RODS SHALL BE GALVANIZED.
2. USE EPOXY COATING ON VALVE.
3. ALL BOLTS SHALL BE COR-TEN WITH 6 OUNCE ZINC ANODE CAPS CONFORMING TO ASTM B-418 FOR ALL MECHANICAL JOINT FITTINGS.

The City of Hermantown MINNESOTA	4" & LARGER WATER SERVICE - DUCTILE IRON	W-4C	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	APPROVED 8/15/2017	

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WATER MAIN DETAILS

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PRELIMINARY

JOHN P. JAMNICK, P.E.

DATE _____ LIC. NO. 19907

21-910
PROJECT NO.

2

Aug 23, 2021 3:29pm
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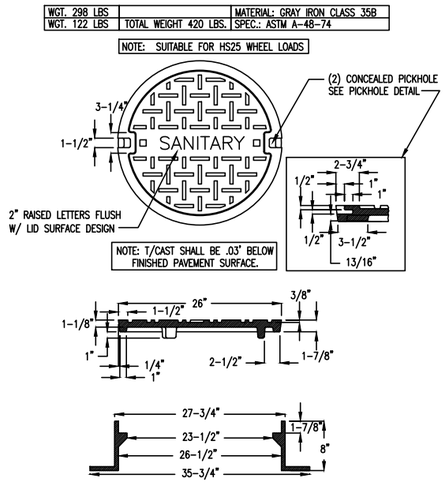
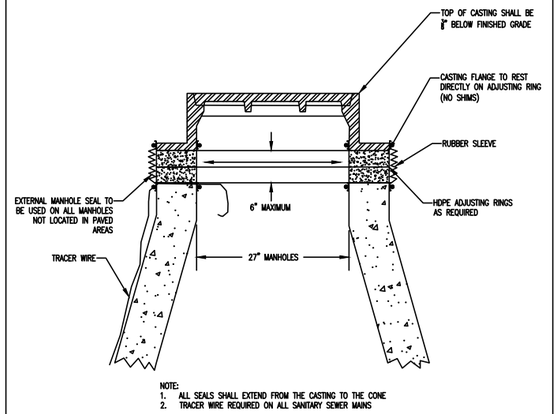
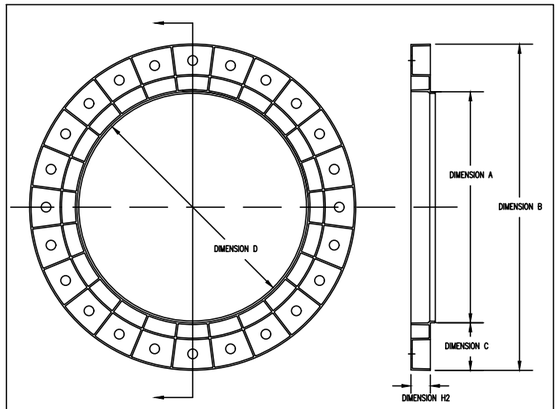


The City of Hermantown MINNESOTA	SANITARY CASTING DETAIL	SAN-1	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT		APPROVED 8/15/2017



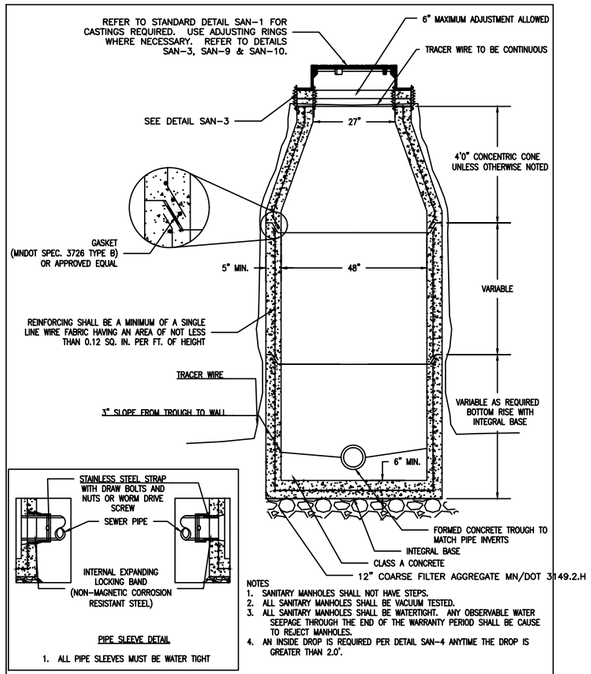
The City of Hermantown MINNESOTA	EXTERNAL MANHOLE FRAME SEAL IN NON-PAVED AREAS	SAN-3	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT		APPROVED 8/15/2017



DIMENSION SCHEDULE					
CONE SIZE	DIMENSION A	DIMENSION B	DIMENSION C	DIMENSION D	DIMENSION H1
27.00	26.75	36.50	5.00	26.25	1.20, 1.50, 2.00, 4.00

DESCRIPTION
1. PLASTIC INJECTION MOLDED ADJUSTMENT RING
2. MOLDED FROM HIGH DENSITY POLYETHYLENE AS DEFINED IN ASTM SPECIFICATION D1248
3. ACTUAL RESIN PROPERTIES WILL VARY ALLOWING FOR THE UTILIZATION OF A MAXIMUM PERCENT OF RECYCLED MATERIAL
4. THE PERCENT OF POST CONSUMER WASTE TO INDUSTRIAL WASTE WILL VARY WITH AVAILABILITY AND PROPERTY RETENTION NEEDS
5. COLOR, SHADE AND UNIFORMITY WILL VARY WITH THE MIX OF THE POST CONSUMER AND INDUSTRIAL WASTE MATERIALS
6. DIMENSIONS SHOWN ARE NOMINAL – ACTUAL SIZE WILL VARY WITHIN ALLOWABLE TOLERANCE AND REQUIRED FIT

The City of Hermantown MINNESOTA	POLYETHYLENE MH ADJUSTING RING – FLAT	SAN-9	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT		APPROVED 8/15/2017



The City of Hermantown MINNESOTA	PRECAST MECHANICAL JOINT SEWER MANHOLE	SAN-11	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT		APPROVED 8/15/2017

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HERMANTOWN, MINNESOTA

SANITARY SEWER DETAILS

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21-910
PROJECT NO.

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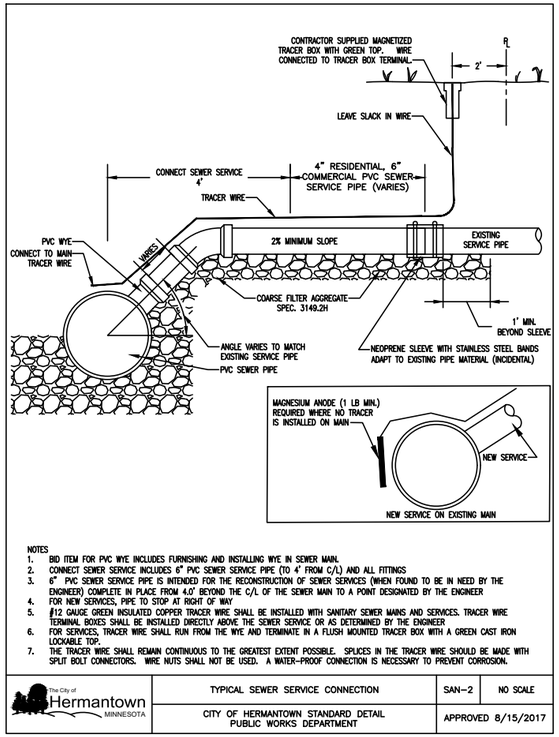
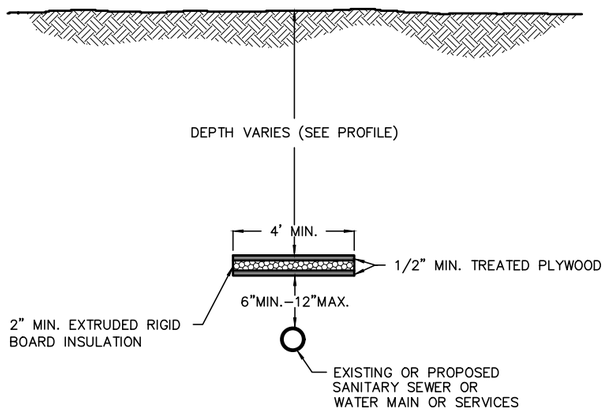


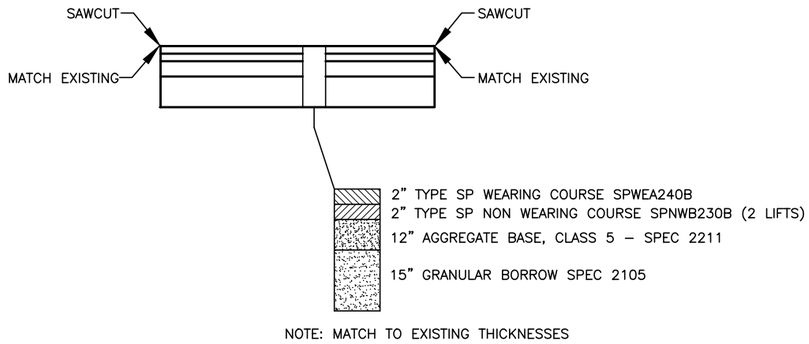
NOTES
1. BID ITEM FOR PVC WYE INCLUDES FURNISHING AND INSTALLING WYE IN SEWER MAIN.
2. CONNECT SEWER SERVICE INCLUDES 6" PVC SEWER SERVICE PIPE (TO 4' FROM C/L) AND ALL FITTINGS
3. 6" PVC SEWER SERVICE PIPE IS INTENDED FOR THE RECONSTRUCTION OF SEWER SERVICES (WHEN FOUND TO BE IN NEED BY THE ENGINEER) COMPLETE IN PLACE FROM 4.0' BEYOND THE C/L OF THE SEWER MAIN TO A POINT DESIGNATED BY THE ENGINEER
4. FOR NEW SERVICES, PIPE TO STOP AT RIGHT OF WAY
5. #12 GAUGE GREEN INSULATED COPPER TRACER WIRE SHALL BE INSTALLED WITH SANITARY SEWER MAINS AND SERVICES. TRACER WIRE TERMINAL BOXES SHALL BE INSTALLED DIRECTLY ABOVE THE SEWER SERVICE OR AS DETERMINED BY THE ENGINEER
6. FOR SERVICES, TRACER WIRE SHALL RUN FROM THE WYE AND TERMINATE IN A FLUSH MOUNTED TRACER BOX WITH A GREEN CAST IRON LOCKABLE TOP.
7. THE TRACER WIRE SHALL REMAIN CONTINUOUS TO THE GREATEST EXTENT POSSIBLE. SPLICES IN THE TRACER WIRE SHOULD BE MADE WITH SPLIT BOLT CONNECTORS. WIRE NUTS SHALL NOT BE USED. A WATER-PROOF CONNECTION IS NECESSARY TO PREVENT CORROSION.

The City of Hermantown MINNESOTA	TYPICAL SEWER SERVICE CONNECTION	SAN-2	NO SCALE
	CITY OF HERMANTOWN STANDARD DETAIL PUBLIC WORKS DEPARTMENT	APPROVED 8/15/2017	



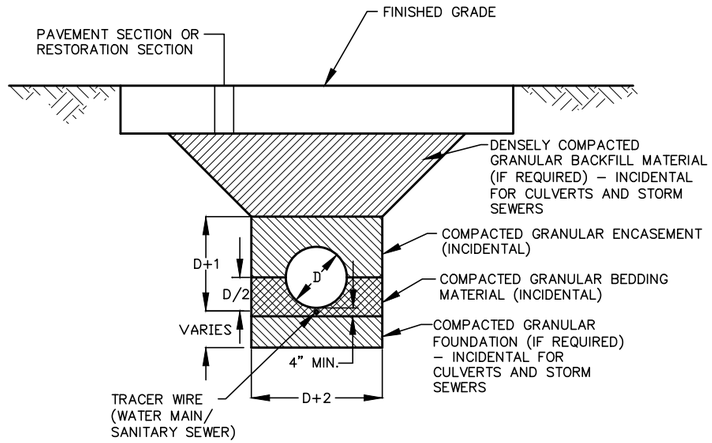
DEPTH OF COVER OVER PIPE	THICKNESS	WIDTH (CENTERED ON PIPE)
GREATER THAN 7.5'	0	0
6' TO 7.5'	2"	4'
5' TO 6'	4"	8'

TYPICAL PIPE INSULATION FOR SHALLOW UTILITIES

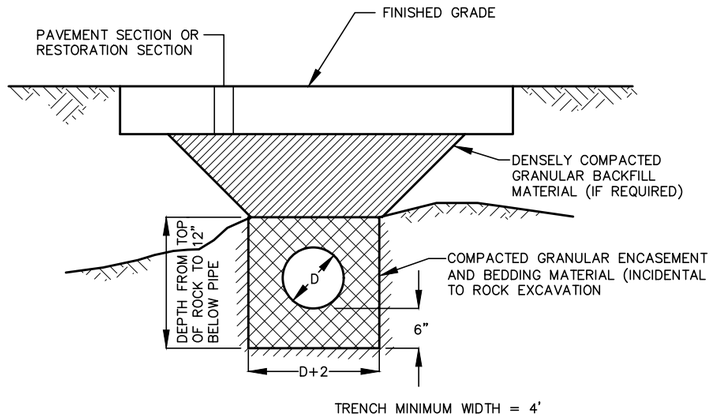


NOTE: MATCH TO EXISTING THICKNESSES

BITUMINOUS RESTORATION



GRANULAR MATERIALS



TRENCH MINIMUM WIDTH = 4'

TRENCH ROCK EXCAVATION PAYMENT DIMENSIONS

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TRENCH AND SANITARY SEWER DETAILS

REVISION DATE:	DESCRIPTION:

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CHECKED

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PRELIMINARY

JOHN P. JAMNICK, P.E.

DATE _____ LIC. NO. 19907

21-910
PROJECT NO.

Aug 23, 2021 3:29pm
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TO:	Utility Commission Members		
FROM:	John Mulder, City Administrator		
DATE:	**October 12, 2021**	**Meeting Date:**	**10/21/21**
SUBJECT:	**Grant Program – Irrigation meters**	**Agenda Item:**	**12-**

REQUESTED ACTION
Make a recommendation regarding a 2022 Irrigation Meters Grant Program

BACKGROUND

In 2020, there were a couple of complaints by residents that they had to pay sewer charges when they were watering their lawn. The City has allowed residents to install a second for irrigation purposes in the past at their expense. Those meters can cost between $300 and $500 dollars. The residents are then required to have a licensed plumber install them.

The Mayor specifically asked staff to find a way to assist residents in avoiding sewer charges for watering lawns. The attached grant program would provide irrigation meters to up to 5 people on a first come, first served basis in 2022. The approximate cost of the program would be $1,500 to $2,500.

If approved we would notify water customers shortly after the new year.

SOURCE OF FUNDS (if applicable)

Water Utility

ATTACHMENTS

Grant Policy
Grant Application

CITY OF HERMANTOWN

IRRIGATION METERS

GRANT PROGRAM POLICY

This Grant Program Policy applies to all applications for irrigation meters.

1) Program Overview

The City of Hermantown ("City") will provide irrigation water meters to up to five (5) residential homeowners in 2022. The purpose of the Grant Program is to mitigate the instances where irrigation water customers are being charged for water being put into the public sewer system that does not in fact go into the public sewer system. The City has recently updated the Ordinance governing irrigation meters and wants to encourage their use. An irrigation meter otherwise costs around Five Hundred and No/100 Dollars ($500.00).

2) Eligible Applicants

Eligible applicants are residents of Hermantown and owners of a residential home with a yard or garden that is or will be serviced by City water and sewer. Eligible applicants must be current on their water and sewer accounts.

3) Grant Criteria

Up to five (5) eligible applicants in 2022 will receive the grant of an irrigation meter. Each Grant Application will be reviewed and evaluated on a first-come-first serve basis.

4) Grant Terms

A completed Grant Application will be submitted to the City Finance Department. The City will provide the irrigation meter to the grantee at no cost. The grantee is required to have the meter installed at his or her own cost. The meter must be installed in the residence within sixty (60) days by a licensed plumber and shall meet all requirements set forth in Hermantown City Code § 940.20.6 and all other applicable local, state and federal requirements. The grantee shall provide the City Finance Department proof of installation within a week after said installation.

5) Grant Evaluation and Process

All Grant Applications shall be evaluated and processed by the City Finance Department. Applicants must meet the eligibility criteria and grant terms.

6) Grant Application

Grant Applications are available through the City's Finance Department. Grant Applications will be accepted until the available irrigation meters have been expended.

Completed and signed applications should be submitted to:

Irrigation Meter Grant Program
City of Hermantown Finance Department
5105 Maple Grove Road
Hermantown, MN 55811
Phone # 218.729.3600

City of Hermantown
5105 Maple Grove Road
Hermantown, MN 55811
Minnesota

CITY OF HERMANTOWN

GRANT APPLICATION FOR

IRRIGATION METER - 2022

Applicant Name(s): _____ **Mailing Address:** _____

_____ _____

Home Phone: _____ **Email Address(es):** _____

_____

Mobile Phone: _____

Do you own a residence in the City of Hermantown? ☐ YES ☐ NO

Is or will the residence be serviced by Hermantown water and sewer? ☐ YES ☐ NO

Does the residence have a lawn or garden? ☐ YES ☐ NO

I, the undersigned, hereby apply for the foregoing grant from the City under the Irrigation Meter Grant Program and agree to the following: 1) The Irrigation Meter Grant Program is subject to change without notice, and submittal of an application does not guarantee I will qualify. 2) I am the owner of the above listed property that is located within the corporate limits of the City. 3) I have the authority to bind all co-owners of the above listed property. 4) The selection of plumbing contractors and equipment is at my discretion and the City expressly disclaims any liability for those chosen by the property owner. 5) Receipt of an irrigation meter is conditioned upon the grantee releasing and indemnifying the City from any liability in connection with my participation in this program.

I hereby agree to the foregoing statements and certify that the statements by the undersigned on this application are true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Finance Department Signature: _____ Date: _____

Return this completed application to:
Irrigation Meter Grant Program
City of Hermantown
Attn: Finance Department
5105 Maple Grove Road
Hermantown, MN 55811

Tennessen Warning - Data Practice Advisory

Some or all of the information that you are asked to provide on the attached application is classified by state law as either private or confidential. Private data is information, which generally cannot be given to the public, but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to consider your application. You are not legally required to provide this information. You may refuse to provide this information. The consequences of supplying or refusing to supply data are that your application may not be considered or it may be denied. Other persons or entities may be authorized by law to receive the information.

City of Hermantown Minnesota

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
456100							
456101	Cable						
101	Full-Time Employees - Regular	303.74	2,830.19	4,165.00	4,165.00	1,334.81	68 %
121	PERA Contributions -	24.02	223.85	312.00	312.00	88.15	72 %
128	Social Security	19.17	177.43	258.00	258.00	80.57	69 %
129	Medicare	4.49	41.46	60.00	60.00	18.54	69 %
131	Health Insurance	97.62	690.99	906.00	906.00	215.01	76 %
133	Life Insurance	0.66	5.78	9.00	9.00	3.22	64 %
134	Disability Insurance	1.10	9.79	14.00	14.00	4.21	70 %
136	MSRS	1.20	11.18	16.00	16.00	4.82	70 %
151	Workers Compensation	3.00	6.00	6.00	6.00	0.00	100 %
308	Legal Fees	0.00	0.00	300.00	300.00	300.00	%
314	Computer/Software Fees	0.00	11,914.56	0.00	0.00	-11,914.56	%
319	Contracted Services	625.00	5,625.00	7,500.00	7,500.00	1,875.00	75 %
331	Travel Expense	16.62	154.92	0.00	0.00	-154.92	%
361	General Liability Insurance	26.00	48.00	44.00	44.00	-4.00	109 %
404	Equipment Maintenance	0.00	4,581.01	1,000.00	1,000.00	-3,581.01	458 %
	Account Total:	**1,122.62**	**26,320.16**	**14,590.00**	**14,590.00**	**-11,730.16**	**180 %**
	Account Group Total:	**1,122.62**	**26,320.16**	**14,590.00**	**14,590.00**	**-11,730.16**	**180 %**
	Fund Total:	**1,122.62**	**26,320.16**	**14,590.00**	**14,590.00**	**-11,730.16**	**180 %**

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
471000 Debt Service							
471000 Debt Service							
303	Banking Fees	0.00	1.70	0.00	0.00	-1.70	%
	Account Total:	**0.00**	**1.70**	**0.00**	**0.00**	**-1.70**	**%**
	Account Group Total:	**0.00**	**1.70**	**0.00**	**0.00**	**-1.70**	**%**
494300 Water Distribution							
494300 Water Distribution							
101	Full-Time Employees - Regular	12,713.72	73,347.93	161,050.00	161,050.00	87,702.07	46 %
102	Full-Time Employees - Overtime	762.10	6,654.86	12,537.00	12,537.00	5,882.14	53 %
103	Part-Time Employees - Regular	42.74	350.76	0.00	0.00	-350.76	%
121	PERA Contributions -	1,010.67	8,013.62	13,019.00	13,019.00	5,005.38	62 %
128	Social Security	802.31	6,366.24	10,762.00	10,762.00	4,395.76	59 %
129	Medicare	187.61	1,488.84	2,517.00	2,517.00	1,028.16	59 %
131	Health Insurance	7,944.49	48,487.41	72,063.00	72,063.00	23,575.59	67 %
133	Life Insurance	18.76	142.34	223.00	223.00	80.66	64 %
134	Disability Insurance	71.65	526.69	819.00	819.00	292.31	64 %
136	MSRS	12.00	111.86	130.00	130.00	18.14	86 %
151	Workers Compensation	3,680.00	7,185.00	7,009.00	7,009.00	-176.00	103 %
212	Motor Fuels	566.01	3,414.51	3,000.00	3,000.00	-414.51	114 %
216	Uniforms	0.00	432.73	500.00	500.00	67.27	87 %
221	General Supplies	38.88	3,062.48	5,000.00	5,000.00	1,937.52	61 %
228	Utility System Maint Supplies	0.00	32,936.27	4,000.00	4,000.00	-28,936.27	823 %
314	Computer/Software Fees	0.00	2,400.00	3,750.00	3,750.00	1,350.00	64 %
315	School & Conference	0.00	750.63	3,500.00	3,500.00	2,749.37	21 %
317	Personnel Testing, Physicals,	108.50	108.50	0.00	0.00	-108.50	%
319	Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
331	Travel Expense	323.55	323.55	750.00	750.00	426.45	43 %
361	General Liability Insurance	2,922.00	5,396.00	4,949.00	4,949.00	-447.00	109 %
382	Water Purchases	85,594.20	604,724.30	711,000.00	711,000.00	106,275.70	85 %
404	Equipment Maintenance	303.58	3,935.25	5,000.00	5,000.00	1,064.75	79 %
406	Vehicle Maintenance	25.00	48.33	2,500.00	2,500.00	2,451.67	2 %
413	Equipment Rental	0.00	0.00	12,500.00	12,500.00	12,500.00	%
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	0.00	759.58	700.00	700.00	-59.58	109 %
460	Permits & Licenses	0.00	298.00	0.00	0.00	-298.00	%
470	Booster Pump Repairs	0.00	10.94	250.00	250.00	239.06	4 %
471	Water Line Repairs	6,810.92	52,968.52	25,000.00	25,000.00	-27,968.52	212 %
472	Hydrant Repairs	0.00	13,198.36	29,500.00	29,500.00	16,301.64	45 %
540	Office Equip/Furnishings	0.00	0.00	1,000.00	1,000.00	1,000.00	%
542	Light Equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	%
544	Motor Vehicles	0.00	54,775.00	165,000.00	165,000.00	110,225.00	33 %
580	Other Equipment	0.00	109,329.00	314,500.00	314,500.00	205,171.00	35 %
	Account Total:	**123,938.69**	**1,041,547.50**	**1,609,028.00**	**1,609,028.00**	**567,480.50**	**65 %**
	Account Group Total:	**123,938.69**	**1,041,547.50**	**1,609,028.00**	**1,609,028.00**	**567,480.50**	**65 %**

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
494400 Water Administration and General							
494400 Water Administration and General							
101	Full-Time Employees - Regular	5,721.33	31,786.51	81,921.00	81,921.00	50,134.49	39 %
102	Full-Time Employees - Overtime	43.02	129.04	505.00	505.00	375.96	26 %
111	Severance Pay - Vacation/Sick	0.00	244.81	0.00	0.00	-244.81	%
121	PERA Contributions -	440.56	4,086.99	6,182.00	6,182.00	2,095.01	66 %
128	Social Security	347.40	3,221.61	5,110.00	5,110.00	1,888.39	63 %
129	Medicare	81.26	753.66	1,195.00	1,195.00	441.34	63 %
131	Health Insurance	2,838.74	20,334.25	20,002.00	20,002.00	-332.25	102 %
133	Life Insurance	11.07	98.47	156.00	156.00	57.53	63 %
134	Disability Insurance	24.28	204.17	355.00	355.00	150.83	58 %
136	MSRS	16.01	149.20	208.00	208.00	58.80	72 %
151	Workers Compensation	63.00	120.00	115.00	115.00	-5.00	104 %
201	Office Supplies	0.00	15.50	0.00	0.00	-15.50	%
202	Printing Supplies	85.64	286.69	600.00	600.00	313.31	48 %
301	Audit/Account Services	0.00	4,039.88	4,500.00	4,500.00	460.12	90 %
303	Banking Fees	1,360.99	5,186.98	0.00	0.00	-5,186.98	%
305	Engineer Fees	390.00	7,042.50	0.00	0.00	-7,042.50	%
308	Legal Fees	163.00	3,532.50	3,000.00	3,000.00	-532.50	118 %
314	Computer/Software Fees	0.00	3,294.94	1,800.00	1,800.00	-1,494.94	183 %
315	School & Conference	250.00	250.00	0.00	0.00	-250.00	%
319	Contracted Services	485.02	4,667.09	3,200.00	3,200.00	-1,467.09	146 %
321	Telephone	0.00	1,669.39	2,210.00	2,210.00	540.61	76 %
322	Internet	0.00	373.08	280.00	280.00	-93.08	133 %
323	Gopher One Call Locates	0.00	897.45	1,550.00	1,550.00	652.55	58 %
325	Postage	105.82	347.26	3,675.00	3,675.00	3,327.74	9 %
331	Travel Expense	110.78	1,032.63	1,400.00	1,400.00	367.37	74 %
351	Legal Notices Publishing	103.00	490.75	600.00	600.00	109.25	82 %
361	General Liability Insurance	4,081.00	6,815.00	4,093.00	4,093.00	-2,722.00	167 %
381	Electricity	1,954.98	7,753.28	6,850.00	6,850.00	-903.28	113 %
383	Heating Gas	25.98	1,436.12	3,200.00	3,200.00	1,763.88	45 %
405	Computer Maintenance	329.96	18,903.80	14,964.00	14,964.00	-3,939.80	126 %
420	Depreciation Expenses	0.00	0.00	200,000.00	200,000.00	200,000.00	%
434	Employee Recognition	0.00	73.98	0.00	0.00	-73.98	%
451	Dues & Subscriptions	50.00	50.00	0.00	0.00	-50.00	%
720	Transfer Out	0.00	0.00	91,838.00	91,838.00	91,838.00	%
	Account Total:	**19,082.84**	**129,287.53**	**459,509.00**	**459,509.00**	**330,221.47**	**28 %**
	Account Group Total:	**19,082.84**	**129,287.53**	**459,509.00**	**459,509.00**	**330,221.47**	**28 %**
494500 Sewer Maintenance							
494500 Sewer Maintenance							
471	Water Line Repairs	0.00	4.98	0.00	0.00	-4.98	%
	Account Total:	**0.00**	**4.98**	**0.00**	**0.00**	**-4.98**	**%**
	Account Group Total:	**0.00**	**4.98**	**0.00**	**0.00**	**-4.98**	**%**
	Fund Total:	**143,021.53**	**1,170,841.71**	**2,068,537.00**	**2,068,537.00**	**897,695.29**	**57 %**

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
471000 Debt Service							
471000 Debt Service							
303	Banking Fees	0.00	0.07	0.00	0.00	-0.07	%
	Account Total:	**0.00**	**0.07**	**0.00**	**0.00**	**-0.07**	**%**
	Account Group Total:	**0.00**	**0.07**	**0.00**	**0.00**	**-0.07**	**%**
494500 Sewer Maintenance							
494500 Sewer Maintenance							
101	Full-Time Employees - Regular	7,718.63	54,442.53	118,951.00	118,951.00	64,508.47	46 %
102	Full-Time Employees - Overtime	536.32	4,746.57	9,118.00	9,118.00	4,371.43	52 %
103	Part-Time Employees - Regular	28.51	49.76	0.00	0.00	-49.76	%
121	PERA Contributions -	619.13	5,620.07	9,605.00	9,605.00	3,984.93	59 %
128	Social Security	490.83	4,442.49	7,940.00	7,940.00	3,497.51	56 %
129	Medicare	114.79	1,038.84	1,857.00	1,857.00	818.16	56 %
131	Health Insurance	4,800.95	33,304.95	52,944.00	52,944.00	19,639.05	63 %
133	Life Insurance	10.95	92.31	168.00	168.00	75.69	55 %
134	Disability Insurance	43.56	367.65	603.00	603.00	235.35	61 %
136	MSRS	6.00	55.94	104.00	104.00	48.06	54 %
151	Workers Compensation	2,747.00	5,366.00	5,237.00	5,237.00	-129.00	102 %
212	Motor Fuels	377.34	2,276.34	1,500.00	1,500.00	-776.34	152 %
216	Uniforms	0.00	432.73	350.00	350.00	-82.73	124 %
221	General Supplies	0.00	2,348.46	2,500.00	2,500.00	151.54	94 %
228	Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
229	Lift Station Maintenance	0.00	4,879.18	15,000.00	15,000.00	10,120.82	33 %
314	Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
315	School & Conference	0.00	351.60	1,500.00	1,500.00	1,148.40	23 %
317	Personnel Testing, Physicals,	108.50	108.50	450.00	450.00	341.50	24 %
319	Contracted Services	0.00	13,006.25	23,500.00	23,500.00	10,493.75	55 %
325	Postage	40.22	40.22	0.00	0.00	-40.22	%
331	Travel Expense	80.64	80.64	500.00	500.00	419.36	16 %
351	Legal Notices Publishing	0.00	0.00	561.00	561.00	561.00	%
361	General Liability Insurance	945.00	1,746.00	1,601.00	1,601.00	-145.00	109 %
385	Sewer Charges	41,026.00	388,483.50	564,000.00	564,000.00	175,516.50	69 %
403	Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
404	Equipment Maintenance	1,264.50	4,755.61	5,500.00	5,500.00	744.39	86 %
406	Vehicle Maintenance	0.00	53.91	2,500.00	2,500.00	2,446.09	2 %
413	Equipment Rental	0.00	183.00	6,500.00	6,500.00	6,317.00	3 %
451	Dues & Subscriptions	0.00	120.00	150.00	150.00	30.00	80 %
460	Permits & Licenses	0.00	298.00	250.00	250.00	-48.00	119 %
475	Sewerline Repairs	150.75	9,147.54	15,000.00	15,000.00	5,852.46	61 %
476	Lift Station Repairs Sewer	9,140.00	10,583.17	15,000.00	15,000.00	4,416.83	71 %
477	I & I Maintenance	165.76	165.76	15,000.00	15,000.00	14,834.24	1 %
478	Sewer Cleaning	3,497.50	28,515.97	45,000.00	45,000.00	16,484.03	63 %
499	Miscellaneous	0.00	0.00	500.00	500.00	500.00	%
540	Office Equip/Furnishings	0.00	0.00	750.00	750.00	750.00	%
580	Other Equipment	0.00	24,267.00	2,500.00	2,500.00	-21,767.00	971 %
590	Pumping Plant & Lift Stations	33,922.09	33,922.09	40,000.00	40,000.00	6,077.91	85 %
	Account Total:	**107,834.97**	**635,292.58**	**977,889.00**	**977,889.00**	**342,596.42**	**65 %**
	Account Group Total:	**107,834.97**	**635,292.58**	**977,889.00**	**977,889.00**	**342,596.42**	**65 %**

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
494900 Sewer Administration and General							
494900 Sewer Administration and General							
101	Full-Time Employees - Regular	4,466.46	25,384.14	72,140.00	72,140.00	46,755.86	35 %
102	Full-Time Employees - Overtime	32.38	96.91	505.00	505.00	408.09	19 %
111	Severance Pay - Vacation/Sick	0.00	139.89	0.00	0.00	-139.89	%
121	PERA Contributions -	341.58	3,165.29	5,448.00	5,448.00	2,282.71	58 %
128	Social Security	269.02	2,491.72	4,504.00	4,504.00	2,012.28	55 %
129	Medicare	62.94	582.79	1,053.00	1,053.00	470.21	55 %
131	Health Insurance	2,082.82	15,148.77	18,061.00	18,061.00	2,912.23	84 %
133	Life Insurance	9.33	78.33	140.00	140.00	61.67	56 %
134	Disability Insurance	19.68	163.62	323.00	323.00	159.38	51 %
136	MSRS	13.99	130.50	182.00	182.00	51.50	72 %
151	Workers Compensation	63.00	113.00	101.00	101.00	-12.00	112 %
201	Office Supplies	0.00	15.49	0.00	0.00	-15.49	%
202	Printing Supplies	85.64	286.68	400.00	400.00	113.32	72 %
301	Audit/Account Services	0.00	4,039.87	4,500.00	4,500.00	460.13	90 %
303	Banking Fees	1,360.99	5,186.94	0.00	0.00	-5,186.94	%
305	Engineer Fees	130.00	2,307.50	1,000.00	1,000.00	-1,307.50	231 %
308	Legal Fees	715.00	3,893.50	900.00	900.00	-2,993.50	433 %
314	Computer/Software Fees	0.00	3,224.03	2,000.00	2,000.00	-1,224.03	161 %
315	School & Conference	0.00	0.00	50.00	50.00	50.00	%
319	Contracted Services	486.83	4,683.34	300.00	300.00	-4,383.34	*** %
321	Telephone	0.00	1,565.94	2,100.00	2,100.00	534.06	75 %
322	Internet	0.00	503.36	700.00	700.00	196.64	72 %
323	Gopher One Call Locates	0.00	598.30	950.00	950.00	351.70	63 %
325	Postage	70.54	193.53	2,580.00	2,580.00	2,386.47	8 %
331	Travel Expense	55.38	516.22	880.00	880.00	363.78	59 %
351	Legal Notices Publishing	103.25	103.25	100.00	100.00	-3.25	103 %
361	General Liability Insurance	4,081.00	7,136.00	4,736.00	4,736.00	-2,400.00	151 %
381	Electricity	529.76	5,018.52	8,000.00	8,000.00	2,981.48	63 %
383	Heating Gas	16.24	897.59	2,400.00	2,400.00	1,502.41	37 %
405	Computer Maintenance	329.96	18,903.04	14,963.00	14,963.00	-3,940.04	126 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
434	Employee Recognition	0.00	73.98	0.00	0.00	-73.98	%
451	Dues & Subscriptions	50.00	50.00	0.00	0.00	-50.00	%
720	Transfer Out	0.00	0.00	67,944.00	67,944.00	67,944.00	%
	Account Total:	**15,375.79**	**106,692.04**	**773,707.00**	**773,707.00**	**667,014.96**	**14 %**
	Account Group Total:	**15,375.79**	**106,692.04**	**773,707.00**	**773,707.00**	**667,014.96**	**14 %**
495000 Transfer Out							
495000 Transfer Out							
720	Transfer Out	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Account Total:	**0.00**	**0.00**	**99,125.00**	**99,125.00**	**99,125.00**	**%**
	Account Group Total:	**0.00**	**0.00**	**99,125.00**	**99,125.00**	**99,125.00**	**%**
	Fund Total:	**123,210.76**	**741,984.69**	**1,850,721.00**	**1,850,721.00**	**1,108,736.31**	**40 %**

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
441100 Storm Water							
441100 Storm Water							
101	Full-Time Employees - Regular	6,173.35	30,414.76	63,588.00	63,588.00	33,173.24	48 %
102	Full-Time Employees - Overtime	257.93	2,109.34	2,046.00	2,046.00	-63.34	103 %
103	Part-Time Employees - Regular	0.00	249.81	0.00	0.00	-249.81	%
111	Severance Pay - Vacation/Sick	0.00	139.89	0.00	0.00	-139.89	%
121	PERA Contributions -	486.50	4,328.39	4,923.00	4,923.00	594.61	88 %
128	Social Security	386.36	3,440.92	4,069.00	4,069.00	628.08	85 %
129	Medicare	90.38	817.68	952.00	952.00	134.32	86 %
131	Health Insurance	3,972.73	25,367.81	19,197.00	19,197.00	-6,170.81	132 %
133	Life Insurance	12.90	106.97	112.00	112.00	5.03	96 %
134	Disability Insurance	29.99	243.72	297.00	297.00	53.28	82 %
136	MSRS	18.00	167.75	130.00	130.00	-37.75	129 %
151	Workers Compensation	831.00	1,627.00	1,592.00	1,592.00	-35.00	102 %
305	Engineer Fees	0.00	1,365.00	6,000.00	6,000.00	4,635.00	23 %
308	Legal Fees	183.00	335.00	1,000.00	1,000.00	665.00	34 %
310	Recording/Filing Fees	0.00	158.00	500.00	500.00	342.00	32 %
314	Computer/Software Fees	0.00	2,998.36	0.00	0.00	-2,998.36	%
319	Contracted Services	478.15	4,978.45	30,000.00	30,000.00	25,021.55	17 %
325	Postage	0.00	0.00	500.00	500.00	500.00	%
331	Travel Expense	55.38	516.22	300.00	300.00	-216.22	172 %
403	Road Maintenance	34,027.20	35,170.07	11,000.00	11,000.00	-24,170.07	320 %
404	Equipment Maintenance	0.00	537.78	0.00	0.00	-537.78	%
413	Equipment Rental	0.00	18,046.00	10,000.00	10,000.00	-8,046.00	180 %
451	Dues & Subscriptions	0.00	1,740.00	2,000.00	2,000.00	260.00	87 %
530	Improvements Other Than Bldgs	0.00	0.00	150,000.00	150,000.00	150,000.00	%
550	Street Improvements	0.00	0.00	149,935.00	149,935.00	149,935.00	%
720	Transfer Out	0.00	0.00	21,945.00	21,945.00	21,945.00	%
	Account Total:	**47,002.87**	**134,858.92**	**480,086.00**	**480,086.00**	**345,227.08**	**28 %**
	Account Group Total:	**47,002.87**	**134,858.92**	**480,086.00**	**480,086.00**	**345,227.08**	**28 %**
471000 Debt Service							
471000 Debt Service							
303	Banking Fees	0.00	1.71	0.00	0.00	-1.71	%
	Account Total:	**0.00**	**1.71**	**0.00**	**0.00**	**-1.71**	**%**
	Account Group Total:	**0.00**	**1.71**	**0.00**	**0.00**	**-1.71**	**%**
495000 Transfer Out							
495000 Transfer Out							
720	Transfer Out	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Account Total:	**0.00**	**0.00**	**6,125.00**	**6,125.00**	**6,125.00**	**%**
	Account Group Total:	**0.00**	**0.00**	**6,125.00**	**6,125.00**	**6,125.00**	**%**
	Fund Total:	**47,002.87**	**134,860.63**	**486,211.00**	**486,211.00**	**351,350.37**	**28 %**

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
431100 Street Department							
431160 Street Lighting							
227	Street Lights & Signs	0.00	0.00	5,000.00	5,000.00	5,000.00	%
381	Electricity	2,670.79	21,479.74	28,000.00	28,000.00	6,520.26	77 %
	Account Total:	**2,670.79**	**21,479.74**	**33,000.00**	**33,000.00**	**11,520.26**	**65 %**
	Account Group Total:	**2,670.79**	**21,479.74**	**33,000.00**	**33,000.00**	**11,520.26**	**65 %**
	Fund Total:	**2,670.79**	**21,479.74**	**33,000.00**	**33,000.00**	**11,520.26**	**65 %**
	Grand Total:	**317,028.57**					
			0.00				
			2,095,486.93	4,453,059.00	4,453,059.00	2,357,572.07	47 %

Public Works
Utility Maintenance Report

Meeting Date:	10/21/2021			
Reporting Period:	From:	9/1/2021	To:	9/30/2021

1. **Water Utility**
    a. Project Update
        i. Morris Thomas Relocate Hydrants, Water main and Sanitary Sewer
            1. PROJECT COMPLETED
        ii. Peyton Acres
            1. NO Change in September
        iii. Lavaque Jct.
            1. Resolution 2021-25 Resolution Receiving Bids And Awarding Contract
            2. Utility contract COMPLETE
    b. Valve Replacement on Haines/Arrowhead intersection @ same time as some Costco work in the intersection
        i. Valve is a 1960's vintage and nut has fallen off top closing mechanism
            1. Work to be performed by Bougalis & Sons
                a. Work to be done in 2022
    c. HYDRANT POLICY
        i. Met/ W/ Zac Graves on HVFD
            1. Have mtg. w/ City and HVFD on Wed. 9/8/21
            2. Meeting complete
            3. Sending out letters to surrounding Area Fire Dept's

    d. EPA Risk & Resiliency Report
        i. Had to be completed by Congressional act in 2018
            1. We had a 2021 Due date
            2. See attached copy
    e. Annual Mastic @ Valve boxes for snowplow protection
        i. Some valve boxes were adjusted or cut down
2. **Sewer**
    a. Project Update
        i. Will clean remaining section of Trunkline AFTER relocation under Keene Creek work is completed
            1. Scheduled for late October
    b. Annual Mastic @ manholes for snowplow protection
    c. Fixed 4 Manholes that were heaved and letting in I&I

3. **Stormwater**
    a. Project Update
        i. Swan Lake Road Bridge
            1. 2021-26 Resolution Receiving Bids And Awarding Contract For 2021 Road Improvement District No. 536
                a. Project COMPLETE
        ii. Arrowhead Road curb heave in 2 locations
                i. Project COMPLETE
    b. Misc. Stormwater Happenings
            1. Cleaned ditch by NBC bank
            2. Approved JMF Constrcution to add curb to a section of Portland where we have had trouble w/ shoulder erosion during rainfall events
                a. Scheduled for week of 10/11/21

4. **Looking Ahead**
    a. Water Service Repair in Haines Rd. @ 4295 Haines Rd for Centurylink Bldg.-10-5-21
    b. Final Hydrant repairs/Relocations for 2021 10-16 & 18
    c. 2021 Driveway Culvert replacement
        i. 3 on list
        ii. Week of 10-18-21

Guidance for Small Community Water Systems on Risk and Resilience Assessments under America's Water Infrastructure Act

Who Should Use this Guidance?

- This guidance is intended for small community water systems (CWSs) serving greater than 3,300 but less than 50,000 people to comply with the requirements for **risk and resilience assessments** under *America's Water Infrastructure Act of 2018 (AWIA)*.
- For larger CWSs, EPA recommends the Vulnerability Self-Assessment Tool (VSAT) Web 2.0 or an alternate risk assessment method.
- CWSs serving 3,300 or fewer people are not required to conduct risk and resilience assessments under AWIA. EPA recommends, however, that very small CWSs use this or other guidance to learn how to conduct risk and resilience assessments and address threats from malevolent acts and natural hazards that threaten safe drinking water.

What is the Purpose of this Guidance?

- This guidance will help small CWSs meet the requirements for risk and resilience assessments in AWIA.
- This guidance does not address emergency response plans (ERPs), which are also required under AWIA for CWSs serving more than 3,300 people.
  - EPA has developed an Emergency Response Plan Template and Instructions for CWSs to comply with AWIA.
- Further, this guidance does not cover all aspects of water system security and resilience, such as asset management, climate change, and emergency preparedness and response. Visit EPA's Drinking Water and Wastewater Resilience page to find more information.

What are the Risk and Resilience Assessments Requirements in AWIA?

AWIA requires CWSs serving more than 3,300 people to assess the risks to and resilience of the system to malevolent acts and natural hazards. The law specifies water system assets (e.g., infrastructure) that the assessment must address. These assets are listed in Tables 1a – 10b in the *Risk and Resilience Assessment Checklist* (see fillable checklist below on page 4).

Water systems **must certify to EPA** that the system conducted the assessment not later than the following dates:

- March 31, 2020 for systems serving 100,000 or more
- December 31, 2020 for systems serving 50,000 or more but less than 100,000

- June 30, 2021 for systems serving more than 3,300 but less than 50,000

NOTE: Water systems do not submit the actual assessment to EPA. Visit EPA's informational page on How to Certify Your Risk and Resilience Assessment or ERP for instructions. Every five years, CWSs must review the risk and resilience assessment, revise it as needed, and provide` a new certification to EPA.

What are Risk and Resilience in a Water System?

- **Risk** to critical infrastructure, including water systems, is a function of **threat likelihood**, **vulnerability**, and **consequence**.
  - **Threat** can be a malevolent act, like a cyberattack or process sabotage, or a natural hazard, such as a flood or hurricane.
    - **Threat likelihood** is the probability that a malevolent act will be carried out against the water system or that a natural hazard will occur.
  - **Vulnerability** is a weakness that can be exploited by an adversary or impacted by a natural hazard. It is the probability that if a malevolent act or a natural hazard occurred, then the water system would suffer significant adverse impacts.
  - **Consequences** are the magnitude of loss that would ensue if a threat had an adverse impact against a water system. Consequences may include:
    - Economic loss to the water system from damage to utility assets;
    - Economic loss to the utility service area from a service disruption, and
    - Severe illness or deaths that could result from water system contamination, a hazardous gas release, or other hazard involving the water system.
- **Resilience** is the capability of a water system to maintain operations or recover when a malevolent act or a natural hazard occurs.
- **Countermeasures** are steps that a water system implements to reduce risk and increase resilience. They may include plans, equipment, procedures, and other measures.

How does a Community Water System Assess Risk and Resilience Under AWIA?

Tables 1a – 10b in the *Risk and Resilience Assessment Checklist* (see fillable checklist below on page 4) list the categories of water system assets that you must assess under AWIA. In all tables (i.e., for all asset categories), do the following:

1. Select only the **malevolent acts** from those listed in the table that pose a significant risk to the asset category at the CWS. You may write-in malevolent acts not listed in the table.
   a. Focus the selection of malevolent acts on those that are prevalent in the United States (e.g., cyber-attacks), can exploit vulnerabilities at the CWS (e.g., known security gaps), and have the potential for significant economic or public health consequences (e.g., contamination).

   NOTE: EPA's *Baseline Information on Malevolent Acts Relevant to Community Water Systems* assists water systems with estimating the likelihood of these malevolent acts and provides resources for additional information.

2. For each malevolent act that you identify as a significant risk, briefly describe how the malevolent act could impact the asset category at the CWS. Include major assets that might be damaged or disabled, water service restrictions or loss, and public health impacts as applicable.

3. Select only the **natural hazards** from those listed in the table that may pose a significant risk to the asset category at the CWS. You may write-in natural hazards not listed in the table.
   a. Focus the selection of natural hazards on those that are prevalent in the area where the water system is located, may affect vulnerable water system infrastructure, and have the potential for significant economic or public health consequences related to the CWS.

4. For each natural hazard that you identify as a significant risk, briefly describe or provide examples of how the hazard could impact the asset category at the CWS. Include major assets that might be damaged or disabled, water service restrictions or loss, and public health impacts as applicable.

5. **OPTIONAL Table 11 (*Risk and Resilience Assessment Checklist*, see below):** Identify **countermeasures** that the CWS could potentially implement to reduce risk from the malevolent acts and natural hazards that you selected in in this assessment.
   a. For malevolent acts, countermeasures are intended to deter, delay, detect, and respond to an attack.
   b. For natural hazards, countermeasures are intended to prepare, respond, and recover from an event.

   NOTE: A single countermeasure, such as emergency response planning or power resilience, may reduce risk across multiple malevolent acts, natural hazards and asset categories.

Complete the *Risk and Resilience Assessment Checklist* here

EPA offers the *Risk and Resilience Assessment Checklist* in two formats. A fillable PDF format is provided on the pages that follow. This format has fixed fields and may not be changed by the user. Alternatively, a Word version may be accessed by clicking on the icon below. The Word version may be changed by the user. **The content of the PDF and Word versions is the same.** To access the Word version, the file must be downloaded to your computer.

Risk and Resilience Assessment Checklist

Community Water System
Risk and Resilience Assessment

City of Hermantownm, MN
Risk and Resilience Assessment

Please fill in the information below.

Facility Name (if applicable):	City of Hermantown,MN Public Water System
PWSID:	1690043
Analyst Name(s):	Paul Senst
Date of Analysis:	10/01/2021
Analysis Notes:	

Table 1a: Physical Barriers (Malevolent Acts)[1]

Asset Category: *Physical Barriers* **Examples of Assets in this Category:** Encompasses physical security in place at the CWS. Possible examples include fencing, bollards, and perimeter walls; gates and facility entrances; intrusion detection sensors and alarms; access control systems (e.g., locks, card reader systems); and hardened doors, security grilles, and equipment cages.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Physical Barriers* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Assault on Utility – Physical	If our gates or locks are breached @ water towers or Booster Station persons could gain access to these components
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[2]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[1] In a risk assessment, physical barriers are usually treated as countermeasures, which reduce the risk of a threat to an asset, rather than being treated as assets. However, under AWIA, a CWS must assess the risks to and resilience of physical barriers.

[2] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Physical Barriers* **Examples of Assets in this Category:** Encompasses physical security in place at the CWS. Possible examples include fencing, bollards, and perimeter walls; gates and facility entrances; intrusion detection sensors and alarms; access control systems (e.g., locks, card reader systems); and hardened doors, security grilles, and equipment cages.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Physical Barriers* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Cyberattack on Process Control Systems	
☑ Sabotage – Physical	Physical sabotage of the gates or locks, persons could gain access to the Water Towers or Booster Station
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[3]	
☑ Other(s), enter below:	We purchase our water from the City of Duluth. If they are affected, we may be affected.

[3] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 1b: Physical Barriers (Natural Hazards)[4]

Asset Category: *Physical Barriers* **Examples of Assets in this Category:** Encompasses physical security in place at the CWS. Possible examples include fencing, bollards, and perimeter walls; gates and facility entrances; intrusion detection sensors and alarms; access control systems (e.g., locks, card reader systems); and hardened doors, security grilles, and equipment cages.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Physical Barriers* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☐ Fire	

[4] In a risk assessment, physical barriers are usually treated as countermeasures, which reduce the risk of a threat to an asset, rather than analyzed as assets themselves. However, under AWIA, a CWS must assess the risks to and resilience of physical barriers.

Asset Category: *Physical Barriers* **Examples of Assets in this Category:** Encompasses physical security in place at the CWS. Possible examples include fencing, bollards, and perimeter walls; gates and facility entrances; intrusion detection sensors and alarms; access control systems (e.g., locks, card reader systems); and hardened doors, security grilles, and equipment cages.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Physical Barriers* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 2a: Source Water (Malevolent Acts)

Asset Category: *Source Water* **Examples of Assets in this Category:** Encompasses all sources that supply water to a water system. Possible examples include rivers, streams, lakes, source water reservoirs, groundwater, and purchased water.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Source Water* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☑ Contamination of Finished Water – Intentional	If someone intentionally contaminated Duluth's water treatment plant we would be affected also.
☐ Contamination of Finished Water – Accidental[5]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[5] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Source Water* **Examples of Assets in this Category:** Encompasses all sources that supply water to a water system. Possible examples include rivers, streams, lakes, source water reservoirs, groundwater, and purchased water.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Source Water* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Cyberattack on Process Control Systems	
☐ Sabotage – Physical	
☑ Contamination of Source Water – Intentional	If Lake Superior is contaminated and Duluths plant cant treat water to make safe, our system is affected also
☑ Contamination of Source Water – Accidental[6]	See above Answer
☐ Other(s), enter below:	

[6] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 2b: Source Water (Natural Hazards)

Asset Category: *Source Water* **Examples of Assets in this Category:** Encompasses all sources that supply water to a water system. Possible examples include rivers, streams, lakes, source water reservoirs, groundwater, and purchased water.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Source Water* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☐ Fire	

Asset Category: *Source Water* **Examples of Assets in this Category:** Encompasses all sources that supply water to a water system. Possible examples include rivers, streams, lakes, source water reservoirs, groundwater, and purchased water.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Source Water* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 3a: Pipes and Constructed Conveyances, Water Collection, and Intake (Malevolent Acts)

Asset Category: *Pipes and Constructed Conveyances, Water Collection, and Intake* **Examples of Assets in this Category:** Encompasses the infrastructure that collects and transports water from a source water to treatment or distribution facilities. Possible examples include holding facilities, intake structures and associated pumps and pipes, aqueducts, and other conveyances.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Pipes and Constructed Conveyances, Water Collection, and Intake* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[7]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[7] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Pipes and Constructed Conveyances, Water Collection, and Intake* **Examples of Assets in this Category:** Encompasses the infrastructure that collects and transports water from a source water to treatment or distribution facilities. Possible examples include holding facilities, intake structures and associated pumps and pipes, aqueducts, and other conveyances.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Pipes and Constructed Conveyances, Water Collection, and Intake* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Cyberattack on Process Control Systems	
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[8]	
☐ Other(s), enter below:	

[8] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 3b: Pipes and Constructed Conveyances, Water Collection, and Intake (Natural Hazards)

Asset Category: *Pipes and Constructed Conveyances, Water Collection, and Intake* **Examples of Assets in this Category:** Encompasses the infrastructure that collects and transports water from a source water to treatment or distribution facilities. Possible examples include holding facilities, intake structures and associated pumps and pipes, aqueducts, and other conveyances.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Pipes and Constructed Conveyances, Water Collection, and Intake* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☐ Fire	

Asset Category: *Pipes and Constructed Conveyances, Water Collection, and Intake* **Examples of Assets in this Category:** Encompasses the infrastructure that collects and transports water from a source water to treatment or distribution facilities. Possible examples include holding facilities, intake structures and associated pumps and pipes, aqueducts, and other conveyances.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Pipes and Constructed Conveyances, Water Collection, and Intake* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 4a: Pretreatment and Treatment (Malevolent Acts)

Asset Category: *Pretreatment and Treatment* **Examples of Assets in this Category:** Encompasses all unit processes that a water system uses to ensure water meets regulatory public health and aesthetic standards prior to distribution to customers. Possible examples include sedimentation, filtration, disinfection, and chemical treatment. For the risk assessment, individual treatment processes at a facility may be grouped together and analyzed as a single asset if they have a similar risk profile.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Pretreatment and Treatment* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[9]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[9] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Pretreatment and Treatment* **Examples of Assets in this Category:** Encompasses all unit processes that a water system uses to ensure water meets regulatory public health and aesthetic standards prior to distribution to customers. Possible examples include sedimentation, filtration, disinfection, and chemical treatment. For the risk assessment, individual treatment processes at a facility may be grouped together and analyzed as a single asset if they have a similar risk profile.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Pretreatment and Treatment* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Cyberattack on Process Control Systems	Hermantown relies on the City of Duluth for water. If there our SCADA equipment goes down due to a ransomeware attack our cumputer system may become inoperable. Same if the City of Duluth's systems goes down.
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[10]	
☑ Other(s), enter below:	If Duluth's systmees are having issues, we may have issues also. We are in communication with them when they are having issues.

[10] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 4b: Pretreatment and Treatment (Natural Hazards)

Asset Category: *Pretreatment and Treatment* **Examples of Assets in this Category:** Encompasses all unit processes that a water system uses to ensure water meets regulatory public health and aesthetic standards prior to distribution to customers. Possible examples include sedimentation, filtration, disinfection, and chemical treatment. For the risk assessment, individual treatment processes at a facility may be grouped together and analyzed as a single asset if they have a similar risk profile.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Pretreatment and Treatment* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☑ Ice storm	Duluth's Pumping system may not work during a power failue due to ice storm if their back up generators do not work
☑ Fire	If there is a fire at Duluths plant we could be affected

Asset Category: *Pretreatment and Treatment* **Examples of Assets in this Category:** Encompasses all unit processes that a water system uses to ensure water meets regulatory public health and aesthetic standards prior to distribution to customers. Possible examples include sedimentation, filtration, disinfection, and chemical treatment. For the risk assessment, individual treatment processes at a facility may be grouped together and analyzed as a single asset if they have a similar risk profile.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Pretreatment and Treatment* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 5a: Storage and Distribution Facilities (Malevolent Acts)

Asset Category: *Storage and Distribution Facilities* **Examples of Assets in this Category:** Encompasses all infrastructure used to store water after treatment, maintain water quality, and distribute water to customers. Possible examples include residual disinfection, pumps, tanks, reservoirs, valves, pipes, and meters.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Storage and Distribution Facilities* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[11]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[11] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Storage and Distribution Facilities* **Examples of Assets in this Category:** Encompasses all infrastructure used to store water after treatment, maintain water quality, and distribute water to customers. Possible examples include residual disinfection, pumps, tanks, reservoirs, valves, pipes, and meters.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Storage and Distribution Facilities* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Cyberattack on Process Control Systems	Hermantown relies on SCADA system to operate safe levels of water in the Water Towers. A Ransonmware attack could work its way thru the system causing a failure of the network computers limiting the utilites to monitor and keep water towers fulll
☑ Sabotage – Physical	Sabotage on our 2 water towers would result in eliminated or reduced storage capacity
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[12]	
☐ Other(s), enter below:	

[12] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 5b: Storage and Distribution Facilities (Natural Hazards)

Asset Category: *Storage and Distribution Facilities* **Examples of Assets in this Category:** Encompasses all infrastructure used to store water after treatment, maintain water quality, and distribute water to customers. Possible examples include residual disinfection, pumps, tanks, reservoirs, valves, pipes, and meters.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Storage and Distribution Facilities* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☑ Fire	A major fire could impact the cities ability to provide water to customers if Flow demands increase beyond providable capacity.

Asset Category: *Storage and Distribution Facilities* **Examples of Assets in this Category:** Encompasses all infrastructure used to store water after treatment, maintain water quality, and distribute water to customers. Possible examples include residual disinfection, pumps, tanks, reservoirs, valves, pipes, and meters.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Storage and Distribution Facilities* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 6a: Electronic, Computer, or Other Automated Systems (including the security of such systems) (Malevolent Acts)

Asset Category: *Electronic, Computer, or Other Automated Systems (including the security of such systems)*

Examples of Assets in this Category: Encompasses all treatment and distribution process control systems, business enterprise information technology (IT) and communications systems (other than financial), and the processes used to secure such systems. Possible examples include the sensors, controls, monitors and other interfaces, plus related IT hardware and software and communications, used to control water collection, treatment, and distribution. Also includes IT hardware, software, and communications used in business enterprise operations. The assessment must account for the security of these systems (e.g., cybersecurity, information security).

Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Electronic, Computer, or Other Automated Systems (including the security of such systems)* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[13]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[13] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Electronic, Computer, or Other Automated Systems (including the security of such systems)*

Examples of Assets in this Category: Encompasses all treatment and distribution process control systems, business enterprise information technology (IT) and communications systems (other than financial), and the processes used to secure such systems. Possible examples include the sensors, controls, monitors and other interfaces, plus related IT hardware and software and communications, used to control water collection, treatment, and distribution. Also includes IT hardware, software, and communications used in business enterprise operations. The assessment must account for the security of these systems (e.g., cybersecurity, information security).

Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Electronic, Computer, or Other Automated Systems (including the security of such systems)* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Cyberattack on Process Control Systems	Ransomeware attack to DUluths of Hermantowns computer system may impact communication between water towers, pumps and flows. THus impacting teh cities water supply
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[14]	
☐ Other(s), enter below:	

[14] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 6b: Electronic, Computer, or Other Automated Systems (including the security of such systems) (Natural Hazards)

Asset Category: *Electronic, Computer, or Other Automated Systems (including the security of such systems)* **Examples of Assets in this Category:** Encompasses all treatment and distribution process control systems, business enterprise information technology (IT) and communications systems (other than financial), and the processes used to secure such systems. Possible examples include the sensors, controls, monitors and other interfaces, plus related IT hardware and software and communications, used to control water collection, treatment, and distribution. Also includes IT hardware, software, and communications used in business enterprise operations. The assessment must account for the security of these systems (e.g., cybersecurity, information security).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Electronic, Computer, or Other Automated Systems (including the security of such systems)* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	

Asset Category: *Electronic, Computer, or Other Automated Systems (including the security of such systems)* **Examples of Assets in this Category:** Encompasses all treatment and distribution process control systems, business enterprise information technology (IT) and communications systems (other than financial), and the processes used to secure such systems. Possible examples include the sensors, controls, monitors and other interfaces, plus related IT hardware and software and communications, used to control water collection, treatment, and distribution. Also includes IT hardware, software, and communications used in business enterprise operations. The assessment must account for the security of these systems (e.g., cybersecurity, information security).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Electronic, Computer, or Other Automated Systems (including the security of such systems)* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Fire	
☐ Other(s), enter below:	

Table 7a: Monitoring Practices (Malevolent Acts)[15]

Asset Category: *Monitoring Practices* **Examples of Assets in this Category:** Encompasses the processes and practices used to monitor source water and finished water quality, along with any monitoring systems not captured in other asset categories. Possible examples include sensors, laboratory resources, sampling capabilities, and data management equipment and systems. Examples are contamination warning systems for the source water or distribution system.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Monitoring Practices* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[16]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[15] Monitoring associated with physical security should be addressed under *Physical Barriers*; monitoring associated with process controls and cybersecurity should be addressed under *Electronic, Computer or Other Automated Systems*; monitoring associated with financial systems should be addressed under *Financial Infrastructure*.

[16] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Monitoring Practices* **Examples of Assets in this Category:** Encompasses the processes and practices used to monitor source water and finished water quality, along with any monitoring systems not captured in other asset categories. Possible examples include sensors, laboratory resources, sampling capabilities, and data management equipment and systems. Examples are contamination warning systems for the source water or distribution system.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Monitoring Practices* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Cyberattack on Process Control Systems	Ransomware attack would affect the Utilities ability to monitor the distribution system.
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[17]	
☑ Other(s), enter below:	This would be a City of Duluth thing. So if they have an issue, it could affect us, but not until it affects Duluth.

[17] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 7b: Monitoring Practices (Natural Hazards)[18]

Asset Category: *Monitoring Practices* **Examples of Assets in this Category:** Encompasses the processes and practices used to monitor source water and finished water quality, along with any monitoring systems not captured in other asset categories. Possible examples include sensors, laboratory resources, sampling capabilities, and data management equipment and systems. Examples are contamination warning systems for the source water or distribution system.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Monitoring Practices* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☑ Ice storm	Power outage with no backup power to monitor systems

[18] Monitoring associated with physical security should be addressed under *Physical Barriers*; monitoring associated with process controls and cybersecurity should be addressed under *Electronic, Computer or Other Automated Systems*; monitoring associated with financial systems should be addressed under *Financial Infrastructure*.

Asset Category: *Monitoring Practices* **Examples of Assets in this Category:** Encompasses the processes and practices used to monitor source water and finished water quality, along with any monitoring systems not captured in other asset categories. Possible examples include sensors, laboratory resources, sampling capabilities, and data management equipment and systems. Examples are contamination warning systems for the source water or distribution system.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Monitoring Practices* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Fire	
☐ Other(s), enter below:	

Table 8a: Financial Infrastructure (Malevolent Acts)

Asset Category: *Financial Infrastructure* **Examples of Assets in this Category:** Encompasses equipment and systems used to operate and manage utility finances. Possible examples include billing, payment, and accounting systems, along with third parties used for these services. This asset category is not intended to address the financial "health" of the water utility (e.g., credit rating, debt-to-equity ratios).	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Financial Infrastructure* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[19]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[19] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *Financial Infrastructure* **Examples of Assets in this Category:** Encompasses equipment and systems used to operate and manage utility finances. Possible examples include billing, payment, and accounting systems, along with third parties used for these services. This asset category is not intended to address the financial "health" of the water utility (e.g., credit rating, debt-to-equity ratios).	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *Financial Infrastructure* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Cyberattack on Process Control Systems	
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[20]	
☐ Other(s), enter below:	

[20] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 8b: Financial Infrastructure (Natural Hazards)

Asset Category: *Financial Infrastructure* **Examples of Assets in this Category:** Encompasses equipment and systems used to operate and manage utility finances. Possible examples include billing, payment, and accounting systems, along with third parties used for these services. This asset category is not intended to address the financial "health" of the water utility (e.g., credit rating, debt-to-equity ratios).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Financial Infrastructure* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☐ Fire	

Asset Category: *Financial Infrastructure* **Examples of Assets in this Category:** Encompasses equipment and systems used to operate and manage utility finances. Possible examples include billing, payment, and accounting systems, along with third parties used for these services. This asset category is not intended to address the financial "health" of the water utility (e.g., credit rating, debt-to-equity ratios).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *Financial Infrastructure* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 9a: The Use, Storage, or Handing of Chemicals (Malevolent Acts)

Asset Category: *The Use, Storage, or Handling of Chemicals* **Examples of Assets in this Category:** Encompasses the chemicals and associated storage facilities and handling practices used for chemical disinfection and treatment. Assessments under this asset category should focus on the risk of uncontrolled release of a potentially dangerous chemical like chlorine where applicable.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *The Use, Storage, or Handling of Chemicals* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[21]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[21] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *The Use, Storage, or Handling of Chemicals* **Examples of Assets in this Category:** Encompasses the chemicals and associated storage facilities and handling practices used for chemical disinfection and treatment. Assessments under this asset category should focus on the risk of uncontrolled release of a potentially dangerous chemical like chlorine where applicable.	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *The Use, Storage, or Handling of Chemicals* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Cyberattack on Process Control Systems	
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[22]	
☑ Other(s), enter below:	We do not use any chemicals in our system. We buy our water from Duluth.

[22] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 9b: The Use, Storage, or Handing of Chemicals (Natural Hazards)

Asset Category: *The Use, Storage, or Handling of Chemicals* **Examples of Assets in this Category:** Encompasses the chemicals and associated storage facilities and handling practices used for chemical disinfection and treatment. Assessments under this asset category should focus on the risk of uncontrolled release of a potentially dangerous chemical like chlorine where applicable.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *The Use, Storage, or Handling of Chemicals* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☐ Ice storm	
☐ Fire	

Asset Category: *The Use, Storage, or Handling of Chemicals* **Examples of Assets in this Category:** Encompasses the chemicals and associated storage facilities and handling practices used for chemical disinfection and treatment. Assessments under this asset category should focus on the risk of uncontrolled release of a potentially dangerous chemical like chlorine where applicable.	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the *The Use, Storage, or Handling of Chemicals* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 10a: The Operation and Maintenance of the System (Malevolent Acts)

Asset Category: *The Operation and Maintenance of the System* **Examples of Assets in this Category:** Encompasses critical processes required for operation and maintenance of the water system that are not captured under other asset categories. Possible examples include equipment, supplies, and key personnel. Assessments may focus on the risk to operations associated with dependency threats like loss of utilities (e.g., power outage), loss of suppliers (e.g., interruption in chemical delivery), and loss of key employees (e.g., disease outbreak or employee displacement).	
Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *The Operation and Maintenance of the System* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Assault on Utility – Physical	
☐ Contamination of Finished Water – Intentional	
☐ Contamination of Finished Water – Accidental[23]	
☐ Theft or Diversion – Physical	
☐ Cyberattack on Business Enterprise Systems	

[23] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Asset Category: *The Operation and Maintenance of the System*

Examples of Assets in this Category: Encompasses critical processes required for operation and maintenance of the water system that are not captured under other asset categories. Possible examples include equipment, supplies, and key personnel. Assessments may focus on the risk to operations associated with dependency threats like loss of utilities (e.g., power outage), loss of suppliers (e.g., interruption in chemical delivery), and loss of key employees (e.g., disease outbreak or employee displacement).

Malevolent Acts Select the malevolent acts in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a malevolent act in the left column as a significant risk to the *The Operation and Maintenance of the System* asset category, briefly describe in the right column how the malevolent act could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☑ Cyberattack on Process Control Systems	Ransomware attack to Hermantowns Water computer system may impact communication between towers and DUluth. Thus impacting the cities water supply. - Server goes down we do not have access to SCADA system.
☐ Sabotage – Physical	
☐ Contamination of Source Water – Intentional	
☐ Contamination of Source Water – Accidental[24]	
☑ Other(s), enter below: viral pandemic	Hermantown Water may experience shortage in staffing and loss of key personnel due to absenteeism.

[24] Accidental contamination is not a malevolent act. It is included here due to similar potential consequences and because whether a contamination incident is intentional or accidental may not be known during initial response.

Table 10b: The Operation and Maintenance of the System (Natural Hazards)

Asset Category: *The Operation and Maintenance of the System* **Examples of Assets in this Category:** Encompasses critical processes required for operation and maintenance of the water system that are not captured under other asset categories. Possible examples include equipment, supplies, and key personnel. Assessments may focus on the risk to operations associated with dependency threats like loss of utilities (e.g., power outage), loss of suppliers (e.g., interruption in chemical delivery), and loss of key employees (e.g., disease outbreak or employee displacement).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the T*he Operation and Maintenance of the System* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Hurricane	
☐ Flood	
☐ Earthquake	
☐ Tornado	
☑ Ice storm	City SCADA system will not work due to Utility power failure with no emergency backup power source.
☐ Fire	

Asset Category: *The Operation and Maintenance of the System* **Examples of Assets in this Category:** Encompasses critical processes required for operation and maintenance of the water system that are not captured under other asset categories. Possible examples include equipment, supplies, and key personnel. Assessments may focus on the risk to operations associated with dependency threats like loss of utilities (e.g., power outage), loss of suppliers (e.g., interruption in chemical delivery), and loss of key employees (e.g., disease outbreak or employee displacement).	
Natural Hazards Select the natural hazards in the left column that pose a significant risk to this asset category at the CWS.	**Brief Description of Impacts** If you select a natural hazard in the left column as a significant risk to the T*he Operation and Maintenance of the System* asset category, briefly describe in the right column how the natural hazard could impact this asset category at the CWS. Include effects on major assets, water service, and public health as applicable.
☐ Other(s), enter below:	

Table 11: Countermeasures (Optional)[25]

Countermeasures (optional) List countermeasures in the left column the CWS could potentially implement to reduce risk from the malevolent acts and natural hazards that were selected.	**Brief Description of Risk Reduction or Increased Resilience** For each countermeasure, in the right column, describe how the countermeasure could reduce risk or increase resilience for CWS assets from malevolent acts or natural hazards that were selected in the analysis. A countermeasure may reduce risk across multiple malevolent acts, natural hazards and asset categories.
1. Backup Power @ Public works SHop Where SCADA system is located	A backup generator @ Hermantowns Public Works facility would help to ensure that we are able to monitior our SCADA system in teh event of an electrical failure. in 2022 CIP plan at this time.
2.	
3.	
4.	
5.	

[25] IMPORTANT NOTE: The assessment does not require a specific number of countermeasures. You may have fewer than five countermeasures or add more countermeasures and describe them in a separate document.

Change History

Please describe the changes made to this risk and resilience assessment since its original development, who made the changes, and on what date the changes were incorporated.

Name/Title:	Date:	Description of Change:

City of Hermantown - 2021 Water Loss Report

	Duluth Billed (Gallons)	Hermantown Billed (Gallons)	Difference	Percent Difference	Water Main Breaks	Truck Fill/ Temp Meter	City Usage	Total Accounted	Total Unaccounted Gallons
Jan	14,008,544	13,130,447	878,097	6.3%	-	23,400	20,990	44,390	833,707
Feb	13,577,696	11,567,332	2,010,364	14.8%	1,145,000	7,900	13,972	1,166,872	843,492
Mar	12,871,584	12,712,351	159,233	1.2%	50,000	20,900	17,470	88,370	70,863
Apr	14,606,944	13,255,683	1,351,261	9.3%	210,000	27,100	11,818	248,918	1,102,343
May	14,614,424	15,186,801	(572,377)	-3.9%	60,000	54,043	14,444	128,487	(700,864)
Jun	17,417,180	16,661,709	755,471	4.3%	178,700	91,929	25,842	296,471	459,000
Jul	17,583,984	16,733,790	850,194	4.8%	-	95,900	33,513	129,413	720,781
Aug	21,032,264	19,647,740	1,384,524	6.6%	506,000	275,482	22,120	803,602	580,922
Sep	18,422,492	17,133,360	1,289,132	7.0%	200,000	93,300	13,771	307,071	982,061
Oct	-	-	-	#DIV/0!	-	-	-	-	-
Nov	-	-	-	#DIV/0!	-	-	-	-	-
Dec	-	-	-	#DIV/0!	-	-	-	-	-
	144,135,112	136,029,212	8,105,900	5.6%	2,349,700	689,954	173,940	3,213,594	4,892,306

Total Percent of Duluth Billed Unaccounted For:	3.39%

Clear Answers for Clean Water℠

Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806-1894
(218) 722-3336

Account No.	8420
Invoice Date	09/30/2021

To: CITY OF HERMANTOWN
5105 MAPLE GROVE ROAD
HERMANTOWN MN 55811

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
093021HER1	09/30/2021	10/15/2021		WASTEWATER CHARGES			42,613.00
093021HER2	09/30/2021	10/15/2021		2020 ADJUSTMENT			-1,587.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
41,026.00	0.00	0.00	0.00	**41,026.00**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. For inquiries please call WLSSD at 218-722-3336.

2021 FLOW AND LOADINGS

SUMMARY ONLY

Hermantown

(Haines Road Metering Station)

BOD Biochemical Oxygen Demand

SS Suspended Solids

FLOW Million Gallons per Day

MONTH	TOTAL FLOW MG	AVG FLOW MGD	PEAK HR FLOW RATE MGD	TOTAL BOD LBS	AVG BOD LBS/DAY	TOTAL SS LBS	AVG SS LBS/DAY
JANUARY	9.2699	0.2990	0.5122	15,903	513	22,847	737
FEBRUARY	8.5086	0.3039	0.5846	14,140	505	13,188	471
MARCH	13.0637	0.4214	1.0742	19,623	633	20,770	670
APRIL	12.8715	0.4291	0.7488	18,330	611	15,450	515
MAY	11.5352	0.3721	0.6592	19,871	641	16,802	542
JUNE	10.6220	0.3541	0.5556	18,720	624	17,430	581
JULY	10.3429	0.3336	0.8856	17,484	564	16,027	517
AUGUST	10.3449	0.3337	0.5698	19,933	643	19,437	627
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	**86.5587**	0.3562		**144,004**	593	**141,951**	584

Questions regarding Billing
In this summary form
should be directed to:

Cathy Remington
Director of Finance
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Phone: (218) 740-4788
Fax: (218) 727-7471
Email:Cathy.Remington@wlssd.com

Data Verified by:

Julie Macor, Director of Environmental Services - (218) 740-4814
Grant Brown, Director of Information Services - (218) 740 - 4777
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Fax: (218) 727-7471
Email: julie.macor@wlssd.com
Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By:

2021 FLOW AND LOADINGS
SUMMARY ONLY

City of Hermantown

Includes Bayview and Haines Road Metering Station

BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

MONTH	*TOTAL FLOW*	*AVG FLOW*	*PEAK HR FLOW RATE*	*TOTAL BOD*	*AVG BOD*	*TOTAL SS*	*AVG SS*
	MG	*MGD*	*MGD*	*LBS*	*LBS/DAY*	*LBS*	*LBS/DAY*
JANUARY	15.8166	0.5102	0.8312	26,823	865	33,767	1,089
FEBRUARY	14.4651	0.5166	0.9316	24,075	860	23,123	826
MARCH	23.7652	0.7666	2.1324	37,473	1,209	38,620	1,246
APRIL	25.4288	0.8477	2.0419	39,276	1,309	36,396	1,213
MAY	19.7894	0.6384	1.2138	33,639	1,085	30,570	986
JUNE	17.2964	0.5766	0.8556	29,853	995	28,563	952
JULY	16.4616	0.5310	1.2175	27,690	893	26,233	846
AUGUST	16.2866	0.5254	0.8027	29,844	963	29,348	947
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	**149.3097**	0.6144	Allocation	**248,673**	1,023	**246,620**	1,015
2021 BUDGET		0.6500	3.5300		1,150		1,100

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Email: grant.brown@wlssd.com

Initialed By: JUM
Initialed By:

2021 FLOW AND LOADINGS
SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

MONTH	TOTAL FLOW MG	AVG FLOW MGD	PEAK HR FLOW RATE MGD	TOTAL BOD LBS	AVG BOD LBS/DAY	TOTAL SS LBS	AVG SS LBS/DAY
JANUARY	6.5467	0.2112	0.3787	10,920	352	10,920	352
FEBRUARY	5.9565	0.2127	0.6357	9,935	355	9,935	355
MARCH	10.7015	0.3452	1.1283	17,850	576	17,850	576
APRIL	12.5573	0.4186	1.4354	20,946	698	20,946	698
MAY	8.2542	0.2663	0.6388	13,768	444	13,768	444
JUNE	6.6744	0.2225	0.3721	11,133	371	11,133	371
JULY	6.1187	0.1974	0.4169	10,206	329	10,206	329
AUGUST	5.9417	0.1917	0.3422	9,911	320	9,911	320
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	**62.7510**	0.2582		**104,669**	431	**104,669**	431

Questions regarding Billing
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should be directed to:
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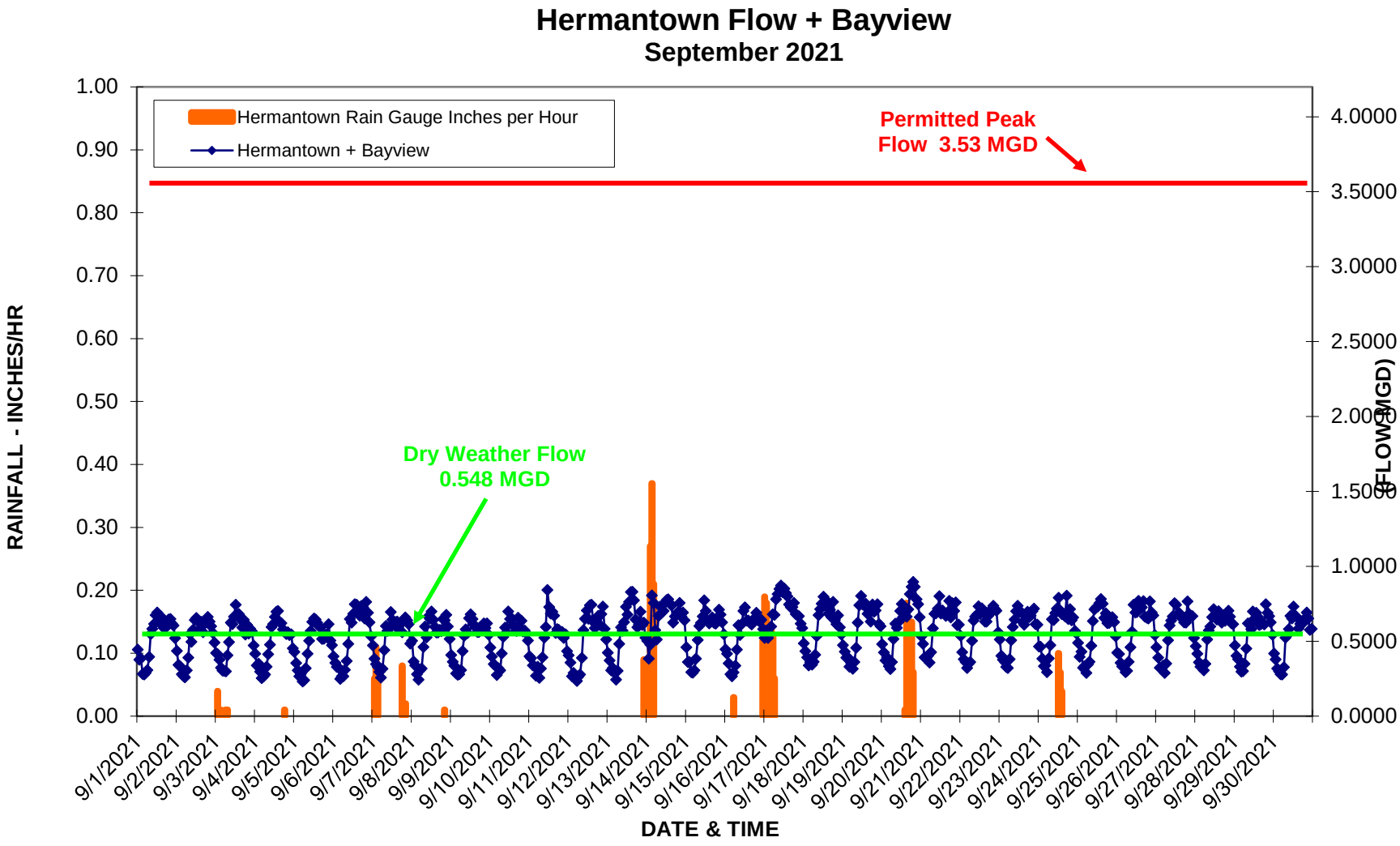
Initialed By: JLM
Initialed By:


Hermantown Flow + Bayview
September 2021
Hermantown Rain Gauge Inches per Hour
Hermantown + Bayview
Permitted Peak
Flow 3.53 MGD
Dry Weather Flow
0.548 MGD
RAINFALL - INCHES/HR
FLOW(MGD)
DATE & TIME
1.00
0.90
0.80
0.70
0.60
0.50
0.40
0.30
0.20
0.10
0.00
4.0000
3.5000
3.0000
2.5000
2.0000
1.5000
1.0000
0.5000
0.0000
9/1/2021
9/2/2021
9/3/2021
9/4/2021
9/5/2021
9/6/2021
9/7/2021
9/8/2021
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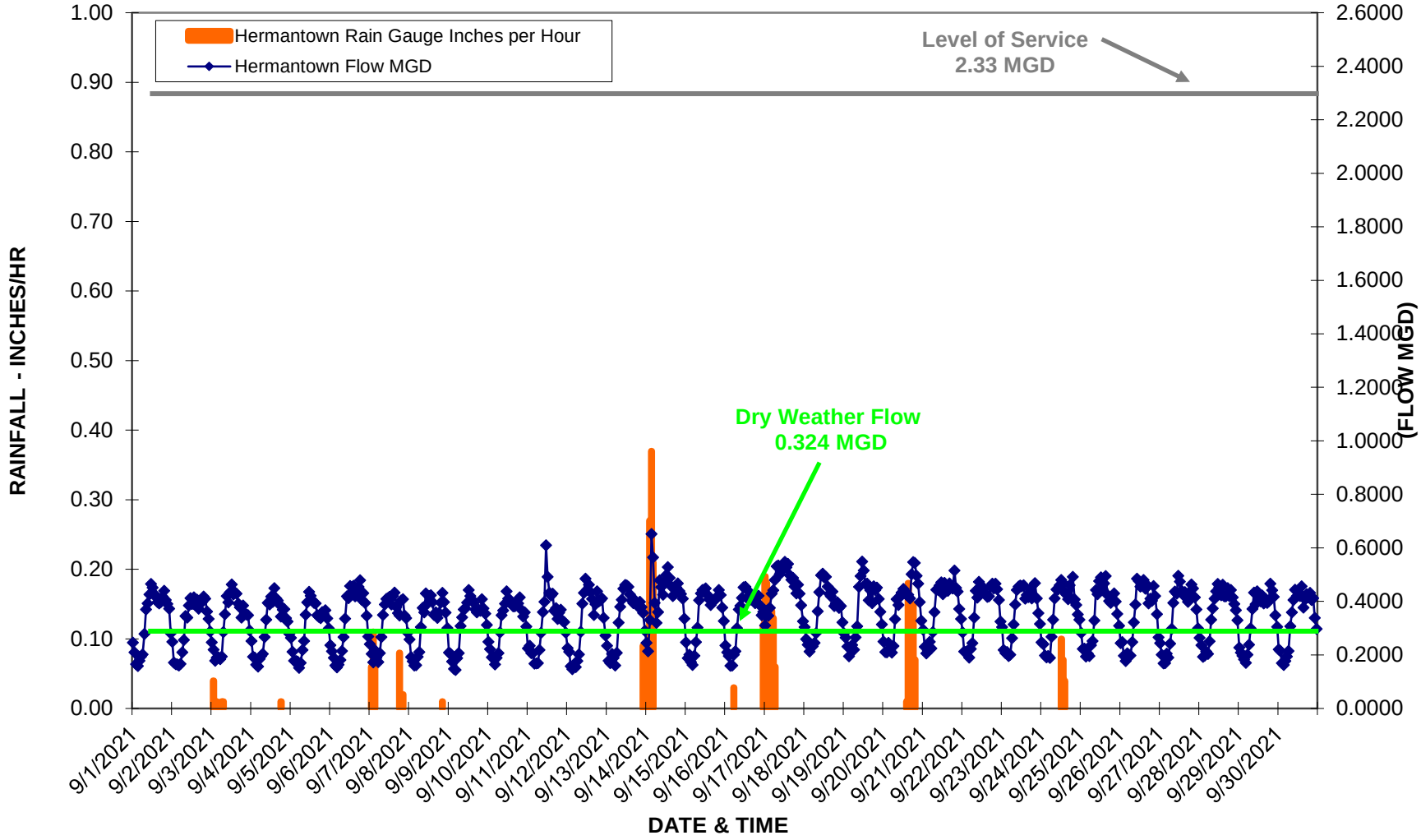
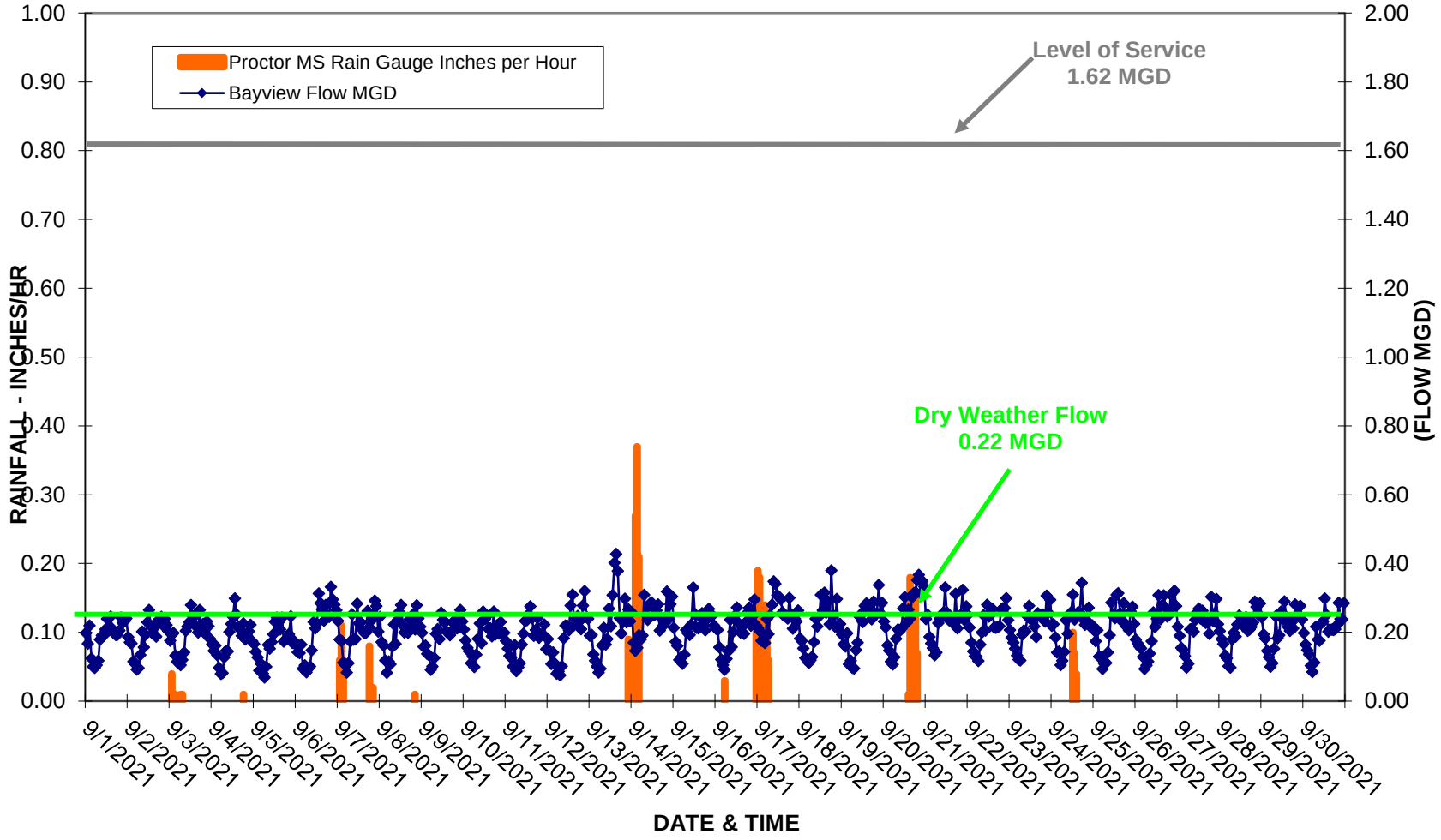
9/24/2021
9/25/2021
9/26/2021
9/27/2021
9/28/2021
9/29/2021
9/30/2021

Hermantown Flow - Haines Road
September 2021



BAYVIEW METERING STATION
September 2021



2021 New Connection Applications Received

Application Signed Date	Address	Sewer	Water	Home Owner	New or Existing Home
1/6/2021	3691 Patriot Lane	x	x	Jay Zierden	New
1/28/2021	4995 W Arrowhead Rd	x	x	Les Adolphson	New
2/24/2021	4975 Thompson Rd		x	Thomas & Sharon Havron	Existing
3/3/2021	5064 Silver Leaf St	x	x	Jason & Rachel Wise	New
3/8/2021	4180 W Pond Dr.	x	x	David Rauschenfels	New
3/15/2021	4720 Morris Thomas Rd		x	Shelley & Evan Wingness	Existing
3/31/2021	4059 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4061 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4063 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4065 Ugstad Rd	x	x	Clear Vision Builders	New
4/15/2021	5085 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5087 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5091 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5093 Hermantown Rd	x	x	A-Lign Properties	New
4/28/2021	4320 Theilke Circle	x	x	Kevin Kuklis	New
4/29/2021	3690 Patriot Lane	x	x	Jay Zierden	New
4/29/2021	3692 Patriot Lane	x	x	Jay Zierden	New
4/29/2021	3694 Patriot Lane	x	x	Jay Zierden	New
5/3/2021	4449 Sugar Maple Dr	x	x	Dan Wallin	New
5/3/2021	4451 Sugar maple Dr	x	x	Dwayne Haapanen	New
6/23/2021	5298 Miller Trunk Hwy (Apts)	x	x	P & R Properties	New
7/8/2021	4327 Thielke Circle	x	x	Travis & Brittany Hedley	New
7/13/2021	4990 Knotty Wood Ct	x	x	DNJ Properties	New
7/16/2021	4061 Haines Rd (Garage Service)	x	x	Andrew Gamache	Existing
7/20/2021	3759 Lavaque Rd	x	x	Greg Johnson	New
7/29/2021	5340 Truman Dr	x	x	Easy Housing of Duluth	New
8/9/2021	4155 Richard Ave	x	x	Patriot Properties	New
8/27/2021	3883 Okerstrom Rd	x	x	Jason Bramstadt	New
9/2/2021	5236 Lavaque Jct Rd		x	Casey Macdonell	Existing
9/27/2021	4185 Jefferson Dr	x	x	Garret Suihkonen	New
9/28/2021	4324 Ugstad Rd	x	x	Amber Olson	New

10/7/2021	3959 Peyton Lane	x	x	Scott Antcliff	New

TO:	Utility Commission Members		
FROM:	Lindsay Townsend, Utility Billing Clerk		
DATE:	**October 13, 2021**	**Meeting Date:**	**10/21/2021**
SUBJECT:	**Utility Billing Happenings**	**Agenda Item:**	**8f**

- Water Conservation Kits still available at City Hall for residents to pick up.

- Utility Portal Update: 1,085 accounts, 418 paperless, 292 autopay (Last month: 1047 accounts, 413 paperless, 277 autopay)

- Past Due Accounts as of October 13: 72 accts (119 accounts last month)
  120 days – 2 accts (Previous month: 1)
  90 days – 6 accts (Previous month: 4)
  60 days – 6 accts (Previous month: 18)
  30 days – 58 accts (Previous month: 96)

- In August 21 Shut Off notices were delivered. One shut off for non-payment was performed.

- On October 1 Pending Assessment for Delinquent Utilities letters went out to 157 customers (67 monthly & 90 semi-annual). Customers have until November 12, 2021 to pay their past due balance to avoid being certified to St. Louis County to have the balance be collected with their 2022 property taxes.

  As of October 13, there are 119 customers left to pay from the 157 that received letters. 36 monthly customers and 83 semi-annual stormwater only customers.

- Due to the WLSSD substantial 2022 increase delineated in their recent letter given to you in the agenda packet the 2022 Sewer expenditure budget has been increased $55,000 from what was previously presented to you.