

**CITY OF HERMANTOWN**  
**UTILITY COMMISSION AGENDA – June 16, 2022**

Hermantown’s June 16, 2022, **UTILITY COMMISSION** Meeting will be conducted in person with remote connection available via Zoom.

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: June 16, 2022 05:30 PM Central Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83937252217?pwd=QzFUWEJtSUJlR4RkNwbVNwVXd4UT09>

**Meeting ID:** 839 3725 2217

**Passcode:** 576504

Dial by your location

+1 312 626 6799 US (Chicago)

**CITY OF HERMANTOWN  
UTILITY COMMISSION AGENDA – June 16, 2022**

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

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
  - a. [May 19, 2022 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 Report](#)
  - b. [Sewer Availability Charge Policy](#)
  - c. [WLSSD I & I Program Assessment](#)
5. **PRESENTATIONS** *(Department Heads may give reports if necessary)*
6. **OLD BUSINESS**
7. **NEW BUSINESS**
  - a. [Utility Commission Meeting Frequency](#)
  - b. [AEOA Water Assistance 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  
May 19, 2022  
5:30 PM**

**This meeting was conducted in person and via Zoom.**

**ROLL CALL**            *Jim Samberg, William Berg, Howard Jacobson, Rob McLachlan*

**ABSENT:**            *Doug Kerfeld, Councilor Grant Hauschild*

**VISITORS**            *Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk*

**MINUTES**

*Motion by Howard Jacobson to approve minutes of the March 17, 2022 meeting, seconded by Jim Samberg. 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. WLSSD Discharge Monitoring Report – Report was attached.*
- b. MN Pollution Control Agency – Sanitary Sewer Extension Permit #8226 – Report was attached.*
- c. 2021 Drinking Water Report – Report was attached.*

**PRESENTATIONS**

*none*

**OLD BUSINESS**

*none*

**NEW BUSINESS**

- a. Requested by Commission to add New Business for next month's meeting – Utility Commission frequency discussion.*

**REPORTS**

- a. Budget to Actual Expenditure Report – Question from Rob McLachlan in regards to negative \$1,100 under Cable TV Fund. Will report back at next meeting.*
- 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: *Question to Paul Senst about Ugstad Rd project. Paul informed commission it is currently in the State of MN's hands, looks like it might not start this year.*
- b. William Berg: *Reported that at the next Broadband meeting they will be discussing getting a consultant to assist with moving forward.*
- c. Robert McLachlan: *No report.*
- d. Doug Kerfeld: *Absent.*
- e. Howard Jacobson: *No report.*
- f. Councilor Grant Hauschild: *Absent.*

**RECESS** Motion by Jim Samberg to adjourn, seconded by Howard Jacobson. All ayes, motion carried. The meeting recessed at approximately 6:05 pm.

Minutes prepared by:  
Lindsay Townsend, Utility Billing Clerk



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## Western Lake Superior Sanitary District

May 12, 2022

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 April 2022 (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 April was 44 MGD.

The average influent cBOD5 concentration was 164 mg/L and the average effluent concentration was 17 mg/L. The cBOD5 removal efficiency for the month of April was 89 percent. The average influent and effluent suspended solids concentrations were 151 mg/L and 16 mg/L, respectively, providing a monthly suspended solids removal rate of 89 percent.

For the month of April, the effluent phosphorus calendar month average concentration was 0.3 mg/L and the average mass was 54 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of April, the effluent's daily maximum mercury concentration was 4.4 ng/L and the monthly average was 4.3 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 April, the calendar month average mercury was 789 mg/d, and the daily maximum was 874 mg/d.

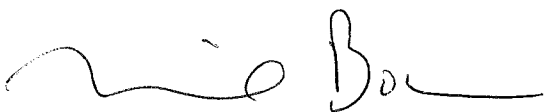
WLSSD proactively submitted a notification letter to the MPCA on May 6, 2021 that identified and discussed the NPDES/SDS permit compliance challenges it faced meeting mercury limits without a variance.

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May 12, 2022

The submittal contains: a Sample Values Spreadsheet and a DMR Calculated Values Spreadsheet.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianne Bohren". The signature is fluid and cursive, with a large initial "M" and "B".

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

<b>Handbook for the City of Hermantown</b>		
<b>X Policy – Resolution 2022-30</b>		<b>Procedure</b>
<b>Date Adopted</b> 3/21/2022	<b>Title: Sewer Availability Charges</b>	<b>Section: Public Works</b>
<b>Revision Dates:</b>		<b>Page: 1 of 3</b>

**Purpose:** The purpose of this policy is to establish availability charges to the City Sewer. Availability charges are intended to provide revenue to the City to care for the overall sanitary sewer system by recognizing the value of the sewer to the affected property owner.

### Definitions

**Trunk Sewer:** A major sewer line built by the City with the intent of opening up an area for sewer, but not intended for individual service connections that receive wastewater flows from collector sewers (mains). A trunk sewer carries wastewater via a direct connection to the Bayview metering station. The trunk sewer line is built by the City using a competitive bid process to provide sewer to an unsewered area funded by City Sales Tax Revenue.

**Trunk Sewer Spurs:** Sewer mains connected to a segment of a trunk line built by the City with the intention of serving as a sewer main in the future. Usually built at the same time as a segment of trunk line. Trunk sewer spurs are built by the City off of the trunk sewer to provide future sewer to an unsewered area.

**Sewer Mains:** Collector pipes built with the specific intent of allowing individual service lines to be connected to them. Sewer mains are typically built by developers to provide sewer to newly created lots and are meant to have individual service lines connected to it from the homes on those lots. A sewer main could also be built by the City through a competitive bid process in response to a petition from existing homeowners.

**Service lines:** Lines connecting a residence or business to a sewer main. The pipe is meant only to serve one building.

### Connections to Trunk Sewer

- Individual residential connections** to the trunk sewer are discouraged. However, in certain circumstances they may be the best alternative as determined solely by the City. In those cases, the availability charge will be \$5,000 for single family, twin homes, or triplexes.
- Commercial or multifamily connections.** For commercial or multifamily housing units (greater than triplexes), the availability charge will be one-half (1/2) of the WLSSD Capacity Allocation Fee (CAF).



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<b>Revision Dates:</b>		<b>Page: 2 of 3</b>

### **Connections to Trunk Sewer Spurs**

In cases where the City builds a trunk sewer spur off the trunk sewer, the City will calculate the availability charge using a formula based on the total project’s costs and linear feet of the trunk sewer spur connected during that construction (total project costs / total linear feet = cost per foot). The cost per foot times the linear feet of the city-built trunk sewer spur will be the availability charge to connect to that trunk sewer spur.

Each time the City constructs a sewer main off the trunk sewer, it will calculate the availability charge for that sewer main. The City may charge the entire availability charge to the developer or may determine a prorated share if it is anticipated that several users will benefit from the trunk sewer spur. The City Council will set the availability charge for that trunk sewer spur by resolution based on Resolution 2013-06.

### **Connection of the system**

The City sewer mains have generally been funded by either developers or assessments.

**Developer Built:** In the case where a developer has built a sewer main and then turned it over to the City, the costs of those sewer mains were born by the developer and passed on to the individuals buying the platted lots as part of the purchase of the lots. Developers will not be charged an availability charge when they build a new sewer main or extend an existing sewer main for multiple lots provided they turnover ownership of the sewer main upon completion and passed an inspection by the City Engineer. If the City incurred costs to provide a stub to the end of a right of way for a future sewer main, the developer will have to pay the costs of that stub.

The original lots in a platted subdivision will be not be assessed or charged an availability charge. However, if any lot is further subdivided, the new lot(s) will be charged an availability charge of \$5,000.

**Assessed Properties:** In cases, where the City builds a sewer main through the assessment process, the City will establish availabilities at the time of the assessment hearing.

**Future Connections:** Every connection to the system will have an availability charge of \$5,000 except in the following conditions:

- a. Each original lot in a subdivision: Original lots created through the subdivision process will not have an availability charge.

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<b>Revision Dates:</b>		<b>Page: 3 of 3</b>

- b. Each assessed lot: In cases where a lot has been assessed for the cost of a sewer main but has not yet connected; the initial connection will have no charge.
- c. Lots with specific availabilities listed in the resolution at the time of creating the original assessment or availability.

COMMUNITY	2021 COMMUNITY WORK PLAN	2021 ACTUAL COMPLETED WORK	2021 FUNDS EXPENDED ON I & I PROJECTS	2021 I & I REDUCTION ESTIMATE	2022 COMMUNITY WORK PLAN
<p><b>CITY OF PROCTOR</b></p> <p>Permitted Peak: <b>1.9900 MGD</b>  2021 Peak Flow: <b>2.2365</b>  2021 Peak Flow Exceedances: <b>1</b></p>	<ul style="list-style-type: none"> <li>The target area for 2021 will be the east part of Proctor. The target area will follow the Jet-Vac Cleaning Schedule (blue area) attached with this report (approx. 19,300 lin. ft.). Additionally, the City plans on cleaning lines near McDonalds to the lift station (approx. 1,500 lin. ft.).</li> <li>Through the City's manhole inspection process, they have identified multiple manholes that need rehabilitation to help improve I&amp;I. If budget allows, the City will complete 0-5 manhole rehabilitations using methods from the attached flyers. These methods have been used in previous years and seem to be helping with I&amp;I. Due to the emergency lining project in 2020, the City does not intend to rehab any manholes in 2021 unless an emergency situation arises.</li> <li>The information posted on the City website may lead to homeowners requesting to have their sanitary sewer service laterals televised and/or repaired.</li> <li>As the City continues to inspect manholes and sewer mains, they will continue to develop a comprehensive list of rehabilitation needs, prioritize them, and work on obtaining funding to make the necessary repairs in the future. As part of this effort the City will be finalizing a Capital Improvement Plan (CIP) for City infrastructure including the sanitary sewer collection system. This CIP helps to identify and prioritize future sanitary sewer projects to improve the City's collection system.</li> <li>The City is continuing to utilize their City point of sale ordinance which identifies service laterals in need of repair at point of sale. The homeowners are responsible for televising and making repairs to their service lateral at the time of sale. In 2020 there were 25 service laterals that were either lined or replaced because of this in place ordinance.</li> </ul>	<ul style="list-style-type: none"> <li>19 service laterals lined (854 Lin. Ft.); 6 service laterals replaced (269 Lin. Ft.)</li> <li>Great Lakes televised 7,096 lin. ft. of sewer mains as part of the City's annual efforts. Televisings reviewed by City Staff – no major issues identified</li> <li>The city inspected the following number of manholes for each of the sections listed: - Section D (14 MH's) - Section E (26 MH's) - Section F (14 MH's) No significant findings.</li> <li>Great Lakes completed annual Jet-Vac cleaning on the blue section as seen on the JetVac Cleaning Schedule (approx. 19,300 lin. ft.)</li> <li>Great Lakes sprayed both lift stations down and vacuumed out the debris and build up.</li> <li>In 2021 the city completed and formally adopted a CIP for city infrastructure. The sanitary sewer system was rated based on pipe material, pipe size, pipe age, and additional ratings for known issues or importance. These ratings were then used to help prioritize future projects to make improvements to the city's infrastructure. A copy of the sanitary portion of the CIP is attached with this report</li> <li>In 2021 the city completed the setup of a new web-based GIS system to house city infrastructure data. This new GIS systems contains locations, pipe material, and pipe size for all sanitary sewer mains. It also includes accurate locations of MH's with elevation data and MH inspection information throughout the city. All manholes were surveyed during the creation of this GIS system</li> </ul>	<p>\$41,318</p>	<p>NOT LISTED</p>	<ul style="list-style-type: none"> <li>The target area for 2022 will be the west portion of Proctor. The target area will follow the Jet-Vac Cleaning Schedule (Yellow Area) attached with this report.</li> <li>The target area for 2022 will be the west portion of Proctor. The target area will follow the Jet-Vac Cleaning Schedule (Purple Area) attached with this report (approx. 22,300 lin. ft.). Additionally, the city plans to clean sewer lines near McDonalds to the lift station (approx. 1,500 lin. ft.)</li> <li>Sections G, H, and J and misc. other locations plan to be inspected. Section G = 6 MHs Section H = 11 MHs Section J = 19 MHs</li> <li>Through the city's manhole inspection process, the city has identified multiple manholes that need rehabilitation to help improve I&amp;I. If budget allows, the city will complete 2-3 manhole rehabilitations using methods from the attached flyers. These methods have been used in previous years and seem to be helping with I&amp;I. Manholes B6 and D3 are planned to be rehabilitated in 2022.</li> <li>The information posted on the city website may lead to homeowners requesting to have their sanitary sewer service laterals televised and/or replaced.</li> <li>The city is currently in the preliminary stages of planning and design for the reconstruction of 2nd street along with identifying the limits for sanitary sewer replacement with the project.</li> <li>The city is continuing to utilize their city point of sale ordinance which identifies service laterals in need of repair at point of sale. The homeowners are responsible for televising and making repairs to their service lateral at the time of sale. In 2021 there were 25 service laterals that were either lined or replaced because of this in place ordinance</li> <li>As the city continues to inspect manholes and sewer mains, they will continue to develop a comprehensive list of rehabilitation needs, prioritize them, and work on obtaining funding to make the necessary repairs in the future. As part of this effort the city has developed a CIP which identifies and prioritizes sanitary sewer infrastructure in critical need of improvement to reduce I&amp;I</li> </ul>
<p><b>CITY OF SCANLON</b></p> <p>Permitted Peak: <b>0.8300 MGD</b>  2021 Peak Flow: <b>0.4068</b>  2021 Peak Flow Exceedances: <b>0</b></p>	<ul style="list-style-type: none"> <li>City will re-inspect homes/sump pumps that have not been inspected for 10 years or more</li> <li>Inspect 10% of manholes in system</li> <li>Will contract for televising of 2,500 feet of sewer</li> <li>Continue to work with homeowners during point-of-sale to inspect service laterals</li> <li>Perform targeted flow monitoring with WLSSD</li> <li>Repair protruding taps located at 806 24<sup>th</sup> street and 816 24<sup>th</sup> street</li> <li>Identify and line manholes as needed</li> </ul>	<ul style="list-style-type: none"> <li>Approximately 3180' of sewer was lined. The areas were Sahlman Avenue (22nd Street – 29th Street), 28th Street (short section north of Sahlman), and an alley (28th Street alley).</li> <li>400 feet of laterals lined/replaced</li> <li>3,118 feet in 2021. Identified some sewer runs that need to be lined in the future. Approximately 70% of City system has either been televised or is newer PVC pipe and is not in immediate need of televising.</li> </ul>	<p>\$132,000</p>	<p>0.0002 MGD</p>	<ul style="list-style-type: none"> <li>City staff will re-inspect homes that have not been inspected in the last 10 years for sump pump compliance</li> <li>City staff will inspect a minimum of 10% of manholes on the system.</li> <li>City would like to contract for televising approximately 3,000 lf of sanitary sewer mains. This is budget dependent and may be scaled back if adequate funds are not available. The City's plan is to do this televising on a five year rotation.</li> <li>City will continue to work with homeowners to televise and repair laterals at point of sale.</li> <li>The City has approximately 10 manholes they would like to line, but the plan is to concentrate on lining pipe first</li> <li>Line approximately 1275 feet of main on 22nd Street (from Prospect to Sahlman), and a short section on Sahlman</li> </ul>
<p><b>TWIN LAKES TOWNSHIP</b></p> <p>Permitted Peak: <b>0.4000 MGD</b>  2021 Peak Flow: <b>0.2275</b>  2021 Peak Flow Exceedances: <b>0</b></p>	<ul style="list-style-type: none"> <li>Town plans to clean and televise approximately 2000 feet of sewer line. A portion of HWY 210 line and some portion in Olsonville.</li> </ul>	<ul style="list-style-type: none"> <li>No reduction activities completed in 2021.</li> <li>Manhole S-12 was resealed. Manhole is along 210 near Ulland Brothers. Another manhole along 210 was resealed near New Life Community Church.</li> <li>Televised and jetted 1,814 lineal feet. Spot repairs have been made by Northland Constructors of Duluth. Televised and jetted 6,087 lineal feet. Along Highway 210.</li> </ul>	<p>\$9,357.14</p>	<p>0.00 MGD</p>	<ul style="list-style-type: none"> <li>Continue reviewing existing manholes for I and I.</li> </ul>

COMMUNITY	2021 COMMUNITY WORK PLAN	2021 ACTUAL COMPLETED WORK	2021 FUNDS EXPENDED ON I & I PROJECTS	2021 I & I REDUCTION ESTIMATE	2022 COMMUNITY WORK PLAN
<b>CITY OF RICE LAKE</b> Permitted Peak: <b>0.2600 MGD</b> 2021 Peak Flow: <b>0.2247</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>30 Lateral inspections to be performed in 2021.</li> </ul>	<ul style="list-style-type: none"> <li>2 service laterals lines/replaced</li> <li>Rehabilitated or replaced 6 manholes</li> <li>11 service lateral repairs</li> </ul>	\$18,049	0.00365 MGD	<ul style="list-style-type: none"> <li>Identification and reduction activities to be determined by Public Works Department.</li> </ul>
<b>THOMSON TOWNSHIP</b> Permitted Peak: <b>1.0000 MGD</b> 2021 Peak Flow: <b>0.8208</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Town staff and Engineer will review monthly flow totals from both WLSSD reports and lift stations to identify flow increases and attempt to source them.</li> <li>Rehabilitation of sewer issues televised in 2018 and 2020 routine televising. This repair will likely include grouting, CIPP techniques and spot excavation.</li> </ul>	<ul style="list-style-type: none"> <li>11 laterals were replaced, repaired or lined in 2022. Assumed reduction of I/I is 2 gpm per lateral. (11 laterals) x (2 gpm) x (1440 min/day)</li> <li>N/A – Very little storm sewer is present within the Township, all of which is owned and operated by Carlton County.</li> <li>Replaced 10 manhole chimneys, including replacing bad/failed adjusting rings. (Assumed reduction of 0.5 GPM or 720 GPD/MH)</li> <li>Sewer line rehabilitation listed in our 2021 plan was design, bid and awarded in the fall to Insituform Technologies. We are awaiting their schedule and allowed a completion date up to August 31.</li> <li>Televising in the Township occurs every other year</li> <li>Annually, the Town Engineer reviews flows regularly with staff and has presented regularly on updates to the Town Board.</li> <li>As a result of 2018 televising, rehabilitation work in the Ridge Road neighborhood is entering preliminary phases. As the area also has long-term pavement issues, the Town has pursued some initial work, reviewing the soil conditions of the road before investing in rehabilitation. Soil borings were completed in the fall of 2021 and the share related to this project was included here.</li> </ul>	\$23,300	0.032 MGD	<ul style="list-style-type: none"> <li>Town Engineer reviews flow data routinely with staff and reports to the Town Board.</li> <li>CCTV inspection and cleaning quotes will be accepted with work to be completed before fall 2022.</li> <li>Completion of the rehabilitation project previously mentioned. Includes CIPP lining of mains, with sealing of all service lateral connections, assumed to provide 1 GPM per lateral connection and 1 GPM per LF of main. Project is 4,800 LF of CIPP install and 33 connections.</li> </ul>
<b>CITY OF WRENSHALL</b> Permitted Peak: <b>0.1300 MGD</b> 2021 Peak Flow: <b>0.1195</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Clean and inspect Parkwood lift station</li> <li>Inspect lift station pumps</li> <li>Walk sewer system for visual inspections during spring melt</li> <li>Continue random sump pump inspections in homes and businesses</li> <li>City will inspect school roof to ensure water not going to sanitary sewer</li> <li>Televising will occur in 2021 to identify problem areas</li> <li>Contractors will seal remaining structures identified in smoke testing</li> </ul>	<ul style="list-style-type: none"> <li>11 manholes were identified as needing chimney repairs through smoke testing. 2 of the repairs were completed in 2020, with the remaining 9 completed in 2021</li> <li>One manhole at the trailer park had its outflow pipe plugged to prevent inflow from a leaking stub for future expansion.</li> <li>Entire west side of town was smoke tested.</li> </ul>	\$1,600	0.0045	<ul style="list-style-type: none"> <li>Clean and inspect the Parkwood Lift Station to ensure everything is in proper working order</li> <li>Inspect the lift station pumps to make sure they are running efficiently</li> <li>City staff will continue to walk the sewer system in the spring when the snow is melting or during heavy rain storms in the summer in order to identify I&amp;I going into the system. Random inspections during dry conditions will also help to identify any I&amp;I that may be entering the system.</li> <li>The City will continue to do sump pump inspections on homes and businesses in order to verify compliance with ordinance.</li> <li>Staff will periodically check the school roof to make sure the extensions are still on the sewer vents so that no runoff makes it into the system</li> <li>City will TV and clean a percentage of the collection system in 2022, TBD by City Engineer</li> <li>Contractor or city to seal remaining manholes identified in Phase 2 smoke testing</li> <li>Planning to make spot repairs and line 700 feet of sewer on Broadway and Crestwood</li> </ul>
<b>JAY COOKE STATE PARK</b> Permitted Peak: <b>0.0100</b> 2021 Peak Flow: <b>0.0302</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Visual inspections of manholes</li> </ul>	<ul style="list-style-type: none"> <li>Staff monitored sewer manholes for inflow and infiltration problems during high flow events</li> </ul>	\$0.00	0.00 MGD	<ul style="list-style-type: none"> <li>Visual inspections of manholes</li> </ul>

COMMUNITY	2021 COMMUNITY WORK PLAN	2021 ACTUAL COMPLETED WORK	2021 FUNDS EXPENDED ON I & I PROJECTS	2021 I & I REDUCTION ESTIMATE	2022 COMMUNITY WORK PLAN
<b>CITY OF CARLTON</b>  Permitted Peak: <b>0.8200 MGD</b> 2021 Peak Flow: <b>0.6206</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Clean lift stations</li> <li>Casting repair as needed</li> <li>Jet and clean Basin #2</li> <li>Sewer main replacement by Grand Street</li> </ul>	<ul style="list-style-type: none"> <li>One footing drain disconnected</li> <li>10 laterals lined/replaced – 200 feet of sewer pump line replaced</li> <li>MH 28 casting repaired and resealed</li> <li>Phone based monitoring installed at 2 lift stations to check power, water levels, etc</li> <li>TV'd sewers in basin 1</li> <li>Dye testing on North avenue to verify flow direction to main</li> <li>Cleaned and jetted basin 1 sewer mains, cleaned all lift stations and pump stations</li> </ul>	\$16,060	0.01296 MGD	<ul style="list-style-type: none"> <li>Clean lift stations</li> <li>Casting repair as needed</li> <li>Jetting and cleaning</li> <li>Spot repairs and 2 manhole replacements on Grand St. 200' and manhole install on Walnut ave.</li> </ul>
<b>DULUTH NORTH SHORE SANITARY DISTRICT (DNSSD)</b>  Permitted Peak: <b>0.3100 MGD</b> 2021 Peak Flow: <b>0.2998</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>The program of televising sewer lateral was begun in 2020. This will continue in 2021 with an emphasis of refining and improving the quality of the inspections.</li> <li>The district plans to televise this run of gravity sanitary sewer to assess pipe condition and check for infiltration.</li> <li>When the above work is being done these manholes will be assessed for general condition and infiltration</li> <li>There are a number of basins where we suspect we may have active taps. Some of these are basins where the water flow continuously during a storm event. This will be confirmed and a list will be developed of these basins</li> <li>Active taps or stormwater active taps will be excavated and repaired such that any sump pump connection, foundation connection, or broken pipe is repaired and I &amp; I eliminated</li> </ul>	<ul style="list-style-type: none"> <li>There were no manholes rehabilitated or replaced or plugged or sealed in 2021. In 2020, 13 manholes (40% of Districts manholes) in Congdon Boulevard were inspected and sealed. In 2022, the District will consider plans to review additional manholes in Greenwood Road.</li> <li>No televising was completed in 2021 due to difficulties in locating an operable televising camera. In 2020, the sewer main in Congdon Boulevard was televised. The sewer main and laterals in and off Congdon Blvd account for slightly less than half of the gravity sewer that the District owns and maintains. Having televised such a larger percentage of the gravity sewer in the District already, DNSSD is on track to televise 100% of the gravity sewer in a 10-year period. The remaining gravity sewer will likely be televised in 2022.</li> </ul>	\$0	0.0 MGD	<ul style="list-style-type: none"> <li>This program began in 2020 but due to COVID-19, was temporarily suspended in 2021. In 2022, the District plans on resuming televising sewer laterals to the extent feasible with the operating budget.</li> <li>Due to the limited availability of functional rental televising cameras, the gravity sewer on Greenwood Road was not able to be televised in 2021. In 2022, the District plans on televising the gravity sewer pipe to determine the pipe condition and check for infiltration to the extent feasible with the operating budget.</li> <li>When the gravity sewer in Greenwood Road is being televised, the manholes will be assessed for general condition and infiltration to the extent feasible with the operating budget.</li> <li>Due to the COVID-19 pandemic, home inspections were not performed in 2021 and as a result, the District was not able to investigate active taps in 2021. In 2022, the District will investigate basins where active taps are suspected.</li> <li>Active taps or stormwater active taps will be excavated and repaired such that any sump pump/foundation connection or broken pipe is repaired.</li> </ul>
<b>FOND DU LAC RESERVATION</b>  Permitted Peak: <b>N/A</b> 2021 Peak Flow: <b>N/A</b> 2021 Peak Flow Exceedances: <b>N/A</b>	<ul style="list-style-type: none"> <li>Complete the installation of approximately: -4,300 LF of 8" PVC sanitary collection, -4,320i LF of 4" Service lateral, and -24 manholes</li> <li>Conduction annual manhole inspections around Whispering Pines, Supportive Housing area, Meadow and Fox Lanes;</li> <li>Continue to provide flyers to residences connected to the Cloquet collection system to aid in reducing and properly disposing of fats, oils, and greases.</li> </ul>	<ul style="list-style-type: none"> <li>Three (3) manhole frames with sealed lids were replaced within the FDL Housing Area.</li> <li>With assistance from the City of Cloquet Vector and Jetting service truck - Have flow issues due to dips and unnatural bend in pipe service line is jetted at a minimum annually,</li> <li>All lift stations are monitored weekly for run time and flows and compared with water usage when possible. The monitoring process will continue help in identifying future I/I issues as well as allow for better operation and maintenance of the utility. Overall, the sanitary collection is newer and has no major I/I issues.</li> </ul>	\$1,250	0.00 MGD	<ul style="list-style-type: none"> <li>Continue to provide flyers to residences connected to the Cloquet collection system to aid in reducing and properly disposing of fats, oils, and greases.</li> <li>Conduction annual manhole inspections around Whispering Pines, Supportive Housing area, Meadow and Fox Lanes;</li> <li>Complete the installation of approximately: -6,500 LF of 8" PVC sanitary collection, -2,300 LF of 4" Service lateral, and -24 manholes</li> </ul>
<b>PIKE LAKE AREA WASTEWATER COLLECTION SYSTEM (PLAWCS)</b>  Permitted Peak: <b>0.4500 MGD</b> 2021 Peak Flow: <b>0.3248</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Various locations throughout the district. Repair 2 – 5 basins</li> <li>A service lateral wye identified in previous years televising will be sealed/ grouted. 5793 South Pike Lake Road</li> <li>Near to AAA golf course on Carmen's Way. This lift station is due to be rebuild due to the AAA development and old pumps and other equipment.</li> </ul>	<ul style="list-style-type: none"> <li>In a point of sale inspection, it was found that the foundation drain was connected to the sanitary service lateral at 4808 Midway Rd. This drain was disconnected from the lateral and during the reinspection it was found that there was infiltration found in the line. The infiltration has not been fixed yet but will be fixed in 2022.</li> <li>2 grinder basin replacements at residential homes.</li> </ul>	\$33,800	0.00015 MGD	<ul style="list-style-type: none"> <li>Near to AAA golf course on Carmen's Way. This lift station is due to be rebuilt due to the AAA development and old pumps and other equipment.</li> <li>A service lateral wye identified in previous years televising will be sealed/ grouted. 5793 South Pike Lake Road</li> <li>Other projects TBD based on operating budget.</li> </ul>

COMMUNITY	2021 COMMUNITY WORK PLAN	2021 ACTUAL COMPLETED WORK	2021 FUNDS EXPENDED ON I & I PROJECTS	2021 I & I REDUCTION ESTIMATE	2022 COMMUNITY WORK PLAN
<b>MIDWAY TOWNSHIP</b>  Permitted Peak: <b>0.3000 MGD</b> 2021 Peak Flow: <b>0.2246</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>No Reduction or Identification projects listed</li> </ul>	<ul style="list-style-type: none"> <li>510 Ugstad Rd – active manhole shut off – also lined 5 ft from house to new PVC, rerouted drain tile, and installed new sump pump.</li> </ul>	\$12,000.00	0.00 MGD	<ul style="list-style-type: none"> <li>No Reduction or Identification projects listed</li> </ul>
<b>VILLAGE OF OLIVER</b>  Permitted Peak: <b>0.1000 MGD</b> 2021 Peak Flow: <b>0.0496</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Inspect 17 Manholes in Basin D</li> <li>Televising and Clean Basin D – 4,679 LF of 8"</li> <li>Repair laterals as needed</li> <li>Eliminate disconnections of illicit connections as identified</li> </ul>	<ul style="list-style-type: none"> <li>Basin D was inspected and no deficiencies were found.</li> <li>No lateral repairs were needed.</li> <li>No illicit connections identified</li> </ul>	\$0.00	0.0 MGD	<ul style="list-style-type: none"> <li>Inspect 20 MH's in Basin B</li> <li>Televise and clean Basin B – 6,836 ft of 8"</li> <li>Laterals and illicit connections will be disconnected as discovered.</li> </ul>
<b>CITY OF CLOQUET</b>  Permitted Peak: <b>5.7500 MGD</b> 2021 Peak Flow: <b>2.5083</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Full reconstruction of sanitary sewer mains, manholes and service lines withing the public ROW 2500LF of 8" PVC, 1770 LF of 6" PVC, 15 manholes</li> <li>Sanitary sewer main CIPP lining of 4,000 LF of sewer and service line reinstalment</li> <li>Inspect existing homes at point of sale for compliance with Chapter 11 of City Code. Work with seller and realtor on corrections for non-compliant inspections, Estimated number of inspections in 2021 – 150. Anticipated non-compliant systems 10% of those inspected at time of inspection, and 20% non-compliant prior to requesting inspection</li> <li>Televise sanitary mains in order to identify service laterals with I &amp; I, provide property owners with notification to correct those services identified. Provide grant funding to assist in the cost in service lateral repairs, estimated 20 laterals identified and corrected per year</li> </ul>	<ul style="list-style-type: none"> <li>22 footing drains disconnected</li> <li>56 laterals lined/replaced</li> <li>16 MHs replaced with 14th street project</li> <li>1 existing MH new casting and chimney seal (Mr-MH service) on 14th street project 4 MH lids replaced with pick holes</li> <li>14th street - 587LF replaced with C900 and 2003LF replaced with SDR35 Sewer lining project - 4000LF 8" Lined CIPP and 446LF 6" Lined CIPP</li> <li>5,396 feet of sewer CCTV'd</li> <li>3 services dye tested as part of 14th street project</li> <li>48 services televised as part of 14th street project 8 services televised for grant program 4 other services televised</li> </ul>	\$502,900	0.326 MGD	<ul style="list-style-type: none"> <li>Full reconstruction of sewer and water in 14th Street (Prospect to Washington Ave)</li> <li>Manhole sealing along with street work to be completed in the area</li> <li>Reconstruct Amory Road (TH 33 to White Pine Trail)</li> <li>Reconstruct 17th Street (Selmser to Prospect)</li> <li>Reconstruct Prospect Ave (9th to 14th)</li> </ul>
<b>KNIFE RIVER LARSMONT SANITARY DISTRICT (KRLSD)</b>  Permitted Peak: <b>0.1340 MGD</b> 2021 Peak Flow: <b>0.1245</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Engineering review of flow data will continue monthly.</li> <li>Operator will inspect each lift station for signs of I/I during annual inspections and cleanings.</li> <li>District will inspect a minimum of 10 manholes in 2021.</li> <li>Plow struck manhole in late 2020, repair planned for spring.</li> </ul>	<ul style="list-style-type: none"> <li>Engineer reviewed flow data, discussed with staff for patterns.</li> </ul>	\$0.00	0.00 MGD	<ul style="list-style-type: none"> <li>Engineer review of flow data, monthly to check for patterns</li> </ul>
<b>CITY OF HERMANTOWN</b>  Permitted Peak: <b>3.5300 MGD</b> 2021 Peak Flow: <b>2.1324</b> 2021 Peak Flow Exceedances: <b>0</b>	<ul style="list-style-type: none"> <li>Visually inspect and GPS all manholes along the Basin to see how many have infiltration into manholes from runoff from major storm events</li> <li>Fix manholes in Bayview Basin identified in above project.</li> <li>Visually inspect and rank all lift stations from best to worst and create long term I&amp;I plan for lift stations.</li> </ul>	<ul style="list-style-type: none"> <li>Rehabed/replaced 2 manholes in Bayview Basin</li> <li>CCTV'd Ugstad rd. from Hwy 53 to Morris Thomas in preparation for 2022 road project.</li> <li>1 manhole repaired on hwy 53</li> </ul>	\$21,500	0.0005	<ul style="list-style-type: none"> <li>GIS data collection of all sanitary assets pending receipt of WLSSD grant (was not completed in 2021 because grant was rescinded).</li> <li>Fix manholes that are found to have I&amp;I by GIS intern – main concern is trunkline near creeks.</li> <li>Look for I&amp;I in lift stations and ate list of all I&amp;I in these and generate a priority list and plan to minimize/eliminate</li> </ul>

COMMUNITY	2021 COMMUNITY WORK PLAN	2021 ACTUAL COMPLETED WORK	2021 FUNDS EXPENDED ON I & I PROJECTS	2021 I & I REDUCTION ESTIMATE	2022 COMMUNITY WORK PLAN
<p><b>CITY OF DULUTH</b></p> <p>Permitted Peak: <b>47.8000</b>            2021 Peak Flow: <b>68.1848</b>            2021 Peak Flow Exceedances: <b>3</b></p>	<ul style="list-style-type: none"> <li>Continue disconnecting foundation drains</li> <li>Continue disconnecting foundation drains at Point of Sale inspections.</li> <li>CIPP line Basin 15</li> <li>Cleaning and CCTV inspection of entire system</li> <li>Replace or rehabilitate 100 private services per year</li> </ul>	<ul style="list-style-type: none"> <li>43 footing drains disconnected</li> <li>99 service laterals lined/replaced</li> <li>12,906 feet sewer line rehabilitated/replaced</li> <li>204,887 feet of sewer CCTV'd to identify I&amp;I</li> <li>Smoke testing and dye testing was done along with CCTV footage to identify more I&amp;I</li> <li>All sewer pipes are checked on a 5 year rolling basis and problems are identified and prioritized when discovered, work request created to fix problem</li> <li>Over 1,500 private side inspections completed in 2021, 99 re corrections</li> </ul>	<p>\$1,400,000</p>	<p>0.965 MGD</p>	<ul style="list-style-type: none"> <li>Continue disconnecting foundation drains</li> <li>Continue disconnecting foundation drains at Point of Sale inspections.</li> <li>CIPP line Basin 15</li> <li>Cleaning and CCTV inspection of entire system</li> <li>Replace or rehabilitate 100 private services per year</li> </ul>



COMMUNITY INFLOW AND INFILTRATION PROGRAM ASSESSMENT



COMMUNITY: City of Hermantown

PROGRAM YEAR: 2021-2022

A. Overall responsiveness/completeness of annual report/work plan submittal: (includes completion of all items in report, continuity with previous year(s) submittals, overall high level of detail, inclusion of supporting documents, etc.):

SATISFACTORY = 0 points	FAIR = 1 points	INADEQUATE = 2 points
NOTES: Report was complete and on time.		

B. Responsiveness to Permitted Peak Flow exceedance notifications in 2021: (Includes timely responses to WLSSD notifications of exceedances, adequate investigation of source/cause of exceedances, appropriate timelines for correcting identified issues, etc.)

SATISFACTORY = 0 points	FAIR = 2 points	INADEQUATE = 4 points
NOTES: No peak flow exceedances for 2021.		

C. Completed items in 2021 work plan submitted to WLSSD

Completed all work as proposed in work plan, or completed alternative projects with similar impact(s) = 0 points	Completed the majority of work as proposed in work plan = 5 points	Completed some projects in work plan, but less than planned/proposed = 10 points	Completed significantly less than work than proposed = 15 points	Did not complete any projects or work as proposed or alternative projects = 20 points
NOTES: Some work that was planned under the WLSSD grant did not occur due to inability to employ an intern to complete the project – this work is now planned for 2022. Otherwise there was more CCTV done than was planned in last years work plan.				

D. Adequacy of 2022 work plan to address inflow and infiltration issues within community

Identification activities planned/proposed	SATISFACTORY = 0 points	FAIR = 5 points	INADEQUATE = 10 points
Reduction projects planned/proposed	SATISFACTORY = 0 points	FAIR = 5 points	INADEQUATE = 10 points
NOTES: Both reduction and ID activities are good projects to keep I&I program moving in the right direction but could add more than just typical annual work.			



E. 2021 Permitted Peak Flow Exceedances

Zero exceedances = <b>0 points</b>	1 to 3 exceedances = <b>5 points</b>	4 to 6 exceedances = <b>10 points</b>	7 to 10 exceedances = <b>15 points</b>	11 or more exceedances = <b>20 points</b>
<b>NOTES:</b> No peak flow exceedances for 2021.				

F. 2021 Peaking factor: (highest measured peak flow in calendar year divided by average dry weather flow for community)

0 to 7 peaking factor = <b>0 points</b>	8 to 11 peaking factor = <b>4 points</b>	12 to 15 peaking factor = <b>8 points</b>	16 to 20 peaking factor = <b>12 points</b>	21+ peaking factor = <b>16 points</b>
<b>NOTES:</b> 3.89 Peaking Factor				

G. 2021 Private Side Program Inspections: (Includes all report requirements in sections 7.2 and 7.3 of the "Ordinance Establishing Standards for Reduction of Inflow and Infiltration" such as number of lines inspected, locations of inspections, number of inspections, etc.)

Thorough and complete documentation of private side inspections = <b>0 points</b>	Adequate documentation of private side inspections = <b>4 points</b>	Some documentation of private side inspections = <b>8 points</b>	Inadequate documentation of private side inspections = <b>12 points</b>	No documentation of private side inspections = <b>16 points</b>
<b>NOTES:</b> 51 inspections completed for 2021 – excel tracking sheet that was provided is an excellent way to keep track of what work has been done. This section is thorough and complete.				

H. Community Inflow and Infiltration Program Year-to-Year Progress

2019-2020 I & I Program	COMPLIANT = <b>0 points</b>	MARGINALLY COMPLIANT = <b>3 points</b>	BORDERLINE NON-COMPLIANT = <b>6 points</b>	NON-COMPLIANT = <b>9 points</b>
2020-2021 I & I Program	COMPLIANT = <b>0 points</b>	MARGINALLY COMPLIANT = <b>3 points</b>	BORDERLINE NON-COMPLIANT = <b>6 points</b>	NON-COMPLIANT = <b>9 points</b>

TOTAL 2021-2022 PROGRAM SCORE	10
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**Scoring Key (100 total points possible):**

0 – 29 points = Compliant

30 – 58 points = Marginally Compliant

59 – 87 points = Borderline Non-Compliant

88+ points = Non-compliant

**Previous Scores**

- 2020-2021: 15
- 2019-2020: 15
- 2018-2019: 20
- 2017-2018: 20
- 2016-2017: 20
- 2015-2016: 7
- 2014-2015: 5
- 2013-2014: 0
- 2012-2013: 0
- 2011-2012: 5

**TO:** Utility Commission Members



**FROM:** Lindsay Townsend, Utility  
Billing Clerk

**DATE:** June 10, 2022

**Meeting Date:** 06/16/2022

**SUBJECT:** Utility Commission Meeting  
Frequency

**Agenda Item:** 7a

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## REQUESTED ACTION

Discuss having the Utility Commission meet every other month or quarterly.

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## BACKGROUND

Utility Commission meetings are required to happen on a regular basis. This doesn't necessarily mean that they need to be monthly. Below is a table of the number of New Business items that have been on the Utility Commission agenda and the length of each meeting.

Date	New Business Items	Meeting Length
Jan-21	3	1 hr 47 min
Feb-21	2	43 min
Mar-21	2	45 min
Apr-21	2	41 min
May-21	1	1 hr 9 min
Jun-21	1	1 hr
Jul-21	1	43 min
Aug-21	2	1 hr 25 min
Sep-21	Cancelled	Cancelled
Oct-21	2	1 hr 42 min
Nov-21	1	34 min
Dec-21	Cancelled	Cancelled
Jan-22	2	1 hr 4 min
Feb-22	1	41 min
Mar-22	1	39 min
Apr-22	Cancelled	Cancelled
May-22	0	35 min


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## ATTACHMENTS

**2021 Minnesota Statutes 13D.04 Notice of Meetings**

## Office of the Revisor of Statutes

## 2021 Minnesota Statutes

Authenticate  PDF

## 13D.04 NOTICE OF MEETINGS.

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. **Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. **Closed meetings.** The notice requirements of this section apply to closed meetings.

Subd. 6. **State agencies.** For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

**History:** 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

Official Publication of the State of Minnesota  
Revisor of Statutes

**TO:** Utility Commission Members



**FROM:** Lindsay Townsend, Utility  
Billing Clerk

**DATE:** June 10, 2022

**Meeting Date:** 06/16/2022

**SUBJECT:** AEOA Energy Assistance  
Program

**Agenda Item:** 7b

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## **REQUESTED ACTION**

Review information from AEOA Energy Assistance Program (Water Section) and decide if the City of Hermantown should register for the program to provide a resource to lower income customers who need assistance in paying their past due water/sewer utility bills.

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## **BACKGROUND**

I received an inquiry from a resident asking if the City would register with AEOA so that he could apply for assistance for his water/sewer utility bill. This is the first request I have received in regards to this program. I reached out to the director of the program and she sent me the attached information and informed me that she has 5 applicants within Hermantown that have applied for the Energy Assistance Program for their heating bill.

This is an emergency only program, for customers that have a past due balance, have been sent a shut off notice or have already had service shut off. The water section of the Energy Assistance Program is new this year. It is confirmed that the program will be available in 2023 as well.

It is estimated by Kevin Orme, Finance Director that it would cost the City between \$400 & \$600 in legal fees and staff hours to apply for and monitor participation in the program.

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## **ATTACHMENTS**

1. Water Supplier Flyer
2. Water Vendor Registration Form
3. Agreement between Water Vendor and Service Provider
4. Chapter 18 Water Vendors of the EAP Policy Manual

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## Minnesota's Water Assistance Program

### Overview

- Congress created an emergency water assistance program in response to the COVID-19 pandemic.
- Minnesota received \$14,666,970.
- The water assistance program begins October 1, 2021.
- Water assistance can make payments to public water suppliers on behalf of eligible residential customers.
- Program can pay for past due and current water and wastewater usage charges, fees, deposits, up to \$1200.
- Cannot pay for other municipal services like trash or cable television.

### How Benefits are Distributed

- Customers apply for water assistance using the Energy Assistance Program (EAP) application.
- Local EAP Service Providers are the main point of contact for water suppliers and for customers.

Per federal guidance, water assistance benefits are prioritized for eligible residential customers in this order:

1. Currently disconnected from water or wastewater services.
2. With a pending water or wastewater disconnection.
3. With a past due water or wastewater bill.

### What we ask of water suppliers

- Complete and submit a Vendor Registration Form – so water assistance can pay you.
- Sign and follow the Vendor Agreement – details about water supplier and Service Provider responsibilities.
- Refer customers to apply for water assistance.

When customers apply, Service Providers may ask water suppliers to verify information:

- Water/wastewater account number and name.
- Water/wastewater account balance – including past due amount, current bill amount, fees.
- Water/wastewater actual or scheduled disconnection date.
- Total annual water bill amount.
- Total annual wastewater bill amount.

### Questions?

Contact the Energy Assistance Program Service Provider in your area:

***AEOA Energy Assistance Program  
702 3<sup>rd</sup> Ave S  
Virginia, MN 55792  
Jean EAP Manager 218-748-7352***

# Vendor Registration for Energy Assistance Program (EAP) Water Assistance Payments

To receive payments through EAP Water Assistance, a vendor must register by completing the form below.

**1. Enter the name and address of your vendor business or operation (\* indicates a required field):**

1.1	Full Legal Business Name*	
1.2	Common Name (DBA), if different than above	
<i>Location Address:</i>		
1.3	Street*	
1.4	City, State Zip*	
<i>Mailing Address:</i>		
1.5	Street*	
1.6	City, State Zip*	
1.7	County*	
1.8	Contact Name:*	
1.9	Phone + extension:*	
1.10	FAX number:	
1.11	Email Address:*	(Email address required for eHEAT access and payment notifications)

**2. Check ONE to identify this vendor operation business type:**

2.1	<input type="checkbox"/> A government entity
2.2	<input type="checkbox"/> A business as a corporation
2.3	<input type="checkbox"/> A business as a partnership
2.4	<input type="checkbox"/> LLC (Limited Liability Corporation)

**3. If this vendor operation is a corporation, partnership or LLC, please enter:**

3.1	Federal Employer Tax Identification Number (TIN) - begins with a 41:	
3.2	Minnesota State ID Number (if available) – nine digits, begins with 00:	

**4. Energy Assistance Program (EAP) Water Service Providers:**

4.1	Please list all EAP Water Assistance Service Providers you will work with:	
-----	--	--

**5. Services (check all that apply):**

Water  Wastewater

**6. A signed IRS Form W-9 must accompany this form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email this completed form and a signed IRS Form W-9 to [ehat.doc@state.mn.us](mailto:ehat.doc@state.mn.us).

Questions: contact Jon Brown, MN Department of Commerce, Vendor Management, 85 7th Place East, Suite 280, St. Paul, MN 55101-2198. Phone: (651) 539-1869; FAX: (651) 539-0109



## Agreement Between Water Vendor and Service Provider

(Water supplier) at (address), and successor home water providers, hereafter referred to as “the water vendor,” hereby agrees to cooperate with (local EAP and LIHWAP Service Provider) hereafter referred to as “the Service Provider,” and the Minnesota Department of Commerce (COMM), Low-Income Household Water Assistance Program (LIHWAP), hereafter referred to as “the State” to deliver the Minnesota LIHWAP for the period October 1, 2021 through September 30, 2022.

### I. The water vendor and the Service Provider will:

1. Follow Low-Income Household Water Assistance Program (LIHWAP) policies and procedures in the *MN Energy Assistance Program (EAP) Policy Manual*.
2. Comply with the Minn. Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, as it applies to all data provided by the water vendor, the State, or its contractors under this agreement and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the water vendor or the Service Provider, in performing the duties under this agreement. To administer this program, the water vendor and the Service Provider utilize a secure database with private information on individuals protected under the MGDPA. The water vendor and Service Provider agree to not release any private data, including from the database, to any third party without written authorization from the subject of the data. By signing the application, applicants consent to the use of their private information for purposes of this agreement.
3. Use information obtained from water vendor, the State, or its contractors for the sole purpose of performing responsibilities and duties for water programs run by the State. Further, Service Provider and water vendor shall implement and maintain appropriate and reasonable administrative, technical, and physical safeguards to protect such information from accidental or unauthorized access, use, disclosure, and loss or destruction.
4. Negotiate for continuation or reconnection of service to households determined eligible for LIHWAP benefits.
5. Establish a dispute resolution process to resolve issues arising during the term of this agreement.
6. Collaborate and do everything possible to ensure the customer has continuous access to home water service.
7. Minimize the risks of a customer’s home water crisis using the LIHWAP benefits.
8. Encourage regular payments from the household.
9. Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by the Service Provider.

### II. The Service Provider will:

1. Determine customer eligibility.
2. Provide new and existing water vendors with information about the eHEAT software system.
  - Work to ensure all water vendors become eHEAT users.
  - Provide necessary and/or ongoing training to water vendors using eHEAT.
3. Make authorization through eHEAT, telephone, fax, or electronic communication of payments for current and past due amounts for water and sewer services.
4. Maintain customer authorizations for exchange of private data between the Service Provider and the water vendor.
5. Enter account number into eHEAT in the format supplied by the water vendor.

### III. The water vendor will:

1. Ensure LIHWAP eligible households are not treated adversely compared to other households.
2. Supply account number format to the Service Provider.
3. Timely provide at the request of the customer, the Service Provider or the State, information on applicant households’ home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
4. Register with the State to receive LIHWAP payments.
5. Use the warrant or EFT date as the LIHWAP payment date.
6. Apply all LIHWAP payments to the household’s account within 5 business days of receipt of payment.

## Energy Assistance Program

7. Apply LIHWAP payments to the household's water costs before applying other water payments.
8. Ensure the LIHWAP payment will not generate a credit on the account of more than \$1.00.
9. Accept all customer payments.
10. Use LIHWAP funds to pay for home water and sewer costs, as designated by the Service Provider. Expenses such as service contracts, garbage, cable, internet, telephone, etc. cannot be paid with LIHWAP funds.
11. Continue or reconnect service to households as negotiated by the Service Provider on behalf of the household.
12. When addressing household water emergencies, when possible, accept eHEAT payment status of "Payable" for payment. When eHEAT is not available, accept early notification authorization by telephone, fax, or electronic communication
13. Process and refund to the State any refunds requested by the Service Provider within 10 business days.
14. Process and refund to the State all credits attributable to LIHWAP payments remaining on a customer's account within 10 business days after a client ceases to be a customer.
15. Notify the Service Provider or State if there is reason to believe LIHWAP funds have been misused as described in the *MN EAP Policy Manual*.
16. Allow the Service Provider or State access to fiscal records of LIHWAP transactions for audit purposes for period of three (3) years after payment.
17. Use eHEAT when possible to administer LIHWAP program business, including but not limited to:
  - Maintaining water vendor account numbers
  - Monitoring eligibility and payments
  - Recording refunds
18. Implement and maintain eHEAT database security policies by:
  - Limiting access to authorized personnel only
  - Ensuring each user is assigned a unique user ID
  - Ensuring email addresses associated with each user ID are current
  - Deactivating users immediately upon termination of their role in LIHWAP service delivery
  - Deactivating users who are on a temporary leave of absence, extended vacation, etc.

**IV.** Either party to this agreement may terminate it at any time, with or without cause, upon thirty days written notice to each other and the State.

**This document is for reference only; vendors sign the Agreement electronically in eHEAT.**

# Water Vendors

Water vendor participation is essential to efficient operation of the Low-Income Household Water Assistance Program (LIHWAP). LIHWAP is the water assistance component of the Energy Assistance Program (EAP).

Water vendors' roles include providing water and wastewater cost and billing information, applying payments, working with Service Providers and LIHWAP households in emergency situations, conducting outreach, and referring customers in need to the program. Water vendors establish agreements with LIHWAP Service Providers, develop communication processes, and use the web-based eHEAT system to perform these functions. The rules are guided by the LIHWAP regulations, the *EAP Policy Manual*, and related state regulations.

eHEAT (Electronic Household Energy Automated Technology) is web-based software centralizing program activity for Service Providers and water vendors. eHEAT has information about the household's program eligibility and payments. Water vendors use eHEAT to view or download payment information, verify customer's program participation, and initiate refunds. Water vendors register for eHEAT through the Service Provider or directly with the Department of Commerce.

## Intention

Enable Service Providers and water vendors to work together to exchange information, make payments and ensure program resources are effectively reducing households' health and safety risks by preventing no water situations or restoring water service.

## Chapter Contents

- [Payment Requirements](#)
- [LIHWAP Benefits](#)
- [Agreement, Internal Controls, Registration & Participation Requirements](#)
- [Water Vendor Monitoring & Reporting Requirements](#)
- [Legal Requirements](#)

# Payment Requirements

Service Providers authorize payments for water vendors on behalf of eligible households. Service Providers initiate payments in eHEAT. The payments are processed through Minnesota Management & Budget (MMB) by Electronic Fund Transfer (EFT) to the water vendor bank account or mailed as a warrant (check). Water vendors credit LIHWAP payments to the designated account.

## Payment Notification

When payments are issued, both MMB and eHEAT send notifications to the water vendor.

MMB notification includes:


- Warrant or EFT number.
- Payment date.
- What agency and program the payment is made on behalf of.
- The total payment amount.

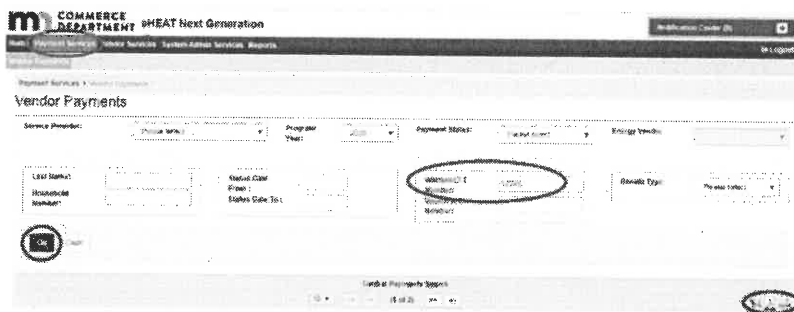
eHEAT notification includes:

- Warrant or EFT number.
- Payment date.

## Finding Payment Information

Water vendors use eHEAT to get payment details. To search in eHEAT for payments received, follow the steps below:

1. Go to **'Payment Services'** menu > **'Vendor Payments'** tab
2. Enter the **'Warrant/EFT Number'** in that search field (do not fill in any other search criteria) and click "Go"
3. Results will display below and can be exported by clicking on file type icons  in the upper right corner of the results



## Payment Questions

Search eHEAT for payments received following the instructions above. The search will specify the individual payments for each household's account.

If the total of all individual payments does not match the full payment amount you received from the State of Minnesota, please contact the State of Minnesota SWIFT help desk hotline at 651-201-8106 or [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us). SWIFT handles payments for all State departments and can assist in identifying the full payment amount.

Direct all other questions regarding payments to the Service Provider. If the Service Provider cannot resolve your question, they may refer you to the Department of Commerce.

## Assignment of Payments

Water vendors must apply LIHWAP payments only to the household accounts designated for payments by EAP/LIHWAP. Payments may only be used for the costs of home water and wastewater services, as required by federal law. EAP/LIHWAP payments cannot be used to pay for other items such as service contracts, electric, natural gas, garbage, cable, internet, telephone, or other merchandise. Water vendor EAP/LIHWAP payment records must match the Service Provider's payment records. Charges against credits must be verifiable. If non-EAP/LIHWAP credits exist on an account, the EAP/LIHWAP payment must be applied first. If the household account is active, EAP/LIHWAP benefits must remain on the household account, unless the household discontinues as a customer or the Service Provider requests a refund. In each case, refunds must be made to EAP/LIHWAP. (See **Refunds** section below)

## Name on Energy Accounts

The name on the household water vendor account should match the name of a household member listed on the EAP/LIHWAP application. If the name on the household water account is not a household member's name, EAP/LIHWAP expects the Service Provider to get assurance the grant is going to intended recipients at the intended address. To get assurance, Service Providers will follow this procedure, and water vendors must assist the Service Provider as needed:

- Contact household and ask why the account is not in a household member's name.
- Ask the household to get a household name on the account. If there are barriers, the Service Provider assists the household to remove these barriers.
- If unable to get the account in a household member's name, the Service Provider verifies the reason the household names do not match and ensures the account is for the household's address (e.g., confirm with vendor or landlord).
- If the Service Provider cannot verify a match of the account address and the household address, the household may not receive EAP/LIHWAP benefits.
- The Service Provider makes notes in eHEAT.

## Ownership of Assistance

EAP/LIHWAP funds always belong to the program. The EAP/LIHWAP benefit is provided to the household to purchase water or wastewater services. At the end of the program year, any unspent EAP/LIHWAP benefits must remain on the household account for future water or wastewater costs. Households cannot request cash refunds.

If a household discontinues as a customer, the water vendor should follow refund policies to return any unused EAP/LIHWAP funds to the program. Water vendors should never use unclaimed property procedures for EAP/LIHWAP funds.

## Refunds

Water Vendors must refund unused EAP/LIHWAP payments back to the program if at any point the household discontinues as a customer or at the Service Provider's request. The refund must be made within 10 days of the water vendor's termination of the account or the Service Provider request.

### Refunding Current Program Year Benefits

Current program year refunds should be entered in eHEAT if a water vendor is an eHEAT user. eHEAT reconciles the refund by deducting the refund amount from subsequent payments. If the water vendor does not receive a subsequent payment from EAP/LIHWAP, the water vendor may be required to send a check to reconcile accounts. Contact Commerce with questions regarding this process at 651-539-1869 or [ehat.doc@state.mn.us](mailto:ehat.doc@state.mn.us).

### Entering Refunds in eHEAT

After ensuring a refund meets the guidelines described above, the water vendor should follow the steps below to enter a refund in eHEAT and contact the Service Provider with any questions:

1. Go to 'Payment Services' menu > 'Vendor Payments' tab.
2. Enter the household number for the customer receiving the refund and the 'Payment Status' 'Paid' and click 'Go'.
3. Click the radio button next to the household number for any payments for that household.
4. Click the 'Add Refund' button. The 'Payment Refund' screen will appear.
5. Enter refund amount in 'Refund Amt' field and select the reason from 'Refund Reason' list.
6. Add any notes for the Service Provider in the 'Notes' field.
7. After all refund information is entered then select the 'Submit' button.
8. A message asks to confirm the refund, click 'Yes' to confirm.
9. A status message will show in the upper right corner 'Refunded Successfully'.

## Finding a payment to refund (steps 1-4)

COMMERCE DEPARTMENT eHEAT Next Generation

Home | Payment Services | Vendor Services | System Admin Services | Reports

Vendor Payments

Payment Services > Vendor Payments

Vendor Payments

Service Provider: Please select Program Year: 2020 Payment Status: Paid Energy Vendor: Please select

Last Name: Status Date From: Warrant/EFT Number: Benefit Type: Please select

Household Number: 487174 Status Date To: Vendor A/C Number:

Go Clear

Central Payments Search

Household Number	Account Number	Name	Service Provider	Amount	Payment Status	Benefit Type	Status Date	Warrant/EFT Number	Schedule Date	Payment Name	Direct Pay
487174	2132321	DALEY DAVENPORT	Arns County Community Action Program	\$135.00	Paid	PRIMARY HEAT	11/09/2019	12245	11/06/2019	Program	No
487174	2132321	DALEY DAVENPORT	Arns County Community Action Program	\$135.00	Paid	PRIMARY HEAT	11/09/2019	12245	02/06/2020	Program	No
487174	2132321	DALEY DAVENPORT	Arns County Community Action Program	\$135.00	Paid	PRIMARY HEAT	11/09/2019	12245	06/09/2020	Program	No

Add Refund

## Adding and entering a refund (step 5-9)

Payment Refund

Refundable Amt: \$396.00

Refund Amt: \* 100.00

Refund Reason: Account Closed

Notes:

Submit Cancel

Payment Refund

Refundable Amt: \$396.00

Refund Amt: \* 100.00

Ref Confirmation

Are you sure to Refund the Amount? Once Submitted cannot be modified.

Yes No

## Payments Made in Error

A water vendor suspecting a household received assistance in error must report the issue to the Service Provider. If the Service Provider determines a payment was made in error and that the action requires the water vendor to refund the payment, the water vendor must follow refund instructions to return the funds to EAP/LIHWAP.

# LIHWAP Benefits

## Eligibility Requirements

To receive an EAP/LIHWAP benefit, a household occupy the dwelling at the time the EAP/LIHWAP assistance is requested and the benefit is determined and must be in one of the following situations:

- Have water or wastewater service currently shut off.
- Have a current water or wastewater disconnection notice.
- Have a past due water or wastewater bill.

## **Amount of EAP/LIHWAP Benefit**

The amount of the EAP/LIHWAP benefit is the current balance, including any fees, up to \$1,200.

If the amount needed to resolve the emergency is less than the maximum crisis benefit, the payment amount is rounded up to the nearest dollar to ensure resolution of the emergency. For example: if the amount needed to resolve the emergency is \$193.56 the correct payment amount is \$194.00. EAP/LIHWAP payments must not result in a credit on the household's account. However, due to rounding as explained above, payments to water vendors may result in a small credit of less than \$1.00. If a water vendor identifies an EAP/LIHWAP payment that creates a credit over \$1.00, they should immediately report it to the local Service Provider.

## **EAP/LIHWAP Information Requirements**

Water vendors must provide household account information upon Service Provider request. The Service Provider uses water vendor information to verify and document the household's situation to determine EAP/LIHWAP eligibility and benefits.

**Water vendors** may be asked to provide information such as:

- Water and wastewater account past due and current balance owed amounts.
- Fees not included in water and wastewater account balance owed, if any.
- Date the water or wastewater service was shut off.
- Scheduled disconnection date.
- Annual water and wastewater bill amounts.

## **Verifying EAP/LIHWAP Payments before applying to household's account**

Water vendors help ensure accurate benefits are applied to household accounts. Before applying an EAP/LIHWAP payment to a household's account, the water vendor must ensure the Crisis payment will not generate a credit on the account of more than \$1.00.

If a water vendor questions a household's eligibility for an EAP/LIHWAP payment, report it immediately to the Service Provider or, when appropriate, to the Department of Commerce.

# **Agreement, Internal Controls, Registration & Participation Requirements**

## **Agreement Between Water Vendor and Service Provider**

The *Agreement Between Water Vendor and Service Provider* specifies the requirements to receive EAP/LIHWAP payments to a water vendor's customer accounts. Signing the agreement



establishes formal expectations for both parties. The agreement details the roles of the program and water vendor including applying payments, communication, eHEAT security administration, data practices, and agreement to follow the policies outlined in the *EAP Policy Manual*. Every water vendor must sign an agreement to receive payments on behalf of a household. See the *Agreement Between Water Vendor and Service Provider*.

## Water Vendor Internal Controls Responsibility

Service Providers, water vendors, and households are part of a Coordinated Responsibility Model where each party is responsible to ensure accuracy, effectiveness, efficiency, and integrity of EAP/LIHWAP services. Water vendors help ensure accurate benefits by providing household account and billing status information. Inaccurate account information can affect benefit accuracy and put program integrity at risk.

In addition, water vendors should conduct EAP/LIHWAP activity control measures to prevent and detect discrepancies, non-compliance, and other issues that may occur, by:

- Conducting control measures before applying a payment to a household's account to provide assurance that an accurate benefit is being provided.
- Conducting post-payment control measures to identify any issues not previously detected.

Water vendors should conduct routine control measures to identify situations and to ensure compliance:

- Account credits: Payments don't create a credit over \$1.00 on a household's water or wastewater account.
- Account for an unoccupied dwelling: Payments are applied to only active accounts at occupied dwellings.
- Households that have discontinued as customers: Refunds to EAP/LIHWAP are within 10 days of the change.
- Questionable payments: Payments are questioned if they appear abnormal to EAP/LIHWAP practices.
- Two EAP/LIHWAP households' payments to one account: Only one EAP/LIHWAP household's payments are applied to one account.

Contact the Service Provider with questions or issues. Water vendors must report any known suspected fraud, error, or abuse. If a pattern of payments does not appear to comply with EAP/LIHWAP policies, please report concerns to Commerce at [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us).

# Water Vendor Registration and Change of Vendor Information

To receive payments on behalf of a household, a water vendor must be registered with Commerce and Minnesota Management & Budget (MMB). Water vendors register by submitting the completed *Vendor Registration for EAP Payments* form to their local Service Provider, which is then provided to Commerce to complete the registration process. Registration information must include:

- Full Legal Business Name (TIN Name).
- Common Name (DBA), if any.
- Business location address and mailing address.
- Business Phone Number.
- Contact name, phone number, and email address.
- Service Providers working with.
- Federal Tax Number.
- Completed and signed IRS Form W-9.
- State Identification Number (nine-digit number).
- If the Business is a Corporation, Partnership or Individual SSN.
- Minnesota Management & Budget (MMB) Vendor ID Number (if already an approved MMB Vendor): 11-digit number.

To receive payment, water vendors must have an MMB Vendor Registration Number (also referred to as a Vendor ID Number or a SWIFT ID Number). Commerce will register new water vendors with MMB as part of the eHEAT registration process.

Water vendors can submit changes in their registration information (e.g., change of business name, contact information, change in payment information, etc.) to their local EAP/LIHWAP Service Provider. The Service Provider will inform Commerce by emailing updated information to [eheat.doc@state.mn.us](mailto:eheat.doc@state.mn.us). To change banking information, water vendors must contact MMB.

## Implement and Maintain eHEAT Security Policies

Water vendors must have processes in place to manage eHEAT access to ensure only current, authorized users have eHEAT access. Users must only have access to eHEAT features necessary for their work assignments.

### Off-Boarding Process

Water vendors are required to immediately deactivate users when needed. If the water vendor's eHEAT Administrator needs to be deactivated, email [eheat.doc@state.mn.us](mailto:eheat.doc@state.mn.us). Water vendors must have off-boarding (staff leaving employment) procedures in place, for example an off-boarding checklist, that includes deactivating eHEAT access.

## eHEAT Access Check

The water vendor eHEAT Security Administrator must conduct routine eHEAT access checks to ensure only the appropriate users are active in eHEAT. There are two user statuses in eHEAT:

- **Active:** user has eHEAT access.
- **Deactivated:** user does not have current eHEAT access due to inactivity for over 60 days or because they were deactivated by an eHEAT Administrator. User needs to be reactivated by an eHEAT Administrator to regain access. eHEAT continues to list every user that had eHEAT access.

The water vendor eHEAT Security Administrator's authorization includes:

- Limiting access to authorized personnel only.
- Ensuring each user is assigned a unique user ID.
- Ensuring email addresses associated with each user ID are current.
- Creating new user groups that combine features in eHEAT for staff positions.
- Editing existing users' user groups as new features are assigned or no longer performed.
- Immediately deactivating eHEAT users:
  - Upon permanently leaving a position requiring eHEAT access.
  - Upon administrative leave or suspension.
  - When no longer employed by the water vendor.
  - If on other leave, laid off, on an extended vacation, or reassigned to non-EAP/LIHWAP duties for 30 days or longer.
- Ensuring the private data provided by eHEAT features to employees is appropriate for their job and responsibilities.

# Water Vendor Monitoring & Reporting Requirements

Monitoring water vendors is essential to ensure program quality and integrity. An EAP/LIHWAP water vendor is bound by the requirements of the Low-Income Household Water Assistance Program and the *Agreement Between Water Vendor and Service Provider*. Monitoring can also ensure water vendors follow these rules. Service Providers are required to monitor water vendors.

Water vendors must be able to reproduce the account balance information they provided for each household upon request. Monitoring helps ensure account information provided by the water vendor was accurate and true and payments were appropriately applied.

## Access to Records

Water vendors must allow the Service Provider and Commerce access to their records for compliance monitoring. Monitoring includes verifying transactions between the water vendor and the Service Provider. This includes but is not limited to cost information, application of payments to household accounts, billing to eligible households, providing equal services to EAP/LIHWAP eligible households, and any or all other activities agreed to in the *Water Vendor Agreement*.

## Legal Requirements

Water vendor participation is subject to federal and state statute and regulation. Federal, Commerce or Service Provider officials may audit water vendor records pertaining to EAP/LIHWAP. Audits may occur for program activity up to three years after the program year has closed and until action conducted during this period has ended.

## Non-Discrimination

Water Vendors cannot penalize or discriminate against customers for participating in EAP/LIHWAP. The United States Department of Health & Human Services states that a LIHWAP-eligible household must not be treated adversely or differently from other households because of receiving water assistance and water vendors will not discriminate in services provided to the eligible household on whose behalf payments are made.

Services available to a water vendor's customers in general cannot be denied to a household solely because of the household's EAP/LIHWAP eligibility. These services may include:

- Availability of price and fee list.
- Deferred payments.
- Budget payment plans.
- Conditions of sale, credit, or price.
- Discounts for cash or prompt payment.
- Any service designed to benefit or assist the water vendor's customer.

It is not discrimination under the statute to provide additional benefits for households receiving EAP/LIHWAP services. Additional benefits, especially those that increase the buying power of EAP/LIHWAP grants, are desirable and encouraged.

## Data Privacy

Water vendors must protect personally identifiable information (PII). EAP/LIHWAP information, including application and eligibility status of households, is classified as private data under the

Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13. Immediately report possible violations to Commerce.

When communicating with Service Providers about EAP/LIHWAP participants, water vendors should use EAP/LIHWAP household numbers instead of names, addresses or other PII. For example, use “HH 123456” instead of “John Doe.” If it is necessary to use PII like names or addresses, water vendors must use a secure form of communication such as encrypted email.

## Sharing EAP/LIHWAP Private Data with Water Vendors

Applicants sign the EAP/LIHWAP application to authorize use of their private data to determine eligibility and provide EAP/LIHWAP services. This authorization is documented in the household's file. New uses of the data contained in the EAP/LIHWAP application or the household's file require a new authorization from the data subject.

The household data collected by EAP/LIHWAP has restricted uses. Generally, an EAP/LIHWAP household's consent allows their data only to be used for determining and delivering EAP/LIHWAP services. Use of EAP/LIHWAP household private data details are in *Your Rights and Responsibilities Privacy Notice* (also known as the *Privacy Notice*) and the “Consent and Signature” Part of the *Minnesota Energy Programs Application* provided to the households.

EAP/LIHWAP only requests information necessary to provide services. This is as required by the Privacy Act of 1974, 5 U.S.C. § 552a and the MGDPA. Under the Privacy Acts, water vendor, Service Provider, and Commerce staff must only be provided the private data necessary to perform their duties for the purposes listed in the *Privacy Notice*. The MGDPA, under Minn. Stat. §13.055, subd.1. (d) states: “‘Unauthorized person’ means any person who accesses government data without a work assignment that reasonably requires access, or regardless of the person's work assignment, for a purpose not described in the procedures required by section 13.05, subdivision 5.”

EAP/LIHWAP data provided to water vendors are limited to information necessary to obtain water vendor account information and to allow water vendors to apply EAP/LIHWAP benefits to customer accounts. The household data required are available to water vendors through the water vendor's access to eHEAT. The information is needed to verify the household's EAP/LIHWAP eligibility and the amount to apply to the household's account.

To illustrate, EAP/LIHWAP collects data on household income and household size, but these data are not required to apply EAP/LIHWAP payments to customer accounts. Therefore, these data are not provided to the water vendor.

The water vendor must obtain an *Informed Consent for Release of Data* signed by the household before requesting EAP/LIHWAP household data for any other use or program.

Additional information is available Chapter 11 - Data Practices and Records of the *EAP Policy Manual*.

# Safe at Home Program

EAP/LIHWAP follows the guidelines of the Safe at Home (SAH) program, which helps survivors of domestic violence, sexual assault, stalking, or others who fear for their safety to establish a confidential address. SAH allows its participants to go about their lives without leaving traces of where they live to keep their abuser from locating them.

Participants use a SAH assigned address and the Secretary of State's office forwards their correspondence to their actual mailing address. SAH participants cannot be required to disclose their physical address. The SAH Program may be contacted at 1-866-723-3035 with questions or to confirm a SAH applicant's participation in SAH.

Water vendors must work with Service Providers to safeguard the identity and address of SAH participants if the address is known. Additional information about SAH is found in Chapter 2 - Applications & Application Processing of the *EAP Policy Manual*.

SAH is governed by Minn. Stat. § 5B and Minn. Rules § 8290.

## Appendices

18A – Agreement Between Water Vendor and Service Provider

18B – Vendor Registration for Water Assistance Program Payments

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	472.68	1,665.88	4,282.00	4,282.00	2,616.12	39 %
103	Part-Time Employees - Regular	550.00	2,200.00	0.00	0.00	-2,200.00	%
121	PERA Contributions -	37.32	131.50	321.00	321.00	189.50	41 %
128	Social Security	63.62	240.40	266.00	266.00	25.60	90 %
129	Medicare	14.91	56.30	62.00	62.00	5.70	91 %
131	Health Insurance	92.97	480.06	944.00	944.00	463.94	51 %
133	Life Insurance	0.99	3.46	8.00	8.00	4.54	43 %
134	Disability Insurance	1.80	6.35	13.00	13.00	6.65	49 %
136	MSRS	1.80	6.34	20.00	20.00	13.66	32 %
151	Workers Compensation	0.00	3.00	6.00	6.00	3.00	50 %
308	Legal Fees	0.00	0.00	500.00	500.00	500.00	%
319	Contracted Services	0.00	0.00	7,500.00	7,500.00	7,500.00	%
331	Travel Expense	24.93	87.85	0.00	0.00	-87.85	%
361	General Liability Insurance	0.00	26.00	52.00	52.00	26.00	50 %
404	Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	1,261.02	4,907.14	14,974.00	14,974.00	10,066.86	33 %
	Account Group Total:	1,261.02	4,907.14	14,974.00	14,974.00	10,066.86	33 %
	Fund Total:	1,261.02	4,907.14	14,974.00	14,974.00	10,066.86	33 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( Commit
494300 Water Distribution							
494300 Water Distribution							
101	Full-Time Employees - Regular	14,863.26	13,263.69	169,097.00	169,097.00	155,833.31	8 %
102	Full-Time Employees - Overtime	2,525.46	6,007.55	12,687.00	12,687.00	6,679.45	47 %
103	Part-Time Employees - Regular	16.55	16.55	0.00	0.00	-16.55	%
111	Severance Pay - Vacation/Sick	0.00	0.00	19,387.00	19,387.00	19,387.00	%
121	PERA Contributions -	1,304.14	4,174.81	13,634.00	13,634.00	9,459.19	31 %
128	Social Security	1,033.91	3,307.99	12,473.00	12,473.00	9,165.01	27 %
129	Medicare	241.79	773.57	2,917.00	2,917.00	2,143.43	27 %
131	Health Insurance	5,891.04	29,948.24	76,877.00	76,877.00	46,928.76	39 %
133	Life Insurance	21.42	71.64	205.00	205.00	133.36	35 %
134	Disability Insurance	87.01	287.52	904.00	904.00	616.48	32 %
136	MSRS	45.01	116.63	1,307.00	1,307.00	1,190.37	9 %
151	Workers Compensation	0.00	3,680.00	7,360.00	7,360.00	3,680.00	50 %
212	Motor Fuels	0.00	1,654.30	3,000.00	3,000.00	1,345.70	55 %
216	Uniforms	0.00	250.72	500.00	500.00	249.28	50 %
221	General Supplies	0.00	329.48	5,500.00	5,500.00	5,170.52	6 %
228	Utility System Maint Supplies	767.18	9,645.98	39,000.00	39,000.00	29,354.02	25 %
308	Legal Fees	0.00	1,474.53	0.00	0.00	-1,474.53	%
314	Computer/Software Fees	0.00	2,500.00	3,750.00	3,750.00	1,250.00	67 %
315	School & Conference	0.00	192.96	2,500.00	2,500.00	2,307.04	8 %
319	Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
321	Telephone	0.00	1,303.94	0.00	0.00	-1,303.94	%
331	Travel Expense	0.00	0.00	750.00	750.00	750.00	%
351	Legal Notices Publishing	0.00	0.00	250.00	250.00	250.00	%
361	General Liability Insurance	0.00	2,922.00	5,843.00	5,843.00	2,921.00	50 %
382	Water Purchases	70,241.39	274,141.16	740,000.00	740,000.00	465,858.84	37 %
404	Equipment Maintenance	0.00	0.00	4,000.00	4,000.00	4,000.00	%
406	Vehicle Maintenance	0.00	242.05	2,000.00	2,000.00	1,757.95	12 %
413	Equipment Rental	0.00	0.00	7,500.00	7,500.00	7,500.00	%
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	0.00	567.00	700.00	700.00	133.00	81 %
460	Permits & Licenses	0.00	19.25	0.00	0.00	-19.25	%
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	2,287.62	8,176.93	40,000.00	40,000.00	31,823.07	20 %
472	Hydrant Repairs	0.00	0.00	14,500.00	14,500.00	14,500.00	%
540	Office Equip/Furnishings	0.00	143.90	0.00	0.00	-143.90	%
580	Other Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	99,325.78	365,212.39	1,222,391.00	1,222,391.00	857,178.61	30 %
	Account Group Total:	99,325.78	365,212.39	1,222,391.00	1,222,391.00	857,178.61	30 %
494400 Water Administration and General							
494400 Water Administration and General							
101	Full-Time Employees - Regular	8,567.04	10,433.84	90,116.00	90,116.00	79,682.16	12 %
102	Full-Time Employees - Overtime	0.00	18.09	574.00	574.00	555.91	3 %
121	PERA Contributions -	651.91	2,293.66	6,759.00	6,759.00	4,465.34	34 %
128	Social Security	510.16	1,794.77	5,587.00	5,587.00	3,792.23	32 %
129	Medicare	119.34	419.78	1,307.00	1,307.00	887.22	32 %
131	Health Insurance	2,741.05	14,501.56	32,643.00	32,643.00	18,141.44	44 %
133	Life Insurance	15.17	53.53	170.00	170.00	116.47	31 %
134	Disability Insurance	42.44	150.67	395.00	395.00	244.33	38 %



601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( Commit
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%
136	MSRS	45.01	146.04	728.00	728.00	581.96	20 %
151	Workers Compensation	0.00	63.00	125.00	125.00	62.00	50 %
201	Office Supplies	0.00	98.94	50.00	50.00	-48.94	198 %
202	Printing Supplies	0.00	0.00	500.00	500.00	500.00	%
301	Audit/Account Services	0.00	2,670.00	6,750.00	6,750.00	4,080.00	40 %
303	Banking Fees	601.30	3,244.16	7,200.00	7,200.00	3,955.84	45 %
305	Engineer Fees	0.00	3,205.00	3,000.00	3,000.00	-205.00	107 %
308	Legal Fees	0.00	1,306.00	4,000.00	4,000.00	2,694.00	33 %
314	Computer/Software Fees	0.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	3.62	5,855.53	16,120.00	16,120.00	10,264.47	36 %
321	Telephone	222.91	917.40	2,510.00	2,510.00	1,592.60	37 %
322	Internet	0.00	184.14	400.00	400.00	215.86	46 %
323	Gopher One Call Locates	0.00	125.58	1,200.00	1,200.00	1,074.42	10 %
325	Postage	0.00	66.96	622.00	622.00	555.04	11 %
331	Travel Expense	124.62	439.14	1,480.00	1,480.00	1,040.86	30 %
351	Legal Notices Publishing	0.00	1,234.62	600.00	600.00	-634.62	206 %
361	General Liability Insurance	0.00	4,767.00	9,537.00	9,537.00	4,770.00	50 %
381	Electricity	185.33	3,561.64	7,000.00	7,000.00	3,438.36	51 %
383	Heating Gas	0.00	2,585.83	3,000.00	3,000.00	414.17	86 %
405	Computer Maintenance	0.00	9,948.20	19,278.00	19,278.00	9,329.80	52 %
420	Depreciation Expenses	0.00	0.00	220,000.00	220,000.00	220,000.00	%
460	Permits & Licenses	0.00	38.50	0.00	0.00	-38.50	%
720	Transfer Out	0.00	0.00	91,749.00	91,749.00	91,749.00	%
	Account Total:	13,829.90	67,791.58	538,100.00	538,100.00	470,308.42	13 %
	Account Group Total:	13,829.90	67,791.58	538,100.00	538,100.00	470,308.42	13 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	113,155.68	433,003.97	1,777,991.00	1,777,991.00	1,344,987.03	24 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( Commit
432500 Sewer Improvements							
432500 Sewer Improvements							
	550 Street Improvements	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Group Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
494500 Sewer Maintenance							
494500 Sewer Maintenance							
	101 Full-Time Employees - Regular	11,481.98	14,940.31	124,923.00	124,923.00	109,982.69	12 %
	102 Full-Time Employees - Overtime	1,474.49	3,601.33	9,227.00	9,227.00	5,625.67	39 %
	111 Severance Pay - Vacation/Sick	0.00	0.00	14,100.00	14,100.00	14,100.00	%
	121 PERA Contributions -	971.76	3,284.69	10,061.00	10,061.00	6,776.31	33 %
	128 Social Security	770.61	2,604.21	9,192.00	9,192.00	6,587.79	28 %
	129 Medicare	180.24	609.04	2,150.00	2,150.00	1,540.96	28 %
	131 Health Insurance	4,293.02	21,876.57	56,482.00	56,482.00	34,605.43	39 %
	133 Life Insurance	17.29	60.53	154.00	154.00	93.47	39 %
	134 Disability Insurance	64.86	228.32	665.00	665.00	436.68	34 %
	136 MSRS	45.01	116.63	962.00	962.00	845.37	12 %
	151 Workers Compensation	0.00	2,747.00	5,494.00	5,494.00	2,747.00	50 %
	212 Motor Fuels	0.00	1,102.86	1,500.00	1,500.00	397.14	74 %
	216 Uniforms	0.00	250.72	500.00	500.00	249.28	50 %
	221 General Supplies	0.00	244.99	2,500.00	2,500.00	2,255.01	10 %
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	0.00	960.00	10,000.00	10,000.00	9,040.00	10 %
	314 Computer/Software Fees	0.00	0.00	5,650.00	5,650.00	5,650.00	%
	315 School & Conference	0.00	692.96	1,000.00	1,000.00	307.04	69 %
	317 Personnel Testing, Physicals,	0.00	45.00	450.00	450.00	405.00	10 %
	319 Contracted Services	0.00	2,086.25	20,000.00	20,000.00	17,913.75	10 %
	331 Travel Expense	0.00	443.07	250.00	250.00	-193.07	177 %
	361 General Liability Insurance	0.00	945.00	1,890.00	1,890.00	945.00	50 %
	385 Sewer Charges	18,712.00	209,240.00	619,000.00	619,000.00	409,760.00	34 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	1,264.50	2,529.00	5,500.00	5,500.00	2,971.00	46 %
	406 Vehicle Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	413 Equipment Rental	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	451 Dues & Subscriptions	0.00	0.00	150.00	150.00	150.00	%
	460 Permits & Licenses	0.00	46.00	250.00	250.00	204.00	18 %
	475 Sewerline Repairs	0.00	0.00	45,000.00	45,000.00	45,000.00	%
	476 Lift Station Repairs Sewer	4,776.00	5,011.14	5,000.00	5,000.00	-11.14	100 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	499 Miscellaneous	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	580 Other Equipment	0.00	0.00	47,500.00	47,500.00	47,500.00	%
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	44,051.76	273,665.62	1,115,550.00	1,115,550.00	841,884.38	25 %
	Account Group Total:	44,051.76	273,665.62	1,115,550.00	1,115,550.00	841,884.38	25 %

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	8,567.05	10,303.24	90,116.00	90,116.00	79,812.76	11 %
102	Full-Time Employees - Overtime	0.00	18.10	574.00	574.00	555.90	3 %
121	PERA Contributions -	651.91	2,283.82	6,759.00	6,759.00	4,475.18	34 %
128	Social Security	510.19	1,787.16	5,587.00	5,587.00	3,799.84	32 %
129	Medicare	119.34	417.98	1,307.00	1,307.00	889.02	32 %
131	Health Insurance	2,741.05	13,148.72	32,643.00	32,643.00	19,494.28	40 %
133	Life Insurance	15.18	53.24	170.00	170.00	116.76	31 %
134	Disability Insurance	42.46	150.17	395.00	395.00	244.83	38 %
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%
136	MSRS	45.01	145.47	728.00	728.00	582.53	20 %
151	Workers Compensation	0.00	63.00	125.00	125.00	62.00	50 %
201	Office Supplies	0.00	98.94	25.00	25.00	-73.94	396 %
202	Printing Supplies	0.00	0.00	400.00	400.00	400.00	%
301	Audit/Account Services	0.00	2,670.00	6,750.00	6,750.00	4,080.00	40 %
303	Banking Fees	601.29	3,244.13	7,200.00	7,200.00	3,955.87	45 %
305	Engineer Fees	0.00	1,240.00	2,000.00	2,000.00	760.00	62 %
308	Legal Fees	0.00	847.00	2,000.00	2,000.00	1,153.00	42 %
314	Computer/Software Fees	0.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	5.43	5,391.58	12,620.00	12,620.00	7,228.42	43 %
321	Telephone	212.20	2,187.74	2,510.00	2,510.00	322.26	87 %
322	Internet	0.00	276.20	400.00	400.00	123.80	69 %
323	Gopher One Call Locates	0.00	83.72	1,200.00	1,200.00	1,116.28	7 %
325	Postage	0.00	44.64	622.00	622.00	577.36	7 %
331	Travel Expense	124.62	439.14	960.00	960.00	520.86	46 %
351	Legal Notices Publishing	0.00	265.58	0.00	0.00	-265.58	%
361	General Liability Insurance	0.00	4,768.00	9,537.00	9,537.00	4,769.00	50 %
381	Electricity	962.86	4,232.34	8,000.00	8,000.00	3,767.66	53 %
383	Heating Gas	0.00	1,616.14	2,000.00	2,000.00	383.86	81 %
405	Computer Maintenance	0.00	9,948.20	19,278.00	19,278.00	9,329.80	52 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
720	Transfer Out	0.00	0.00	56,260.00	56,260.00	56,260.00	%
	Account Total:	14,598.59	63,392.25	831,613.00	831,613.00	768,220.75	8 %
	Account Group Total:	14,598.59	63,392.25	831,613.00	831,613.00	768,220.75	8 %
495000 Transfer Out							
495000	Transfer Out						
720	Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	58,650.35	337,057.87	2,015,613.00	2,015,613.00	1,678,555.13	17 %

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	6,966.43	1,235.64	64,487.00	64,487.00	63,251.36	2 %
102	Full-Time Employees - Overtime	904.32	2,280.05	2,108.00	2,108.00	-172.05	108 %
111	Severance Pay - Vacation/Sick	0.00	0.00	1,762.00	1,762.00	1,762.00	%
121	PERA Contributions -	593.44	1,937.72	4,974.00	4,974.00	3,036.28	39 %
128	Social Security	468.27	1,528.59	4,221.00	4,221.00	2,692.41	36 %
129	Medicare	109.51	357.56	987.00	987.00	629.44	36 %
131	Health Insurance	2,537.74	14,818.70	25,229.00	25,229.00	10,410.30	59 %
133	Life Insurance	12.61	43.19	104.00	104.00	60.81	42 %
134	Disability Insurance	38.93	129.02	309.00	309.00	179.98	42 %
136	MSRS	38.98	114.84	514.00	514.00	399.16	22 %
151	Workers Compensation	0.00	831.00	1,662.00	1,662.00	831.00	50 %
305	Engineer Fees	0.00	1,115.00	10,000.00	10,000.00	8,885.00	11 %
308	Legal Fees	0.00	187.00	1,500.00	1,500.00	1,313.00	12 %
310	Recording/Filing Fees	0.00	0.00	500.00	500.00	500.00	%
314	Computer/Software Fees	0.00	1,000.00	1,500.00	1,500.00	500.00	67 %
319	Contracted Services	0.00	2,036.43	30,000.00	30,000.00	27,963.57	7 %
325	Postage	0.00	76.85	500.00	500.00	423.15	15 %
331	Travel Expense	41.55	146.41	300.00	300.00	153.59	49 %
351	Legal Notices Publishing	0.00	177.05	0.00	0.00	-177.05	%
403	Road Maintenance	112.00	371.98	11,000.00	11,000.00	10,628.02	3 %
413	Equipment Rental	7,250.00	7,294.48	20,000.00	20,000.00	12,705.52	36 %
451	Dues & Subscriptions	0.00	1,880.00	2,000.00	2,000.00	120.00	94 %
530	Improvements Other Than Bldgs	0.00	0.00	200,000.00	200,000.00	200,000.00	%
550	Street Improvements	0.00	0.00	60,000.00	60,000.00	60,000.00	%
720	Transfer Out	0.00	0.00	21,473.00	21,473.00	21,473.00	%
	Account Total:	19,073.78	37,561.51	465,130.00	465,130.00	427,568.49	8 %
	Account Group Total:	19,073.78	37,561.51	465,130.00	465,130.00	427,568.49	8 %
495000 Transfer Out							
495000 Transfer Out							
720	Transfer Out	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Group Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Fund Total:	19,073.78	37,561.51	466,626.00	466,626.00	429,064.49	8 %

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	3,145.50	15,909.54	28,000.00	28,000.00	12,090.46	57 %
	550 Street Improvements	0.00	0.00	96,000.00	96,000.00	96,000.00	%
	Account Total:	3,145.50	15,909.54	129,000.00	129,000.00	113,090.46	12 %
	Account Group Total:	3,145.50	15,909.54	129,000.00	129,000.00	113,090.46	12 %
	Fund Total:	3,145.50	15,909.54	129,000.00	129,000.00	113,090.46	12 %
	Grand Total:	195,286.33	0.00	828,440.03	4,404,204.00	3,575,763.97	19 %

**Public Works  
Utility Maintenance Report**

<b>Meeting Date:</b>	6/16/2022			
<b>Reporting Period:</b>	From:	5/1/2022	To:	5/31/2022

**1. Water Utility**

- a. Project Update
    - i. Peyton Acres
      - 1. NO Change in May
        - a. They are planning on their phase 1B in 2022
        - b. This is approx. 10 more lots
        - c. Looking into a possible additional phase in 2022
          - i. June 13<sup>th</sup> Start
    - ii. Hwy 53 Water Tower Recoating
      - 1. Osseo Construction- Low Responsible Bidder
        - a. Contracts are signed
        - b. Meeting on 3/16
        - c. Work started on 4/25
          - i. Water tower is offline and sandblasting is starting 5/16 or before
          - ii. Blasting interior 50% Complete
          - iii. Blasting Exterior 65% Complete
          - iv. August 1<sup>st</sup> Final Completion+/-
- b. Valve Replacement on Haines/Arrowhead intersection
  - i. Work to be 2022 Quoted work
  - ii. Putting information together in June.
    - 1. Early July Quote Date
  - 2. Have to do AFTER Hwy 53 Tower is Back on line
- c. Irrigation meter plan for 2022
  - i. Plan approved, Has been publicized
  - ii. Have 3 Applications to Date
    - 1. 3 Meters are installed
- d. Watermain Breaks
  - i. Hermantown Rd & Stebner intersection
    - 1. 12" main radial Crack
    - 2. Waiting on Ground to heal from water saturation before patching
- e. Water System Modeling
  - i. NCE put together RFP
  - ii. RFP's back
  - iii. Recommend SEH Inc. to City Council on 4/18
  - iv. SEH started process
    - 1. Data Collection beginning in Mid June

## 2. Sewer

- a. Project Update
  - i. Planning 2022 Sanitary sewer cleaning
    - 1. Lift Stations Mid June for Spring Cleaning
- b. Lift Stations
  - i. Planning on upgrading Radar Road lift station in 2022
    - 1. Pumps ordered
      - a. August Installation
  - ii. Looking into an annual inspection on all pumps by a 3<sup>rd</sup> party
    - 1. Checking budget for 2022, but will more than likely work with Electric pump to do this inspection annually for a cost of about \$5,000+/-
      - a. Will be working with Electric Pump on this

## 3. Stormwater

- a. Project Update
  - i. Bridge inspection on Hermantown Road Bridge near 5 Corners by LHB
    - 1. Completed and a report will be presented by David Bolf @ 2/7/22 Council mtg.
      - a. Report will state the bridge should be replaced as part of the 2023 Road Improvement plan on Hermantown Road
      - b. RFP for design services to be solicited by the City of Hermantown in May
        - i. LHB Awarded design contract for Bridge
  - ii. 2022 Street sweeping completed

## 4. Other Notes

- a. New Hire to start on 6/20-

## 5. Looking Ahead to 2022

- a. Haines Road Sanitary sewer repairs
- b. 2022 Driveway Culvert replacements
- c. Oak Ridge Trunk Sewer Spur Planning

## City of Hermantown - 2022 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	15,494,072	14,395,819	1,098,253	7.1%	398,000	35,366	16,930	450,296	647,957
Feb	13,843,236	12,925,752	917,484	6.6%	-	8,100	18,806	26,906	890,578
Mar	13,102,716	11,919,815	1,182,901	9.0%	460,000	24,200	16,797	500,997	681,904
Apr	14,988,424	13,230,700	1,757,724	11.7%	-	20,000	19,256	39,256	1,718,468
May	14,446,872	13,890,460	556,412	3.9%	340,000	12,100	15,290	367,390	189,022
Jun	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Jul	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Aug	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Sep	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Oct	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Nov	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Dec	-	#DIV/0!	-	#DIV/0!	-	-	-	-	-
	<b>71,875,320</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>1,198,000</b>	<b>99,766</b>	<b>87,079</b>	<b>1,384,845</b>	<b>4,127,929</b>

Total Percent of Duluth Billed Unaccounted For:

5.74%





Clear Answers for Clean Water<sup>SM</sup>

**Western Lake Superior Sanitary District**

2626 Courtland Street  
 Duluth, MN 55806-1894  
 (218) 722-3336

Account No.	8420
Invoice Date	05/31/2022

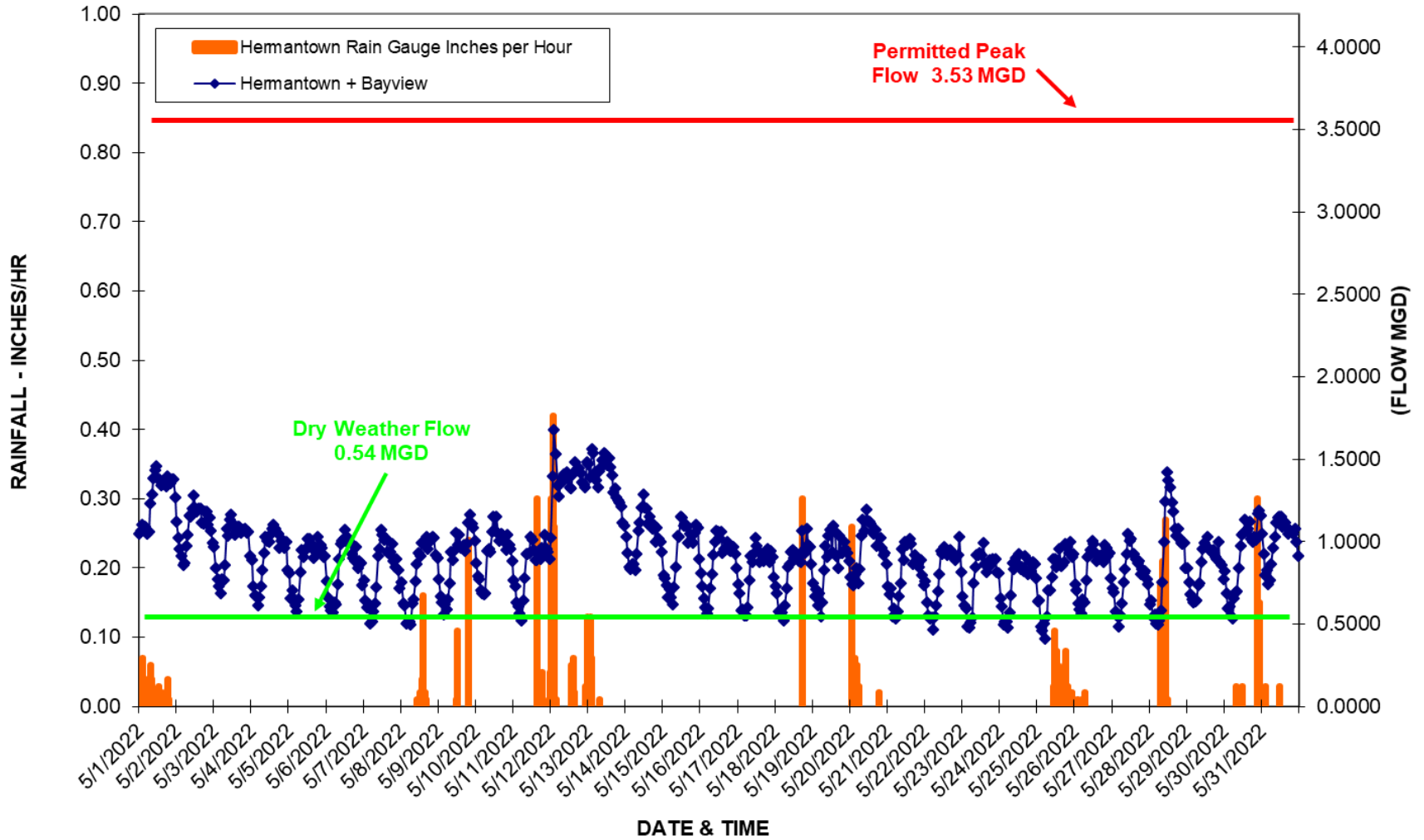
To: CITY OF HERMANTOWN  
 5105 MAPLE GROVE ROAD  
 HERMANTOWN MN 55811

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
053122HER1	05/31/2022	06/15/2022		WASTEWATER CHARGES			48,228.00
053122HER2	05/31/2022	06/15/2022		2021 ADJUSTMENT			-596.00

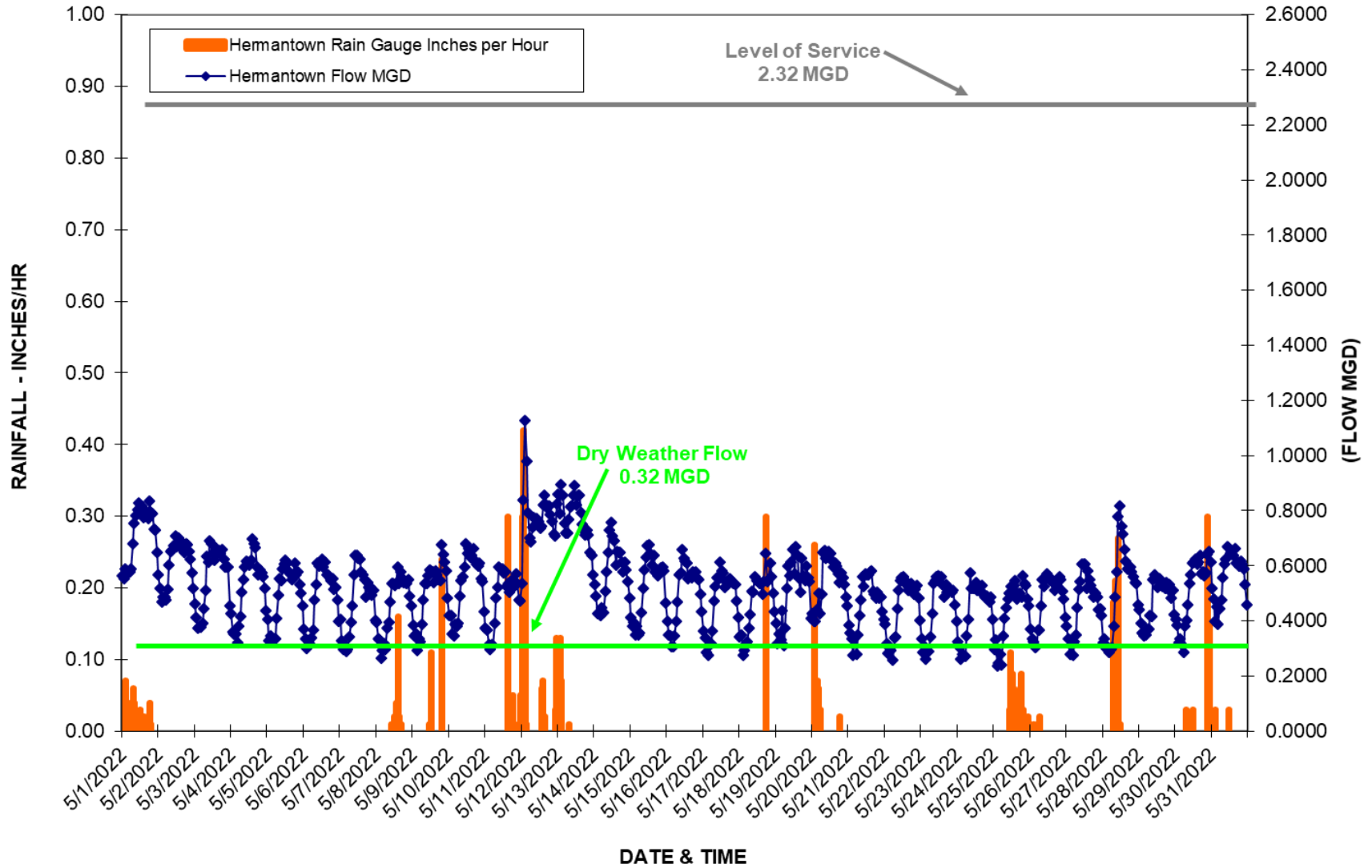
Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
47,632.00	0.00	0.00	0.00	<b>47,632.00</b>

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.

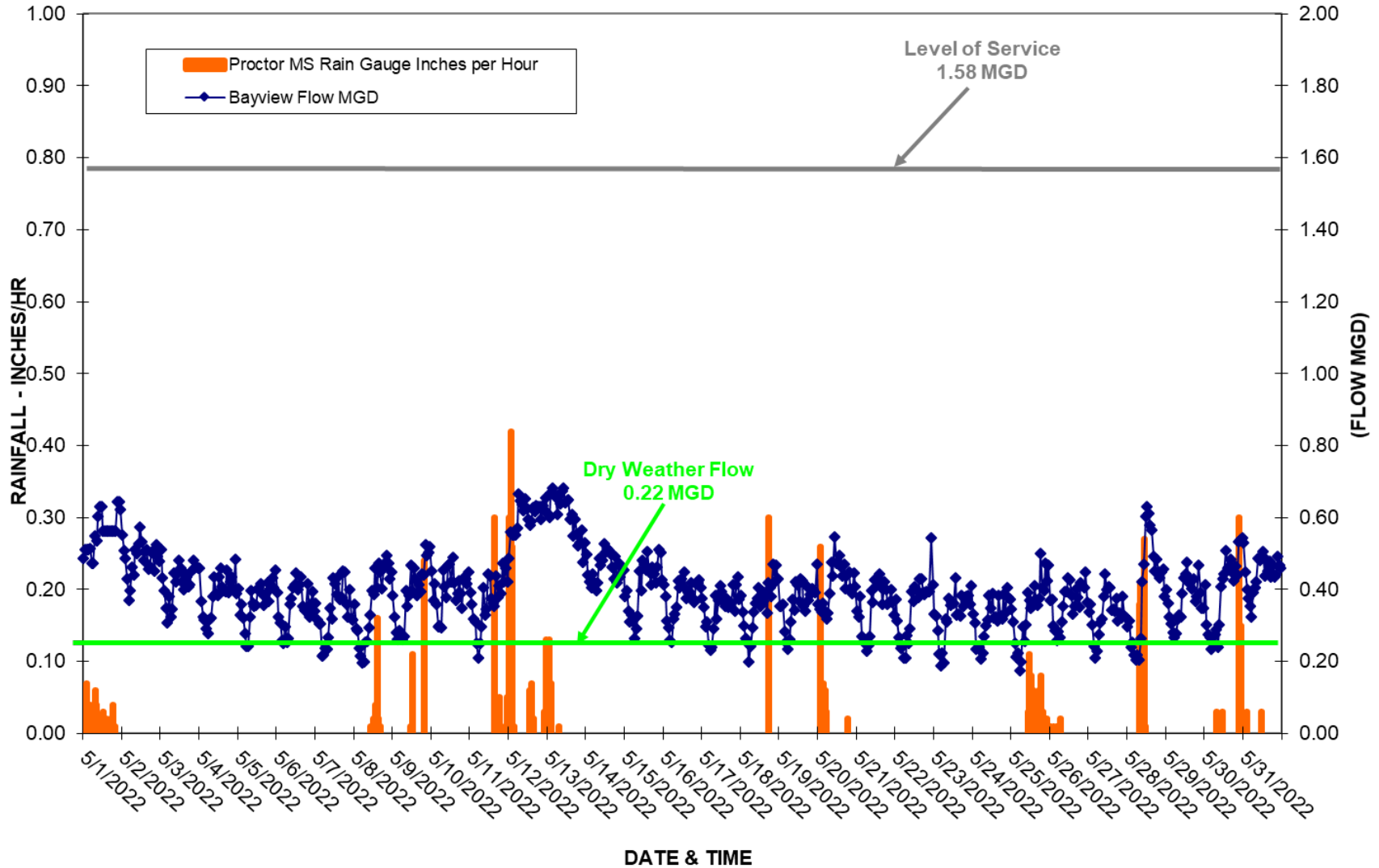
# Hermantown Flow + Bayview May 2022



# Hermantown Flow - Haines Road May 2022



# BAYVIEW METERING STATION May 2022



## 2022 New Connection Applications Received

Application Signed Date	Address	Sewer	Water	Home Owner or Contractor	New or Existing Home
4/5/2022	3967 Peyton Lane	x	x	Easy Housing of Duluth	New
4/18/2022	4467 Sugar Maple Dr	x	x	Billman	New
4/18/2022	4469 Sugar Maple Dr	x	x	Billman	New
5/5/2022	4165 Jefferson Dr	x	x	Gilbert Contracting	New

## Pending Hook Ups

Address	Owner	Paid	Signed App	Horn Delivered	Meter Installed
4059 Ugstad Rd	Clear Vision Builders	Yes	Yes	No	No
4061 Ugstad Rd	Clear Vision Builders	Yes	Yes	No	No
4990 Trails End Dr	David & Sherry Johnson	No	No	No	No
3959 Peyton Lane	Scott Antcliff / Billman Construction	No	Yes	No	No
3964 Peyton Lane	Ryan Reinking	No	No	No	No
3960 Peyton Lane	Weets Brothers	No	No	No	No
3967 Peyton Lane	Easy Housing of Duluth	No	yes	No	No
3963 Peyton Lane	Mike Vankessel	No	No	No	No
4319 Sugar Maple Dr	Obey Construction	No	Yes	No	No
4334 Theilke Circle	Christopher Robbins	No	No	No	No
4467 Sugar Maple Dr	Billman	yes	yes	No	No
4469 Sugar Maple Dr	Billman	yes	yes	No	No
5274 Twin Pines St	Jesse Stokke	no	no	No	No
5276 Twin Pines St	Jesse Stokke	no	no	No	No

**TO:** Utility Commission Members



**FROM:** Lindsay Townsend, Utility  
Billing Clerk

**DATE:** June 10, 2022

**Meeting Date:** 06/16/2022

**SUBJECT:** Utility Billing Happenings

**Agenda Item:** 8f

- 
- Utility Portal Update: 1,291 accounts, 459 paperless, 375 autopay (Last month: 1275 accounts, 456 paperless, 368 autopay)
  - Past Due Accounts as of June 10: 51 accts (73 accounts last month)
    - 120 days – 3 accts (Previous month: 4)
    - 90 days – 15 accts (Previous month: 1)
    - 60 days – 0 accts (Previous month: 68)
    - 30 days – 33 accts (Previous month: 0)
  - 11 Shut Off notices delivered on 5/16/2022. All customers paid. No shut offs performed.
  - Per last months question in regards to the -\$1,100 in contracted services on the Budget to Actual report: There was a correction made on where the intern's hours were placed. Originally, they were charged to "Contracted Services" but that was not right and the correction was made resulting in the -\$1,100.
  - Two meters remaining in the 2022 Irrigation Meter Grant Program