



DEPARTMENT OF PUBLIC WORKS

Fred Abadi, PhD, PE, Director
fabadi@ci.waukesha.wi.us



MEMORANDUM OF CONTRACT

To: Water Softener Dealers

Subject: Residential Chloride Incentive Program

Thank you for your willingness to assist the City of Waukesha with our residential chloride incentive program. As we have discussed, the City has been required by DNR to implement measures aimed at reducing chloride output from the Wastewater Treatment Plant. The most significant source of chloride is salt from residential water softening. The purpose of this program is to reduce softener salt consumption and therefore reduce residential chloride output. Your technicians will assist the City in this effort by evaluating residential softener systems and making recommendations and adjustments where feasible that will reduce salt use to no more than necessary to provide soft water. As we prepare to launch this voluntary softener tuneup program, we would like to present the following basic procedures and expectations for how the program will work:

1. The program begins on January 1, 2016 and ends on January 1, 2017 or when all designated funds are disbursed.
2. Each dealer will receive an allotment of up to 66 eligible tuneups for this phase of the incentive program. The City may consider extending the program if there is sufficient customer participation.
3. Customers will contact you to schedule their tuneups. Only softeners in residential single-family and multi-family dwellings which directly discharge to the City's sanitary sewer system are eligible for this program.
4. Your technicians will perform each tuneup according to the following minimum list of checkpoints:
 - Inspect general condition of unit
 - Analyze current softening needs
 - Explain softener operation
 - Check water level
 - Check salt level
 - Check for salt bridging
 - Check water hardness level
 - Check or adjust salt dosage where feasible
 - Check timer operation and settings
 - Check or adjust regeneration frequency where feasible
 - Make any recommendations to maximize salt efficiency
5. The customer will pay \$9.95 plus tax at the time of service.
6. The service order must contain the following:

ENGINEERING DIVISION
Paul G. Day, PE
City Engineer
130 Delafield St
Waukesha, WI 53188
262-524-3600
Fax – 262-524-3898

MUNICIPAL PARKING SERVICES
Patti Cruz
Parking Supervisor
212 E. St Paul Ave
Waukesha, WI 53188
262-522-7500
Fax – 262-522-7501

STREETS DIVISION
300 Sentry Dr
Waukesha, WI 53186
262-524-3615
Fax – 262-524-3612

www.ci.waukesha.wi.us

WASTEWATER TREATMENT PLANT
Jeff Harenda
Plant Manager
600 Sentry Dr
Waukesha, WI 53186
262-524-3625
Fax – 262-524-3632

WAUKESHA METRO TRANSIT
Brian Engelking
Transit Manager
2311 Badger Dr
Waukesha, WI 53188
262-524-3594
Fax – 262-524-3646

- Date of service
- Technician name
- Customer address and phone
- Address where softener is located
- Type of softener (timer/demand)
- Feed water hardness
- Checkpoints performed, plus any comments
- Customer signature
- Payment amount received

7. Once per month, you will submit scanned or hard copies of service orders, along with an invoice for the amount of \$30.00 per tuneup performed, to:

Accounts Payable
 City of Waukesha Wastewater Treatment Plant
 600 Sentry Dr.
 Waukesha, WI 53186
 jweigl@ci.waukesha.wi.us

- 8. The City is tax exempt, CES #047443.
- 9. The City will pay invoices monthly, net 30 days.

We appreciate your efforts and participation in this important program. Please feel free to contact Tim Young with any questions or concerns, (262) 524-3628.

[Dealer Name]

 [Representative]
 Date:_____

City of Waukesha

 By Shawn N. Reilly, Mayor
 Date:_____

 Attested by Gina L. Kozlik, City Clerk
 Date:_____

To certify that funds are provided for payment:

 Richard L. Abbott, Director of Finance
 Date:_____

Cc: Fred Abadi, Jeff Harenda, Julie Weigl