CITY OF WAUKESHA
Administration
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Committee: **Board of Public Works**	**Date:** **6/18/2015**
Common Council Item Number: **NA**	**Date:** **NA**
Submitted By: Fred Abadi, Director of Public Works	**City Administrator Approval:** Kevin Lahner, City Administrator **KML**
Finance Department Review: Rich Abbott, Finance Director **RA**	**City Attorney's Office Review:** Brian Running, City Attorney **BER**
Subject: Discussion and authorization of request from Mr. Bill Sievert to reinstate his waste hauler permit with the City.	

Details:
Mr. Bill Sievert, owner of Bill's Portable Toilets (formerly Porta-Bill's), has submitted a letter requesting reinstatement of his waste hauler permit with our treatment plant. Mr. Sievert has had his permit revoked twice between 2004 and 2012 for not paying his invoices in a timely or complete manner. Our hauled waste procedures approved by the Board in 1996 indicate that after 6 months following revocation, an appeal to the Board for reinstatement will be considered. Mr. Sievert's permit was last revoked 2 years ago, and he has paid all past-due amounts from that time.

Attached are the following supporting documents and information to assist with your consideration of Mr. Sievert's request:

- Letter of request from Bill Sievert
- Bill Sievert's payment history with Waukesha
- Record of phone conversation with Superintendent of the Jefferson WWTP
- City of Waukesha Hauled Waste Procedures (Late Payments, page 7)

Options & Alternatives:
Approve or deny the request.

Financial Remarks:
Mr. Sievert has caused the City to incur and absorb legal expenses on multiple occasions in the past. The revenue account for hauler payments is 7380.45630. The estimated revenue from Bill's Portable Toilets is $2,000.00 per year.

Executive Recommendation:
Recommend denial of request.

Committee Recommendation:
Click here to enter text.

Untitled

To Whom it may concern:

My name is Bill Sievert I own Bill's portable toilets and septic. I have dumped at the waukesga dispoal plant in 2010 when i started the business i had a rough time paying my bills.

There worked with me but in 2011 when i also had a hard time paying my bills but in 2012 we started serving septic tanks and it was very hard to break into the business. We couild pay our bills in the end of 2012 and we could not dump at the dispoasal plant. So here it is 3 years later and were as business as we can be and i talked to Tim young about dumping back in the dispoal plant and he said i had to write a letter to the board so here I"m. We are now on the county list so when they send out country cards we also send out a reminder card to pump your septic we have been very busy but we have been having to go to jefferson to dump. I love to get back in waukesha to dump and i will pay my bills in a timely manner and all im doing is asking for a chance to prove to you that as a small business owner in waukesha county we can keep on growing and paying our bill's. Im just asking for another chance.

Bills portable toilets and septic

Bill Sievert

262-313-7753
bill.sievert@yahoo.com

12:43 PM 5/19/2015

Bill Sievert Payment History with City of Waukesha

Porta-Bill's - Late Payments		
Payment Due	Payment Received	Billing Cycles Late
10/8/04	4/1/05	6
12/4/04	4/1/05	4
9/3/05	10/1/06	13
10/7/05	10/1/06	12
1/8/06	10/1/06	9
Hauler permit revoked 12/20/05		

Bill's Portable Toilets - Late Payments		
Payment Due	Payment Received	Billing Cycles Late
10/13/10	10/29/10	0
11/6/10	12/1/10	1
5/1/11	8/2/11	3
6/4/11	8/2/11 (partial)	2
6/4/11	11/29/11 (partial)	5
7/7/11	5/31/2012 (collections)	10
8/12/11	5/31/2012 (collections)	9
9/9/11	5/31/2012 (collections)	8
7/5/12	Paid through collections	
8/10/12	Paid through collections	
Hauler permit revoked 5/20/13		

DEPARTMENT OF PUBLIC WORKS
Fred Abadi, PhD, PE, Director
fabadi@ci.waukesha.wi.us

Record of Telephone Conversation

Date: ***5/26/15***
Time: ***0830***
Person Contacted: Todd Clark, Superintendent
Company / Organization: Jefferson WWTP
Phone: ***920-674-7705***

☐ ***Incoming*** ☑ ***Outgoing***

Record:

Mr. Clark indicated that, over the past year, the Jefferson Wastewater Treatment Plant has been receiving about 15 loads of sanitary waste per month from Bill's Portable Toilets & Septic. He mentioned that several times Bill's has only partially paid their invoices, and this creates issues with bookkeeping. At the end of 2014, Bill's was sent a final notice on one invoice and was warned that it would then be forwarded to the City Attorney and collections. Bill's then paid the invoice prior to the Attorney getting involved.

Signed,

Tim Young
Pretreatment Coordinator
City of Waukesha Wastewater Treatment Plant

CITY OF WAUKESHA

HAULED WASTE PROCEDURES

Adopted by
Board of Public Works
May 2, 1996

Revised
January 25, 2011

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ACCEPTANCE

The following table outlines wastes that are acceptable for treatment:

Waste	Yes/No	Terms
Septic-Residential	Y	Current septic rate, Municipal Code Chapter 29
Septic-Industrial - Domestic Origin	Y	Current septic rate, Municipal Code Chapter 29 plus any applicable Class II user strength surcharges
Septic-Commercial & Public-Domestic Origin	Y	Current septic rate, Municipal Code Chapter 29
Holding-Residential	Y	Current holding rate, Municipal Code Chapter 29
Holding-Industrial - Domestic Origin	Y	Current holding rate, Municipal Code Chapter 29 plus any applicable Class II user strength surcharges
Holding - Commercial & Public-Domestic Origin	Y	Current holding rate, Municipal Code Chapter 29
Groundwater	Y	Current holding rate, Municipal Code Chapter 29 See Groundwater Acceptance Procedures
Oil & Grease Traps	N	**Not accepted**
Car Wash Sediment	N	**Not accepted**
Catch Basin-Storm	Y	Current holding rate, Municipal Code Chapter 29 plus site survey
Catch Basin-Industrial	Y	Current holding rate, Municipal Code Chapter 29 plus site survey & possible need for Industrial Discharge Permit
Chemical Toilets	Y	Current septic rate, Municipal Code Chapter 29
Industrial Process Wastewater	Y	Industrial Discharge Permit required plus any applicable Class II user strength surcharges

Where necessary, additional recertification/verification sampling and analyses shall be conducted. Current analytical and mileage rates apply.

Mixed loads containing Groundwater, Catch Basin-Industrial or Industrial wastewater under existing permit are not allowed. These wastestreams cannot be mixed with any other wastes.

Mixed loads of domestic sources are billed at the highest rate (i.e., Septic mixed with Holding billed at current Septic rate)

ACCESS

The septage receiving station is open seven days per week between the hours of 5:00 AM and 9:00 PM. The front gate opens at 6:30 AM daily, and closes at 5:40 PM Monday-Friday and 11:00 AM weekends and holidays. The remote control will open the gate starting at 5:00 AM and continuing until 9:00 PM every day.

To maintain a secure septage receiving station it is necessary to limit the hours of operation. In the case of an emergency, special arrangements for access can be made by calling (414)507-1135.

MANIFESTING & SAMPLING

This section will cover the procedures to be followed when discharging wastes to the City for treatment. All wastes will be discharged at the septic receiving station. The police have been notified that any discharges to the sewer system by tankers are to be considered violations.

A manifest is automatically printed for all scale system automated transactions. Drivers are required to sign their manifests. In the case of a scale system malfunction, a manual manifest must be filled out completely for each load discharged at the station.

When completed, the white (top) copy is to be submitted to the City. The hauler retains the yellow (2nd) copy and the pink (3rd) copy is to be sent to the source (as applicable).

The City provides sampling containers. A label is attached to the manifest and must be affixed to the cup before a sample is taken (this insures that the label will adhere properly). The number on the label coincides with the sample number as listed on the manifest. A representative sample of the load must be taken midway through the discharge, and placed in the refrigerator. In this way the sample should not be skewed to high solids content.

ANALYTICAL RATES

A full set of samples may be randomly collected and submitted for analysis. A fee of $25.00 may be assessed for the sample collection. Sampling fees are waived for permitted industrial sources. Analyses will be performed as the City deems appropriate. Haulers will be responsible for analytical fees when enforcement action is taken as a result of the analyses. Permitted industrial sources will be billed for analyses where samples are used to fulfill terms of their permits or where enforcement action is determined to be necessary.

Sampling and Analytical Fee Schedule	
Travel if applicable	$40.00/hr
Grab collection away from Plant	$40.00
Metals Prep	$10.00
Cadmium (T)	$12.00
Chromium(T)	$12.00
Copper(T)	$12.00
Lead(T)	$12.00
Nickel(T)	$12.00
Silver(T)	$12.00
Zinc(T)	$12.00
Cyanide(T)	$40.00
pH	$5.00
Oil & Grease (Hydrocarbon)	$50.40
BOD 5-day	$22.00
Total Suspended Solids	$8.00
Phosphorus(T)	$15.00
Total Kjeldahl Nitrogen	$20.00

State of Wisconsin Laboratory ID #268005100
These rates have been established to be competitive with those of private laboratories. The City will also perform the analyses listed above upon request.

BILLING

Hauled wastes are billed based upon strength. Strength is qualified by either classification or analysis. If a waste does not fit one of the classifications it is automatically qualified through analysis. Changes of $\pm$ 20% or greater are considered significant for matters relating to hauled wastes.

The following is a listing of classified wastes:

a) Septic - Residential
b) Septic - Industrial - Domestic Origin
c) Septic - Commercial & Public - Domestic Origin
d) Holding - Residential
e) Holding - Industrial - Domestic Origin [1]
f) Holding - Commercial & Public - Domestic Origin
g) Groundwater
h) Oil & Grease Traps [2]
i) Car Wash Sediment [2]
j) Catch Basin - Storm Water [3]
k) Catch Basin – Industrial or Commercial [4]
l) Chemical Toilets

The following wastes are qualified through analysis:

a) Industrial b) Other

NOTES:

[1] Requires annual certification at the discretion of the Control Authority
[2] Not accepted
[3] Parking lots, loading docks, etc.
[4] Car washes, trucking depots, etc. (acceptance is discretionary)

Treatment Rates

(See Acceptance above)

Where strength is greater than domestic, additional surcharges may be applied to an industrial or any other user. Rates for industrial sources are set on a case by case basis. The permitted industry is charged a base rate (current Holding Tank rate) plus any applicable surcharges. The base rate covers standard domestic strength values BOD_5 = 160 mg/l, TSS = 340 mg/l, TKN = 30 mg/l and P = 8 mg/l. Surcharges are applied above these thresholds. All billing associated with the treatment of industrial wastes is sent directly to the industrial user.

The City realizes that changing circumstances will alter strengths significantly. The permit holder has the right to request a review of billings. After substantiation, bills may be adjusted at the discretion of the Director of Public Works.

Volumes

The City may assess full truck volume for billing. The truck volume that has been registered with the state shall be used. Only certified volumes will be billed as partial loads. Examples in this class are completed transactions on the Plant scale, groundwater that is metered as required by the State and other metered points where records are kept and made available to the City. Tank volumes or manifest documentation does not qualify as certification.

Surcharge Calculations

(See Municipal Code Chapter 29)

Late Payments

Payments are due and payable within 30 days of receipt of the billing.
Interest is added to unpaid balances after 30 days.

A late notice is sent with the next billing if an unpaid balance remains on the account. This notice includes a reminder that dumping privileges may be suspended or revoked if the account is not brought up to date.

For the first time an account has two unpaid billings at the issuance of a third billing: If the account remains in arrears at the time of a third billing all dumping privileges are suspended until such time as the account is paid in full.

For the second time an account has two unpaid billings at the issuance of a third billing: Dumping privileges are suspended for a minimum 30 days. Reinstatement will only occur after the account is paid in full and 30 days of suspension have elapsed.

For the third time (and any subsequent time) an account has two unpaid billings at the issuance of a third billing: All dumping privileges are revoked. After six months an appeal to the Board of Public Works for reinstatement will be considered. All past due amounts must be paid before an appeal can be considered. The Board retains the right to permanently revoke privileges and may refuse to reconsider any appeal after the first one.

FINES & ENFORCEMENT

The City must implement a series of enforcement actions for haulers. The system includes written warnings, penalties, fines, suspension and revocation of discharge privileges. A penalty schedule is listed below:

Incomplete Paperwork - $100, $250, $500
Improper Sample - $100, $250, $500
Failure to Maintain Receiving Station - $100, $250, $500
Washing Rigs - $100

Enforcement Guidelines

Incomplete Paperwork	1st - Procedural - Letter of Warning 1st - Flagrant (i.e., NO paperwork) - $100/$250 penalty 1st - Falsification - Suspension or Revocation 2nd - Procedural - $100/$250 penalty 2nd - Flagrant - $250/$500 penalty 2nd - Falsification - Revocation 3rd - Procedural - $250/$500 penalty 3rd - Flagrant - Revocation
Improper Sample	1st - Procedural - Letter of Warning 1st - Flagrant (i.e., NO sample) - $100/$250 penalty 1st - False Sample - Suspension or Revocation 2nd - Procedural - $100/$250 penalty 2nd - Flagrant - $250/$500 penalty 2nd - False Sample - Revocation 3rd - Procedural - $250/$500 penalty 3rd - Flagrant - Revocation
Failure to Maintain	1st - Letter of Warning/$100 penalty

	1st Flagrant - $250/$500 penalty 2nd - $250/$500 penalty 2nd Flagrant - Suspension/Revocation 3rd - Suspension/Revocation 3rd Flagrant - Revocation
Washing Rigs	1st – Verbal or Letter of Warning 2nd - $100 penalty

CATCH BASINS

Catch basins refer to tanks used to contain wastewater that has been generated through storm water runoff. Recently, the term has been used to also cover water generated and contained from car washes, runoff in loading docks and other non-industrial sources. Catch basins are not to be confused with either sand/grit or oil & grease interceptors (traps).

The City will consider each catch basin waste separately before acceptance. Site surveys are conducted to determine acceptability. As an example, a truck depot that provides oil & grease separation will be handled differently from a depot which does not provide the pretreatment. Similarly, a depot which houses tanker trucks will be differentiated from a depot housing straight bed or covered trailers. Haulers will routinely rinse tankers between loads and the waters are discharged to the catch basins. If at any time the classification process for catch basins cannot be performed, the waste will not be accepted. Site surveys are conducted without charge.

Solids and oil/grease are the catch basin components of primary concern. A profile for specific catch basin waste may be developed. The rate shall be adjusted if determined not sufficient to cover the cost of a specific catch basin waste.

CHEMICAL TOILETS

The City has evaluated the concentration of surcharge parameters in chemical toilet waste. The wastes evaluated contained high concentrations for all surcharge parameters:

Chemical Toilet Waste
Concentrations in mg/l

	BOD_5	TSS	TKN	P
Average	13,000	50,000	4,300	750

Of further concern are the "preservative" compounds that are used to prevent bacterial growth. Formaldehyde is one compound used for this purpose. Nitrifying bacteria that are intricate in the extended activated sludge process in Waukesha are especially

susceptible to inhibition by "preservatives". Chemical toilet wastes contain very high levels of nitrogen (TKN). Thus chemical toilet wastes introduce high levels of nitrogen and component(s) which inhibit treatment of nitrogen. The net result can be insufficient treatment of nitrogen. The City may limit the volume of chemical toilet wastes accepted to prevent inhibition of the nitrifying bacteria and to control the levels of nitrogen requiring treatment.

GROUNDWATER

Background

Contamination from industrial/commercial site use or underground storage tanks that have leaked pose a threat to groundwater. Once the tank or other source has been removed, some form of groundwater remediation may be necessary. There must be a complete site investigation in which both soil and water samples are analyzed for components of concern. The City requires that all limits listed in its sewer use ordinance (Chapter 29) are met in order to discharge contaminated groundwater to the sewer collection system or treatment plant ("system"). Selected limits are listed on Tables 1 and 2. However, the general provisions of the ordinance must also be satisfied. These provisions include the prohibition of discharges that may pass-through, interfere with treatment or sludge management, endanger worker safety/health or are hazardous wastes. The acceptance of groundwater discharge is under the authority of the Director of Public Works, Plant Superintendent, and the Pretreatment Coordinator.

Testing

The source of contamination is the primary concern. For example, where gasoline is the contaminant, PVOC's and lead must be analyzed. In the case of diesel fuel, analysis for lead is not required and PAH must be analyzed. In cases where organic compounds have leaked, all compounds likely present must be analyzed. As an example, xylene may be the chemical that contaminates the area. However, during the synthesis of xylene, benzene is present as a minor constituent and must also be included in the analytical profile.

In addition to the direct contaminants, the City also considers any chemicals used in the treatment process. Thus stripping units which are periodically cleaned to remove lime buildup create wastes which can be acidic. These wastes must meet a pH limit of 5.0-10.0.

For discharges lasting more than five days, a complete set of analytical data is to be submitted to the City within 15 days of start-up. Thereafter, analytical data must be reported on a quarterly basis.

Limits

The specific limits for the most commonly encountered contaminants are listed on Table 2. In addition to these parameters, the generator may be required to analyze for other compounds as determined by the City. On occasion, a physical characteristic may be required (e.g., flashpoint). The City reserves the right to require additional testing at any time.

Application

The generator or their agent must submit a letter of application to the Pretreatment Coordinator:

Pretreatment Coordinator
Waukesha Wastewater Treatment Plant
600 Sentry Drive
Waukesha, WI 53186
(262) 524-3628 FAX (262) 524-3632

The letter should at a minimum contain the following information:

- Reason for request
- Site location and plan
- Brief description of past site use including known contaminants
- Analytical data from state-certified lab
- Proposed discharge point
- Method of treatment (if applicable), system performance specifications and MSDS for treatment chemicals
- Estimate of the maximum discharge flow rate (gpm) and volume
- Method of flow measurement for billing
- Projected dates/timetable for discharge
- Contact information for site coordination and billing

Hauled Groundwater

If approved groundwater is to be hauled to the Plant for treatment, a hauler permitted by the City must be used, with the exception of nominal volumes of monitoring well purge water. A list of haulers with a current permit is available upon request.

TABLE 1
Analytical Requirements*

Analysis	Method	Gasoline	Diesel	Foundry Sites
PVOC	EPA 8021	X		
PAH	EPA 8310		X	
Lead	EPA 6010	X		X
Other metals	EPA 6010			X
Oil & Grease	HEM-SGT	(depends on site factors)		

*Other analytes may be required according to the nature of the contamination.

TABLE 2
Selected Groundwater Limits

EPA HW Number	Constituent	Limit (mg/l)
D018	Benzene	0.50
D006	Cadmium	0.69
D019	Carbon Tetrachloride	0.50
D021	Chlorobenzene	100.00
D022	Chloroform	6.00
D007	Chromium	2.77
D027	1,4-Dichlorobenzene	7.50
D028	1,2-Dichlorethane	0.50
D029	1,1-Dichloroethylene	0.70
D008	Lead	5.0
---	Oil & Grease (HEM-SGT)	100
---	pH	5-10
D039	Tetrachloroethylene	0.70
D040	Trichloroethylene	0.50
D043	Vinyl Chloride	0.20

HOLDING TANKS - INDUSTRIAL, COMMERCIAL & PUBLIC DOMESTIC ORIGIN

Holding tanks of industries can serve the domestic needs of employees as well as collect process related waters. Therefore, the City will address industrial holding tanks on a case by case basis.

There will be situations in which no process waters are generated and there are no potential sources of process wastewaters. Companies in this category will not be required to have analyses of their wastes after verification by a site survey. Facilities that segregate their waste streams into domestic and process will be required to have the process water permitted if the wastes are discharged to the City. Facilities that intermix process and domestic wastes must also obtain a permit.

Industrial holding tanks with segregated process waters that are not discharged to the City may be periodically recertified as domestic sources, including random analyses to confirm that process wastewater is not being discharged to the holding tank. All questions regarding certification of an industrial holding tank as a domestic source should be addressed to the Pretreatment Coordinator.

HOLDING TANKS - RESIDENTIAL

Holding tanks have become more commonplace in the residential community as septic systems fail or percolation does not meet standards. These tanks have strengths that are significantly higher than standard domestic waste. Billing for holding tank waste is based upon the average profile listed below:

Holding Tank Waste
Concentrations in mg/l

	BOD_5	TSS	TKN	P
Average	600	1,800	45	24

INDUSTRIAL SOURCES

Industrial users are defined in Chapter 29. Hauled industrial sources are regulated through industrial wastewater discharge permits for any process wastewaters to be discharged for treatment. The permit is issued to the generator annually. No industrial wastewater is accepted without first obtaining a permit.

In addition, facilities that generate and discharge domestic/sanitary/storm wastewater with potential for limitation under Chapter 29 may also be required to obtain a permit. The wastewater does not necessarily have to be process in origin. As an example, a truck depot catch basin with no pretreatment for oil & grease or solids may be required to obtain a permit. This is not a process situation but because of potential the source must obtain a permit. If there are any questions regarding a permit situation, the Pretreatment Coordinator will survey the site and make recommendations to the Director of Public Works. The Director has the authority in these matters.

The key term regarding regulation of non-process sources under the local limits is "potential". Where steps to minimize potential have been taken, a permit may not be necessary. Haulers will be held responsible for notifying facilities that the City will require a minimum of a site survey. Haulers must notify the City of intent to discharge an industrial waste at least 30 days in advance. Permitted industrial wastestreams cannot be mixed with any other wastes.

OIL & GREASE TRAPS

Oil & grease traps from auto/truck service facilities will contain hydrocarbon-based wastes that are limited to less than 100 mg/l. The possibility that these traps are contaminated at less than the local limit is marginal. Therefore these wastes are not accepted.

Oil & grease traps that service food processing contain very high quantities of polar oil and grease. The polar fraction is not regulated under Chapter 29. There is however a general exclusion clause which prohibits interference to the treatment processes. In this case, flow is inhibited as the fatty substances coat and eventually clog lines, bar

and fine screens. This results in man-hours of clean up. The cost to treat wastes assumes normal cleaning. These wastes require significant additional cost to the City. The wastes are commonly sent to facilities for rendering and reuse. With a viable alternative for treatment and the potential interference to flow, these wastes are to be treated elsewhere.

Oil and grease (non-hydrocarbon food and animal fats) trap wastes are not accepted for treatment. The fats and solids that result in these traps have significant potential of interfering with flow as they are introduced into the plant. The wastes present a high maintenance problem for the operators. There are alternate methods for disposal/reclamation.

SEPTIC TANKS

Septic tanks by design concentrate matter into lesser volumes. This concentrating occurs for conventional (BOD_5, TSS, etc.) as well as nonconventional (copper and zinc) pollutants. Septic tank wastes have been evaluated by the EPA and an average profile established. The profile has been used to calculate a standard billing rate for the treatment of this waste in the City. However, the cost (as calculated) to treat the waste would be unduly burdensome to homeowners. This discourages households from performing the much-needed cleanings. Secondly, it places a burden for treatment upon plants with lower operating costs. In the best environmental interest, a reasonable rate has been established. This pricing is cost effective for residential customers and places the City in line with other plants in the area and recovers the majority of costs incurred for treatment.

Nonconventional pollutants, specifically copper and zinc, are present in high concentrations in septic tank waste. The technical review that was conducted to generate the local limits took this fact into account. Nearly half of the plant loading was set aside as a safety factor and for future growth. Limits as established under Chapter 29 pertain to discharges from non-domestic sources. Septic tanks are a domestic source of wastewater and have been accommodated in the safety factor as referred to above. The City reserves the right to impose limits on domestic sources where excessive concentrations are suspected.

Septic Tank Waste
Concentrations in mg/l

	BOD_5	TSS	TKN	P
Average	3,640	10,920	490	180

SLUDGE

Sludge from various wastewater treatment processes may be accepted. The Superintendent determines acceptance and costs for each potential source. Treatment charges are billed directly to the generator. The City periodically evaluates the overall acceptance, processing and billing for all sludge.