

1                                   **Water, Sewer Collection and Storm Sewer Committee**  
2   **Meeting Minutes**  
3   **Wednesday, February 17, 2016**  
4   **Sister Bay Fire Station - 2258 Mill Road**  
5

6 The February 17, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer  
7 Collection and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at 7:30  
8 A.M.

9  
10 **Present:** Committee Chair Pat Duffy, and members Scott Baker, Kathy Enquist, Peter Sauer, and  
11 Hugh Mulliken.

12  
13 **Staff Members:** Utility Manager Steve Jacobson, Utility Manager Mike Schell, Utility Clerk Martha  
14 Baker and Village Administrator Zeke Jackson

15  
16 **Excused:** Fred Anderson and Bud Kalms.

17  
18 *At 7:39 A.M. a motion was made by Duffy, seconded by Baker that the February 17, 2016*  
19 *meeting of the Water, Sewer Collection and Storm Sewer Committee be recessed until such time as*  
20 *the meeting of the Utilities (WWTP) Committee has been adjourned. Motion carried – All ayes.*

21  
22 *The Utilities (WWTP) Committee Meeting was adjourned at 8:09 A.M., and at that point Sauer*  
23 *and Mulliken left the room. The members of the Water, Sewer Collection and Storm Sewer*  
24 *Committee then reconvened.*

25  
26 **Approval of the Agenda:**

27 *A motion was made by Duffy, seconded by Baker, to approve the Agenda for the February 17,*  
28 *2016 meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion*  
29 *carried – All ayes.*

30  
31 **Approval of the November 3, 2015 meeting minutes:**

32 *A motion was made by Duffy, seconded by Baker, to approve the minutes for the November 3,*  
33 *2016 meeting of the Water, Sewer Collection and Storm Sewer Committee as presented. Motion*  
34 *carried – All ayes.*

35  
36 **Public Comments and Correspondence**

37 Duffy noted that no correspondence had been received and asked if anyone wished to address a  
38 non-agenda item. No one responded.

39  
40 **Discussion Items**

41 **1. Administrative Related**

42 **a. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to**  
43 **discuss personnel and employee benefits:**

44 *At 8:13 A.M. a motion was made by Duffy, seconded by Baker that the Water, Sewer Collection*  
45 *and Storm Sewer Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(c) to*  
46 *discuss personnel and employee benefits. A roll call vote was taken on that motion and the*  
47 *Committee members voted in the following fashion:*

48                                   *Baker – Aye;   Duffy – Aye;   Enquist – Aye.*

1 *Motion carried.*

2

3 **b. Consider a motion to reconvene into open session:**

4 *At 8:22 A.M. a motion was made by Duffy, seconded by Baker that the Water, Sewer Collection*  
5 *and Storm Sewer Committee reconvene into open session. Another roll call vote was taken, and*  
6 *the Committee members again voted in the following fashion:*

7

8 *Baker – Aye; Duffy – Aye; Enquist – Aye.*

9

10 *Motion carried.*

11

12 **c. Consider a motion to take action if necessary:**

13 *Staff was directed to take the actions which were discussed in closed session.*

14

15 **d. 2015 Pre-Audit Financial Report – Water**

16 **e. 2015 Pre-Audit Financial Report – Collection System**

17 Revenues Compared to Budget Reports for 2015 with respect to water and the collection system  
18 were included in the meeting packets, and the Committee members jointly reviewed all of that  
19 documentation. During the review process Jackson noted that it appears that monies contributed  
20 for fire protection were less than the amount which was actually budgeted. He believes this is a  
21 violation of the provisions of Act 10. Baker responded that the fire protection rates were set by the  
22 PSC after the rate study findings were made. She was asked to investigate this issue and will advise  
23 Jackson of her findings ASAP.

24

25 **2. Water System Related:**

26 **a. DNR water system inspection follow-up status**

27 **(I) Private well inspections**

28 A DNR Engineer recently informed Jacobson that Village officials were not conducting private well  
29 inspections in accord with State regulations. A new well inspection protocol has been developed  
30 and is now being complied with.

31

32 **(II) Cross connection inspections**

33 *Cross connection inspections are now being conducted at every commercial establishment in the*  
34 *Village of Sister Bay by the Building Inspector. All of those inspections have been properly*  
35 *documented. In spite of repeated verbal reminders representatives of the Liberty Grove Utility*  
36 *District have not provided Jacobson with a copy of their Grease Trap Ordinance, and they also*  
37 *have not advised him of the name of the person who will perform their cross connection*  
38 *inspections. It was the consensus that a follow-up letter shall be sent to the Chair of the Liberty*  
39 *Grove Utility District ASAP.*

40

41 **(III) Well rehabs**

42 The components for the #1 Well have been cleaned and re-built. The #2 Well has been taken  
43 apart and the motor for it will be re-built. The DNR has been asked to issue a variance for that well  
44 because of pump base height issues. There was a “soft start” issue with the #3 Well, and that  
45 component has been replaced with a “variable speed drive”. That repair option was more  
46 expensive, and a variance had to be obtained from the DNR, but much more control of water  
47 flows and pressures should be realized.

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49

1 **3. Collection System Related**

2 **a. Bioxide feed system update**

3 From time to time complaints are received that foul odors are being emitted from some of the  
4 manholes. In an attempt to address this issue Bioxide has been utilized at the lift stations and  
5 seems to be working quite well. To date the Hydrogen Sulfide levels at the plant have been greatly  
6 reduced, but testing will continue to be done on a regular basis. If necessary, Bioxide treatment  
7 levels will be adjusted.

8  
9 **4. Stormwater System Related**

10 **a. Bluffside and Mill Road Project status**

11 *Employees from Robert E. Lee & Associates did an evaluation of all the infrastructure in the area*  
12 *bounded by Bluffside Lane, Bay Shore Drive, the west portion of Maple Drive, the west portion of*  
13 *Mill Road, Parkview Drive and Parkview Lane. They have recommended that at least initially the*  
14 *west portion of Mill Road and the storm sewer leading to the breakwater by the beach be*  
15 *reconstructed. They are also recommending that the streetscape be updated, but before any of*  
16 *that work is done that the underground utilities in that area be evaluated. The estimated cost of all*  
17 *the recommended work is \$480,000. It was the consensus that due to budgetary constraints the*  
18 *previously mentioned repairs shall not be addressed this year.*

19  
20 *There is a ponding issue by the brick parking area on Mill Road, and Jacobson believes installation*  
21 *of a catch basin and a 16" line might alleviate some of those issues. It was the consensus that an*  
22 *estimate shall be requested for the required work.*

23  
24 **b. Al Johnson's parking lot storm sewer project:**

25 There is a drainage basin in the area of Al Johnson's parking lot, and it has become evident that  
26 the storm sewer in that area is in need of repair. The D.O.T. did take care of a portion of the issues  
27 which were associated with the storm sewer when work was done on the Bay Shore Drive Project  
28 as it was within the right-of-way, and Jackson will be meeting with employees from REI and Vinton  
29 Construction to discuss the repair options which are available for the remaining portion of pipe on  
30 Monday. It may be possible to install an "insert", but if that occurs flow capacities will be reduced.

31  
32 *It was the consensus that Jackson shall request estimates for the repair options which are available*  
33 *for the previously mentioned storm sewer and report his findings to the Committee members*  
34 *ASAP. If necessary a Special Water, Sewer Collection and Storm Sewer Committee will be*  
35 *scheduled.*

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37 **5. Extensions**

38 **a. Garot Project status**

39 Jackson indicated that he didn't have anything new to report regarding the Garot Project.

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41 **6. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

42 *The next regular meeting of the Water, Sewer Collection and Storm Sewer Committee was*  
43 *scheduled for 7:30 A.M. on April 5, 2016.*

44  
45 **Adjournment:**

46 *A motion was made by Duffy, seconded by Baker, to adjourn the February 17, 2016 meeting of*  
47 *the Water, Sewer Collection, and Stormsewer Committee at 9:20 A.M. Motion carried – .All ayes.*

1 Respectfully submitted,

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3 Janal Suppanz, Assistant Administrator

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