

# WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Tuesday, November 3, 2015 7:30 A.M.  
Sister Bay Fire Station — Large Meeting Room  
2258 Mill Road

For additional information check: [www.sisterbaywi.info](http://www.sisterbaywi.info)

*In order for everyone to hear the discussion please, turn off your cell phone. Thank you.*

Call Meeting to Order

Roll Call

1	Chair – Pat Duffy		2	Scott Baker	
3	Vacant			<i>Village Administrator – Zeke Jackson</i>	
	<i>Utility Manager – Steve Jacobson</i>			<i>Utility Supervisor – Mike Schell</i>	
	<i>Utility Clerk – Martha Baker</i>				

Consider a motion to recess until conclusion of Utilities Committee – WWTP meeting

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. ***Administrative Related***
  - a. Department of Natural Resources water system inspection report reply
  - b. Department of Natural Resources required cross connection mailing
2. ***Water System Related***
  - a. Water System pressure fluctuations
  - b. Well maintenance
3. ***Collection System Related***
  - a. Bioxide feed system for Hydrogen Sulfide reduction and odor reduction
  - b. Maple Drive to Canterbury Drive project status
4. ***Stormwater System Related***
  - a. Bluffside and Mill Road project status
5. ***Extensions***
  - a. Garot project status
6. ***Matters to be placed on a future agenda or referred to a Committee, Official or Employee***

Adjournment

### Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at [zeke.jackson@sisterbaywi.gov](mailto:zeke.jackson@sisterbaywi.gov). It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:

Administration Building       Library       Post Office

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Water, Sewer Collection, and Stormsewer  
Committee Meeting Minutes  
Tuesday, October 6, 2015  
Sister Bay Fire Station  
2258 Mill Road  
(Approval Pending)**

The October 6, 2015 meeting of the Utilities Committee was called to order by Committee Chair Patrick Duffy at 7:30 A.M.

**Present:** Committee Chair Patrick Duffy and Member Scott Baker.

**Staff Members:** Village Administrator Zeke Jackson, Utility Manager Steve Jacobson, and Utility Supervisor Mike Schell.

**Excused:** Utility Clerk Martha Baker.

**Consider motion to recess until conclusion of the Utilities Committee – WWTP meeting**

*Motion was made by Duffy, seconded by Baker to recess the meeting of the Utilities Committee – Water, Sewer, and Stormwater until the conclusion of the Utilities Committee – WWTP meeting. Motion carried – all Ayes.*

*Committee recessed at 7:35 A.M.*

*Committee reconvened at 8:35 A.M.*

**Approval of the Agenda:**

*Motion was made by Duffy, seconded by Baker, to approve the October 6, 2015 agenda as presented. Motion carried – all Ayes.*

**Approval of the September 1, 2015 meeting minutes:**

*Motion was made by Baker, seconded by Duffy, to approve the September 1, 2015 minutes as presented. Motion carried – all Ayes.*

**Public Comments and Correspondence**

No comments or correspondence.

**Discussion Items**

**1. Administrative Related:**

**a. Department of Natural Resources water system inspection report**

As presented.

**2. Water System Related**

**a. Well Ordinance proposed changes per the Department of Natural Resources**

As presented.

**3. Collection System Related****a. None****4. Stormwater System Related****a. None****5. Extensions****a. D.O.T. project status**

Nothing new to report.

**b. Garot project status**

Nothing new to report.

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

- The next meeting of the Utilities Committee – W-S-SS was scheduled for November 3, 2015 at 7:30 A.M.

**Adjournment:**

*A motion was made by Baker, seconded by Duffy, to adjourn the October 6, 2015 meeting of the Water, Sewer Collection, and Stormsewer Utilities Committee at 9:00 A.M. Motion carried – all Ayes.*

Respectfully submitted,  
Martha Baker  
Utility Clerk

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## VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0254

To: Wendy Anderson, P.E.  
Public Drinking Water Engineer  
2984 Shawano Ave.  
Green Bay, WI. 54313-6727

Per: 2015 Sanitary Survey Report

Date: 10-28-2015

This letter addresses the issues and deficiencies identified by Wendy Anderson in a report to the Village of Sister Bay dated Sept. 21, 2015.

1. Wells #1 and #2 are being pulled and scheduled maintenance performed by CTW. They will also look at items you identified as a health risk. #1 well was pulled for inspection on 10-27-2015. We will act on the findings of CTW and maintain as needed. #2 well will be scheduled as soon as #1 is back on line.
2. The Village made copies of the Residential Cross Connection educational material that was recommended by Wendy Anderson and is sending out those materials on 10-30-15. We will continue to do an abbreviated home inspection every 10 years as we have done in the past. It should be noted that the educational material the staff had planned on sending out in CCR in the spring of 2012 was cancelled by the Utility committee. We thought we were complying regulations with handing out the brochures during residential inspections. There was no intent to try to get around DNR regulations. +
3. We have made copies of the recommended by Wendy Anderson of the non-residential cross connection form and gave to our commercial inspector Brett Guilette. I forwarded a copy of your concerns about their current inspection process and needed requirements. They are addressing those issues and will get a spread sheet of all non-residential inspections and follow ups done at the end of November so that we have time to review, process and assign whether the future inspections should be 2 year, 6 year, or 10 year based on their findings and our experience and knowledge of the customer. We plan on getting you copies of all data by 12-10-15.
4. The public authority inspections have been completed. Follow ups are occurring. Copies are included for review.
5. We have made copies of the well inspection report forms supplied by Wendy Anderson and have forwarded them to all local pump installers and plumbers. The forms are being filled out and included in the well permit process. Copies of Well Permits issued since the new form are included for your review. The Village also adopted changes to the Village ordinance to reflect DNR requirements. Copy is included. It should be noted that we interpreted the old Village ordinance that as long as the well was inspected by a plumber or pump installer and met code at the time of pump installation on the initial permit, then all that was needed was safe water samples from the well to get a permit.

The new updated Village ordinance clearly spells out the DNR requirements and is being enforced. We request a waiver from you on your request to go back to all past well permittees to have their wells reinspected immediately based on the costs to the individual home owners who believe they have a legitimate well permit. Not to mention the public relations issue it will create that will affect both the Village and the DNR. The Village of Sister Bay has not experienced ground water contamination, the wells are not in flood plains, the wells met code at the time of installation, the wells have verified safe water, and we do not believe the costs involved to have a plumber reinspect are warranted. We have included copies of all wells in the Village Utility service area including the Liberty Grove Utility District and noted when they are due for repermitting. We have also included all copies of wells that have been abandoned as requested.

6. The hydrant water meter and backflow preventer has been removed and an approved back flow preventer and meter is now being used.

On your reminder that on an annual basis we document staff inspections of the water tower and standpipe. We have always had that on our computer generated maintenance program and done yearly but not filled out any inspection form. Staff has been reinstructed on what is needed and we will make copies of that maintenance action and keep in a separate file for the standpipe and tower for your review.

Sincerely,

Steve Jacobson, Utilities Manager

CC: Mike Schell, Field Operations Supervisor  
Zeke Jackson, Village Administrator

## Did you know...

Your water can become contaminated if connections to your plumbing system are not properly protected!

The purpose of the local Cross-Connection Control Program, as required by State Plumbing Code and Regulations, is to ensure that everyone in the community has safe, clean drinking water.

## Public Health & Safety....

To avoid contamination, backflow preventers are required by state plumbing codes wherever there is an actual or potential hazard for a cross-connection. The Wisconsin Department of Natural Resources requires all public water suppliers to maintain an on-going Cross-Connection Control Program involving public education, onsite inspections, and possible corrective actions by building owners if required.

## More Information

WI Department of Commerce  
[www.commerce.state.wi.us/](http://www.commerce.state.wi.us/)



WI Department of Natural Resources  
[www.dnr.wi.gov](http://www.dnr.wi.gov)



Environmental Protection Agency (EPA)  
[www.epa.gov](http://www.epa.gov)

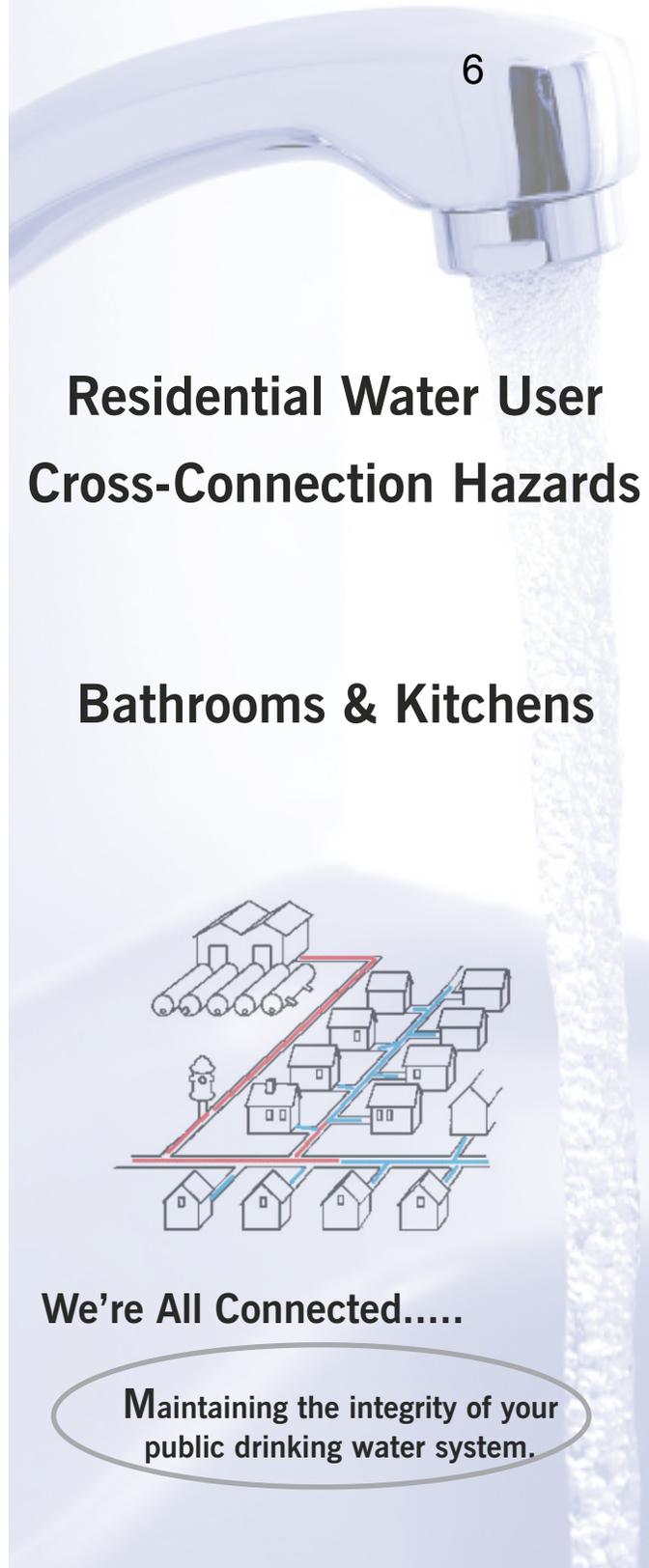
Cross-Connection Control / Backflow Prevention  
[www.hydrodesignsinc.com/wiccc.html](http://www.hydrodesignsinc.com/wiccc.html)



## Drinking Water Information

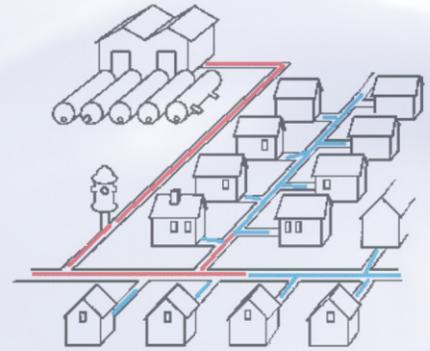


Village of Sister Bay  
Water & Sewer Utilities  
PO Box 655  
Sister Bay, WI 54234



# Residential Water User Cross-Connection Hazards

## Bathrooms & Kitchens



We're All Connected.....

Maintaining the integrity of your public drinking water system.

**Do... Insights to protect your drinking water**

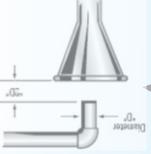
- Keep the ends of hoses clear of all possible contaminants.
- Make sure dishwashers are installed with a proper "air gap" device.
- Verify and install a simple hose bibb vacuum breaker on all threaded faucets around your home.
- Make sure water treatment devices such as water softeners have the proper "air gap", which is a minimum of one inch above any drain.



**Hose bibb Vacuum Breaker**

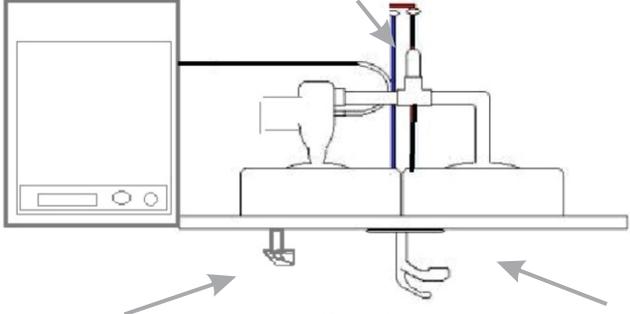
**Don't...**

- Submerge hoses in buckets, pools, tubs, sinks or ponds.
- Use spray attachments without a backflow prevention device.
- Connect waste pipes from water softeners or other treatment systems directly to the sewer or submerged drain pipe. Always be sure there is a one inch "air gap" separation.



**Air Gap**

**In the Kitchen**



Hoses and water treatment devices may create a potential backflow hazard if not properly isolated with backflow prevention methods.

**What is a Cross-Connection?**

A cross-connection is an actual or potential connection between the safe drinking water (potable) supply and a source of contamination or pollution. State plumbing codes require approved backflow prevention methods to be installed at every point of potable water connection and use. Cross-connections must be properly protected or eliminated.

**How does contamination occur?**

When you turn on your faucet, you expect the water to be as safe as when it left the treatment plant. However, certain hydraulic conditions left unprotected within your plumbing system may allow hazardous substances to contaminate your own drinking water or even the public water supply. Water normally flows in one direction. However, under certain conditions, water can actually flow backwards; this is known as Backflow. There are two situations that can cause water to flow backward: back siphonage and backpressure.

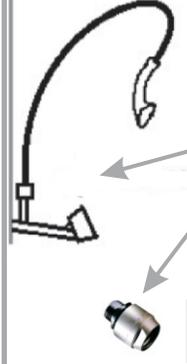
**Backsiphonage**

May occur due to a loss of pressure in the municipal water system during a fire fighting emergency, a water main break into your water or the public water system. This creates a siphon in your plumbing system which can draw water out of a sink or bucket and back into your water or the public water system.

**Backpressure**

May be created when a source of pressure (such as a boiler) creates a pressure greater than the pressure supplied from the public water system. This may cause contaminated water to be pushed into your plumbing system through an unprotected cross-connection.

**In the Bathroom - Hand Held Shower Fixture**



The hand held shower fixture is compliant if:

- When shower head is hanging freely, it is at least 1" above top of the flood level rim of the receptor (tub)
- Complies with **ASSE#1014**
- Has the **ASSE code 112.18.1** stamped on the handle

1" Minimum AIR GAP Above Tub From Fixture Outlet

Bath Tub

**In the Bathroom - Toilet Tanks**

There are many unapproved toilet tank fill valve products sold at common retailers which do not meet the state plumbing code requirements for backflow prevention.

- Look for the **ASSE #1002** Standard symbol on the device and packaging
- Replace any unapproved devices with an **ASSE #1002** approved anti siphon ball-cock assembly. Average cost is typically \$12 to \$22 at home improvement stores
- Verify overflow tube is one inch below critical level (CL) marking on the device

**ASSE #1002 Approved Ball Cock Assembly**

