

UTILITIES COMMITTEE – (WWTP)

MEETING AGENDA

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

For additional information check: 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		4	Fred Anderson	
5	Peter Sauer		6	Hugh Mulliken	
	<i>Village Administrator – Zeke Jackson</i>			<i>Utility Manager – Steve Jacobson</i>	
	<i>Utility Supervisor – Mike Schell</i>			<i>Utility Clerk – Martha Baker</i>	
	<i>Town Administrator – Bud Kalms</i>				

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. **Administrative related**
 - a. Pretreatment modification contract
2. **Plant related**
 - a. Capacities Report
 - b. Winterization
 - c. Staffing
 - d. Ferric system upgrade
3. **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. 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

1
2
3
4
5
6
7
8

**UTILITIES COMMITTEE - WWTP
COMMITTEE MEETING MINUTES
Tuesday, October 6, 2015
Sister Bay Fire Station
2258 Mill Road
(Unapproved Version)**

9 The October 6, 2015 meeting of the Utilities Committee was called to order by Committee Chair
10 Patrick Duffy at 8:07 A.M.

11
12 **Present:** Committee Chair Patrick Duffy, and Members Scott Baker, Peter Sauer, and Huge
13 Mulliken.

14
15 **Staff Members:** Administrator Zeke Jackson, Utility Manager Steve Jacobson, Utility Supervisor
16 Mike Schell.

17
18 **Excused:** Member Fred Anderson, Utility Clerk Martha Baker, and Administrator Bud Kalms.

19
20 **Approval of the Agenda:**

21 *Motion was made by Mulliken, seconded by Sauer, to approve the October 6, 2015 agenda as*
22 *presented. Motion carried – all Ayes.*

23
24 **Approval of the September 1, 2015 meeting minutes:**

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

27
28 **Public Comments and Correspondence**

29 None.

30
31 **Discussion Items**

32 **1. Administrative Related:**

33 **a. Compliance Maintenance Annual Report approval**

34 *Motion was made by Baker, seconded by Sauer, to recommend the 2015 Compliance Maintenance*
35 *Annual Report to be approved by the Village Board through resolution. Motion carried – all Ayes.*

36
37 **2. Plant Related**

38 **a. Capacities Report**

39 As presented.

40
41 **b. Maintenance Planning**

42 **Jacobson presented maintenance planning and noted there is currently approximately \$938,000**
43 **in replacement funds.**

44
45 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

46 - The next meeting of the Utilities Committee – WWTP was scheduled for November 3, 2015 at
47 7:30 A.M.

48
49

1 **Adjournment:**

2 *A motion was made by Sauer, seconded by Baker, to adjourn the October 6, 2015 meeting of the*
3 *Utilities Committee- WWTP at 8:30 A.M. Motion carried – all Ayes.*

4

5 Respectfully submitted,

6 Martha Baker

7 Utility Clerk

8

9 Name: h:\files\active\agendas\utilities\2015\2015_10\100615 wastewater treatment plant comm minutes - unapproved version 1.doc
10 Created: 10/30/2015 9:41 PM Printed: 10/31/2015 9:41 AM



**American Water Works
Association**

Dedicated to the World's Most Important Resource®

2015 WATER AND WASTEWATER UTILITY COMPENSATION SURVEY EXECUTIVE SUMMARY

The American Water Works Association (AWWA) and Verisight, Inc., are pleased to present this Executive Summary of the 19th annual *Water and Wastewater Utility Compensation Survey*. data for this survey were collected as of March 1, 2015.

INTRODUCTION

This *Water and Wastewater Utility Compensation Survey* continues to provide the most extensive study of salaries, salary ranges, and compensation practices in the water utility industry. This year, 556 organizations participated, supplying data for more than 20,000 employees. Based on member feedback, three versions of the survey report are now available to more accurately reflect competitive labor markets. The three versions are based on size of utility defined by population served as follows:

- Large Utility Report – Population served above 100,000
- Small and Medium-Sized Utility Report – Population served below 100,000
- Rural Utility Report – Population served below 10,000

Sixty-three jobs are included in the Large and Small/Medium survey reports, and 16 jobs are included in the Rural survey report. Job descriptions can be found in the full reports. Salary data are summarized for the following categories:

- All Participants
- Water Only Participants
- Water and Wastewater Participants

Within these major categories, the data are further broken down by specific demographic parameters supplied by the participants.

OBSERVATIONS

As suspected, there were significant differences between large, small/medium, and rural utilities. A comparison of salary data between the two groups indicates that larger utilities, on average, pay more for all jobs listed in the survey. Differences range from 11 percent higher for Entry Level Water Plant Operators, Associate Programmer/Analysts and Water Resource Planning Managers, to large utilities paying 40 percent+ more for Conservation Managers, Top Administrative Executives, and Top Executives.

The survey also provides salary comparisons by job. The analysis is based on common companies that matched jobs over multiple years. Every indication is that salary movement overall has increased since 2014. From 2013 to 2014, larger utility salaries moved 1.1 percent on average, while small/medium sized utilities moved 2.5 percent on an annualized basis. Based on a comparison from 2014 to 2015, larger utility salaries moved 2.3 percent and small/medium sized utilities moved 2.0 percent.

As the Rural Survey is new for 2015, and based on different job descriptions from those in the Large and Small/Medium surveys, no salary structure movement data is available to report this year.

SURVEY HIGHLIGHTS

Participation

The participation demographics below are based on 168 participants that reported serving a population of more than 100,000; 235 participants that reported serving a population of 10,000-99,999; and 150 participants that reported serving a population of less than 10,000. Survey participants were asked to classify their organizations by the following breakouts:

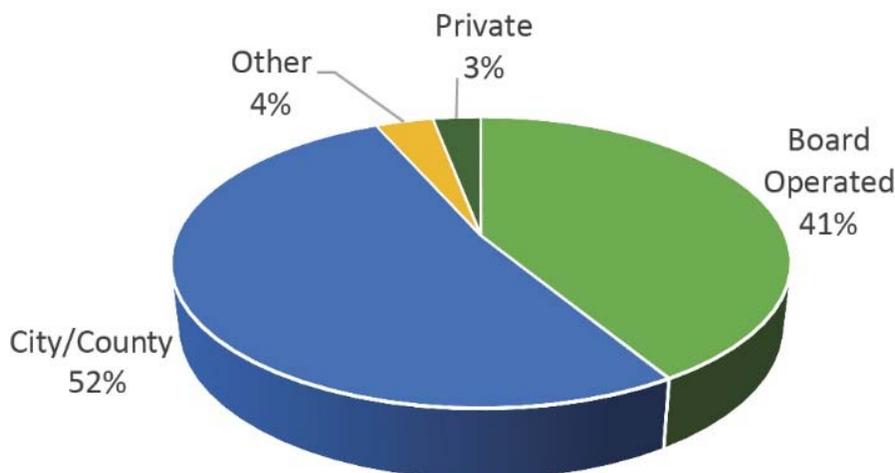
- Type of Utility
- Type of Ownership
- Size (Population Served)
- Total Employment

Type of Utility: Large

The distribution between Water Only (42 percent) and Water & Wastewater organizations (58 percent) continues to be weighted toward the combined organizations.

Type of Ownership: Large

Of the organizations that responded to this question, 69 reported that they are Board operated. More of them (87) reported that they are operated by a City/County. Only five organizations are privately owned and operated. An additional six participants classified themselves as “Other.” Responses under other included being Board and City operated, Municipality owned, Political subdivision, State Authority, and Special District utilities.

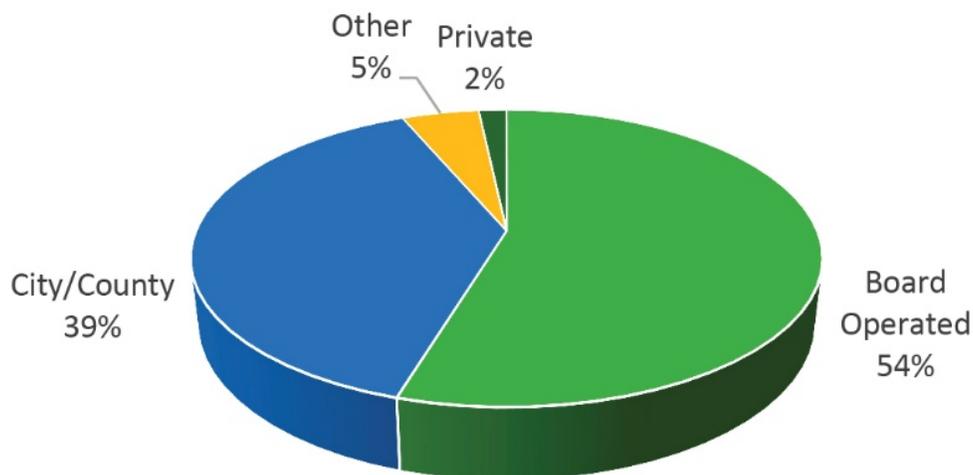


Type of Utility: Small/Medium

The distribution between Water Only (43 percent) and Water and Wastewater organizations (57 percent) continues to be weighted toward the combined organizations.

Type of Ownership: Small/Medium

Of the organizations that responded to this question, 128 reported that they are Board operated and another 91 indicated they are operated by a City or County. Only four organizations are privately owned and operated. An additional 11 participants classified themselves as “Other.” Notable responses under other included being Investor owned, Local Government owned, Municipality owned, Political subdivision, Special District and Township operated utilities.

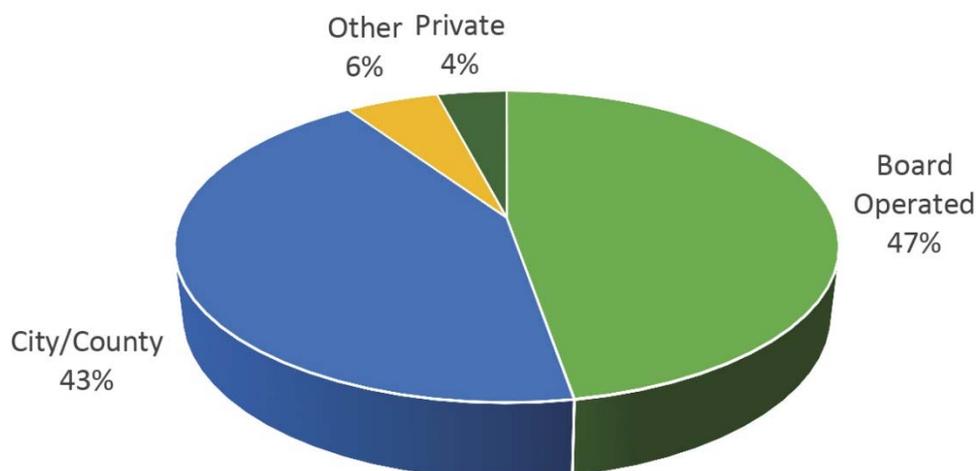


Type of Utility: Rural

The distribution between Water Only (41 percent) and Water and Wastewater organizations (59 percent) is weighted toward the combined organizations.

Type of Ownership: Rural

Of the organizations that responded to this question, 70 reported that they are Board operated and another 64 indicated they are operated by a City or County. Only six organizations are privately owned and operated. An additional eight participants classified themselves as “Other.” Notable responses under other included being Investor owned, Local Government owned, Municipality owned, Political subdivision, Special District and Township operated utilities.



PARTICIPATING UTILITY DEMOGRAPHICS

This year, 556 organizations participated in this survey; a list of participating organizations can be found in the full reports. Not all participants provided demographic information.

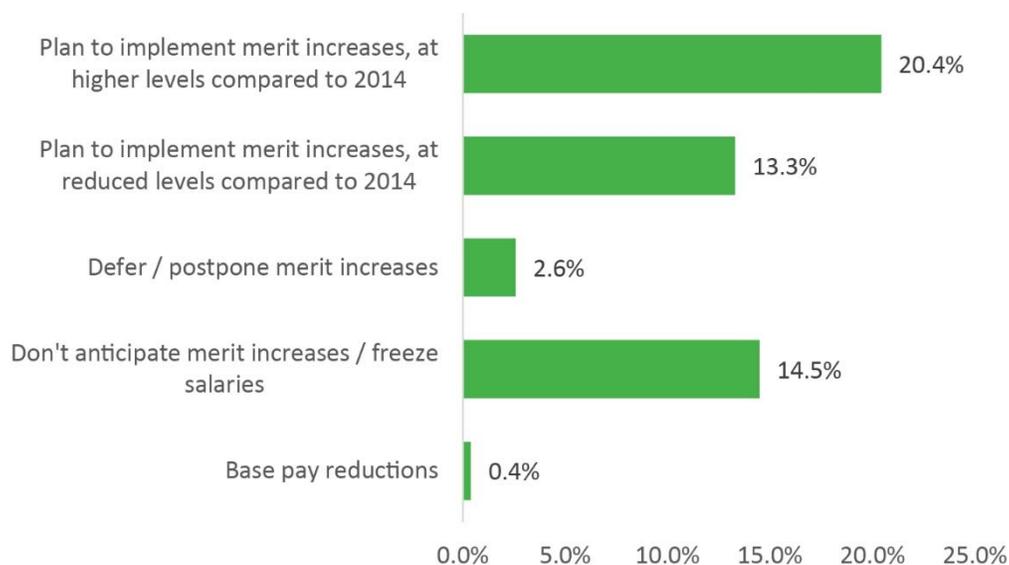
Of the 168 participants serving a population of over 100,000, California-Nevada represent the most participating organizations (11 percent), another 10 percent are located in Florida, and 8 percent are located in Texas. Remaining participants are spread throughout the United States. More thorough participant demographic data can be found in the full survey reports.

Salary Increase Practices for 2015

Of the total participants including rural, small/medium and large utilities, 504 organizations provided data pertaining to the administration of salary and merit increases in 2015. Twenty percent of organizations administered merit increases at higher levels and 13 percent of organizations administered merit increases at reduced levels in 2015, compared to original plans. Of the respondents, 15 percent reported they did not anticipate merit increases or planned to freeze salaries in 2014. Less than 1 percent of organizations reduced base pay in 2015 and 3 percent of organizations plan to defer or postpone merit increases.

Salary Increases

Average actual 2015 increases reported are higher than the 2015 projected increases for all occupational groups. For comparison purposes, projected 2015 increases are based on responses from the *2014 AWWA Water and Wastewater Compensation Survey*. Overall, actual 2015 increases were higher than anticipated in mid-2014. Salary increase projections for 2016 average 2.4 percent for Staff and Manager positions, 2.3 percent for executive positions, and 2.5 percent for Supervisor positions when salary freezes (i.e., 0 percent increases) are included. Less than 1 percent of organizations anticipate reduced base pay in 2015 and 3 percent of organizations plan to defer or postpone merit increases. More thorough salary increase data can be found in the full survey.



Salary Movement and the Economy

To explore the relationship between how annual salary increases at water utilities move in comparison to other industries, the survey compares the water utility industry to all other industries. Nationally, average salary-increase budgets continue to hover around 3.1 percent across most industries. National salary increases reflect data as reported in the 2014–2015 WorldatWork Salary Budget Survey. Water utility salary increases up to 2015 are represented by an average of management, supervisory, and staff-level positions from the *AWWA Water and Wastewater Utility Compensation Survey* report. Actual 2015 movements are based on average salary increases collected in this survey. Water utility industry salary increase budgets closely track all industries for 2015. Salary increases moved up to around the 3.2 percent mark for water utilities in 2015 and 3.1 percent for the National Composite.

Changes to Overall Staffing Levels

Of the 377 organizations that responded to this question, 44 percent (165) increased staffing levels in the past twelve months. About one-quarter, 24 percent (89), also hired additional contract/seasonal or temporary labor. Eight percent implemented reduction-in-force and 12 percent outsourced work previously done internally. The “other” responses primarily include staff reduction through attrition or department restructuring. More thorough staffing level data can be found in the full survey.

Cost Control Initiatives

Similar to 2014, healthcare plan changes and training and continuing education continue to be on top of the list of cost-control initiatives for 2015. This year, 39 percent of respondents indicated they have implemented, are planning to implement, or are considering changes to their healthcare plans. Changes may include copayments, deductibles, eligibility, and employee premium cost-sharing.

Training and education are also top of mind: 34 percent of respondents said they have implemented, are planning to implement, or are considering changes to their training or continuing education programs. Respondents indicated they are focusing on cross-training to address aging workforce issues, as well as staff reductions and budgetary constraints. More thorough cost-control initiative data can be found in the full survey.

More information on all the topics addressed in this Executive Summary can be obtained by purchasing the complete *2015 Water Utility Compensation Survey*, available at www.awwa.org or (800) 926-7337. Survey participants are eligible for a 30 percent discount on the complete survey. Use code COMP15 on the [web](#) or by calling AWWA Customer Service at 1.800.926.7337 to receive the discount.

THANK YOU FOR YOUR PARTICIPATION IN THE 2015 AWWA WATER UTILITY COMPENSATION SURVEY!



Robert E. Lee & Associates, Inc.

Engineering, Surveying, Environmental Services

Green Bay Office
1250 Centennial Centre Boulevard
Hobart, WI 54155-8995
920-662-9641
www.releeinc.com

October 15, 2015

Mr. Steve Jacobson
VILLAGE OF SISTER BAY
P. O. Box 91
Sister Bay, WI 54234

RE: Proposal for Grit Removal System Modifications

Dear Steve:

Robert E. Lee and Associates, Inc., (REL) is pleased to provide this engineering services proposal for modifications to the grit removal system for the existing wastewater treatment facility serving the Village of Sister Bay.

INTRODUCTION AND BACKGROUND

The wastewater treatment facility serving the Village of Sister Bay has been in service for over twenty years and utilizes a multi-channel oxidation ditch for wastewater treatment and aerobic digestion for stabilization of the sludge. Preliminary treatment includes fine screening and grit removal.

The grit removal consists of a vortex style grit chamber to separate the grit from the organics. The vortex grit chamber was part of the original construction. Grit was periodically pumped from the grit chamber utilizing an air lift pump and discharged into a separation chamber for gravity dewatering. Approximately sixteen years ago, the original grit system was modified by adding a grit pump and grit classifier for washing and dewatering. The grit is conveyed to a dumpster for disposal.

The grit classifier has significant corrosion issues and should be replaced. In addition, vortex grit shaft and grit paddles were constructed of carbon steel and require surface preparation and recoating. The carbon steel baffles should be replaced with stainless steel baffles. The concrete channel leading to the grit chamber is also exhibiting early stages of corrosion and should be repaired and a protective coating system applied.

October 15, 2015
Mr. Steve Jacobson
VILLAGE OF SISTER BAY
Page 2

Therefore, the Village of Sister Bay has requested REL to provide an engineering services agreement associated with preparing a brief engineering report that addresses the proposed modifications for Wisconsin Department of Natural Resources (WDNR) submittal, preparation of plans and specifications for the proposed improvements, bidding assistance, part-time construction assistance, and start-up services.

Scope of Services

The proposed scope of services for the Village of Sister Bay wastewater treatment modifications is summarized in the attached Agreement For Engineering Services.

Project Schedule

We can begin work within approximately one week of receiving authorization to proceed. We expect to complete the engineering report within three to four weeks. We estimate we can complete the preparation of plans and specifications within six weeks, following completion of the engineering report. Construction should be able to begin in early 2016 with substantial completion mid-2016.

Terms And Conditions

We propose to complete the scope of services described in this proposal in accordance with the attached Engineering Services Agreement.

We appreciate this opportunity to continue to provide engineering services to the Village of Sister Bay. If you have any questions concerning this proposal, please call Mr. Terry Stebor at 920-544-4526.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Terry W. Stebor, P.E.
Water/Wastewater Engineering Manager

David K. Welsing, V.P.
Construction Services Manager

TWS/DKW/NJM

ENC.

CC/ENC.: Zeke Jackson, Village of Sister Bay Administrator

**AGREEMENT FOR ENGINEERING SERVICES
WASTEWATER TREATMENT PLANT MODIFICATIONS
VILLAGE OF SISTER BAY
AND ROBERT E. LEE & ASSOCIATES, INC.**

THIS AGREEMENT for engineering services for the Wastewater Treatment Plant Modifications Project is made this _____ day of October 2015, by and between the Village of Sister Bay, P.O. Box 91, Sister Bay, Wisconsin, 54234, Door County, Wisconsin, hereinafter referred to as the "Owner," and Robert E. Lee & Associates, Inc., a Wisconsin Corporation authorized to provide engineering and related services in the State of Wisconsin, hereinafter referred to as "Engineer."

WITNESSETH

WHEREAS, the Owner requires engineering services for modifications at the Village of Sister Bay wastewater treatment plant; and,

WHEREAS, the Engineer is knowledgeable in said engineering services and has available and offers to provide personnel and facilities necessary to accomplish the work and services within the required time limits of the Owner.

NOW, THEREFORE, Owner and Engineer agree as follows:

I. DESCRIPTION OF PROJECT

Owner and Engineer agree that the project is described in Exhibit A "Scope of Engineering Services." If, during the course of performing the work, Owner and Engineer agree that it is necessary to make changes in the project as described in the exhibit, such changes will be incorporated into the Agreement by written amendment.

II. SCOPE OF ENGINEERING SERVICES

Engineer agrees to perform those services, which are more particularly described hereafter. Unless modified in writing by both parties, duties of the Engineer shall not be construed to exceed those services specifically set forth herein.

A. Planned Engineering Services

Engineer agrees to perform those planned tasks described in Exhibit A "Scope of Engineering Services."

B. Special Engineering Services

Owner and Engineer agree that there may be certain portions of the work that may be required to be performed by the Engineer that cannot be defined sufficiently at the time of execution of this Agreement, and that incidental work related to the project and not covered in Exhibit A may be needed during performance of this Agreement. It is intended that such

categories of work be classified as Special Engineering Services. Any such work shall be defined in writing and authorized in writing prior to execution of such work

III. SCOPE OF OWNER SERVICES

Owner agrees to provide the Engineer items such as existing plans and history of the project area that may be applicable to the project.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the Owner grants the Engineer specific authorization to proceed with the work described in Exhibit A "Scope of Engineering Services." The work shall proceed as required by the Owner.

For Special Services, the authorization by the Owner shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the Owner and the Engineer.

V. COMPENSATION

For the services as described in Exhibit A "Scope of Engineering Services," which are to be performed by the Engineer, the Owner agrees to pay, and the Engineer agrees to accept compensation for the services as stated in the attached Exhibit A "Scope of Engineering Services." Compensation for Special Services shall be as agreed upon by the Owner and Engineer and set forth in the written authorization for Special Services.

Payment to the Engineer is due upon receipt of invoice by the Owner for services rendered. Engineer will submit invoices to Owner once monthly. Each invoice is due and payable within thirty (30) calendar days of the date of invoice, unless agreed otherwise. If payment is not made within thirty (30) calendar days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of one (1.5) percent per month or the maximum interest rate permitted by law, whichever is less. If a dispute arises as to the charges and the Owner notifies the Engineer in writing of said dispute within the thirty (30) calendar day time period, then no interest will accrue on the disputed portion only until thirty (30) calendar days after said dispute is resolved. Payments made by the Owner will be first applied to any interest due and payable on a particular invoice.

VI. RESPONSIBILITY OF ENGINEER

The Engineer is employed to render a professional service only, and any payments made to the Engineer are compensation solely for such services rendered and recommendations made in carrying out the work. The Engineer shall follow the practice of the civil engineering profession to make findings, opinions, factual presentations, and professional advice and recommendations.

VII. ALLOCATION OF RISK

The Engineer agrees to indemnify, defend, and hold harmless the Owner, its agents, employees, or representatives from and against all liability arising out of the sole negligent acts of the Engineer, its agents, employees, or representatives in the performance of the Engineers duties under this Agreement.

The Owner agrees to indemnify, defend, and hold harmless the Engineer, its agents, employees, or representatives from and against all liability arising out of sole negligent acts of the Owner, its agents, employees, or representatives in the performance of the Owners duties under this Agreement.

The Engineer's total liability to the Owner and any party claiming by, through or under the Owner for any cost, loss or damages caused in part by the negligence of the Engineer and in part by the negligence of the Owner or any other negligent entity or individual shall not exceed the percentage share that the Engineer's negligence bears to the total negligence of the Engineer, Owner and all other negligent entities and individuals.

VIII. INSURANCE

The Engineer shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages, which may arise from the performance of work under the Agreement. The client agrees to limit the liability of the Engineer to the extent of the Engineer's insurance or as otherwise stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit of liability for bodily injury and property damage shall be \$1,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit of liability for bodily injury and property damage shall be \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Engineer. The limit of liability shall be \$2,000,000.

IX. SUBCONTRACTS

The Engineer shall be entitled, to the extent determined appropriate by the Engineer, to subcontract any portion of the work to be performed under this project. The Engineer shall be responsible to the Owner for the actions of persons and firms performing subcontract work for the Engineer.

X. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the Owner or Engineer without the prior written consent of the other.

XI. INTEGRATION

This Agreement represents the entire understanding of the Owner and Engineer as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XII. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XIII. SUSPENSION OF WORK

The Owner may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Owner make normal progress in the performance of the work impossible. The Engineer may request that the work be suspended by notifying the Owner, in writing, of circumstances, which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended.

XIV. TERMINATION OF WORK

Either the Owner or the Engineer may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by fifteen (15) calendar days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Engineer shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed ten (10) percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Engineer shall be compensated for the completed portion of the work based on work actually performed prior to the effective date of termination plus work required for filing and closing. Charges for the latter work are subject to the ten (10) percent limitation described in this Article.

XV. NOTICE AND DEMAND

Any notice, demand, or communication under this AGREEMENT by any party to the other party shall be given or delivered by first class mail, registered or certified mail, postage paid, return receipt requested or delivered in person as follows to:

OWNER: Village of Sister Bay
P.O. Box 91
Sister Bay, WI 54234

ENGINEER: Robert E. Lee & Associates, Inc.
C/O Mark J. Larson., CPA, CGMA, President
1250 Centennial Centre Blvd
Hobart, WI 54155-8995

The above addresses or designated party may be changed at any time by the parties by giving notice in writing in the manner provided above.

XVI. CONSTRUCTION

All parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party whatsoever by virtue of that party having drafted the document or any portion thereof.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ROBERT E. LEE & ASSOCIATES, INC.

VILLAGE OF SISTER BAY

By: _____
Mark J. Larson., CPA, CGMA, President

By: _____

Date: _____

Date: _____

By: _____
Terry W. Stebor, P. E., Project Manager

By: _____

Date: _____

Date: _____

A

EXHIBIT A

SCOPE OF ENGINEERING SERVICES AND FEES

DRAFT

**SCOPE OF ENGINEERING SERVICES AND FEES
WASTEWATER TREATMENT PLANT MODIFICATIONS
VILLAGE OF SISTER BAY**

SCOPE OF ENGINEERING SERVICES

The following provides the scope of engineering services for the wastewater treatment modifications project. The scope of the project is generally described as follows:

- Replace the grit classifier and conveyor.
 - Surface preparation and recoating of the vortex grit separator equipment.
 - Surface preparation and recoating of the concrete channel.
 - Upgrading of associated electrical controls associated with the grit system.
- A. Design Phase
1. Finalize design concepts, confirm process sizing and design basis. Prepare an engineering letter report to establish the recommended modifications, recommended locations, integration of the proposed modifications into the existing facility, and estimated construction cost of the proposed facilities.
 2. Prepare preliminary plans and specifications.
 3. Review preliminary plans and specifications with the Owner.
 4. Make revisions and develop final construction plans, specifications, and bidding documents detailed sufficiently for construction and all approvals.
 5. Forward final plans and specifications and the engineering report to the Wisconsin Department of Natural Resources (WDNR) for review and approval.
- B. Bidding Phase
1. Prepare advertisement for bid and submit to local paper. All costs for advertisement shall be paid by the Owner.
 2. Assist the Owner in obtaining construction bids to include:
 - Distributing plans and specifications to interested contractors—via QuestCDN.com. All printing costs shall be paid for by the Owner.
 - Answer contractors' questions.
 - Receive bids.
 - Attend bid opening.
 - Review and prepare recommendation for award of contract.
- C. Construction Administration Phase
1. Assist with award of contract.
 2. Administer a preconstruction meeting to include the Owner and the Contractor.
 3. Review Contractor's submittals for conformance with plans and specifications.
 4. Administer and coordinate the contract work.
 5. Process payment requests.
 6. Process change orders (if required).
 7. Process project closeout documents.

8. Prepare and forward as-built plans using inspector's records and field measurements as required.

D. Construction Observation Phase

1. Provide part-time construction inspection services for the wastewater modifications as needed. Estimate is based on a total of ten trips.
2. Review the construction when the contractor indicates the work is substantially complete. A punch list will be prepared in conjunction with the Owner and distributed to the contractor. Visit the site to determine all punch list items are completed.

E. O&M Manual/Project Start-Up Phase

1. Update the existing operation and maintenance manual with manufacturer's manuals.
2. Provide start up and training services including coordination of manufacturer training and consultation during start-up.
3. Visit the site nine months after final completion to prepare a punch list of items that need to be addressed prior to the end of the warranty period. Coordinate completion of all items on the punch list.

DRAFT

PROPOSED COSTS

Service	Cost
A. Design Phase	\$20,000 (T&M)
B. Preparation of Clean Water Fund Application	NOT APPLICABLE
C. Bidding Phase	\$ 4,500 (T&M)
D. Construction Administration Phase	\$ 9,500 (T&M)
E. Clean Water Fund Administration	NOT APPLICABLE
F. Construction Observation Phase (Part-Time)	\$ 7,500 (T&M)
G. O&M Manual/Project Start-Up Phase	<u>\$ 3,500 (T&M)</u>
	\$45,000

DRAFT

Village of Sister Bay Capacity Report

TOTAL Plant Loads

Month/Yr	Hydraulic Flow		0.945
	Tot mg/mo	Avg mgd	% Usage
January-2015	3.8040	0.1227	12.99
February-2015	3.0470	0.0969	11.52
March-2015	3.6220	0.1168	12.36
April-2015	4.1680	0.1389	14.70
May-2015	5.7220	0.1846	19.53
June-2015	7.2190	0.2406	25.46
July-2015	10.3020	0.3323	35.17
August-2015	9.3100	0.3003	31.78
September-2015	7.4000	0.2467	26.10
October-2014	8.3320	0.2688	28.44
November-2014	4.6520	0.1551	16.41
December-2014	4.2670	0.1376	14.57
Tot mg/Yr=	71.8450	Yrly Ave % Use =	20.75

Month/Yr	BOD5		2369
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	8925	288	12.15
February-2015	7902	267	11.91
March-2015	7592	245	10.34
April-2015	14199	473	19.98
May-2015	19598	632	26.69
June-2015	23823	794	33.52
July-2015	30745	992	41.86
August-2015	34766	1121	47.34
September-2015	25188	840	35.44
October-2014	20115	649	27.39
November-2014	9003	300	12.67
December-2014	8726	281	11.88
Tot lbs/Yr=	210582	Yrly Ave % Use =	24.26

Month/Yr	TSS		2176
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	7030	227	10.42
February-2015	7048	214	11.57
March-2015	7095	229	10.52
April-2015	17224	574	26.38
May-2015	17347	560	25.72
June-2015	20525	684	31.44
July-2015	30137	972	44.68
August-2015	42405	1368	62.86
September-2015	28332	944	43.40
October-2014	22559	728	33.44
November-2014	8048	268	12.33
December-2014	7579	244	11.24
Tot lbs/Yr=	215329	Yrly Ave % Use =	27.00

Month/Yr	TP		102
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	174.7	5.6	5.52
February-2015	181.9	5.8	6.37
March-2015	197.8	6.4	6.26
April-2015	291.2	9.7	9.52
May-2015	404.2	13.0	12.78
June-2015	508.0	16.9	16.60
July-2015	770.6	24.9	24.37
August-2015	884.5	28.5	27.97
September-2015	601.5	20.1	19.66
October-2014	433.0	14.0	13.69
November-2014	211.3	7.0	6.91
December-2014	200.5	6.5	6.34
Tot lbs/Yr=	4859.2	Yrly Ave % Use =	13.00

Village of Sister Bay Capacity Report

Sister Bay Loadings

Month/Yr	Hydraulic Flow		0.62
	Tot mg/mo	Avg mgd	% Usage
January-2015	3.2640	0.1053	16.98
February-2015	2.6330	0.0940	15.17
March-2015	3.0950	0.0998	16.10
April-2015	3.3970	0.1132	18.26
May-2015	4.6060	0.1486	23.96
June-2015	5.6890	0.1896	30.59
July-2015	7.9180	0.2554	41.20
August-2015	7.1580	0.2309	37.24
September-2015	5.7010	0.1900	30.65
October-2014	6.8590	0.2213	35.69
November-2014	4.1130	0.1371	22.11
December-2014	3.7500	0.1210	19.51
Tot mg/Yr=	58.1830	Yrly Ave % Use =	25.62

Month/Yr	BOD5		905
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	7641	246	27.24
February-2015	6695	239	26.42
March-2015	6397	206	22.80
April-2015	10624	354	39.13
May-2015	13581	438	48.41
June-2015	14554	485	53.61
July-2015	21191	684	75.53
August-2015	24409	787	87.00
September-2015	16627	554	61.24
October-2014	14798	477	52.75
November-2014	7616	254	28.05
December-2014	7650	247	27.27
Tot lbs/Yr=	151783	Yrly Ave % Use =	45.79

Month/Yr	TSS		1076
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	5874	189	17.61
February-2015	5883	210	19.53
March-2015	5954	192	17.85
April-2015	11698	390	36.24
May-2015	10943	353	32.81
June-2015	7043	235	21.82
July-2015	16126	520	48.35
August-2015	28275	912	84.77
September-2015	8216	274	25.45
October-2014	11793	380	35.35
November-2014	6389	213	19.79
December-2014	6295	203	18.87
Tot lbs/Yr=	124489	Yrly Ave % Use =	31.54

Month/Yr	TP		54
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	138.4	4.5	8.27
February-2015	149.6	5.3	9.89
March-2015	151.9	4.9	9.07
April-2015	205.8	6.9	12.70
May-2015	291.1	9.4	17.39
June-2015	341.7	11.4	21.09
July-2015	494.4	15.9	29.53
August-2015	629.8	20.3	37.62
September-2015	372.6	12.4	23.00
October-2014	289.7	9.3	17.31
November-2014	166.7	5.6	10.29
December-2014	161.3	5.2	9.63
Tot lbs/Yr=	3393	Yrly Ave % Use =	17.15

Village of Sister Bay Capacity Report
Liberty Grove Utility District #1

Month/Yr	Hydraulic Flow		0.059
	Tot mg/mo	Avg mgd	% Usage
January-2015	0.2873	0.0093	15.71
February-2015	0.2320	0.0110	14.04
March-2015	0.2730	0.0110	14.92
April-2015	0.4290	0.0143	24.24
May-2015	0.5785	0.0187	31.63
June-2015	0.7180	0.0239	40.56
July-2015	1.1300	0.0365	61.78
August-2015	1.0300	0.0332	56.31
September-2015	0.8190	0.0273	46.27
October-2014	0.7500	0.0242	41.01
November-2014	0.2500	0.0083	14.12
December-2014	0.2282	0.0074	12.48
Tot mg/Yr=	6.7250	Yrly Ave % Use =	31.09

Month/Yr	BOD5		105
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	673	22	20.66
February-2015	589	21	20.02
March-2015	563	18	17.31
April-2015	1330	44	42.21
May-2015	1076	35	33.06
June-2015	1600	53	57.13
July-2015	2980	96	91.57
August-2015	3495	113	107.37
September-2015	2363	79	75.01
October-2014	1600	52	49.14
November-2014	461	15	14.64
December-2014	466	15	14.31
Tot lbs/Yr=	17196	Yrly Ave % Use =	45.20

Month/Yr	TSS		101
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	516	17	16.47
February-2015	516	22	18.26
March-2015	524	17	16.74
April-2015	1449	48	47.82
May-2015	1324	43	42.29
June-2015	809	27	26.72
July-2015	2178	70	69.56
August-2015	4036	130	128.90
September-2015	1055	35	34.82
October-2014	1218	39	38.91
November-2014	385	13	12.70
December-2014	382	12	12.21
Tot lbs/Yr=	14392	Yrly Ave % Use =	38.78

Month/Yr	TP		5
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	12.1	0.4	7.80
February-2015	13.1	0.6	9.37
March-2015	13.3	0.4	8.57
April-2015	25.6	0.9	17.07
May-2015	36.0	1.2	23.22
June-2015	42.6	1.4	28.41
July-2015	68.8	2.2	44.41
August-2015	90.2	2.9	58.19
September-2015	52.7	1.8	35.13
October-2014	31.0	1.0	19.99
November-2014	10.0	0.3	6.69
December-2014	9.8	0.3	6.31
Tot lbs/Yr=	405.2	Yrly Ave % Use =	22.10

Village of Sister Bay Capacity Report
Town of Liberty Grove

Month/Yr mmmm-yyyy	Hydraulic Flow		0.266
	Tot mg/mo	Avg mgd	% Usage
January-2015	0.2530	0.0082	3.07
February-2015	0.1828	0.0065	2.45
March-2015	0.2540	0.0082	3.08
April-2015	0.3420	0.0114	4.29
May-2015	0.5380	0.0174	6.52
June-2015	0.8130	0.0271	10.19
July-2015	1.2540	0.0405	15.21
August-2015	1.1220	0.0362	13.61
September-2015	0.8800	0.0293	11.03
October-2014	0.7230	0.0233	8.77
November-2014	0.2890	0.0096	3.62
December-2014	0.2880	0.0093	3.49
Tot mg/Yr=	6.9388	Yrly Ave % Use =	7.11

Month/Yr mmmm-yyyy	BOD5		1359
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	612	20	1.45
February-2015	618	22	1.62
March-2015	631	20	1.50
April-2015	2245	75	5.51
May-2015	4348	140	10.32
June-2015	7469	249	18.32
July-2015	6574	212	15.61
August-2015	6862	221	16.29
September-2015	6198	207	15.20
October-2014	3718	120	8.82
November-2014	927	31	2.27
December-2014	610	20	1.45
Tot lbs/Yr=	40812	Yrly Ave % Use =	8.20

Month/Yr mmmm-yyyy	TSS		999
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	640	21	2.07
February-2015	649	11	2.32
March-2015	617	20	1.99
April-2015	4077	136	13.60
May-2015	5080	164	16.40
June-2015	12673	422	42.29
July-2015	11833	382	38.21
August-2015	10093	326	32.59
September-2015	19061	635	63.60
October-2014	9548	308	30.83
November-2014	1274	42	4.25
December-2014	903	29	2.91
Tot lbs/Yr=	76448	Yrly Ave % Use =	20.92

Month/Yr mmmm-yyyy	TP		43
	Tot lbs/mo	Avg lbs/dy	% Usage
January-2015	24.2	0.8	1.82
February-2015	19.2	0.7	1.59
March-2015	32.6	1.1	2.44
April-2015	59.8	2.0	4.64
May-2015	77.1	2.5	5.78
June-2015	123.7	4.1	9.59
July-2015	207.4	6.7	15.56
August-2015	164.5	5.3	12.34
September-2015	176.2	5.9	13.66
October-2014	112.3	3.6	8.42
November-2014	34.6	1.2	2.68
December-2014	29.5	1.0	2.21
Tot lbs/Yr=	1061.1	Yrly Ave % Use =	6.73