



UTILITIES COMMITTEE – (WWTP) MEETING AGENDA

Tuesday, April 5, 2016 at 7:30 A.M.
Sister Bay Fire Station — SMALL 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	Kathy Enquist		4	Fred Anderson	
5	Peter Sauer		6	Hugh Mulliken	
	Village Administrator – Zeke Jackson			Utility Manager – Steve Jacobson	
	Utility Supervisor – Mike Schell			Town Administrator Bud Kalms	

Approval of the Agenda

Approval of minutes as presented

Comments and Correspondence

Discussion Items

1. Administrative related

- a. Review of bids which have been received for the Grit Removal System Repair/Replacement Project; Consider a motion for action if necessary.
- b. Discussion regarding staffing
- c. Update on the status of water pressure issues in the Liberty Grove Utility District
- d. Replacement Fund activity report

2. Plant related

- a. Capacities Report
- b. Staffing

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:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
Name _____ /		Date _____

UTILITIES (WWTP) COMMITTEE
MEETING MINUTES
Wednesday, February 17, 2016
Sister Bay Fire Station - 2258 Mill Road
(Unapproved Version)

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

Present: Committee Chair Pat Duffy, and Members Scott Baker, Kathy Enquist, Peter Sauer, and Hugh Mulliken.

Staff Members: Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, Utility Clerk Martha Baker and Village Administrator Zeke Jackson

Excused: Fred Anderson and Bud Kalms.

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

Approval of the Agenda:

A motion was made by Mulliken, seconded by Baker, to approve the Agenda for the February 17, 2016 meeting of the Utilities (WWTP) Committee as presented. Motion carried – all Ayes.

Approval of the November 3, 2015 meeting minutes:

Mulliken pointed out that his name had been misspelled on Line 12 – Page 1 of the November 3, 2015 meeting minutes.

A motion was made by Baker, seconded by Enquist, to approve the minutes for the November 3, 2015 meeting of the Utilities (WWTP) Committee as corrected. Motion carried – all Ayes.

Comments and Correspondence

Duffy noted that no correspondence had been received and asked if anyone wished to address a non-agenda item. No one responded. He and the other committee members then welcomed Kathy Enquist to the Committee.

Discussion Items

1. Administrative Related:

a. Pre-treatment modification status

Jacobson noted that a letter from Terry Stebor of Robert E. Lee & Associates which pertains to evaluation of proposals for replacement of grit removal and dewatering equipment was included in the meeting packets, and the Committee members jointly reviewed that document. Three proposals were received for the required equipment, but representatives of Robert E. Lee & Associates as well as Jacobson and Schell are recommending that the new equipment be purchased from Smith & Loveless. A less expensive option was presented by one of the other companies which submitted a proposal, but there are space limitations at the plant, and Stebor, Jacobson and Schell do not believe that equipment will fit in the designated location or perform as well as the Smith & Loveless

1 equipment. If bids could be let for the related work in March and accepted in April there should be
 2 no problem getting the Smith & Loveless equipment installed prior to Fall Fest.

3
 4 *A motion was made by Baker, seconded by Mulliken that the Utilities (WWTP) Committee accepts*
 5 *the recommendations from Terry Stebor of Robert E. Lee & Associates as well as Jacobson and*
 6 *Schell, and directs staff to see that the Smith & Loveless grit removal and dewatering propriety*
 7 *system is included as an allowance item in the bid specifications for the Grit Removal System*
 8 *Repair/Replacement Project. Motion carried – All ayes.*

9
 10 **b. 2015 Pre-Audit Financial Report**

11 A Revenues Compared to Budget Report for 2015 was included in the meeting packets, and the
 12 Committee members jointly reviewed that document. It was the consensus that more money should
 13 be budgeted for tools and minor equipment in 2016.

14
 15 Sauer asked when a “Value After Depreciation Report” would be available for 2015, and Jackson
 16 responded that such a report won’t be available until after the audit has been completed.

17
 18 **c. Replacement Fund Activity Report**

19 A report which details Wastewater Treatment Plant Replacement Fund activity for 2015 was also
 20 included in the meeting packets, and the Committee members jointly reviewed that document.

21
 22 **2. Plant Related**

23 **a. Capacities Report**

24 A Capacities Report was included in the meeting packets, and Jacobson explained all the data that
 25 report contains.

26
 27 **b. Staffing**

28 Jacobson will be retiring at the end of April. Schell will be assuming Jacobson’s duties, so “Help
 29 Wanted” ads were placed for a Utility Supervisor. Very few responses were received to that ad so it
 30 was revised, and the second time around more people did apply. Interviews will be conducted in
 31 the near future.

32
 33 **c. Electric heater replacement program**

34 The electric heaters at the Wastewater Treatment Plant, the lift stations, and other Utility buildings
 35 are getting old, and they are replaced as necessary. The heaters are all examined on a regular basis,
 36 and if possible repair/replacement occurs prior to the time that it gets cold.

37
 38 **3. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

39 The next meeting of the Utilities (WWTP) Committee was scheduled for April 5, 2016 at 7:30 A.M.
 40 The following item will be addressed at that meeting:

- 41 • **Review of bids which have been received for the Grit Removal System**
 42 **Repair/Replacement Project; Consider a motion for action if necessary.**

43
 44 **Adjournment:**

45 *At 8:09 A.M. a motion was made by Sauer, seconded by Mulliken that the February 17, 2016*
 46 *meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

1 Respectfully submitted,



2
3 Janal Suppanz, Assistant Administrator

Village of Sister Bay Utilities

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Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove Treatment Plant Capacities Calculations

For: **February-2016**

	Total Plant	Hauled	Sister Bay Sewered	Total	L.G.S.D.#1 Sewered	Town of L.G. Hauled
Hydraulic Flow (mgd)	3.636	0.007	3.074	3.081	0.247	0.193
Water Sales Ratios			0.89463		0.07199	

Subtract town's hauled waste from total plant flow and subtract Sister Bay's hauled waste from total flow. Remaining is sewer flow. Multiply sewer flow by water sales ratio between Sister Bay and L.G.S.D.#1 to get sewer flow for Sister Bay and L.G.S.D.#1. Sister Bay hauled is added to Sister Bay sewer to get total Sister Bay flow. The current ratio of water sales for L.G.S.D.#1 and Sister Bay is entered above.

	mg/L	BOD Pounds = mgd x 8.34 x mg/L BOD				
Plant BOD pounds @	233	7076.0				
Sewered BOD pounds		6586		5892	474	
Hauled BOD pounds @	293	490	17			473
TOTAL BOD pounds		7076		5909	474	473
	mg/L	TSS Pounds = mgd x 8.34 x mg/L TSS				
Plant TSS pounds @	256	7771.0				
Sewered TSS pounds		6881		6156	495	
Hauled TSS pounds @	532	890	32			859
TOTAL TSS pounds		7771		6187	495	859
	mg/L	TP Pounds = mgd x 8.34 x mg/L TP				
Plant TP pounds @	6.3	191.6				
Sewered TP pounds		169.1		151.3	12.2	
Hauled TP pounds @	13.4	22.5	0.8			21.7
TOTAL TP pounds		191.6		152.1	12.2	21.7

Subtract Town of L.G. hauled pounds from the total plant pounds and subtract Sister Bay hauled pounds from the total plant pounds. Remainder is the Total sewer pounds. Multiply the total sewer pounds by the water sales ratios between Sister Bay and L.G.S.D.#1 to get sewer pounds for Sister Bay and L.G.S.D.#1. Sister Bay sewer pounds are added to Sister Bay hauled pounds.

Divide all flows and pounds by days in the month to get daily averages and compare to daily purchase capacities chart below.

Purchased FLOW Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.106	0.009	0.007
% of Used Capacity	17.13%	14.46%	2.51%
Purchased BOD Capacity in lbs/dy	905	105	1359
Monthly Daily Average	204	16	16
% of Used Capacity	22.52%	15.57%	1.20%
Purchased TSS Capacity in lbs/dy	1076	101	999
Monthly Daily Average	213	17	30
% of Used Capacity	19.83%	16.91%	2.96%
Purchased TP Capacity in lbs/dy	54	5	43
Monthly Daily Average	5.2	0.4	0.7
% of Used Capacity	9.71%	8.40%	1.74%