



UTILITIES COMMITTEE – (WWTP) MEETING AGENDA

Tuesday, May 17, 2016 at 7:30 A.M.
Sister Bay Wastewater Treatment Plan
2124 Autumn Court

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 – Mike Schell	
	Utility Supervisor – Dave Alberts			Assistant Administrator-Janal Suppanz	
	Town Administrator – Bud Kalms				

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

Discussion Items

1. Administrative related

- a. Pretreatment Project status
- b. Update on Water Pressure for Liberty Grove
- c. Update on Q1 Billing Status

2. Plant related

- a. Capacities Report

3. Director’s report

4. 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
TUESDAY, APRIL 5, 2016
SISTER BAY FIRE STATION - 2258 MILL ROAD
(Unapproved Version)

The April 5, 2016 meeting of the Utilities (WWTP) Committee and the Water, Sewer Collection and Storm Sewer Committee was called to order by Committee Chair Patrick Duffy at 7:34 A.M.

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

Staff Members: Utility Manager Steve Jacobson, Utility Supervisor Mike Schell, and Assistant Administrator Janal Suppanz

Excused: Hugh Mulliken, Bud Kalms and Village Administrator Zeke Jackson

Others: Terry Stebor of Robert E. Lee & Associates

A motion was made by Baker, seconded by Enquist that the April 5, 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 Duffy, seconded by Enquist, to approve the Agenda for the April 5, 2016 meeting of the Utilities (WWTP) Committee as presented. Motion carried – all Ayes.

Approval of the February 17, 2016 meeting minutes:

Jacobson noted that Schell's title should be Utility Manager.

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

Comments and Correspondence

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

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:

Terry Stebor of Robert E. Lee & Associates explained the work which will be done on the Grit Removal System Repair/Replacement Project. Four bids were received for the project, and August Winters & Sons of Appleton, WI was the low bidder. Stebor is recommending that Winters & Sons bid in the amount of \$185,600 be accepted. Time is of the essence, and, therefore, Schell requested that the Village Board address this issue ASAP.

A motion was made by Baker, seconded by Enquist that the Utilities (WWTP) Committee recommends that the Village Board accept the bid which was submitted by August Winters and Sons of Appleton, WI in the amount of \$185,600 for the Grit Removal System Repair/Replacement Project.

b. Discussion regarding staffing

Martha Baker has resigned from her position as the Utility Clerk. For now the clerk's duties will be handled by the staff members in the Administration Office.

Dave Alberts has been hired as the new Utility Supervisor and will start on April 18, 2016.

Duffy noted that Jacobson will be retiring soon, and he and the other Committee members publicly thanked Jacobson for his many years of service to the Village and the Liberty Grove Utility District.

c. Update on the status of water pressure issues in the Liberty Grove Utility District

Stebor explained that the engineers from Robert E. Lee & Associates are evaluating the water pressures in the Liberty Grove Utility District. Applicable data will be presented as soon as it is available.

d. Replacement Fund Activity Report

A copy of the Replacement Fund Activity Report as well as a quarterly Revenues With Comparison To Budget Report pertaining to Wastewater was included in the meeting packets, and the Committee members jointly reviewed those documents.

2. Plant Related**a. Capacities Report**

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

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

The next meeting of the Utilities (WWTP) Committee was scheduled for Tuesday, May 17, 2016 at 7:30 A.M. The following item will be addressed at that meeting:

- Review of the CMAR Report
- Review of the Annual Consumer Confidence Report

Adjournment:

At 8:10 A.M. a motion was made by Baker, seconded by Duffy that the April 5, 2016 meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.

Respectfully submitted,



Janal Suppanz, Assistant Administrator

Village of Sister Bay Utilities

P.O. Box 91, Sister Bay, WI 54234
 Phones: Voice 920-854-2246 Fax 920-854-7602 Cell 920-421-0254

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

For: **April-2016**

	Total Plant	Hauled	Sister Bay Sewered	Total	L.G.S.D.#1 Sewered	Town of L.G. Hauled
Hydraulic Flow (mgd)	5.909	0.037	5.112	5.148	0.438	0.323
Water Sales Ratios			0.92100		0.07900	

Subtract town's hauled waste from total plant flow and subtract Sister Bay's hauled waste from total flow. Remaining is sewered flow. Multiply sewered flow by water sales ratio between Sister Bay and L.G.S.D.#1 to get sewered flow for Sister Bay and L.G.S.D.#1. Sister Bay hauled is added to Sister Bay sewered 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 @	219	10813.6				
Sewered BOD pounds		9349		8610	739	
Hauled BOD pounds @	489	1465	149			1316
TOTAL BOD pounds		10814		8759	739	1316
	mg/L		TSS Pounds = mgd x 8.34 x mg/L TSS			
Plant TSS pounds @	248	12201.8				
Sewered TSS pounds		9614		8855	760	
Hauled TSS pounds @	864	2588	263			2325
TOTAL TSS pounds		12202		9118	760	2325
	mg/L		TP Pounds = mgd x 8.34 x mg/L TP			
Plant TP pounds @	5.4	267.2				
Sewered TP pounds		225.1		207.3	17.8	
Hauled TP pounds @	14.1	42.2	4.3			37.9
TOTAL TP pounds		267.2		211.6	17.8	37.9

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 sewered pounds. Multiply the total sewered pounds by the water sales ratios between Sister Bay and L.G.S.D.#1 to get sewered pounds for Sister Bay and L.G.S.D.#1. Sister Bay sewered 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	0.172	0.015	0.011
% of Used Capacity	27.68%	24.77%	4.04%
Purchased BOD Capacity in lbs/dy	905	105	1359
Monthly Daily Average	292	25	44
% of Used Capacity	32.26%	23.45%	3.23%
Purchased TSS Capacity in lbs/dy	1076	101	999
Monthly Daily Average	304	25	77
% of Used Capacity	28.25%	25.07%	7.76%
Purchased TP Capacity in lbs/dy	54	5	43
Monthly Daily Average	7.1	0.6	1.3
% of Used Capacity	13.06%	11.85%	2.94%