

UTILITIES (WASTEWATER TREATMENT PLANT - WWTP)
COMMITTEE MEETING MINUTES
Tuesday, May 17, 2016
Sister Bay Fire Station - 2258 Mill Road
(Unapproved Version)

The May 17, 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, Hugh Mulliken, Fred Anderson and Peter Sauer.

Staff Members: Utility Manager Mike Schell, Town Administrator Bud Kalms, Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Excused: Utility Supervisor Dave Alberts,

A motion was made by Baker, seconded by Enquist that the May 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 Baker seconded by Sauer, that the Agenda for the May 17, 2016 meeting of the Utilities (WWTP) Committee be approved as presented. Motion carried – all Ayes.

Approval of the April 5, 2016 meeting minutes:

A motion was made by Sauer, seconded by Baker, that the minutes for the April 5, 2016 meeting of the Utilities (WWTP) Committee be approved as presented. 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. Pre-treatment Project Status Report:

Everything is still on schedule for the Pre-Treatment Project. The equipment is being manufactured and should be delivered by mid-August.

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

Work is continuing on studying the options which will improve the water pressure issues in the Liberty Grove Utility District. Anderson noted that the water pressures at his residence have improved considerably, and asked if something has been done already. Schell replied that approximately four months ago a variable speed drive was installed on the #3 Well.

1 **c. Update on the status of the sewer and water billing for the first quarter of 2016:**

2 Quarterly bills were mailed out in a timely fashion and all but a few customers have paid those
3 bills. Late notices were also mailed out in a timely fashion. Suppanz and Tasha Rass will be
4 following up with shut-off notices next week. If someone hasn't paid their utility bill the past
5 due amount is eventually turned in to the County Treasurer as a special assessment.

6
7 Jackson noted that at some point the Committee may want to consider adjusting late payment
8 fees, but further research will have to be done regarding that issue.

9
10 **2. Plant Related**

11 **a. Capacities Report**

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

14
15 **3. Manager's Report**

16 Schell reported on the following issues:

- 17 • Water has now been installed at the Dog Park.
- 18 • Dave Alberts is adapting to his new job quickly and is doing fine.
- 19 • Work commenced on installation of a lateral for the Information Booth yesterday.
- 20 • He is still working on compiling the CMAR data. That report must be submitted by June
21 30, 2016.

22
23 Jackson noted that it is his understanding that President Lienau recently received a letter from
24 the Town of Liberty Grove, and requested that Kalms send him a copy of that letter.

25
26 **4. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

27 The next meeting of the Utilities (WWTP) Committee has been scheduled for Tuesday, August 9,
28 2016 at 7:30 A.M. That meeting will be conducted at the Wastewater Treatment Plant.

29
30 It was the consensus that the following items shall be addressed at a future meeting of the
31 Utilities (WWTP) Committee:

- 32 • Review and approval of the CMAR
- 33 • Update on the status of the water pressure issues in Liberty Grove
- 34 • Update on the status of quarterly sewer and water bill collections and review of applicable
35 reports.

36
37 **Adjournment:**

38 *At 8:00 A.M. a motion was made by Mulliken, seconded by Baker that the May 17, 2016 meeting of the*
39 *Utilities (WWTP) Committee be adjourned. Motion carried – all Ayes.*

40
41 Respectfully submitted,

42 

43 Janal Suppanz,
44 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: **May-2016**

	Total Plant	Hauled	Sister Bay Sewered	Total	L.G.S.D.#1 Sewered	Town of L.G. Hauled
Hydraulic Flow (mgd)	6.261	0.034	5.195	5.229	0.446	0.586
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 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 @	362	18920.5				
Sewered BOD pounds		15604		14371	1233	
Hauled BOD pounds @	641	3316	183			3134
TOTAL BOD pounds		18921		14554	1233	3134
	mg/L	TSS Pounds = mgd x 8.34 x mg/L TSS				
Plant TSS pounds @	368	19230.1				
Sewered TSS pounds		14293		13164	1129	
Hauled TSS pounds @	954	4937	272			4665
TOTAL TSS pounds		19230		13436	1129	4665
	mg/L	TP Pounds = mgd x 8.34 x mg/L TP				
Plant TP pounds @	7.9	412.9				
Sewered TP pounds		324.7		299.1	25.7	
Hauled TP pounds @	17.0	88.2	4.9			83.3
TOTAL TP pounds		412.9		303.9	25.7	83.3

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	0.169	0.014	0.019
% of Used Capacity	27.21%	24.36%	7.11%
Purchased BOD Capacity in lbs/dy	905	105	1359
Monthly Daily Average	469	40	101
% of Used Capacity	51.88%	37.87%	7.44%
Purchased TSS Capacity in lbs/dy	1076	101	999
Monthly Daily Average	433	36	150
% of Used Capacity	40.28%	36.06%	15.06%
Purchased TP Capacity in lbs/dy	54	5	43
Monthly Daily Average	9.8	0.8	2.7
% of Used Capacity	18.16%	16.55%	6.25%

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

For: **June-2016**

	Total Plant	Hauled	Sister Bay Sewered	Total	L.G.S.D.#1 Sewered	Town of L.G. Hauled
Hydraulic Flow (mgd)	7.354	0.080	5.847	5.927	0.502	0.925
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 @	450	27590.5				
Sewered BOD pounds		21079		19414	1665	
Hauled BOD pounds @	777	6511	517			5995
TOTAL BOD pounds		27591		19931	1665	5995
	mg/L	TSS Pounds = mgd x 8.34 x mg/L TSS				
Plant TSS pounds @	366	22452.7				
Sewered TSS pounds		11743		10815	928	
Hauled TSS pounds @	1278	10710	850			9860
TOTAL TSS pounds		22453		11665	928	9860
	mg/L	TP Pounds = mgd x 8.34 x mg/L TP				
Plant TP pounds @	9.1	560.4				
Sewered TP pounds		400.1		368.4	31.6	
Hauled TP pounds @	19.1	160.3	12.7			147.6
TOTAL TP pounds		560.4		381.2	31.6	147.6

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	0.198	0.017	0.031
% of Used Capacity	31.87%	28.34%	11.60%
Purchased BOD Capacity in lbs/dy	905	105	1359
Monthly Daily Average	664	56	200
% of Used Capacity	73.41%	52.87%	14.70%
Purchased TSS Capacity in lbs/dy	1076	101	999
Monthly Daily Average	389	31	329
% of Used Capacity	36.14%	30.62%	32.90%
Purchased TP Capacity in lbs/dy	54	5	43
Monthly Daily Average	12.7	1.1	4.9
% of Used Capacity	23.53%	21.07%	11.44%

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

For: **July-2016**

	Total Plant	Hauled	Sister Bay Sewered	Total	L.G.S.D.#1 Sewered	Town of L.G. Hauled
Hydraulic Flow (mgd)	8.966	0.146	6.872	7.018	0.705	1.243
Water Sales Ratios			0.90701		0.09299	

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 @	399	29804.0				
Sewered BOD pounds		24196	21946		2250	
Hauled BOD pounds @	484	5608	591			5017
TOTAL BOD pounds		29804		22537	2250	5017
	mg/L	TSS Pounds = mgd x 8.34 x mg/L TSS				
Plant TSS pounds @	325	24276.9				
Sewered TSS pounds		16566	15025		1540	
Hauled TSS pounds @	666	7711	812			6899
TOTAL TSS pounds		24277		15837	1540	6899
	mg/L	TP Pounds = mgd x 8.34 x mg/L TP				
Plant TP pounds @	8.6	643.1				
Sewered TP pounds		485.6	440.4		45.2	
Hauled TP pounds @	13.6	157.5	16.6			140.9
TOTAL TP pounds		643.1		457.0	45.2	140.9

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	0.251	0.025	0.044
% of Used Capacity	40.43%	42.65%	16.69%
Purchased BOD Capacity in lbs/dy	905	105	1359
Monthly Daily Average	805	80	179
% of Used Capacity	88.94%	76.53%	13.19%
Purchased TSS Capacity in lbs/dy	1076	101	999
Monthly Daily Average	566	55	246
% of Used Capacity	52.57%	54.47%	24.66%
Purchased TP Capacity in lbs/dy	54	5	43
Monthly Daily Average	16.3	1.6	5.0
% of Used Capacity	30.23%	32.25%	11.70%



NORTH CENTRAL LABORATORIES

Quotation #42650 JUN02A

Ordered
6/3/16
ms

June 2, 2016

To: Sister Bay Utilities
Attn: Mike Schell

Dear Mike,

Thank you for the opportunity to provide this quotation.

QTY	Description	List Price	Quote Price
1 ea	MP-3A, Mega-Pure Glass Still, 3.4 Liters/hr	5606.00	4995.00
Shipping Estimate for Ground Delivery via Truck =			260.00
Total =			\$5255.00

Please reference the above quotation number when placing your order.

The above shipping estimate is for ground delivery via palletized truck directly from the manufacturer. Actual delivery charges will be prepaid and added to your invoice.

The quoted price is good for 30 days. Please call me at 800-648-7836 if you have any questions or need any other information.

Sincerely,

Brett Carlson
Quotations Representative
North Central Laboratories