



WATER, SEWER COLLECTION, AND STORMSEWER COMMITTEE MEETING AGENDA

Thursday, October 6, 2016 7:45 A.M.
Sister Bay Wastewater Treatment Plant

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	Denise Bhirdo		Village Administrator – Zeke Jackson
	Utilities Manager – Mike Schell		Utilities Supervisor – Dave Alberts
	Utilities Clerk – Anastasia Bell		

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

Approval of the Agenda

Approval of minutes as attached

Comments and Correspondence

New Business Items

1. Discussion on the progress of the DNR water tower inspection.
2. Report on the progress of the Liberty Grove water pressure updates.
3. Report on the odor complaint (1) received since the last meeting.
4. Discussion regarding the smoke test occurring October 25, 2016.
5. Discussion regarding the swamp pump; consider an appropriate motion for action if necessary.
6. Discussion regarding extensions, consider an appropriate motion for action if necessary.
7. Discussion regarding 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 **WATER, SEWER COLLECTION AND STORM SEWER**
2 **COMMITTEE MEETING MINUTES**
3 **TUESDAY, AUGUST 9, 2016**
4 **SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT**
5 **(APPROVAL PENDING)**
6

7 The August 9, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer
8 Collection and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at
9 7:33 A.M.

10
11 **Present:** Committee Chair Pat Duffy, and Members Scott Baker, Denise Bhirdo, and Hugh
12 Mulliken.

13
14 **Staff Members:** Utility Manager Mike Schell, Village Administrator Zeke Jackson and Utility
15 Clerk Anastasia Bell.

16
17 **Excused:** Utility Supervisor Dave Alberts, and Fred Anderson
18

19 *A motion was made by Duffy seconded by Baker, that the August 9, 2016 meeting of the Water, Sewer*
20 *Collection and Storm Sewer Committee be recessed until such time as the meeting of the Utilities*
21 *(WWTP) Committee has been adjourned. Motion carried – All ayes.*
22

23 *At 7:46 A.M. a motion was made by Mulliken, seconded by Baker, that the August 9,*
24 *2016 meeting of the Utilities (WWTP) Committee be adjourned. Motion carried – all*
25 *Ayes.*
26

27 *The members of the Water, Sewer Collection and Storm Sewer Committee immediately reconvened, and*
28 *their meeting was called back to order at 7:47 A.M.*
29

30 **Approval of the Agenda for the August 9, 2016 Water, Sewer Collection and Storm Sewer**
31 **Committee Meeting:**

32 *A motion was made by Baker, seconded by Bhirdo, that the Agenda for the August 9, 2016 meeting of the*
33 *Water, Sewer Collection and Storm Sewer Committee be approved as presented. Motion carried – All*
34 *ayes.*
35

36 **Approval of the May 17, 2016 meeting minutes:**

37 Minutes are to be amended to show that Baker did not make and second the motion on page 5,
38 line 16; Baker made the motion and it was seconded by Enquist.
39

40 *A motion was made by Baker, seconded by Duffy, to approve the minutes for the May 17, 2016 meeting of*
41 *the Water, Sewer Collection and Storm Sewer Committee as amended. Motion carried – with Bhirdo*
42 *abstaining.*
43

44 **Public Comments and Correspondence**

45 Duffy noted that no correspondence had been received and asked if anyone wished to address a
46 non-agenda item. No one responded.
47

1 **Discussion Items**

2 **1. Water System Related:**

3 **a. Fix broken Hydrant #45**

4 Schell reported that the repair costs for Hydrant #45 are a loss as the driver who struck it did
5 not have a license claimed he was not his vehicle; police believe he is now in Texas. Basically,
6 it's not worth the hassle of filing an insurance claim and trying to track the driver down for a
7 payment.

8
9 **b. CCR**

10 Wendy Anderson, DNR representative, is happy with our results included in the packet.
11 Violations published deal with private wells within the system. The violations have been
12 addressed and will be removed next year as many had to do with improper record keeping
13 practices. The DNR currently controls issuance of permits.

14
15 **c. Liberty Grove Pressure Updates**

16 Discussed in WWTP meeting; it's still a work in progress.

17
18 **d. Water Meter Exchanges**

19 **(i) 1293 accounts: 724 auto read, 569 manual read**

20 We continue to exchange meters; currently 100-125 per year. It would cost \$200,000.00 to
21 exchange the remaining manual meters this year and we would only save 30 hours of labor over
22 the year. Schell would like to have the exchange process done in 2-3 years. The cost is high due
23 to the need to purchase transmitters as well as meters.

24
25 Duffy asked if a low interest loan would be a possibility as the labor cost savings could offset
26 the interest. Zeke explained the need for an additional person to exchange meters. Parks
27 employees may be available in the winter, but that is not the ideal meter exchange time in our
28 community. Also, the need for that an additional person would eliminate any possible cost
29 savings. Schell explained that the nature of our community requires appointments, which may
30 also increase the exchange timeline.

31
32 **e. Hydrant Maintenance**

33 Annual maintenance was completed in May and June. Main valves will be turned in the near
34 future.

35
36 **f. 5 year Inspection due on Jungwirth Ct. Tower**

37 The quote was signed in February but the DNR needed to clarify how far the tank would need
38 to be emptied for testing. They eventually decided that it was ok to only draw the tank down
39 half way as it has been done in the past.

40
41 Schell clarified that it is not time for the tower to be painted yet. He also explained there are
42 other ways to inspect the tower, but they are more expensive.

43
44 **2. Collection System Related**

45 **a. Bioxide feed system update**

1 We're in full swing and have had a couple odor complaints.

2

3 **b. Odor Complaints**

4 **(i) The Zielke's filed Two Odor Complaints**

5 The first complaint involved a man hole with open pick holes; oakum was put in the holes and
6 this resolved the odor. The Zielke's think the odor is our problem, but our engineers disagree
7 plumber has identified other issues which may be contributing to the odor on their property.

8

9 Charcoal filters would absorb the smell, but they need to be removed in the winter due to
10 moisture and freezing potential.

11

12 Schell explained that the Bioxide causes items to be removed from the system which is proving
13 to cause other problems, such as grease build-up. The bioxide is currently off because it took
14 eight hours to remove the grease in the lift station yesterday. The grease is causing high level
15 alarms within the system.

16

17 Septage haulers going through downtown also cause odors that lead to unavoidable
18 complaints. Schell explained that alternative routes are not realistic for our area; it's a short-
19 term odor that is more of a perception issue.

20

21 **(ii) On Deck 07/20/2016**

22 This complaint involved open pick holes and was resolved when they were filled with oakum

23

24 **c. Great Lakes Cleaning and TV Project and associated repairs:**

25 The DNR wants 25% of entire system tested each year; we're currently on a 10 year plan (10%
26 each year). Jackson explained that our soil type doesn't promote pipe erosion and the DNR has
27 created a "one size fits all" plan.

28

29 This year's inspection discovered that sump pump water from one residence was being
30 pumped into the sewer system. The owner was billed for the investigation and repair costs but
31 was not billed for usage due to the undetermined time of occurrence. It is more important that
32 the issue has been resolved.

33

34 All other required repairs were our responsibility because they were between the main and the
35 curbstop. Televising costs \$13,000.00 for 10%. We saved 100 gallons per minute with repairs.
36 Bhirdo asked if there was a way to increase from the 10% that wouldn't be as drastic, maybe up
37 to 15%. Schell explained that there is a reasonable assurance that little change occurs during 10
38 years. Jackson explained that it may not be an advantage for us due to the soil type and
39 minimal impact on the pipes. Most common repairs are due to the pipes being along the
40 bedrock and the ground settling as time goes on.

41

42 Duffy confirmed that the plan is to continue "as is" until the DNR makes more aggressive
43 regulations. Schell feels we could increase our current percentage a little to decrease the impact
44 when the DNR changes their requirements.

45

1 **d. MHS Raised on Beach Road**

2 When Beach road was paved, Liberty Grove paid for all the parts and labor to raise all the
3 manholes and main valves. The Village assisted minimally, but it was done correctly.

4
5 **e. Pheasant Park LS/Mission Alarm**

6 Schell explained that we currently have 3 lift stations that rely on someone to call when a red
7 light blinks; it has been this way since installation. It is costly to connect to our current system.
8 We have tried a cellular Mission Alarm System for one of these locations. This system prevents
9 pump-burn outs because the alarm signals when the problem starts instead of when a person
10 notices the red light.

11
12 Estimated costs are \$3000.00 per unit with \$1000.00 annual maintenance for the 3 units; or
13 \$40,000.00 to connect to our current system. This system sends alarms to the on-call phone
14 several times throughout the day. Many municipalities are using these systems as their daily
15 inspections instead of physically going out to each station.

16
17 Recently a high level alarm did not activate until the shaft of the pump bent and caused the
18 pump to stop completely. A spare pump is in place until the replacement arrives.

19
20 *A motion was made by Duffy, second by Baker, that the Water, Sewer Collection, & Storm Sewer*
21 *Committee recommends three Mission Alarm Systems be installed. Motion carried – All Ayes.*

22
23 **f. Smoke Test**

24 Done before and found many leaks in Country Walk; found plumbing issues involving
25 improper capping of pipes.

26
27 **3. Stormwater System Related**

28 **a. Vortex units**

29 Cleaned some in the spring, but there was too much water this spring to finish. Being cleaned
30 today, trying to get a baseline as to how often they need to be cleaned. Next year may be a
31 better representation due to construction.

32
33 **b. Swamp pump**

34 Schell explained we're having problems with the controls because it's a rod and float and
35 property owners reach in and try to move the controls.

36
37 Duffy asked for clarification about what was done during the Bay Shore Drive project. Schell
38 explained that the swamp pump has been the Village's responsibility for very long time. The
39 intentions were to install a new storm water system and abandon the current pump system.

40
41 Matt Meyer filed a complaint that the outfall pipe would decrease his ability to enjoy his
42 property. Jackson and Schell explained that the pipe was moved 100 feet, (all costs paid by
43 Meyer). Pipe should not have been moved because now there is not enough pitch on the pipe
44 to get the water to the catch basin and it requires a pump to control the water levels in the
45 swamp. The pitch of the pipe requires active pumping instead of a gravity freefall system.

1 There will be more pumping on years with high water levels because there is more equalization
2 within the soil. Schell confirmed the one way to fix this problem would be to dig up the entire
3 pipe. Another option would be to inform property owners that the pump will be shut off to
4 allow water levels to raise enough for the system to work in a passive manner. Basements will
5 likely flood if we turn the pump off. Schell needs to investigate what agreements were put into
6 place when the Village created this catch basin system as a storm water management system for
7 the swamp; he doesn't know if written agreements were executed at that time.

8
9 Schell will research the price of replacing controls and the pump for informational purposes.
10 There is currently \$0 allocated for stormwater CIP. We may need to address the funding of this
11 in the future.

12 13 **4. Extensions**

14 **a. Garot Project Status:**

15 Blasting is being done and the material is being hauled away from the area. Blasting
16 notifications have gone out to the appropriate people within blasting requirements. Complaints
17 have come in from people outside the blasting area. Significant blasting projects may need a
18 greater notification zone.

19 20 **b. Braun Property:**

21 Potential buyers have had a meeting with Jackson. The Bay Shore Drive layout will cause a
22 shift in the utility easement. Potential builders would like to open next year, which would put
23 us into construction this fall for utilities.

24 25 **c. Harbor View (Old School):**

26 One residential unit has sold, no other substantial updates at this time.

27 28 **5. Matters to be placed on a future agenda or referred to a Committee, Official, or Employee:**

29 *The next meeting of the Utilities (WWTP) Committee has been tentatively scheduled for Tuesday,*
30 *September 20, 2016 at 7:30 AM; after the Braun Property information has been received. A second*
31 *tentative meeting has been scheduled for Tuesday, November 1, 2016; but that date is subject to change*
32 *based on the smoke test results.*

33 34 **Adjournment:**

35 *A motion was made by Duffy, seconded by Baker, to adjourn the August 9, 2016 meeting of the Water,*
36 *Sewer Collection, and Stormsewer Utilities Committee at 9:04 A.M. Motion carried – All ayes.*

37
38 Respectfully submitted,



39
40 Anastasia Bell
41 Utility Clerk

1 **JOINT MEETING OF THE WATER, SEWER COLLECTION, AND STORM SEWER**
2 **COMMITTEE WITH THE WASTEWATER TREATMENT PLANT COMMITTEE**
3 **MEETING MINUTES**
4 **TUESDAY, SEPTEMBER 6, 2016**
5 **SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT**
6 **(APPROVAL PENDING)**
7

8 The September 6, 2016 joint meeting of the Water, Sewer Collection, and Storm Sewer
9 Committee with the Wastewater Treatment Plant Committee was called to order by Committee
10 Chair Pat Duffy at 7:47 A.M.

11
12 **Present:** Committee Chair Pat Duffy, Members: Scott Baker, Denise Bhirdo, Hugh Mulliken,
13 and Peder Sauer.

14
15 **Staff Members:** Utility Manager Mike Schell, Village Administrator Zeke Jackson, Finance
16 Director Tasha Rass, and Utility Clerk Anastasia Bell.

17
18 **Excused:** Utility Supervisor Dave Alberts, and Fred Anderson

19
20 **Approval of the Agenda for the September 6, 2016 Joint meeting of the Water, Sewer**
21 **Collection, and Storm Sewer Committee with the Wastewater Treatment Plant Committee**
22 **Meeting:**

23 *A motion was made by Bhirdo, seconded by Baker, that the Agenda for the September 6, 2016 joint*
24 *meeting of the Water, Sewer Collection, and Storm Sewer Committee with the Wastewater Treatment*
25 *Plant Committee be approved as presented. Motion carried – All ayes.*

26
27 **Approval of the August 9, 2016 Water, Sewer Collection, and Storm Sewer Committee**
28 **meeting minutes:**

29 Minutes are to be amended as follows:

- 30 • Correct the spelling of Bhirdo on page 2, line 41.
31 • Add additional information pertaining to the history of the engineering issue of the
32 swamp pump on page 5.
33 • Correct the typing error that 'neem' should be 'been' on page 4, line 38.

34
35 *A motion was made by Baker, seconded by Mulliken, to approve the minutes for the August 9, 2016*
36 *meeting of the Water, Sewer Collection, and Storm Sewer Committee as amended. Motion carried – All*
37 *ayes.*

38
39 **Approval of the August 9, 2016 Wastewater Treatment Plant Committee meeting minutes:**

40 Minutes are to be amended as follows: Baker never had banging in his pipes; line 48 shall be
41 removed on page 7.

42
43 *A motion was made by Bhirdo, seconded by Sauer, to approve the minutes for the August 9, 2016*
44 *meeting of the Wastewater Treatment Plant Committee as amended. Motion carried – All ayes*

45
46 **Public Comments and Correspondence**

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

3

4 **Discussion Items**

5 **1. Consider a motion to discuss the following items in the 2017 budget:**

6 **a. Water System**

7 1. Rass commented that the primary reason for the salary and wage allocation increase is due to
 8 the approved Cola Adjustment of 0.68% which was based on the CPIU.

9

10 2. Rass commented that travel and training has increased across all funds, particularly the
 11 Water Fund for Dave Alberts to obtain certifications. Schell clarified that Alberts only needs
 12 water certification training, but all other crew members have required training due to relaxed
 13 training in the past few years and these seminars are typically only offered in Stevens Point,
 14 Wisconsin.

15

16 3. Rass commented that software support costs have increased across all funds due to
 17 upgrading from Caselle Classic to Caselle Clarity.

18

19 4. Rass commented that this is a short-term expense as Schell is working with Contronix who
 20 programming equipment and writing reports for future use.

21

22 5. Rass commented this change is due to a change in coding; just a movement of funds between
 23 accounts

24

25 6. Schell explained the process of removing the pumps through the top of the well for
 26 inspection. The motor is then sent to Appleton to be disassembled, inspected, repaired, and
 27 reassembled. The crew completes monthly generator maintenance and this was just the
 28 required 10-year maintenance. The costs seem high but the process took an average of 8.5 hours
 29 for each of the 6 generators.

30

31 7. Rass commented that this would be an optional billing system for customers. Mulliken
 32 asked about a discount available if people use this system; Jackson explained this process
 33 actually costs more for us to process. Sauer asked if this would be applicable to Liberty Grove;
 34 Rass explained it was not at this time, but could be if Liberty Grove had interest.

35

36 Duffy requested a big-picture for a possible rate increase. Rass confirmed Schenck will be
 37 doing the rate study in September and applicable increases will be applied as part of the fourth
 38 quarter billing process.

39

40 **b. Wastewater Treatment Plant**

41 1. Rass confirmed this increase is primarily due to administration staff working on utilities more
 42 during the turnover of staff.

43

44 2. Rass confirmed the additional classes for employees are as previously explained.

1
2 3. Rass confirmed the accounting/software support is as previous explained.
3 4. Schell explained the main lift station is behind Bhirdo's on Scandia Rd. This expense is due to
4 the changing of generator controls. Schell is working to understand the best option for
5 upgrading this system instead of replacing it. Once that is determined he will obtain engineer
6 proposals for the process.
7

8 5. Rass confirmed this will decrease as the grit cement work will be completed in 2016. Schell
9 invited members to attend a meeting on September 12, 2016 at 10:00am about the progress of
10 this project. It is expected to be completed by the end of September.
11

12 **c. Wastewater Collection System**

13 1. Rass confirmed the travel and training expenses are as previously explained.
14

15 2. Rass confirmed the software support expenses are as previous explained.
16

17 **d. Utilities CIP**

18 Rass commented that the capital plan for the past couple of years has been updated by
19 removing the completed plans and adding new items this is part of the budget document.
20 Items are separated by fund and resource fund information has been added. Highlighted items
21 are anticipated to be completed in 2017. Rass is working on obtaining the equation from the
22 DNR to compute the replacement fund amounts.
23

24 Schell commented that the \$400,000.00 is a high estimate for the generator for the worst possible
25 scenario on the generator replacement. Rass confirmed the replacement fund currently has
26 approximately \$600,000.00 which could be severely depleted by the generator.
27

28 Duffy asked what happens to the old trucks when they are replaced. Schell currently has
29 interested parties for the current vehicles. Schell confirmed the cost estimate includes a new
30 vehicle with the current box being remounted.
31

32 Schell commented that the telemetry units were originally suggested to be part of the 2017
33 budget. Rass confirmed there are enough funds available to expense these units in the 2016.
34 Schell confirmed the costs will be approximately \$3,200.00 for each unit, or \$9,600.00 total. The
35 annual expense will be total of \$1044.00 for the three years. The support system is also very
36 reliable.
37

38 *A motion was made by Bhirdo, seconded by Baker, to expense the telemetry units to the 2016 budget.*
39 *Motion carried - All ayes.*
40

41 Rass commented that the Utilities Capital plan will be amended to reflect the purchase of the
42 telemetry units in 2016.
43

44 **e. Storm Sewer System**

I:\1. 2016 Agendas\Utilities\2016_09\090616\090616 Utilities Minutes - Joint W S SS & WWTP Unapproved
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1 Jackson commented that this committee has the oversight of this item. The storm water utility
 2 is currently run out of the general fund. This will be reviewed during the finance committee.
 3 Duffy requested clarification as to a percentage that should be allocated for in this fund.
 4 Jackson clarified that there are many options currently available for installation and repairs
 5 throughout the Village and each area would cost significantly different amounts so the best
 6 option at this time may be to start by adding a set amount to the fund annually.

7
 8 Schell confirmed that the regulating process needs to be monitored better. The example explained
 9 was pertaining to driveways installed without culverts. This could be regulated by driveway
 10 permits. Mulliken and Sauer confirmed that culverts are issued in Liberty Grove with the
 11 driveway permit.

12
 13 Bhirdo and Duffy commented it would be best to create a written policy at the Village Board
 14 level.

15
 16 *A motion was made by Duffy, seconded by Baker, to present the budget information as amended to the*
 17 *Finance Committee. Motion carried – All ayes.*

18
 19 **2. Review of preliminary engineering work on the Braun Redevelopment Site; consider a**
 20 **motion to take plans to bid and recommend construction begin as soon as acceptable low bid**
 21 **has been received.**

22 Due to the desire for five of the developments to be operational by the spring of 2017 Jackson
 23 has requested that the information be passed onto the Village Board as appropriate. The bids
 24 are currently set to go out in the beginning of October.

25
 26 **3. Directors Report**

27 Schell reported that chlorine scales were purchased and the invoice was included as page 30 of
 28 the meeting packet. These were purchased because they were original with the plant and they
 29 had stopped working and they are used to test the chlorine at the plant on a daily basis. This
 30 cost was taken from the replacement fund.

31
 32 Schell reported that Robert E. Lee has been in contact with him for information which confirms
 33 that they are now focusing on the Liberty Grove water study. There haven't been many
 34 complaints since the improvements discussed at the last meeting were put into place.

35
 36 **4. Report of Quarterly Billing Status**

37 Bell reported that we're preparing for the fourth quarter billing. Many of the large delinquent
 38 accounts have been taken care of through the title company when the property was sold.

39
 40 **5. Consider a motion to convene into Executive Session pursuant to Wisconsin State Statutes,**
 41 **Section 19.85(1)(c) to discuss personnel and employee benefits**

42 *At 8:32a.m. a motion was made by Bhirdo, seconded by Baker to convene into executive Session pursuant*
 43 *to Wis. Stats. §19.85(1) (e). A roll call vote was taken and the Board members voted in the following*
 44 *fashion: Baker-Aye; Bhirdo-Aye; Duffy-Aye; Mulliken-Aye; Sauer-Aye. Motion carried.*

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6. Consider a motion to reconvene into Open Session

At 8:32a.m. a motion was made by Mulliken, seconded by Baker to reconvene into open session. No discussion. A roll call vote was taken and the Board members voted in the following fashion: Baker-Aye; Bhirdo-Aye; Duffy-Aye; Mulliken-Aye; Sauer-Aye. Motion carried.

7. Consider a motion to take action, if required.

Duffy commented that the Water, Sewer Collection, and Storm Sewer Committee, with the Wastewater Treatment Plant Committee will direct staff to approve the suggested personnel changes for the 2017 budget.

8. Matters to be placed on a future agenda r referred to a Committee, Official, or Employee.

Jackson commented the next step will be for this information to go onto Finance and asked if Schell had any additional input. Schell would like the next scheduled meeting to remain as previously discussed.

The next joint meeting of the Water, Sewer Collection, and Storm Sewer Committee with the Wastewater Treatment Plant Committee has been scheduled for Tuesday, September 20, 2016 at 7:30 AM.

Adjournment:

A motion was made by Bhirdo, seconded by Baker, to adjourn the September 6, 2016 joint meeting of the Water, Sewer Collection, and Storm Sewer Utilities Committee with the Wastewater Treatment Plant Committee at 8:46 A.M. Motion carried – All ayes.

Respectfully submitted,



Anastasia Bell
Utility Clerk