

**Village of Egg Harbor
Utility Committee Meeting Minutes
June 21st, 2022 11:00 AM**

John Heller, Chair
Mack Bonk, Member
Tom Prohl, Member

TC Johnson, Member
Paul Zeller, Member
Bert Sawyer, Operator

1. Call to order and approval of the agenda

Mack Bonk chaired the meeting as John Heller was absent. Bonk called the meeting to order at 11:12 a.m. Those in attendance were Mack Bonk, Tom Prohl, TC Johnson, Bert Sawyer, Megan Sawyer, and Tom Kispert. Absent were John Heller and Paul Zeller.

Bonk moved to approve the agenda, second by Prohl, motion carried.

2. Approve May 17, 2022 Meeting Minutes

3.

Bonk moved to approve the May 17th, 2022, second by Prohl, motion carried.

4. Open Session (Limited to Ten Minutes)

5. Wastewater Treatment Plant Improvement Phase I Project Update

Kispert reported that the application for payment #14 was submitted to the Village. This is the final payment, and this should close out the project. There may be some outstanding items to finish up with the Clean Water Fund funding, but no one is waiting on anything at this point. Megan Sawyer verified that all payments were up to date after the last meeting. Johnson thanked everyone that was involved in the project. Kispert said Bert Sawyer was a big help throughout the whole process.

6. Reed Bed Clean Out Project Update

Kispert reported that the project was bid earlier this month, the contract was awarded to Peters Concrete. This company was also the successful bidder on the last reed bed clean out. The contract documents were assembled yesterday and should be arriving in Egg Harbor today. The notice to proceed needs to be executed by the Village ASAP so the contractor can get things all lined up. The contractor will be asking for a time extension, which they cannot do until the contract is executed. Kispert said that contractor sees a big benefit in a time extension. When the contractor gets the contract in hand, they will extend the completion date. Megan Sawyer stated that when the notice of award was approved by the Village Board last week there was some discussion on the time extension. Megan Sawyer said she did check in with Bert Sawyer on his thoughts regarding the time extension, Bert is comfortable moving ahead with a time extension and the Village Board did not have any additional comments on this. Kispert will follow up with the contractor and let them know it is okay to extend the substantial completion date to the end of July. This will be done via a formal change order. This would not create a change in expense just a change in timeline. Sawyer said this will be addressed at

the next Village Board meeting. Prohl commented on the difference between the bids that were received. Kispert stated that this same thing occurred last time the project was bid as well.

7. Wastewater Treatment Plant Improvement Phase II Project Update

Kispert stated that we are currently going through the QC process and cleaning up the project specifications and construction drawings. Kispert said in a perfect world, we are still looking to have a late July bid date. The contract would be lined up as soon as we can. The issue is the DNR approval process. Kispert reviewed that the project was submitted to DNR for review on May 2nd, and the DNR has 90 days to complete their review. This puts us into the first week of September. Kispert doesn't have a lot of faith that we will see a response from the DNR prior to that. Kispert reviewed that in the past the committee talked about bidding the project prior to DNR approval but the committee's preference was to wait to bid the project after we receive DNR approval. Kispert suggested that maybe we could advertise for bid mid-July, with late July bid opening if we do not wait for DNR approval. Otherwise, we would push the bid opening into September after DNR approval. This would kick the timing and sequencing back a little bit. The goal is to get the contractor on the ground before the end of the year and this may be tight if we wait to bid in September. We are at the mercy of the WI DNR at this point. Kispert reported that the goal is to have QC process wrapped up by the 4th of July. Kispert said it is his understanding that the parking lot layout is going through some iterations. Once there is a agreed upon layout, the layout will be inserted into the lift station drawing. The preferred way to do this would be to have the phase 2 lift station contractor build the lift station and put the piping in and put all the parking areas back in as gravel. Then, after the lift station project is done, a different contractor, a paving contractor, would come back and put in the parking areas. Bonk asked what Kispert thinks as far as timing of demoing the existing lift station. Kispert said the old lift station will be demolished after the new lift station is up and running and there are no issues. When the new lift station has been running for a couple of weeks and everything is running well, the contractor could demolish the existing structure and the materials could be hauled away. Anything below grade would be filled in. Bert Sawyer asked if the original sewer contractor would be taking the trees down and leveling the ground where the parking lot is going. Kispert said the Phase 2 lift station contractor would clear and grub what he needs to do to construct the lift station. Johnson asked how big of a hole we are going to have when the old lift station gets demolished. Kispert said that the hole won't be much bigger than the footprint of the existing building. Kispert said the sewer main excavating is going to be a big whole because the sewer structures need to be buried 20 ft. deep. Johnson asked if the soil that is removed can be used for backfilling. Kispert said that if the material is suitable for backfilling it can be used, but if it isn't it may not be able to be used. Bert Sawyer said he looked over the soil boring report and asked if it was good news for us. Kispert said there may be some blasting at the very bottom, but it is hard to say how firm or integrated the rock is. The rock may be able to be chipped out rather than blasted. This will be up to the contractor based on what he finds. Megan Sawyer asked for clarity on the bidding schedule. Kispert said the consensus of the committee during previous discussions was to wait until we receive DNR approval prior to bidding, but we can and would receive confirmation from the Clean Water Fund to bid

the project contingent upon DNR approval. Kispert said if this is the preferred method, we will need to touch base with the Clean Water Fund representatives to verify this is acceptable to them. The committee's preference has not changed, and the committee prefers to wait until the project receives DNR approval. Megan Sawyer stated that Dawn Merlin with McMahon is working on putting together some documentation for the Village regarding the next Clean Water Fund application. These applications are not due until September 30th. Kispert said that 99% of the time, everyone that is on the listing for funding receives the funding. Megan Sawyer verified that the Village's WWTF Phase 2 Lift Station project was included on the State Fiscal Year 2023 project priority list. Village staff will continue to work with Dawn with McMahon on our funding application.

8. Wastewater Treatment Plant Manager Report

Bert Sawyer's report was included in the agenda packet. We are closer to the 2020 totals. The plant is treating things like normal. Also included in the agenda packet was the Village's 2021 Compliance Annual Maintenance Report (CMAR). Bert Sawyer said he is happy to answer any questions the committee members may have on the report. Prohl asked about how long it takes Sawyer to put together the report. Bert Sawyer said he can pull a lot of data from the monthly reports he puts together, but typically the audit numbers takes the longest to get. Bert Sawyer said one of the things he wanted to do was compare the electrical savings closer, but he was not able to do so. This is something he is hoping to put together for next year. Prohl asked if 2021 was an odd year and if we are running closer to normal now. Bert Sawyer said he thinks so, as the haulers are still up, but it does seem to be a more normal year in terms of flow. Johnson asked Sawyer how he feels about the Fourth of July coming up. Bert Sawyer reported that we will do the same as past years and have a hauler on standby. Sawyer said that so far in June the flows have been down.

9. Comprehensive Sustainability Plan project introduction and discussion on sustainability goals

Megan Sawyer stated that Lydia Semo, the Village's former Sustainability Coordinator is working on developing a Comprehensive Sustainability Plan for the village as part of her capstone project. Sawyer stated that an introductory video and timeline for the project was included in the agenda packet. Lydia is hoping to get the project completed by mid – August and is attending each of the Village's committee meetings to see if the committees have any ideas on sustainability goals they would like to see addressed in the plan. Megan Sawyer provided some explains of what the Utility Committee might be interested in which include the following: routinely scheduled energy assessment/audit every 5 years in partnership with the Wisconsin Office of Energy Innovation and continued investigation of solar installation. Lydia Semo said the committee can send any additional ideas to her or Megan Sawyer to be submitted to her. Lydia explained that she is looking at creating a document that will give the Village a 10 year outlook on milestones to reach within the next 10 years to become a more sustainable community.

10. Open Session (Limited to Ten Minutes)

11. Next Meeting Time and Date

The next meeting is July 19th, 2022 at 11:00 a.m.

12. Adjourn

Bank moved to adjourn at 11:42 a.m. second by Johnson, all ayes, motion carried.

Meeting minutes completed by Megan Sawyer for review and approval at the July 19th, 2022 meeting.