

VILLAGE OF SUTTONS BAY

COMMITTEE OF THE WHOLE
420 N Front St.
Suttons Bay, MI 49682
Thursday, October 10, 2019 at 8:10 am

AGENDA

1. Call to Order
2. Roll Call
3. Additions / Deletions to the Agenda
4. Reports / Communications
 - a. Jacob's Presentation - WWTP
 - b. DPW Report
 - c. Marina Report
5. Committee Member Information / Comments
6. Public Comments (*Please limit remarks to no more than three (3) minutes or less*).
7. Old Business
 - a. None
8. New Business
 - a. Work Plan Discussion
 - b. Budget Discussion
 - c. Budget Priority Discussion 2020
9. Public Comments/Written Communication
10. Committee Member Comments
11. Announcements:
12. Adjourn



SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT

September 2019

TO: Rob Larrea
Paul Whiteford

FROM: Mark Huggard, JACOBS

DATE: September 25, 2019

COPY: Kevin Dahl, JACOBS
Elizabeth Hart, JACOBS

This report describes our activities during the month of September 2019. If there is additional information you would like included in the report, please let us know.

Permit compliance:

Available lab results for the month of September indicate full permit compliance.

JACOBS completed and submitted August's Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The facility was in full compliance.

Operations:

September

Average Influent Flow 2019	165,035*	Gallons per day
Average Influent Flow 2018	133,197	Gallons per day
Available total monthly hauled truck waste 2019	189,369*	Gallons
Total monthly hauled truck waste 2018	183,536	Gallons

* Data compiled through September 24th, 2019.

The WIN 911 alarm dialer system was out of service a few times during the month of September. In coordination with WIN 911 support we were able to resolve the issue and return the software to service. In cases when WIN 911 isn't operating correctly we are able to utilize the old dialer system as a backup.

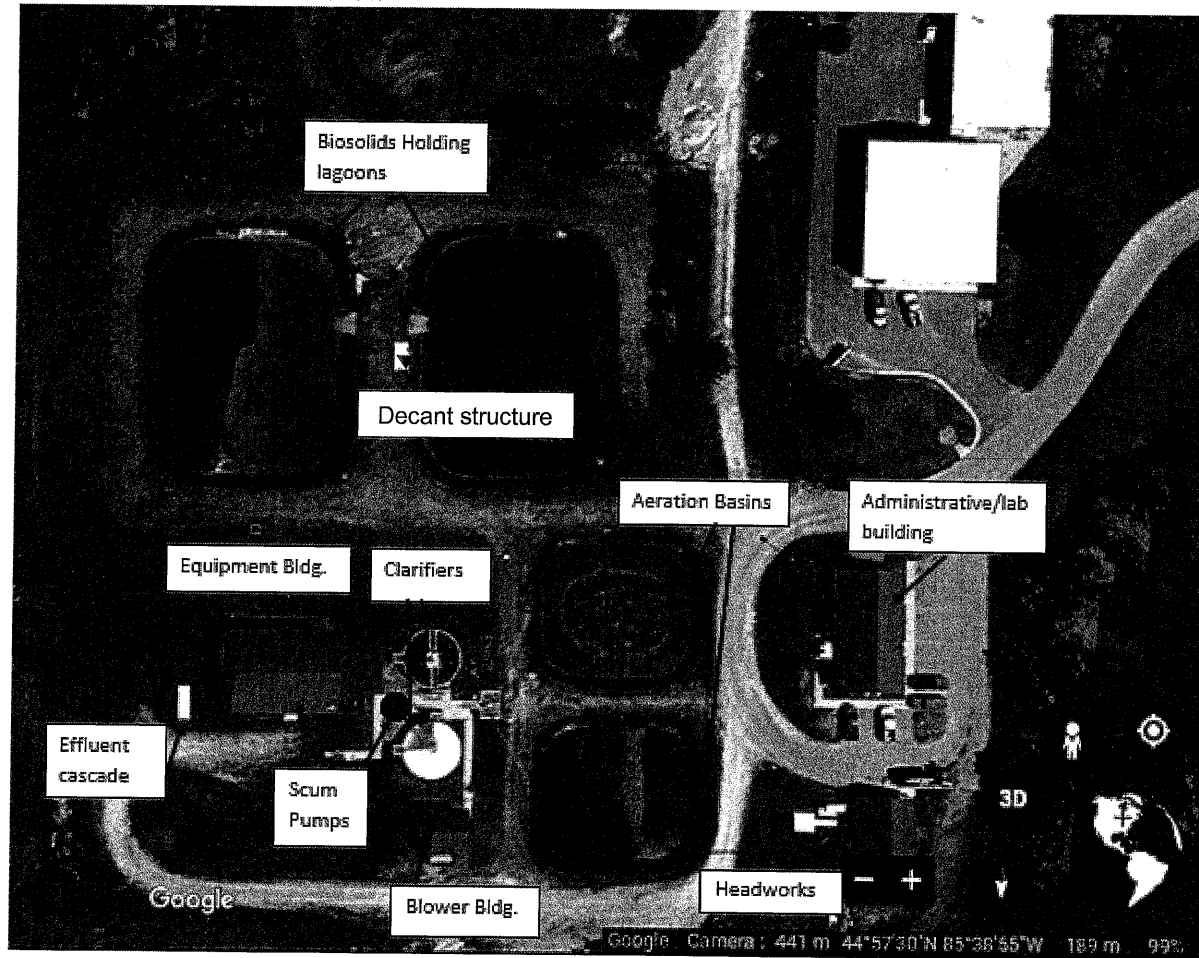
We performed maintenance on the Ultraviolet Disinfection System, which included replacement of the bulbs and wipers on UV bank B. This maintenance was performed due to a downward trend in UV intensity and dosage. We provided the Village a quote from Xylem for UV spare parts, the order will be placed once the Village approves.

We re-attached an aeration down leg hose to the aeration header on aeration basin 2.

We performed a confined space entry into the scum pump valve pit to isolate and backflush the scum line. We were successful in removing the blockage, which allowed us to return the scum pumping system back to automatic operation.

On Thursday September 19th, we were called out to the facility for multiple equipment failures, which appeared to be result of a brief power failure. We completed a walk through of the facility to ensure all equipment was back online and operating correctly.

Treatment Plant Aerial View



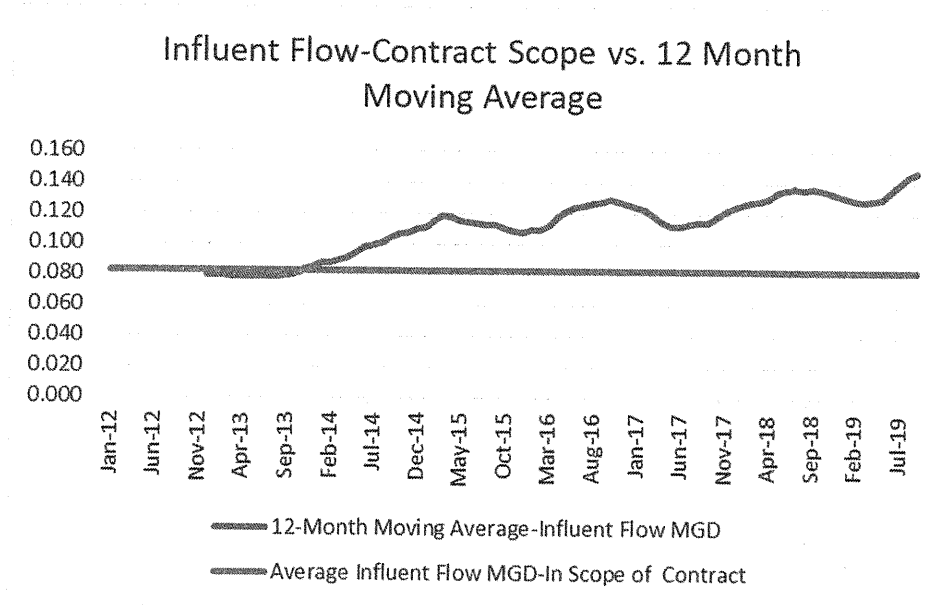
On the Horizon:

- Complete spare parts inventory list.
- Installation of the new lower bearing unit for the influent building's fine screen.
- Rebuild of Decant and Scum pump control cabinets.
- Ferric Chloride pump programming upgrades.

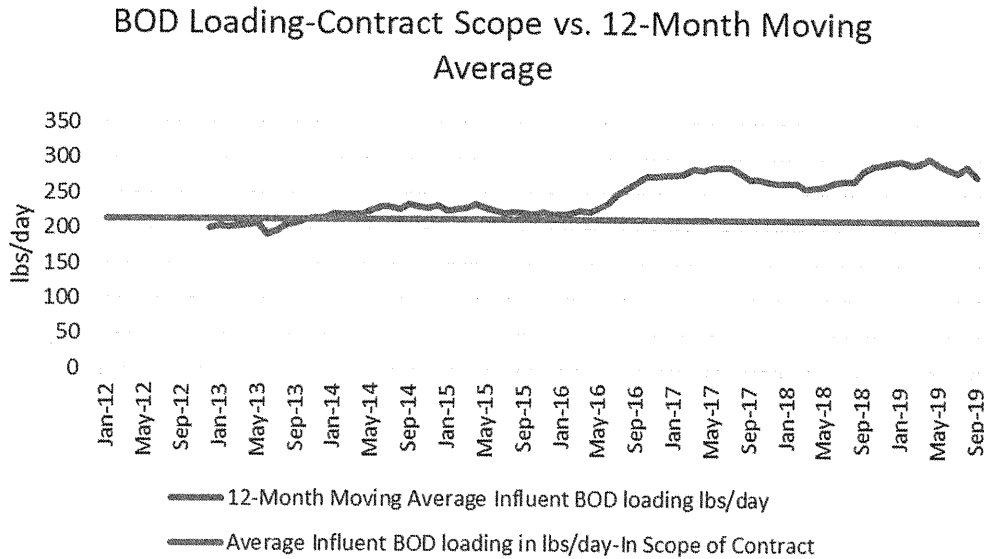
- Rotation of clarifiers. Due to flows and loadings only one clarifier is required to be online at a time. We rotate the clarifiers on a seasonal basis to ensure they are exercised and operating correctly.
- Acquiring RAS/WAS pump replacement costs. These pumps are nearing the end of their life, impellers are worn to the point of needing replaced and parts are obsolete. Jacobs will provide a replacement memo detailing the options and our recommendation.

The following graphs illustrate the facility's influent characteristics encompassed in our scope per Amendment 3 to our 2010 agreement compared to actual influent characteristics. Influent flow characteristics are based on a 12-month moving average.

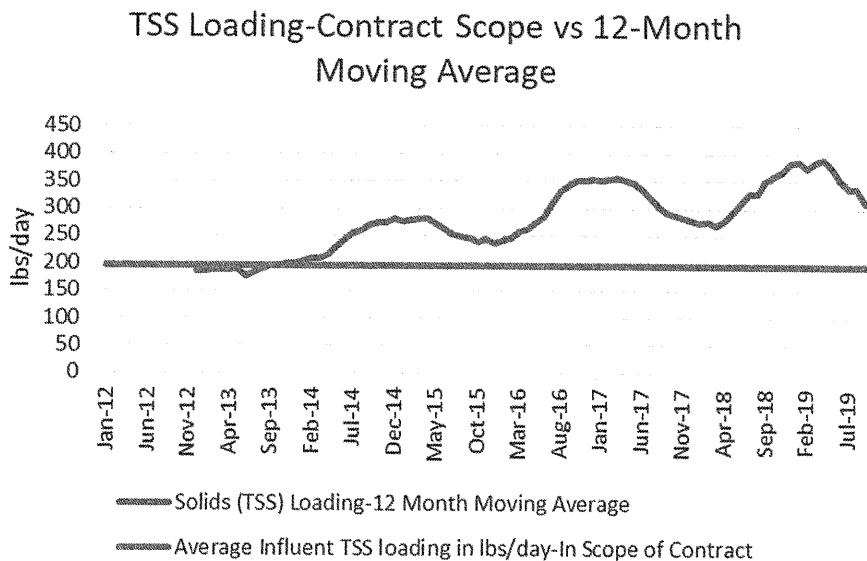
Influent Flow



BOD Loading



TSS loading





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Financial Report

Current Month	Aug-19	Comments
		Purchases and Services: Dissolved Oxygen (DO) probe fittings, Floats for the DO probes, thermocouple for muffle furnace, replacement batteries for Uninterrupted Power Supply, machining services for Beach St. station pump install, replacement rake comb for fine screen unit, new Hach auto sampler, Windemuller Electric SCADA programming.
Current Month Repairs	\$ 6,525.23	
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Utilities	\$ 131.83	
YTD Repairs	\$ 11,998.28	
Repair Budget Remaining (\$6,000 Limit)	\$ (5,998.28)	Note: Annual repair non-labor limit exceeded
YTD Repair Labor Hrs	\$ 210.75	
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (106.75)	Note: Annual repair labor limit exceeded
YTD Chemicals	\$ 4,896.33	
Chemical Budget Remaining (\$4,500 Limit)	\$ (396.33)	
YTD Utilities	\$ 18,746.20	
Utility Budget Remaining (\$33,000 Limit)	\$ 14,253.80	

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Committee of the Whole Status Report

David Miller, Director

Suttons Bay DPW and Utilities

10/3/2019

Utilities

WATER: Preparation for chlorination of water distribution system is underway. Chemical feed pumps have been tested and are in an operational condition. Digital chlorine meter has been acquired to ensure safe and effective analytical testing results and accurate control for proper dosage. Hydrant flushing will be performed during this period to ensure complete coverage of the chlorine dosage and to flush out rust scaling and mineral deposits that naturally occur in the watermain and hydrants.

SEWER: Sewer stations are operating normally. Infiltration of the collection system is a problem when there are significant amounts of rain. This data is now being trended on a graph in the office. Rain gauge was purchased to determine the impact of the system regarding the amount of rainfall. Rainfall data line will be added to the sewer flow graphs. With this information we will be able to calculate at what accumulation of rainfall starts to impact flow into the sanitary system.

Cummins Bridgeway will begin annual generator preventative maintenance of the emergency stand-by equipment. Coolant hose leak from the block heater was repaired at the Main Pump Station by staff. Hoses will need to be replaced due to wear. At the WWTP a coolant leak from that block heater was discovered after a generator fault alarm shut the system down during its weekly exercise. Block heater is temporarily turned off and the leak was isolated by closing the isolation valves. Repairs will be done to replace the bad lines.

DPW

Scheduled daily work continues, park maintenance and weekly brush/Bio bag pick up has been ongoing. The dump site has been cleaned up and cleared of overgrowth. The road to the dump has been cleared of deadfall and the road improved getting in, around and out of the site. Staff completed some weed removal downtown off the main street and cleared dirt that has accumulated the inlets to the rain gardens. Small engine equipment repairs and maintenance for fall cleanup has started also including work for snow removal equipment. Pothole patching was done on Elm St., South Shore and other effected areas. Assisted marina with removal of sandbags and have them stored at the WWTP.

UPCOMING PROJECTS

Winterization of the marina is planned in the next few weeks and a new shutdown procedure will be written in place. Accessible shutoff valve will be installed on the 1 ½" sewage discharge line from the pump-off station during this time. This is to prevent any potential discharge from the collections system or inflow from the lake due to the high-water level conditions. The goal is to isolate during the winter and isolate for emergency during the months the system is operational.

STAFF

SAFETY and TRAINING: Staff will be trained onsite at each location regarding the safe handling and operation of portable generator unit. Laminated S.O.P's will be posted inside the control door of the generator, Wellhouse 3&4, and Port Sutton pump station control cabinet. Some of the detailed instructions will include the selection of proper voltage at each site, including color-coded power cords and corresponding receptacles. Safe operation of switch gear and placement of pump switch sequences are some highlighted items

OTHER: Weekly meetings with staff started last week. I wanted to get everyone together to engage in open dialogue to help share information, knowledge of tasks, and upcoming activities. The goal in mind to help plan thing out together as a group and stay on the same page as a department. List of items that we discussed has been compiled from the gathering and will be posted in the meeting room and updated weekly.

Thank you,

Suttons Bay Marina
September 2019 Staff Report

The month of September remained busier than years past. The unseasonably warmer temperatures brought in a nice late season revenue source. We saw a decent amount of transient and fuel sales. Seasonal slips customers are vacating berths daily, for winter storage. Currently the marina slips are 75% vacated. The Marina officially closes on October 15th and Seasonal Slip holders have until the 31st to remove their boats.

I met with Al McDonald from Elmer's to discuss the work to be done on the Marina's North Pier (40' extension of rip rap). I also spoke with him regarding the Coal Dock Shoreline. We are currently awaiting numbers and a timeframe on these projects. Both projects are permitted.

The 2019 Facility and Operations Report has been completed. This report is a resource on current conditions of marina equipment, buildings and grounds. It also acts a foundation for future maintenance and operational needs. If anyone would like to obtain a copy of the report please let me know.

I spent time reviewing the marinas revenue and expense report for the 2019 season. Accordingly; I submitted my notes on possible CIP budget requests as well as notations on potential changes to other line items.

There will be more of a necessity in an aggressive ice suppression system this winter. With the new dock layout and gangways it is highly important to protect these areas from possible thermal ice expansions. It is also imperative to use water circulators at pylons. Half of the necessary water agitators have been installed. The marina will need to purchase 7 additional bubblers to protect dock assets. An additional note on winter ice suppression; will be the need to closely monitor the water levels before the freeze. There could be a possibility of adding or if possible moving agitators around.

With the assistance of the DPW I had an opportunity to clean out and organize the North Park storage building. This building is more than ready for all winter storage items. The DPW also helped in the removal of sand bags. There were 10 pallets of sand bags. These will be stored off site for the winter and I am praying that we will not have a need from them next season but my feelings are very skeptical. I do believe we will have another summer of possible high water ☹

Sincerely,

Edie Aylsworth

Suttons Bay Marina, Harbor Master