



Steve  
Mike  
Page 12

UTILITY/MARINA COMMITTEE  
420 N Front St.  
Suttons Bay, MI 49682  
Thursday, May 7, 2020 at 8:10 am  
VIA Remote Participation

**AGENDA**

Call to Order

1. Reports (staff)
  - a. DPW Director Report (verbal)
  - b. Marina Report
  - c. WWTP Report
  - d. Treasurer Report
  - e. Manager's Report (verbal)
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. Assistant Harbor Master Request
4. Status Update – Other Committees
  - a. Personnel Policy (sent via email)
  - b. Intergovernmental Agreement-Recycling Fee
  - c. Library Board Appointment
  - d. Schedule Village Clean Up Day
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

## Suttons Bay Marina

### Staff Report April 2020

The majority of the month of April has been spent sending out communications to seasonal slip holders and possible transient boaters. With these uncertain times with COVID-19, I have been putting together different contingency plans on safe operations for our staff and slip holders. I have put much research into how other marinas are operating throughout the country during this pandemic. I have also reached out in communicating with other Harbormasters throughout our area. Not knowing if the Executive Order will extend past May 15<sup>th</sup> and or what limits we may have on our operations past that date; I am compromising many different options that I feel will help keep the public and the staff safe. Our first obligation will be to our seasonal slip holders and with that I have held off on any transient reservation requests. As the curve flattens and operations may loosen we can slowly start to accommodate transient boaters. I am feeling that for the first month of operations sometime into mid-June all gas dock transactions will have to be pre-scheduled with the customer not leaving the vessel while fueling or receiving a pump-out. The first phase will be to open the marina to seasonal slip holders and their immediate family only, by May 15<sup>th</sup>. This date could change depending on future Governor Executive Orders.

Another item that I am working on is securing more PPE products for the staff. Without taking away from the surplus needed for our medical workers I am needing to get creative with masks and gloves. We do have a limited amount of these items left over from the 2019 season. The supply order for the bathhouse of toilet paper and paper towels is back ordered because of the pandemic but this could change soon.

I have had the opportunity to reconnect the south and north piers from there winter hibernation. Navigational buoys have been put out. We are currently working on the Coal Dock gangways. These gangways need to be reconstructed to accommodate the rip rap erosion project that was done this past fall.

With the late start this season and the possibility of lower revenue, some projects that were set to happen this spring will be scaled back to fall or the spring of 2021. These items consisted of landscaping and adding more rip rap within the main harbor basin. As landscaping can wait I feel that there will be a need to do the rip rap project this fall because of rising water levels.

There are projects that still need to happen this spring. The bathhouse roof, the epoxying the inside of the bathhouse and a water runoff berm. The berm needs to be constructed near the B Dock entrance and Harbor Hut. This area gets flooded every time the wind blows substantially out of the North and during seiches.

I will be bringing in limited staff to help with opening procedures. Staff can work alone on projects and will not be within 6' of each other.

Staff Safe,

Edie Aylsworth

Suttons Bay Marina, Harbormaster

## SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT

**March 2020**

**TO:** Rob Larrea  
Dave Miller

**FROM:** Mark Huggard, JACOBS

**DATE:** April 1<sup>st</sup>, 2020

**COPY:** Kevin Dahl, JACOBS  
Elizabeth Hart, JACOBS

This report describes our activities during the month of March 2020. 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 March indicate full permit compliance.

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

### **Operations:**

#### **March**

|  |         |                 |
|--|---------|-----------------|
| Average Influent Flow 2020*            | 168,000 | Gallons per day |
| Average Influent Flow 2019             | 106,000 | Gallons per day |
| Total monthly hauled truck waste 2020* | 115,738 | Gallons         |
| Total monthly hauled truck waste 2019  | 202,958 | Gallons         |

\* Data compiled through March 30, 2020.

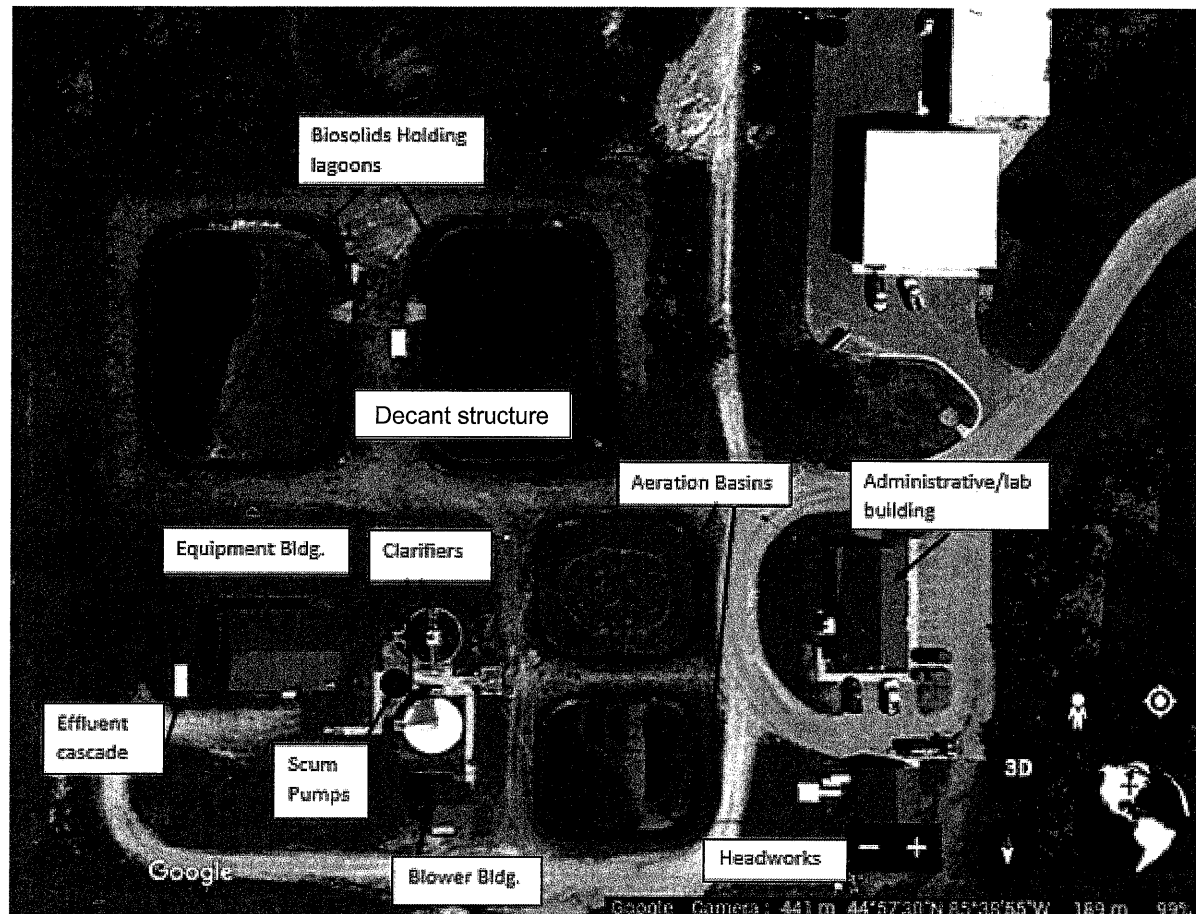
The Village placed an order for 2 new Return Activated Sludge (RAS) pumps. Jacobs will schedule installation once received.

We installed a new dampener valve on the ferric chloride feed line.

As noted in the Governor's Executive Order, EO 2020-21 Section 8E Waste Water employees are considered "Critical Infrastructure Workers" and will continue to provide the necessary services to ensure public health and sanitation. Along with the guidelines detailed in the EO and in conjunction with the safety/precautionary measures detailed by Jacobs Health, Safety and Compliance Teams, we have implemented our Pandemic plan. This plan contains but is not limited to the following:

- Staffing shift changes and Succession plans
- Protocols to limit employee interaction and COVID 19 exposure such as:
  - Shift changes
  - No Venders
  - No Tours
  - No Interviews
  - No Non-Essential Meetings
  - Cleaning/Disinfection between shifts
  - Maintaining 6' social distancing with holding tank waste haulers, Village employees etc.
- Ordered and received enough Ferric Chloride to ensure the inventory exceeds 6 months capacity.
- Identified all critical equipment for the facility and will purchase essential spare parts if needed.
- Prioritized preventive maintenance task in the event staffing is limited.
- Coordinated with our lab and our contract labs to ensure permit sampling and analysis is maintained in the event staffing is limited.

## Treatment Plant Aerial View

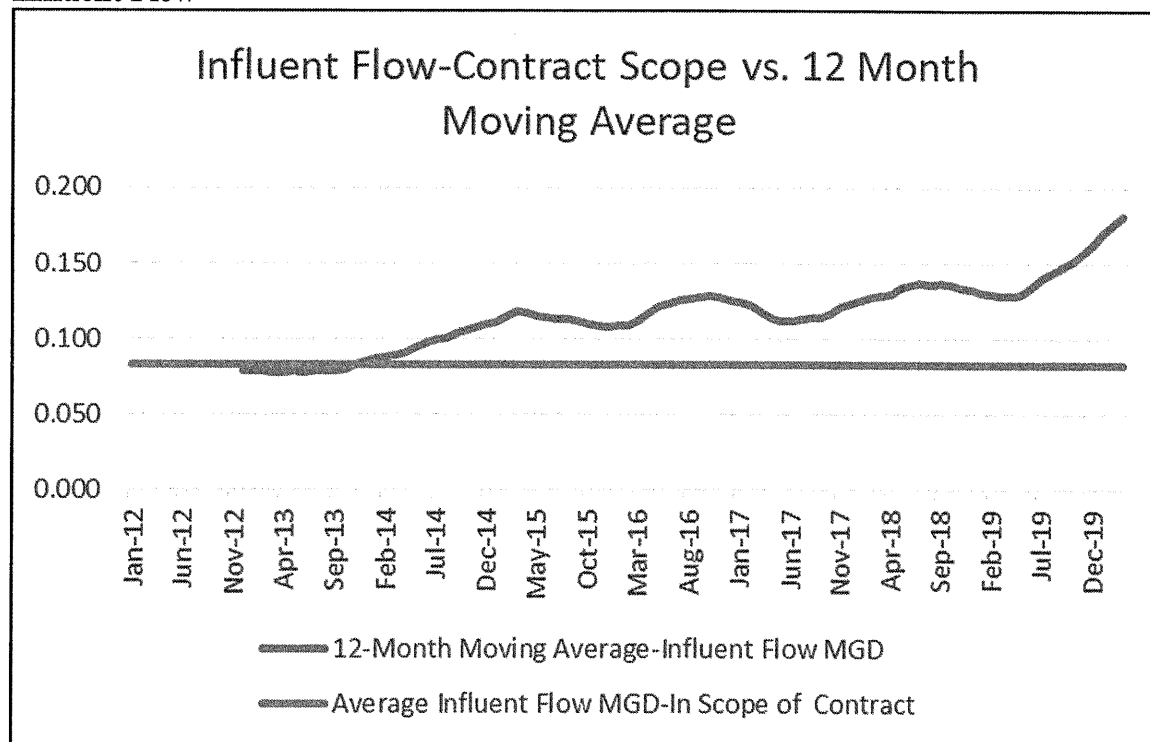


### On the Horizon:

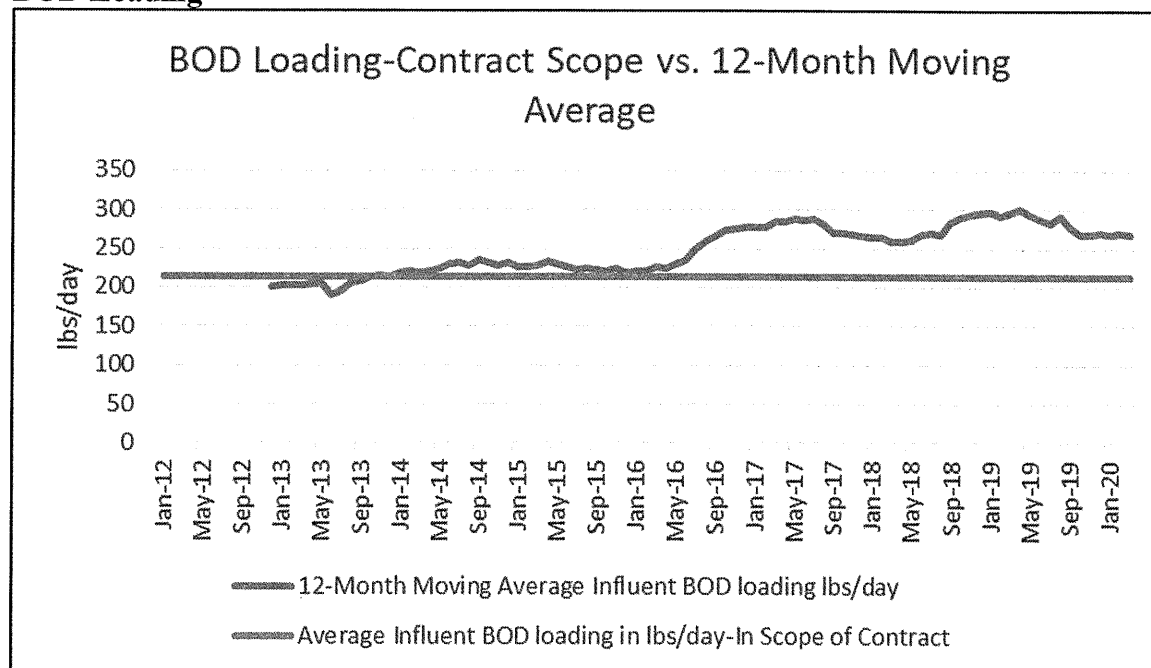
- Complete spare parts inventory list.
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Rebuild of Decant and Scum pump control cabinets. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller to complete week of January 27th).
- Investigate the SCADA hauled truck waste flow logs. (Windemuller).
- Removal of Grit from Influent channel.
- Obtain cost for HTW unloading upgrade.

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.

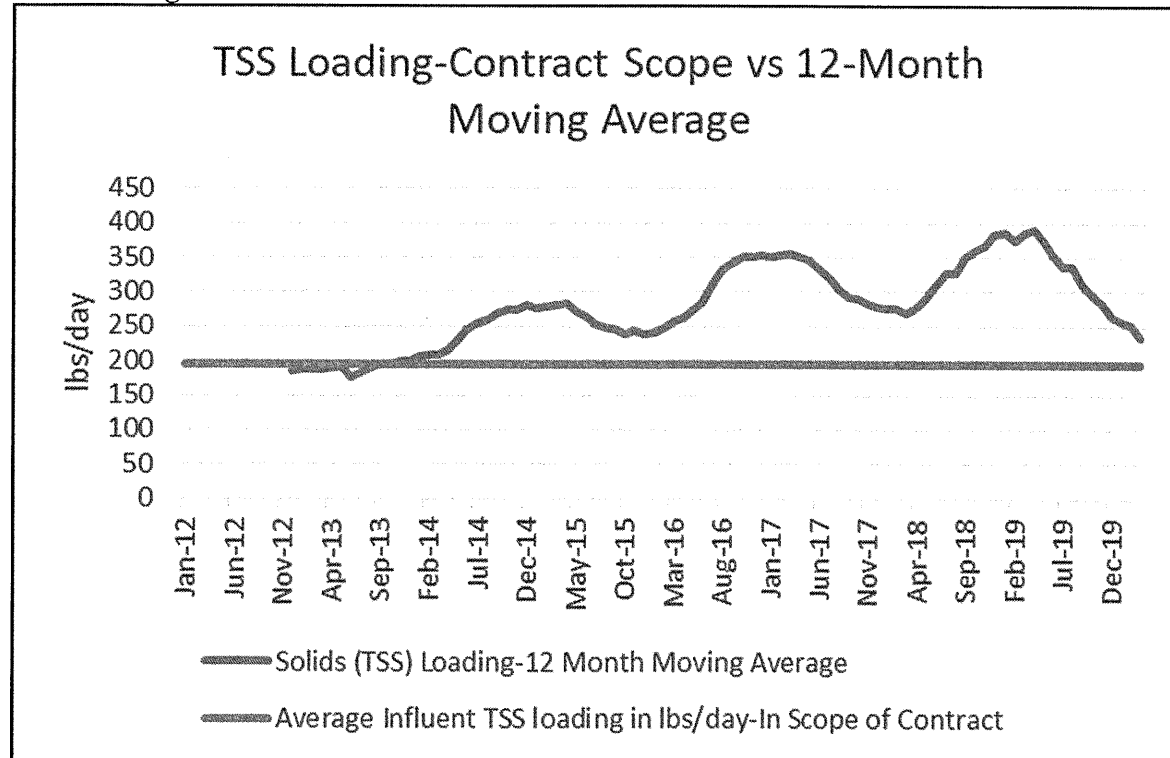
## Influent Flow



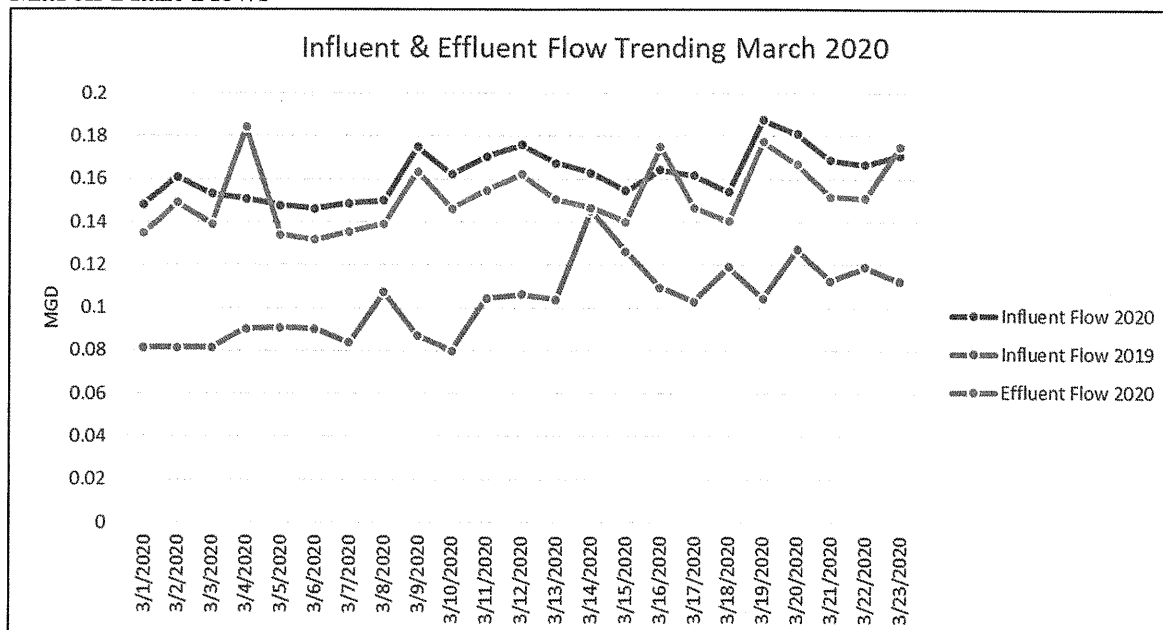
## BOD Loading



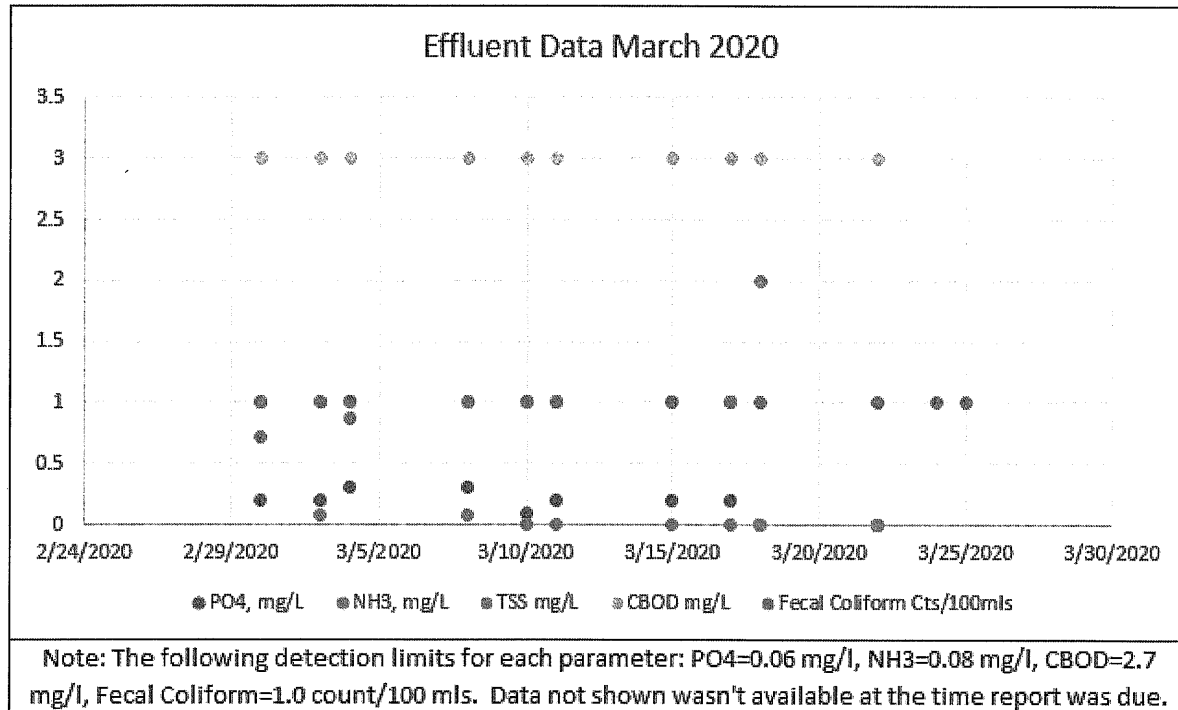
## TSS loading



## March Plant Flows



## March Effluent Data



## Financial Report

| Current Month                              | Mar-20       | Comments   |
|--|--------------|--|
| Current Month Repairs                      | \$ 6,709.98  | Purchased the following: 2- ASCO solenoid valves for fine screen, 1 LEL gas sensor, 1- Dampner valve for Ferric pump, 1 - Ferric pump rebuild kit. Repairs: Infuent sampler head repaired by Hach, Ferric pump alarm/control upgrades (work approved in spring 2019) |
| Current Month Repair Labor Hrs             | \$ -         |  |
| Current Month Chemicals                    | \$ -         |  |
| Current Month Utilities                    | \$ 2,637.30  |  |
| YTD Repairs                                | \$ 6,709.98  |  |
| Repair Budget Remaining (\$6,000 Limit)    | \$ (709.98)  | Note: Annual repairs limit exceeded  |
| YTD Repair Labor Hrs                       | \$ -         |  |
| Repair Labor Hrs Remaining (Limit 104 hrs) | \$ 104.00    |  |
| YTD Chemicals                              | \$ -         |  |
| Chemical Budget Remaining (\$4,500 Limit)  | \$ 4,500.00  |  |
| YTD Utilities                              | \$ 2,637.30  |  |
| Utility Budget Remaining (\$33,000 Limit)  | \$ 30,362.70 |  |

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Elizabeth Hart, Jacobs  
[Elizabeth.hart@jacobs.com](mailto:Elizabeth.hart@jacobs.com)  
 231-922-4922



## SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT

April 2020

**TO:** Rob Larrea  
Dave Miller

**FROM:** Mark Huggard, JACOBS

**DATE:** April 29th, 2020

**COPY:** Kevin Dahl, JACOBS  
Elizabeth Hart, JACOBS

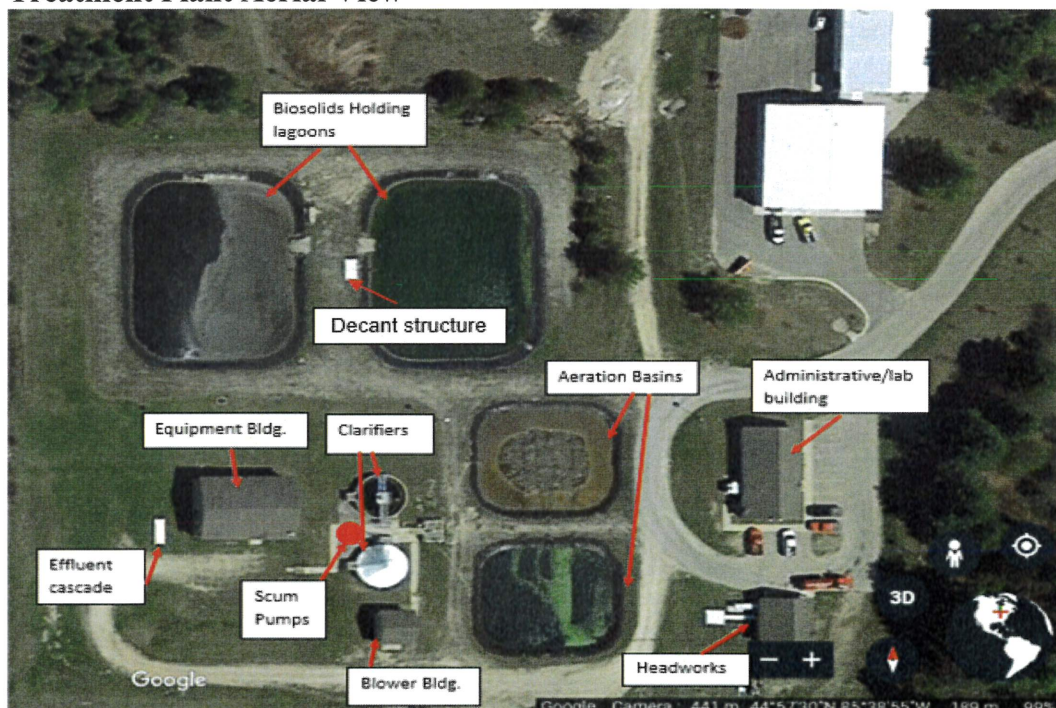
This report describes our activities during the month of April 2020. If there is additional information you would like included in the report, please let us know.

### **Permit compliance:**

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

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

### **Treatment Plant Aerial View**



## Operations:

### April's Flow Report

|  |         |                 |
|--|---------|-----------------|
| Average Influent Flow 2020*            | 184,437 | Gallons per day |
| Average Influent Flow 2019             | 155,015 | Gallons per day |
| Total monthly hauled truck waste 2020* | 70,608  | Gallons         |
| Total monthly hauled truck waste 2019  | 233,414 | Gallons         |

\* Data compiled through April 28th, 2020.

Plant operations went well for the month of April.

We responded to and addressed the following alarms:

- On Wednesday April 8<sup>th</sup>, we responded to UV system bank failure alarms. Both banks were up and running when we arrived, the alarm was reset, and a full plant walkthrough was completed to ensure no other equipment was offline.
- On Sunday April 19<sup>th</sup>, we received another UV system bank failure alarm. This alarm was the same as the one received on the 8<sup>th</sup>. We logged into the SCADA system remotely to reset the alarm and verify the UV system was operating correctly.

In response to these alarms we ordered an Uninterrupted Power Supply (UPS) for the UV system PLC. The installation of a UPS will ensure the PLC doesn't lose power in the event of a brief power blip.

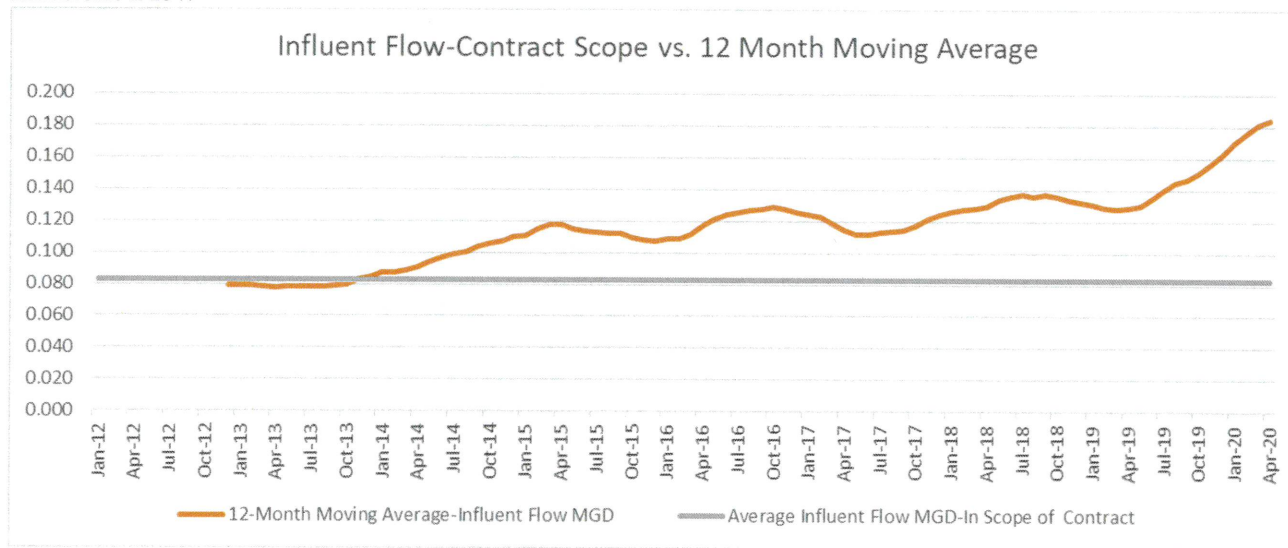
### On the Horizon:

- Investigate the source of the intermittent power disruptions that result in UV system bank failure alarms. (To date, we had the line power monitored by the power company and they were unable to identify any issues with the source power coming into the facility)
- Complete spare parts inventory list.
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Rebuild of Decant and Scum pump control cabinets. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller to complete week of January 27th).
- Investigate the SCADA hauled truck waste flow logs. (Windemuller).
- Removal of Grit from Influent channel.
- Obtain cost for HTW unloading upgrade.

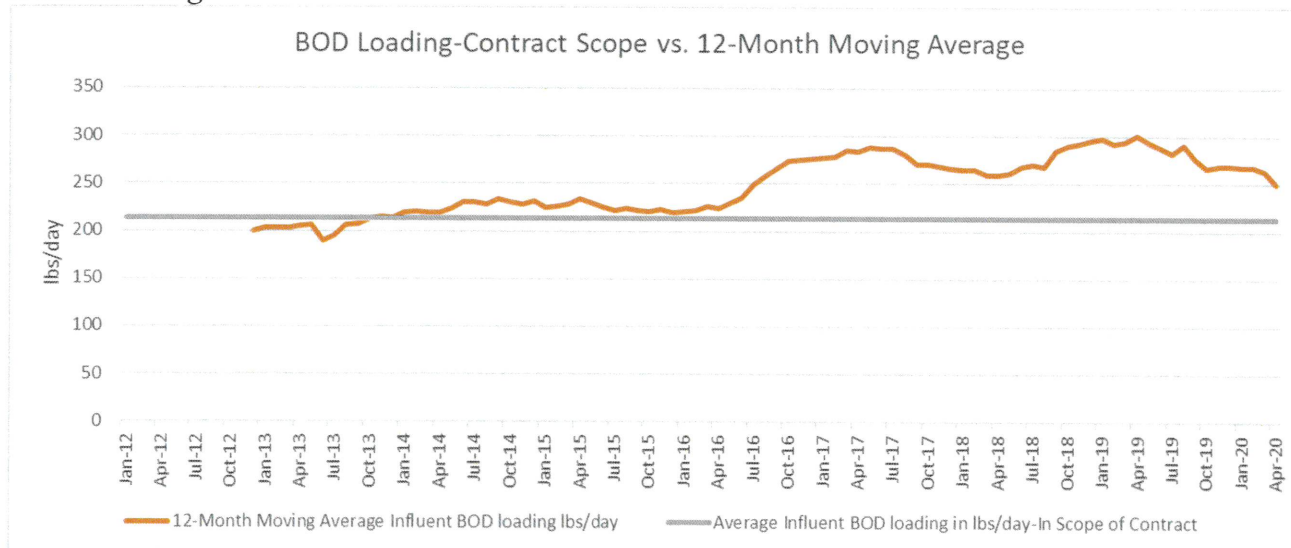
## Plant Influent and Effluent Trends

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

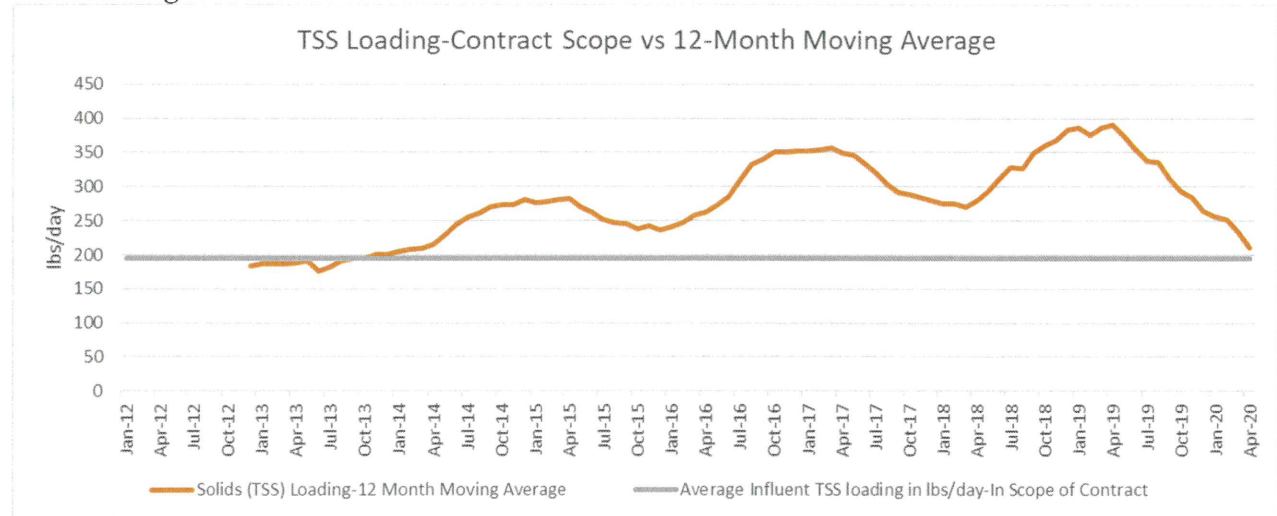


### BOD Loading



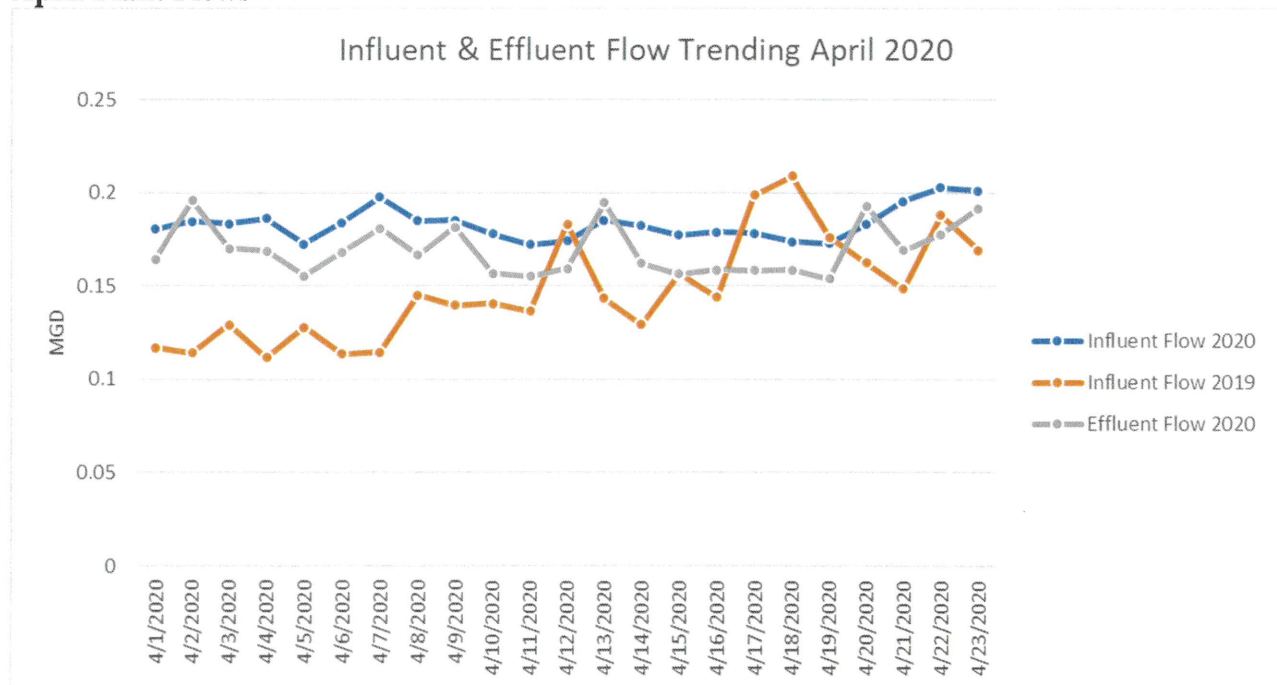


## TSS loading

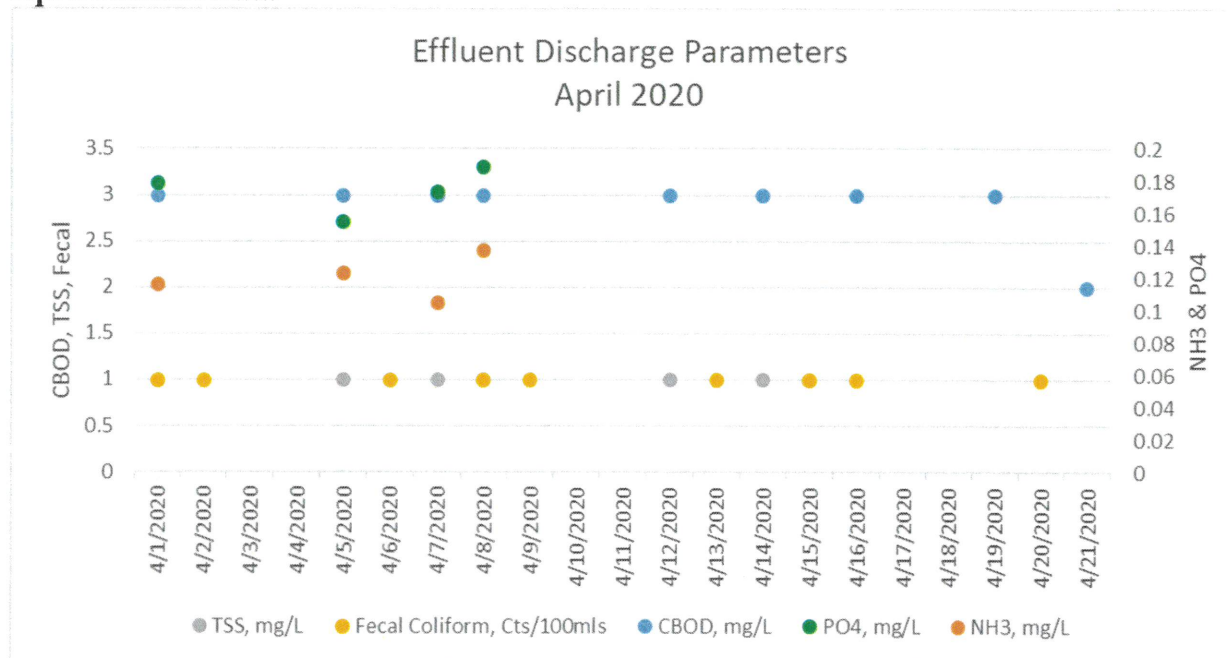


The plant flows graph illustrates the facilities current influent and effluent flow trend for the reporting month and the influent flow for the same month of the previous year. The effluent data graph illustrates the current reporting months effluent permit parameter concentrations, the table below the graph provides the permit limit concentrations for each parameter.

## April Plant Flows



## April Effluent Data



| Parameters                             | Monthly average       | 7-day average         |
|--|-----------------------|-----------------------|
| Total Suspended Solids                 | 30 mg/L               | 45 mg/L               |
| Fecal Coliform                         | 200 counts/100 mls    | 400 counts/100 mls    |
| Carbonaceous Biochemical Oxygen Demand | 25 mg/L               | 40 mg/L               |
| Total Phosphorus, PO4                  | 0.5 mg/L              | No Limit              |
| Ammonia, NH3                           | Report only, no limit | Report only, no limit |

## Financial Report

| Current Month                              | Apr-20        | Comments   |
|--|---------------|--|
| Current Month Repairs                      | \$ 197.91     | Purchased new pH probe   |
| Current Month Repair Labor Hrs             | \$ -          |  |
| Current Month Chemicals                    | \$ 4,187.94   |  |
| Current Month Utilities                    | \$ 4,456.49   |  |
| YTD Repairs                                | \$ 9,388.49   |  |
| Repair Budget Remaining (\$6,000 Limit)    | \$ (3,388.49) |  |
| YTD Repair Labor Hrs                       | \$ -          |  |
| Repair Labor Hrs Remaining (Limit 104 hrs) | \$ 104.00     |  |
| YTD Chemicals                              | \$ 4,187.94   | Ferric Chloride was ordered to ensure we had maximum capacity on-hand in case of supply issues related to COVID-19 |
| Chemical Budget Remaining (\$4,500 Limit)  | \$ 312.06     |  |
| YTD Utilities                              | \$ 7,093.79   |  |
| Utility Budget Remaining (\$33,000 Limit)  | \$ 25,906.21  |  |

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TO WHOM IT MAY CONCERN 4/21/20

MOVING TRAFFIC FROM M-22  
TO ST. MARY'S ST. BECAUSE OF THE  
VILLAGE PROJECT IS UNDERSTANDABLE,

I'VE NOTICED YOU'VE PLACED SEVERAL  
TEMPORARY STOP SIGNS, i.e. 4<sup>th</sup> ST. &  
ST. MARY'S,

I WOULD SUGGEST YOU CONSIDER  
ANOTHER AT ST. MARY'S & GROVE ST.

IF YOU DID TRAFFIC WOULD BASICALLY  
HAVE TO STOP EVERY TWO BLOCKS  
FROM 4<sup>th</sup> ST. TO M-204.

HAVING A (4) block stretch seems  
TO ENCOURAGE 'SPEEDING'...

WITH COVID 19 THERE SEEMS TO BE  
AN INCREASE IN FOOT TRAFFIC, IN-  
CLUDING YOUNG PEOPLE WITH SMALL  
CHILDREN & ANIMALS.

OVER →



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420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051

[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

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April 29, 2020

Mr. Gerald Stayman  
420 Broadway  
Suttons Bay, MI 49682

Dear Mr. Stayman,

I hope this correspondence finds you well. As you know, in the past several months the Village council has discussed ways to mitigate the water runoff in the West Broadway area. As previously discussed, the Village is willing to take over the basin so that we can properly maintain it to avoid water trespass onto Broadway Street. With that said, the village is willing to pay all costs in creating and maintaining the easement. In order to begin this process, we will need written authorization from you, allowing us to proceed with hiring the appropriate professionals to create a legal easement.

Thank you in advance for your cooperation in this matter. As this is a time sensitive matter, we look forward to hearing back from you as soon as possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rob Larrea", with a long horizontal line extending to the right.

Rob Larrea  
Village Manager

cc: David Miller, DPW Director





## Suttons Bay Marina Committee Recommendation

### Subject:

Create a new position, Assistant Harbor Master

### Purpose:

To consider the attached Job Description (Assistant Harbormaster) for creating and filling this position for the 2020 season and beyond

### Overview:

There is a need to create a position under the Harbormaster with the primary duty to assist the Harbormaster in the management and operations of the marina and marina grounds. To enforce all applicable laws, ordinances, provide customer support and supervise seasonal dockhands when assigned to and in the absence of the Harbormaster. With the long hours of operations the marina extends during the boating season the Harbormaster is unable to always be on duty. Also, as we have learned in the past 6 weeks we are all vulnerable to becoming ill even in good health. There is a need to create a position that can handle the marina operations in the absence of the Harbormaster.

The budgeting for this position would come directly from the marina 703.0 (wages/dock hands) line item, expenditure without a need to amend. This position could be filled by a senior level dock hand with wage between \$14 - \$16 an hour with hours ranging from 25-40 hours per week. This position would be considered seasonal.



## **Village of Suttons Bay Assistant Harbormaster Job Description**

### Summary

The Assistant Harbormaster's primary duty is to assist the Harbormaster in the management and operations of the marina and marina grounds. To enforce all applicable laws, ordinances, provide customer support and supervise seasonal dockhands when assigned to and in the absence of the Harbormaster.

### Classification/Work Time

The Assistant Harbormaster will be an hourly seasonal position May 1<sup>st</sup> through October 15<sup>th</sup>.

### Supervision Received

This position is under general supervision of the Harbormaster and Village Manager

### Supervision Exercised

Supervision will be exercised over seasonal employees. Supervision may also be over contractors and vendors as assigned by the Harbormaster

### Responsibilities and Duties

An employee in this position may be called upon to do any of the following as designated by the Harbormaster

1. Shall enforce applicable Federal, State and Local laws, regulations and ordinances pertaining to the operation and use of the marina
2. Maintain a level of professional expertise and image that promotes efficient use of the resources available to the department
3. Promote and supervise employees in proper safe working conditions and procedures
4. Develop weekly work schedules for dock hands and oversee work tasks in the absence of the Harbormaster
5. Provide instructions and guidance to dock hands to ensure continuity of specified policy, rules and fees in Harbormasters absence or as assigned to by Harbormaster
6. Assist the Harbormaster in overseeing the daily operation and sale of fuel, ice, sewage pump outs, boat launches, transient slips and all other products or services provided
7. Ensure restrooms are cleaned and maintained, harbor hut, docks walkways, grounds equipment and other areas assigned to the marina as required
8. Assist in the readiness of all docks, buoys, equipment and facilities to be operational opening day. Assist in the winterizing of all docks, buoys, equipment and facilities for end of season closing.
9. Perform related work and/or other activities as defined by the Harbormaster

### Job Conditions/Physical Demands

Work settings and hours vary from office settings to working on the docks, gangways and marina grounds. Must be able to work in all weather conditions, nights, weekends and holidays in regularly hazardous, unsafe, stressful and physical demanding conditions. While performing the duties of this position, the employee is frequently required to stand, sit, talk, use of both hands, ability to handle and/or feel objects, tools or controls; and reach with hands and arms. Employee is required to traverse gangways, piers, floats, docks, and other structures found in a coastal marina environment. The employee is required to step over rails and/or climb ladders to board watercrafts of different sizes and configurations. Employees must regularly be able to lift and reposition objects weighing 50 lbs.

### Desirable Qualifications For Employment

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, customers, supervisor and other village employees.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to read and write and comprehend written and verbal instruction.
- Knowledge of marina operations
- 2 years of marina work experience
- High School Diploma and valid Michigan Driver's License
- Knowledge of local marina laws and regulations and local ordinances
- Good judgement and physical condition to commensurate the duties of this position