



## SEWER AND WATER UTILITIES COMMITTEE MEETING AGENDA

Tuesday, July 14, 2026 at 1:00 P.M.

Sister Bay Wastewater Treatment Plant, 2124 Autumn Ct., Conference Room

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723, Passcode: 304078, Connect by phone: 1-301-715-8592, Meeting ID 443 990 1723#

For additional information check: <http://www.sisterbaywi.gov>

### AGENDA

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes of the March 10, 2026 Meeting, as Published
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items:
  - a) Sludge Tank Aeration System Repair
  - b) Disconnection Policy Discussion
  - c) Deferred Payment Agreement Policy Discussion
  - d) Tax Roll Policy Discussion
  - e) Leak Credit Policy Discussion
    - i. 2373 Parkview Dr: Water/Sewer Billing Dispute
  - f) Rate Discussion – Sewer
  - g) Water Rate Study RFP
  - h) Wastewater Treatment Plant Operations Report
7. Matters to be placed on a future agenda or referred to a committee, official, or employee
8. Adjournment

#### Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Megan Barnes, Utilities Director, at [megan.barnes@sisterbaywi.gov](mailto:megan.barnes@sisterbaywi.gov). It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. 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 or accommodation at no cost to the individual. 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 Administration Office at 854-4118, (FAX) 854-9637, or by writing to 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. Monday – Thursday and 8 a.m.-12 p.m. Friday).

*The Village of Sister Bay is an Equal Opportunity Provider and Employer.*

POSTED DATE/SIGNATURE \_\_\_\_\_

**Sewer and Water Utilities Committee Meeting Minutes**  
**Tuesday, March 10, 2026 at 1:00 P.M.**  
**Via Video Conference**  
**(Approval Pending)**

**1. Call Meeting to Order**

Chairperson Denise Bhirdo called the Sewer and Water Utilities meeting to order on Tuesday, March 10, 2026, at 1:00 PM.

**2. Roll Call**

A roll call was conducted, with the following members present: Chairperson Denise Bhirdo and members Nate Bell, and Kurt Harff

**Staff present:** Utilities Director Megan Barnes, Village Administrator Ben Andrews, Utilities Clerk Kara Kroll

**Others:** Chad Olsen

**3. Approval of Agenda**

*Motion by Bell, second by Harff to approve the agenda as presented. Motion carried – all ayes.*

**4. Approval of Minutes of the February 10, 2026 Meeting, As Published**

*Motion by Bell, second by Harff to approve the minutes of the February 10, 2026 meeting as presented. Motion carried – all ayes.*

**5. Comments, Correspondence and Concerns from the Public**

There were no members of the public present and no correspondence to report.

**6. Discussion/Action Items**

**a. Facilities Study Discussion and Recommendation**

Utilities Director Megan Barnes presented the three options from the facility study for addressing biosolids management: Option 1 - construct a sludge drying facility (\$17.8 million), Option 2 - construct a reed bed system, and Option 3 - continue hauling to Sturgeon Bay with potential future requirements for onsite storage tanks.

Chair Bhirdo expressed support for exploring regional cooperation with other municipalities for the sludge drying facility, stating that if Sister Bay were to proceed alone, reed beds would make more sense, if multiple communities could participate, the dryer option would be preferable despite the higher cost.

Bell agreed that reed beds were the practical choice for Sister Bay alone, though he acknowledged the sludge dryer would be "cooler" if cost were no object. He expressed concern about the complexity of

coordinating multiple municipalities but supported pursuing regional discussions with a defined timeline.

Administrator Andrews reported that he had reached out to administrators and operators in Ephraim, Fish Creek, and Baileys Harbor, with most indicating willingness to have conversations about regional cooperation. He noted that such an arrangement would require long-term commitments, typically 15-20 years, to cover expenses.

Barnes confirmed that Ephraim, Fish Creek, and Baileys Harbor had expressed interest in discussions. She noted these communities had received similar reed bed recommendations in their own facility studies, and Ephraim was particularly interested because they had not received principal and forgiveness for their planned upgrades and believed regional cooperation might improve their chances of receiving such funding.

The committee discussed setting a six-month timeline for regional discussions, after which they would proceed with reed beds if no agreement could be reached. Barnes confirmed she had been sharing cost estimates of approximately \$15-17.8 million with the other communities.

Consultant Chad Olsen identified the West Central Wisconsin Biosolids Facility near River Falls as an example of regional sludge processing that has operated for at least a decade.

*Motion by Bell, second by Harff to adopt the facility study. Motion carried – all ayes.*

The committee agreed to pursue regional discussions for the sludge drying facility while maintaining reed beds as the fallback option if Sister Bay proceeds alone. This item will be placed on the March board meeting agenda for discussion.

#### **b. Non-Potable Reuse System - Expansion Tanks WWTP**

Barnes reported that the expansion tanks for the non-potable reuse system have ruptured bladders that cannot be repaired because replacement parts are no longer manufactured. She presented a quote of \$19,180 for complete replacement of both tanks, with a six-week lead time. The expense would come from replacement funds.

The committee discussed whether board approval was necessary given the lead time, with Andrews and Barnes concluding that while some emergency repairs could proceed without board approval, this repair could wait for formal approval.

*Motion by Bhirdo, second by Harff to recommend the quotation for replacement of the two expansion tanks as presented to the Village Board for approval. Motion carried with Bell opposed.*

#### **c. Wastewater Treatment Plant Operations Report**

Barnes provided an update on the ongoing ice issues in the sludge storage tank, explaining that the plant has been battling thick ice accumulation for three weeks. The cold weather caused more ice formation than usual, and ice formed over aeration spots, increasing pressure and apparently breaking a coupling between the main diffuser line and diffuser arms.

She explained that this is a periodic issue due to the uncovered sludge tank, though this year's accumulation was more severe. The plant is currently using the sludge loadout pump as a mixer and has had a company jet hot water into the empty storage tank to remove ice. The tank switch should occur early the following week once the remaining ice is cleared.

### **7. Matters to be placed on a future agenda or referred to a committee, official, or employee**

The facility study discussion and regional cooperation efforts will be placed on the March Village Board meeting agenda.

**8. Adjournment**

*Motion by Bhirdo, second by Bell to adjourn at 1:32 PM. Motion carried – all ayes.*

The next meeting of the Sewer and Water Committee will be conducted at 1:00 P.M. on Tuesday April 14, 2026 via Video Conference.

Respectfully Submitted,

Kara Kroll  
Utilities Clerk



## STAFF REPORT

Date: July 14, 2026

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**To:** Sewer and Water Utility Committee  
**Re:** Sludge Storage Tank Aeration System Replacement  
**Author(s):** Megan Barnes, Utilities Director  
**Action(s) Requested:**  Ordinance  Resolution  Motion  Receive/File

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### **POLICY ISSUE(S)**

“Should the Sewer and Water Utility Committee recommend to the Village Board for approval, the unbudgeted expense of the sludge storage tank coarse bubble diffuser system replacement.”

### **BACKGROUND INFORMATION**

The coarse bubble diffuser system that is suspended above the base of the sludge storage tank sustained significant ice damage this past winter. When the damage was first discovered, ice was still present, so the extent of the damage was unknown. Once the damage was noticed, operators changed the valving to allow for additional mixing utilizing the sludge loadout pump and mixing nozzles, which also helped melt the ice shelf that was present in the sludge tank. After the ice completely thawed, operators were able to transfer the sludge from the sludge tank we typically use, to the back-up sludge storage tank. Operators cleaned up the tank and photographs of the aeration system damage were sent to contractors for a quotation. August Winter & Sons originally installed the coarse bubble diffuser system equipment in the sludge storage tank in 2004. The spare sludge storage tank is smaller than the sludge storage tank we typically use, so the repair is necessary as soon as possible in order resume to regular operation. While the tank is down our sludge storage volume is substantially decreased.

### **PRIOR ACTION/REVIEW**

The sludge tank aeration system damage was noticed by operators in February of 2026. The damage was evident, but the extent unknown, due to an uneven aeration pattern in the sludge storage tank. Operators decided to switch the valving to allow the sludge load out pump and mixing nozzles to function as an additional mixer in the sludge storage tank until the ice shelf thawed. Operators were able to transfer the sludge from the tank with the damaged aeration to the spare tank in late April.

## **FINANCIAL INFORMATION**

### **FISCAL IMPACT:**

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Is There a Fiscal Impact? | <u>No-WWTP Replacement</u>       |
| 2. Is it Currently Budgeted? | <u>No-WWTP Replacement</u>       |
| 3. If Budgeted, Where:       | <u>WWTP Replacement Fund</u>     |
| 4. Amount:                   | <u>\$113,307 -- See Estimate</u> |

If the coarse air diffusion system replacement were approved, the following funding option would be utilized:

1. WWTP Replacement Funds

### **RECOMMENDED ACTION(S)**

Village staff recommends that the cost of the coarse air diffuser system replacement in the sludge storage tank be approved.

If the Village Board were in favor of this policy action, the following motion may be made:

***“I move to recommend the quotation for the replacement of the coarse air diffuser system as presented to the Village Board for approval.”***

### **POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Approve with modifications  
**“I move to approve the quotation for the replacement of the coarse air diffuser system in the sludge storage tank with the modification of [List Modification Sought].”**
- Deny  
**“ I move to reject the quotation for the replacement of the coarse air diffuser system in the sludge storage tank and take no further action at this time.”**
- Table  
**“ I move to postpone action on the quotation for the replacement of the coarse air diffuser system in the sludge storage tank and direct staff to return to the SWUC with additional information regarding [List Information Sought] at a future meeting.”**

### **ATTACHMENT(S)**

1. Village of Sister Bay Aeration Replacement (AWS #26-01328)



# AUGUST WINTER & SONS

MECHANICAL CONTRACTOR & FABRICATOR

AugustWinter.com

N850 Cty Rd. CB  
Appleton, WI 54914  
PO Box 1896  
Appleton, WI 54912-1896  
P: (920) 739-8881  
F: (920) 739-2230

5613 Schofield Ave.  
Schofield, WI 54476  
P: (715) 355-7555  
F: (715) 355-9048

June 15, 2026

TO: **Village of Sister Bay**  
Attn: Megan Barnes, Utilities Director  
[megan.barnes@sisterbaywi.gov](mailto:megan.barnes@sisterbaywi.gov)

RE: **Village of Sister Bay Aeration Replacement (AWS #26-01328)**

## MECHANICAL

We are pleased to provide you with our proposal for the above-mentioned project. Our proposal is based on removing the existing aeration piping / diffusers from (1) existing tank and furnishing / installing a complete new system per the request and photographs provided by Megan Barnes, Utility Director.

We offer the above for the sum of ..... \$113,307.00

Our proposal includes the following:

- ◆ Hoisting of our work
- ◆ Dumpsters for disposal of existing equipment
- ◆ Please note: Submittals lead time of 6 weeks from approved purchase order
- ◆ Please note: Equipment lead time of 8-10 weeks upon submittal approval.

We exclude the following items:

- ◆ Bonds (add 1%)
- ◆ Sales and use tax
- ◆ Draining or cleaning of tank

This proposal is based on prices now in effect. Our quotation will be protected for 30 days. It is also subject to the August Winter & Sons Conditions of Proposal, a copy of which is available upon request.

August Winter & Sons, Inc. is a full-service design/build, mechanical contractor providing fabrication and/or installation of specialty items such as piping, plumbing, HVAC systems and custom tanks. We appreciate the opportunity of quoting this work. If you have any questions or further information is required, please feel free to contact us.

Sincerely,  
AUGUST WINTER & SONS, INC.

Kurt Van Grinsven  
[kvangrinsven@augustwinter.com](mailto:kvangrinsven@augustwinter.com)  
Mobile: 920-428-3460  
(cm)



# STAFF REPORT

Date: July 14, 2026

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**To:** Sewer and Water Utility Committee

**Re:** Multiple Utility Policies for Review

**Author(s):** Megan Barnes, Utilities Director

**Action(s) Requested:**  Ordinance  Resolution  Motion  Receive/File

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## **POLICY ISSUE(S)**

“Should the Sewer and Water Utilities Committee recommend the following policies to the Village Board for approval and resolution;

- Disconnection Policy
- Deferred Payment Policy
- Tax Certification Policy
- Forgiveness of Sewer Charges / Leak Adjustment Policy?”

## **BACKGROUND INFORMATION**

The purpose of the Disconnection, Deferred Payment, and Tax Certification Policies is to establish guidelines that are to be followed in a uniform manner, exercised consistently, and in accordance with the rules of the Wisconsin Administrative Code, Chapter PSC 185.

The Forgiveness of Sewer Charges / Leak Adjustment Policy is not a Wisconsin Administrative Code, Chapter PSC 185 requirement. However, there have been a few cases in which residents have experienced exterior leaks and have requested a sewer charge leak adjustment due to the water not entering the sanitary sewer system. The Utility has never had a sewer leak credit policy in effect, so requests in the past have been denied.

## **RECOMMENDED ACTION(S)**

Village staff recommends that the Sewer and Water Utilities Committee recommend for Village Board approval and resolution the following policies;

- Disconnection Policy
- Deferred Payment Policy
- Tax Certification Policy
- Forgiveness of Sewer Charges / Leak Adjustment Policy

If the Sewer and Water Utilities Committee were in favor of this policy action, the following motion may be made:

***“I move to recommend for Village Board approval and resolution the [Policy Name] as presented”***

**POLICY ALTERNATIVE(S)**

The Sewer and Water Utilities Committee could take the following actions:

- Approve with modifications.  
**“I move to recommend for Village Board approval and resolution the [Policy Name] with the modification of [List Modification Sought].”**
- Deny  
**“I move to reject the [Policy Name] and take no further action at this time.”**
- Table  
**“I move to postpone action on the [Policy Name] and direct staff to return to the SWUC with additional information regarding [List Information Sought] at a future meeting.”**

**ATTACHMENT(S)**

1. Res. 2026-004 Adopting Disconnection Policy
2. POL-UT-2026-001 Water Disconnection Policy
3. FORM-UT-01 Water Disconnection Policy – Medical Emergency Form
4. FORM-UT-02 Disconnection Notice Form
5. RES. 2026-006 Deferred Payment Policy
6. POL-UT-2026-002 Deferred Payment Policy
7. FORM-UT-03 Deferred Payment Agreement Form
8. RES.2026-007 Adopting Tax Certification Policy
9. POL-UT-2026-003 Tax Certification Process Policy
10. POL-UT-2026-004 Forgiveness of Sewer Charges / Leak Adjustment Policy
11. FORM-UT-04 Forgiveness of Sewer Charges / Leak Adjustment Policy

**RESOLUTION No. 2026-004**

**ADOPTING A DISCONNECTION POLICY FOR THE VILLAGE OF SISTER BAY**

**WATER AND SEWER UTILITY**

**WHEREAS**, the Village of Sister Bay Water and Sewer Utility, Door County, Wisconsin, is mandated by the Public Service Commission of Wisconsin to follow disconnection and reconnection procedures to disconnect and reconnect past due utility accounts; and

**WHEREAS**, the Village Board finds that the Village of Sister Bay Water and Sewer Utility needs to formally update its procedures and adopt a policy with regards to disconnection and reconnection of utility accounts; and

**WHEREAS**, the said policy and form are attached as Exhibit A and B and are incorporated by reference herein; and

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees reviewed the policy and form and recommended to approve the policy and form.

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees set forth the following actions necessary to disconnect and reconnect past due utility accounts:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay, Wisconsin, that the disconnection policy and form, prepared by Benjamin Andrews; reviewed and presented at the July 21, 2026, Village Board meeting hereby be approved.

**BE IT FURTHER RESOLVED** that the Village of Sister Bay adopts the attached Disconnection Policy and Form.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay this 21st day of July, 2026.

Passed and adopted this 21st day of July, 2026.

\_\_\_\_\_  
Nate Bell, President

Attest:

VOTE: Ayes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Julie Thyssen, Village Clerk



Water Disconnection Policy		POL-UT-2026-001	
<b>Adoption:</b>	RES. 2026-004	<b>Department:</b>	Utilities
<b>Effective Date:</b>	MM/DD/YYYY	<b>Revision Date:</b>	N/A
<b>Policy Source:</b>	Sewer and Water Utilities Committee	<b>Policy Audience:</b>	Utility Users; Sister Bay Water and Sewer Utilities

## 1. PURPOSE

The purpose of this policy is to establish guidelines that are to be followed in a uniform manner, exercised consistently, and in accordance with the rules of the Wisconsin Administrative Code, Chapter PSC 185.

## 2. POLICY

Payments on accounts are due twenty (20) calendar days from the date of billing, as mandated by the PSC. For example, a bill issued on September 30<sup>th</sup> is due on October 31<sup>st</sup>.

## 3. LATE PAYMENT CHARGES

A late payment charge, as mandated by the PSC, will be applied to any unpaid balance after the due date. No additional late payment charges may be applied after the account is deemed delinquent.

## 4. PROCEDURES

After ten (10) days past the due date, the following shall occur:

### A. Past Due Notice

1. A past due notice, requiring a response within 10 days, will be given to the utility customer, tenant, or landlord of the delinquent account, with payment plan options provided.
2. For residential customers unable to pay the outstanding balance, the Utility is required to offer a Deferred Payment Agreement (DPA). DPAs may be extended to commercial customers, but the Utility is not required to do.
  - a. For additional information, refer to the Village's Deferred Payment Agreement Policy.

**4. PROCEDURES (CONT.)**

**B. Disconnection Notice**

1. After a minimum of ten (10) days, for outstanding accounts without a valid DPA, a door hanger will be placed on the service address, no less than 24 and no more than 48 hours prior to disconnection, of the utility customer or landlord/tenant to follow up on the above-mentioned written notice.
  - a. The Utility shall make a reasonable effort to have personal or telephone contact with the residential customer prior to disconnection and will keep documentation of these contacts and contact attempts.
  - b. Inability of the Utility to contact the customer, or a failure of the customer to respond within this period, will advance the collection into an immediate phase of "Disconnection".
2. Any default of a DPA on the part of the customer or responsible party(s) will advance any delinquent balance into the "Disconnection" phase. A default will also disqualify the customer from a future Deferred Payment Agreement.

**C. Disconnection**

1. Disconnections will be performed in accordance with Public Service Commission policies.
2. Services shall not be disconnected on a day or on a day immediately preceding a day when the business offices of the Utility are not available to the public for the purpose of transacting all business matters.
3. Utility may disconnect utility service without prior notice where a dangerous condition exists for as long as the condition exists.
4. Services may be discontinued with a written 24-hour notice for nonpayment of a bill covering surreptitious use of water.

**D. Reconnection**

1. Once a disconnection has taken place, the customer must pay a reconnection fee of \$30, plus the outstanding balance in full, or enter into a DPA (see Section A for details).
  - a. Payments, DPAs, and reconnections must be completed during normal business hours.

**5. SPECIAL CONSIDERATIONS**

**A. Medical Emergencies**

1. The Utility may not disconnect service or refuse to reconnect service to a residential customer if disconnection shall aggravate an existing medical or protective services emergency of the occupant, a member of the customer's family, or other permanent resident of the premises where service is rendered, and if the customer meets the following conditions:
  - a. The utility shall postpone the disconnection of service, or reconnect the service if disconnected, for 21 days to enable the occupant to arrange for payment, if the occupant completes a Medical Emergencies Form (Attached to this policy) and produces a licensed Wisconsin physician's statement or notice from a public health, social services, or law enforcement official which identifies the medical or protective services emergency and specifies the period of time during which disconnection shall aggravate the circumstances.
  - b. The postponement may be extended by renewal of the statement or notice. During these 21 days of service, the Utility and the occupant shall work together to develop resources and make reasonable payment arrangements to continue the service on a permanent basis.
    - i. The Utility shall document communication and attempts to make reasonable payment arrangements
  - c. Further postponements may be granted if there is evidence of reasonable communication between the utility and occupant in attempting to make arrangements for payment.
2. During the period service is continued under the provisions of this subsection, the customer shall be responsible for the cost of residential utility service. However, no action to disconnect that service shall be undertaken until the period of continued service has expired.
  - a. Any customer who is in this special consideration category is eligible to be admitted into a DPA.
3. If there is a dispute concerning an alleged existing medical emergency, either party shall have the right to an informal review by the Utility staff.
  - a. Pending a decision after informal review, residential utility service shall be continued, provided that the occupant has submitted a statement or notice as identified in this policy.

**5. SPECIAL CONSIDERATIONS (CONT.)**

**B. Winter Disconnection Rules**

1. Residential water utility service to an occupied dwelling may not be disconnected during the period November 1 to April 15 if the water service is a necessary part of a dwelling's heating system

**C. Heat Advisory**

1. The utility may not disconnect service when a heat advisory, heat warning, or heat emergency is issued by the National Weather Service for Door County, WI.
  - a. The utility shall make reasonable attempts to reconnect service to an occupied dwelling that has been disconnected when an occupant states that there is a potential threat to health or life that results from the combination of the heat and loss of service.
  - b. The utility may require that an occupant produce a licensed physician's statement or notice from a public health, social services, or law enforcement official that identifies the medical emergency for the occupant.
  - c. Upon expiration of the heat advisory, heat warning, or heat emergency, the utility may disconnect service to a property that was reconnected during this period without further notice if an appropriate payment arrangement has not been established.

# SISTER BAY WATER & SEWER

P.O. BOX 655

SISTER BAY WI 54234-0655

## DISCONNECTION OF SERVICE NOTICE

**DATE:**

**NAME:**

**ACCOUNT NO:**

**SERVICE ADDRESS:**

**AMOUNT DUE:**

### NOTICE:

Your utility bill is now \_\_\_\_\_ quarters overdue. We are obligated to present this Notice of Disconnection to you ten (10) calendar days prior to the contemplated date of disconnection.

### REASON(S) FOR DISCONNECTION:

(Note items circled below)

- a. Failure to pay delinquent account
- b. Check returned - insufficient funds
- c. Failure to comply with terms of a deferred payment agreement
- d. Violation of utility service rules
- e. Tampering with meter

### DATE OF DISCONNECTION:

Your service will be disconnected on this date unless the account is paid in full or if satisfactory arrangements to pay under a deferred payment plan are not made. To avoid the inconvenience of service interruption, we urge you to pay the full balance immediately. A minimum reconnection charge of \$55.00 applies during regular business hours and \$82.00 after normal hours.

### CONTACT YOUR UTILITY OFFICE

at 920-854-4118 to pay your bill, or

- a. If you wish to dispute the Past Due Notice you received.
- b. If you wish to negotiate a deferred payment agreement.
- c. If any resident at the above address is seriously ill.
- d. If there are other extenuating circumstances such as infants, young children, aged, or handicapped residents at the above address.



# Water Disconnection – Medical Emergencies Form

To be used for halting water disconnection for medical emergencies.

2124 Autumn Court - P O Box 655, Sister Bay, WI 54234 | p. (920) 854-2246

## PERSONAL INFORMATION

Full Name:	Date:
Are you a current residential user of the Village of Sister Bay utility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Address:

## CONTACT INFORMATION

Email Address:	Phone Number:
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## FORM STATEMENT

Rules administered by the Public Service Commission PSC 113.0301 (13)(a) prohibit utilities from disconnecting or refusing to reconnect residential electric or water service for up to 21 days if the disconnection or refusal will aggravate an existing medical or protective services emergency. To determine whether the above customer is eligible for reconnection or a postponement of disconnection for medical reasons, please provide the following information.

**Please give this form to your doctor and return it to the above address.**

## MEDICAL PROVIDER INFORMATION

Patient Name:	Phone Number:
Name of Medical Provider:	Address:
Name of Hospital/Clinic/Agency:	City, State, Zip Code:

Please complete the following information:

1. Please identify and/or describe the patient's medical condition:

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2. Please explain why water is necessary in this situation:

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3. Please identify the time period during which water is required:


## MEDICAL PROVIDER CERTIFICATION

Signature:	Date:
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**RESOLUTION No. 2026-006**

**ADOPTING A DEFERRED PAYMENT POLICY FOR THE VILLAGE OF SISTER BAY**

**WATER AND SEWER UTILITY**

**WHEREAS**, the Village of Sister Bay Water and Sewer Utility, Door County, Wisconsin, is mandated by the Public Service Commission of Wisconsin to follow deferred payment procedures on past due utility accounts; and

**WHEREAS**, the Village Board finds that the Village of Sister Bay Water and Sewer Utility needs to formally up-date its procedures and adopt a policy with regards to offering residential customers deferred payment agreements on past due water and sewer utility accounts; and

**WHEREAS**, the said policy and forms are attached as Exhibit A and B and are incorporated by reference herein; and

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees reviewed the policy and form and recommended to approve the policy and form.

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees set forth the following actions necessary to offer deferred payment plans to utility accounts:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay, Wisconsin, that the deferred payment policy and form, prepared by Benjamin Andrews; reviewed and presented at the July 21, 2026, Village Board meeting hereby be approved.

**BE IT FURTHER RESOLVED** that the Village of Sister Bay adopts the attached Deferred Payment Policy and Form.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay this 21st day of July, 2026.

Passed and adopted this 21st day of July, 2026.

\_\_\_\_\_  
Nate Bell, President

Attest:

VOTE: Ayes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Julie Thyssen, Village Clerk



Deferred Payment Agreement Policy		POL-UT-2026-002	
<b>Adoption:</b>	RES. 2026-006	<b>Department:</b>	Utilities
<b>Effective Date:</b>	MM/DD/YYYY	<b>Revision Date:</b>	N/A
<b>Policy Source:</b>	Sewer and Water Utilities Committee	<b>Policy Audience:</b>	Utility Users; Sister Bay Water and Sewer Utilities

### 1. PURPOSE

The purpose of this policy is to establish guidelines for entering into Deferred Payment Agreements (DPA) for the payment of past-due utility balances. The Utility is required to offer a DPA to residential customers and may offer a DPA to commercial customers but is not required to do so.

### 2. STATE LAW

Wisconsin Admin Code § PSC 185.38 requires utilities to offer a DPA to residential customers who are unable to pay their bills in full. Delinquent amounts paid according to the terms of an established DPA are not subject to late charges and cannot be levied as a tax against the lot or parcel of real estate to which the utility service was furnished.

### 3. TERMS

A DPA consists of two elements:

1. A reasonable down payment; and
2. An installment plan to pay the remaining outstanding balance over a specified period of time.

A customer with a DPA is required to pay their current charges in full in addition to the agreed-upon installment payment. The Utility must receive payment on or before the due date. Delinquent amounts paid according to the terms of an established DPA are not subject to late charges.

### 4. DEFAULT

A late or missed payment will cause the DPA to “default,” placing the customer in jeopardy of disconnection. If a customer defaults on a DPA and there has not been a significant change in the customer’s ability to pay since the agreement was negotiated, the utility is not required to offer another DPA prior to disconnection.



# Deferred Payment Agreement Form

To be used for executing Deferred Payment Agreements.

2124 Autumn Court - P O Box 655, Sister Bay, WI 54234 | p. (920) 854-2246

## GENERAL INFORMATION

The undersigned hereby agrees to pay the charges incurred for utility services supplied at the following address:

Full Name:

Mailing Address:

## AGREEMENT INFORMATION

For the period ending **XX/XX/XXXX**, amounting to **[\$Amount]** of which the total amount will be paid in installments as follows:

- **[\$Amount]** by **XX/XX/XXXX**
- **[\$Amount]** by **XX/XX/XXXX**
- **[\$Amount]** by **XX/XX/XXXX**

## FORM STATEMENT

**The agreed installments plus current bills shall be paid by due dates.**

It is agreed that upon default of any installment, the entire balance will become due and service may be disconnected upon ten days written notice. Upon default, nothing herein shall constitute a waiver of the rights on the part of the Utility to collect the unpaid balance or to prevent it from exercising its right to disconnect service because of such delinquency. In the event service is disconnected, the utility may require a deposit under PSC 185.36 to ensure payment of future bills.

## CERTIFICATION

YOUR HAVE THE RIGHT TO SUGGEST A DIFFERENT PAYMENT AGREEMENT. IF YOU BELIEVE THE TERMS OF THIS AGREEMENT ARE UNREASONABLE, DO NOT SIGN IT. IF YOU SIGN THIS AGREEMENT, YOU AGREE THAT YOU OWE THE AMOUNT DUE UNDER THE AGREEMENT. IF YOU AND THE UTILITY CANNOT AGREE ON TERMS, YOU MAY ASK THE PUBLIC SERVICE COMMISSION (1-800-225-7729) TO REVIEW THE DISPUTED ISSUES. SIGNING THIS AGREEMENT DOES NOT AFFECT YOUR RESPONSIBILITY TO PAY FOR YOUR CURRENT SERVICE. ALLOWING ANY BILL FOR CURRENT SERVICE TO BECOME DELINQUENT PLACES YOU IN DEFAULT OF THIS AGREEMENT.

Signature:

Date:

## ADMINISTRATIVE INFORMATION

Name:

Account Number:

Mailing Address:

**RESOLUTION No. 2026-007**

**ADOPTING A TAX CERTIFICATION POLICY FOR THE VILLAGE OF SISTER BAY**

**WATER AND SEWER UTILITY**

**WHEREAS**, the Village of Sister Bay Water and Sewer Utility, Door County, Wisconsin, is mandated by the Public Service Commission of Wisconsin to follow tax certification procedures on past due utility accounts; and

**WHEREAS**, the Village Board finds that the Village of Sister Bay Water and Sewer Utility needs to formally up-date its procedures and adopt a policy with regards to annual tax roll certification on past due water and sewer utility accounts; and

**WHEREAS**, the said policy is attached as Exhibit A and is incorporated by reference herein; and

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees reviewed the policy and recommended to approve the policy.

**WHEREAS**, on July 21, 2026, the Village of Sister Bay Board of Trustees set forth the following actions necessary to follow tax certification procedures on past due utility accounts:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Sister Bay, Wisconsin, that the tax certification policy, prepared by Kara Kroll; reviewed and presented at the July 21, 2026, Village Board meeting hereby be approved.

**BE IT FURTHER RESOLVED** that the Village of Sister Bay adopts the attached Tax Certification Policy.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay this 21st day of July, 2026.

Passed and adopted this 21st day of July, 2026.

\_\_\_\_\_  
Nate Bell, President

Attest:

VOTE: Ayes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Julie Thyssen, Village Clerk



Tax Certification Process Policy		POL-UT-2026-003	
<b>Adoption:</b>	RES. 2026-007	<b>Department:</b>	Utilities
<b>Effective Date:</b>	MM/DD/YYYY	<b>Revision Date:</b>	N/A
<b>Policy Source:</b>	Sewer and Water Utilities Committee	<b>Policy Audience:</b>	Utility Users; Sister Bay Water and Sewer Utilities

## 1. PURPOSE

In accordance with Wisconsin Statutes § 66.0809, all municipal utility accounts that are delinquent as of September 30 of each calendar year will be placed as a lien on the property and transferred to the property tax roll, if not paid by November 15.

## 2. NOTIFICATION TO PROPERTY OWNERS

On October 15, the Village will mail a notice to each property owner with delinquent utility charges incurred before September 30. This notice will include:

- The amount owed,
- A statement that the unpaid balance will be placed on the tax roll as a special charge,
- A deadline to pay the balance by November 1st to avoid additional penalties or transfer to the tax roll.

## 3. PENALTY FOR LATE PAYMENT

On November 1, a penalty of 10% is assessed to those customers who have not paid utility charges incurred before September 30.

## 4. FINAL TAX ROLL SUBMISSION

Amounts still delinquent as of November 15 will be certified to the Door County Real Property Listing office and added to the owner's annual property tax bill as a special lien, subject to the same collection procedures as property taxes.



Forgiveness of Sewer Charges / Leak Adjustment Policy		UTILITIES-POL-2026-004	
<b>Adoption:</b>	RES. 2026-005	<b>Department:</b>	Utilities
<b>Effective Date:</b>	MM/DD/YYYY	<b>Revision Date:</b>	N/A
<b>Policy Source:</b>	Sewer and Water Utilities Committee	<b>Policy Audience:</b>	Utility Users; Sister Bay Water and Sewer Utilities

## 1. PURPOSE

The purpose of this policy is to establish guidelines that are to be followed in a uniform manner, exercised consistently, and in accordance with the Forgiveness of Sewer Charges / Leak Adjustment Policy.

## 2. POLICY

The Village of Sister Bay Utilities Department is responsible for the maintenance and operation of the water distribution system and sanitary sewer collection system. Each property owner is responsible for the installation, maintenance and any repairs of water piping from, and including, the curb stop to the main building and all wastewater piping from the connection to the service lateral to the main building and all plumbing inside the building.

The Village of Sister Bay's Policy for Forgiveness of Sewer Charges / Leak Adjustment Policy is intended to address high use utility bills caused by water pipe breaks or failures, that are beyond the control of the customer. It is the responsibility of the customer to ensure that all plumbing, fixtures, and appliances in their building are maintained in sufficient operating condition using best common practices to ensure their proper functionality. It is not the intent of this policy to issue credits for failures resulting from lack of maintenance.

All water that passes through the water meter must be paid for, therefore leak credits will only be considered on the sewer use portion of the utility bill.

The Village of Sister Bay will consider sewer credits on a case-by-case basis. Sewage credits will be awarded in the form of a credit applied to the sewer customer account. Refunds by check will only be made when an account is closed and the customer has a credit balance remaining on the account.

A sewer credit may only be considered if usage is at least 150% above the customer's average usage determined by the previous quarterly billing cycles on record. Any eligible credit for sewer use will be calculated by subtracting the average water usage from previous like quarter(s) from the quarter in which the credit is being applied for. In instances where a customer has occupied or owned the property for less than one year, the average of previous quarters will be used. If a

customer does not have any history of accurate verified readings, estimated or prorated usage cannot be used to calculate the credit and the customer will not be eligible for a credit.

### 3. APPLICABILITY

Sewer credit can be applied for in the following circumstances;

#### Outdoor Water Leak Credit

Sewer credits may be considered for excess water usage resulting from a leak that occurred outside the building if the customer can prove that the water that was leaked did not enter the sanitary sewer system. It will be the burden of the customer to provide adequate proof to justify the claimed application.

- Sewer credits will not be considered for excess water usage resulting from one or more of the following; lawn watering, pool filling, car washing, ice rink flooding

Sewer credit will not be considered in the following circumstances;

#### Indoor Water Leak Credit

No credits for sewer use will be approved for leaks inside a building if the leaked water entered the sanitary sewer system via any fixture, appliance, or drain.

Sewer use credits for indoor water leaks will only be approved if the customer can provide enough evidence that the water that was leaked did not enter the sewer system. It will be the burden of the customer to provide adequate proof to justify the claimed application.

#### Examples of circumstances in which sewer credit will not be considered;

- Customer failed to make repairs to a pipe, appliance, or fixture known to have defects or be in need of repair.
- High usage occurred more than 30 days after customer received a high bill or high usage notice form the Sister Bay Utilities Department.
- Customer is unwilling to allow Utility staff access or entry to inspect the reported leak and/or repairs made.
- High usage is due to failure to turn off hoses, sprinklers or sprinkler systems.
- High usage is due to negligent water use or other incident within the customer's control.
- High usage is due to watering lawns, trees, or gardens.
- High usage is due to failure to turn off sprinklers, hoses, or sprinkler systems.
- The customer has an outstanding delinquent balance. (Submit payment for delinquent balance or sign a deferred payment agreement prior to requesting adjustment).

- The customer was granted an adjustment to their sewer usage utility bill within the last 24 months at a specific location (adjustments may be granted to same customer at other locations).

#### 4. APPLICATION PROCESS

A fully completed Request for Forgiveness of Sewer Charges / Leak Adjustment form must be submitted to the Utility for a credit to be considered. Customers must submit applications to the Utility Clerk within 30 days of the billing date where the excessive use was included. It is strongly suggested that the customer pay at least the amount of an “average” bill and continue to pay subsequent bills during the time the application for adjustment is under review. Applicants are required to provide proof of repair at the time of application (e.g., receipts for materials or services related to that repair). **Credits for leaks that are repaired more than 30 days after a high use billing issuance will not be considered.**

Applications can be found on the Village website at: <https://sisterbaywi.gov/applications/> or at the Wastewater Treatment Plant located at: 2124 Autumn Ct, Sister Bay, WI 54234. Applications can be submitted via email to [kara.kroll@sisterbaywi.gov](mailto:kara.kroll@sisterbaywi.gov), or in person.

All applications will be reviewed by the Utilities Director and a determination made within 30 days of application submittal.

The Utilities Director or Utility Clerk will notify the applicant of the Utilities Directors decision. If the case is determined to be eligible for a leak adjustment, the adjustment will be applied to the next billing cycle.

All sewer credit requests in excess of \$1000.00 must be approved by the Village Finance Committee prior to issuance. Customers will be notified of this situation and when the secondary review is scheduled to take place.

Customers who do not agree with the Director’s determination regarding their application have the right to appeal their application to the Sewer and Water Utility Committee for further review within 20 days of the date that the initial determination is issued.

#### 5. ADJUSTMENT TERMS – CALCULATION OF CREDIT

##### Water Usage Charge

**The Public Service Commission of Wisconsin requires customers to pay at least the cost of the Utility providing the water that was lost due to a leak. Water charges will not be reduced in the event of a leak.**

Sewer Usage Charges

In cases where a customer shows sufficient evidence to the committee that all water usage during a leak was not discharged to the sanitary sewer system, full credit of the sewer usage charges **above the customer's average usage** will be considered. If the customer does not have a history of accurate verified water reads, estimated readings cannot be used to calculate sewer credits and the customer would not be eligible for credit.

In cases where water usage during a leak was not discharged to the sanitary sewer system, an adjustment of sewer usage charges above the customer's average usage will be considered with limitation to the number of adjustments allowed during the customer's tenancy and/or ownership of the property during a ten-year period as follows:

First occurrence	Eligible for adjustment of 100% of sewer usage.
Second occurrence	Eligible for adjustment of 75% of sewer usage.
Third occurrence	Eligible for adjustment of 50% of sewer usage.
Fourth and subsequent occurrences	Not eligible for adjustment of sewer usage.

Please note that leak adjustment applications are subject to the Applicability section above and a recurring plumbing or appliance leak is not eligible for multiple leak adjustments where the customer failed to make necessary repairs to prevent the leak from recurring.



# Forgiveness of Sewer Charges – Leak Adjustment Form

To be used for applying for a sewer credit due to a water leak.

2124 Autumn Court - P O Box 655, Sister Bay, WI 54234 | p. (920) 854-2246

## PERSONAL INFORMATION

Full Name:	Date:
Are you a current user of the Village of Sister Bay utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Address:

## CONTACT INFORMATION

Email Address:	Phone Number:
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## LEAK INFORMATION

Date leak was first noticed:	Location of leak:
Cause of leak:	Was the water that leaked discharged to the sanitary sewer system:
Have you received a previous leak adjustment? If so, provide approximate date:	List the billing periods for which you are requesting adjustment:

Please complete the following information:

- Describe how you noticed or discovered the leak:  

--
- Describe actions taken to repair the leak (*you must attach a copy of repair receipts (plumber's invoice or parts purchased)*):  

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- If the water that leaked was not discharged to the sanitary sewer, explain why (*provide adequate proof that the water that was leaked did not enter the sanitary sewer system*):  

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## CUSTOMER CERTIFICATION

Signature:	Date:
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By signing this request, I agree to the following statements:

- I understand the terms and conditions of the Village of Sister Bay Forgiveness of Sewer Charges / Leak Adjustment Policy.
- I am notifying Sister Bay Waterworks that I have sustained a water leak and that such leak has been repaired.
- I agree to allow Utility personnel access for field verification of repairs.
- I understand that submittal of this form does not guarantee that an adjustment will be made.
- I agree that all statements herein and any attachments are true and correct to the best of my knowledge and understand that making false statements on a government record may result in legal action.

**UTILITIES CLERK USE ONLY**

Date application received:	Average usage: gallons
Adjustment amount to be considered (as calculated by Utility Clerk): \$	Average bill: \$

**UTILITIES DIRECTOR USE ONLY**

<b>APPROVED</b> OR <b>DENIED</b>	Adjustment amount: \$  Date applied to account:	Reason for denial:
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Re: Request for Review of Sewer Charges – Account #6049.01

Service Address: 2373 PARKVIEW DR, SISTER BAY, WI 54234

Dear Members of the Board,

I am writing to formally request review of sewer charges applied to my water account for a usage period spanning March 16 through April 6, 2026.

I understand and accept that significant water usage occurred during this period. My request is not to dispute water consumption itself, but to request removal or adjustment of sewer charges associated with this usage due to the nature and location of water discharge.

### 1. Summary of Event

During a period of extreme winter conditions following Winter Storm Elsa, my property in Sister Bay was inaccessible due to a substantial snow barrier (approximately 12 feet of plowed snow blocking access). No occupancy or routine property use occurred during the majority of this time.

Beginning March 16<sup>th</sup>, an exterior water hose was unintentionally left in a partially open position during this period, resulting in continuous outdoor water discharge. I am still unclear how it was turned on, as Sister Bay had plowed a 12 foot wall of snow in front of our property – nobody could even enter the property for over a week. (handle is very loose – could have been ice/snow).

### 2. Physical Conditions and Access Limitations

- Property was inaccessible due to heavy snowfall and plowed snow accumulation
- No routine presence at the property during the majority of the billing period
- Access to exterior fixtures was not practical during the initial portion of the event period

### 3. Known Property Activity Timeline

- March 28: I visited the property to address snow removal and observed water-related issues in the basement. At that time, I did not identify the exterior hose as the source.
- April 2–5: A planned rental stay occurred. Guests documented water intrusion in the basement during their stay.
- April 6: I returned to the property and discovered the exterior hose was on. I confirmed a steady flow rate of approximately 2.2 gallons per minute using a measured bucket test.

#### 4. Measured Water Use

A controlled flow test performed at the same setting as observed at discovery indicates:

- Flow rate: approximately 1.8–2.7 gallons per minute
- Estimated total usage over the billing period: approximately 55,000–80,000 gallons

#### 5. Sewer Charge Dispute

The water discharged during this event was entirely outdoor and did not enter the sanitary sewer system.

Because sewer billing is typically based on assumed return flow, I respectfully request:

- Removal of sewer charges associated with this usage period, or
- Adjustment to reflect non-sewer outdoor water use classification

#### Supporting Documentation Available

I can provide:

- Timestamped photographs and video of the massive puddling of water in the back of the house
- Guest communication documenting basement water intrusion
- Rental occupancy records
- Snow and access condition evidence
- Flow rate measurement documentation

#### 7. Request

I am requesting a formal review of this case and an adjustment of sewer charges based on the documented nature of water use and discharge.

I am not requesting policy changes or exemptions outside of standard utility practice, only accurate classification of water that did not enter the sewer system.

Sincerely,

Walter Nawrot

920-268-5512


## Request to Appear on Board Agenda – Water/Sewer Billing Dispute

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**From** Walter Nawrot <wnawrot1@gmail.com>

**Date** Tue 4/14/2026 11:37 PM

**To** Kara Kroll <kara.kroll@sisterbaywi.gov>

 1 attachment (15 KB)

Request for Review of Sewer Charges.docx;

Dear Board President and Members of the Water Utility Board,

I am requesting placement on the agenda for an upcoming board meeting to review and present a billing dispute regarding my property in Sister Bay.

This is not a general complaint about water usage. I am requesting a formal review of sewer charges applied to a documented case of outdoor, non-sewer water use under unusual access and weather conditions.

I would like the opportunity to present a clear timeline, supporting documentation, and measured flow data that I believe are relevant to how the usage has been classified and billed.

I understand the utility's current policy structure regarding limited exceptions. My request is not to disregard policy, but to ensure the classification of this specific usage (water vs. sewer return) is accurately applied based on physical facts.

Please advise the process for placement on the next available board agenda. I am prepared to provide all supporting documentation in advance or at the meeting.

Sincerely,

Walter Nawrot

Service Address: 2373 Parkview Drive, Sister Bay, WI



# STAFF REPORT

Date: July 14, 2026

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**To:** Sewer and Water Utility Committee

**Re:** Rate Discussion – Sewer

**Author(s):** Megan Barnes, Utilities Director

**Action(s) Requested:**  Ordinance  Resolution  Motion  Receive/File

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## **POLICY ISSUE(S)**

“Should the Sewer and Water Utilities Committee discuss and determine the appropriate next steps regarding the annual review of sewer rates?”

## **BACKGROUND INFORMATION**

The Sewer and Water Utility Committee should conduct a review of wastewater and sanitary sewer collection system rates annually and water rates during alternate years for Village Board consideration. In the Village of Sister Bay Municipal Code – Chapter 62 Utilities Code;

### **Sec. 62.0605 Sanitary Sewer User Charge Methodology**

The Utilities Committee shall establish and approve the methodology for sanitary sewer user rates. The following factors shall be used to calculate the debt service and operation, maintenance and replacement charges for the treatment of wastewater:

- (a) Debt service charges.
- (b) Operation, Maintenance and replacement charges.
- (c) Surcharges. All users shall pay a surcharge on wastewater exceeding normal concentrations.
- (d) Sprinkler and landscape credits will not be allowed.

## **PRIOR ACTION/REVIEW**

The current sewer rates were approved by the Sister Bay Village Board on December 17, 2024, effective January 1, 2025.

**RECOMMENDED ACTION(S)**

Village staff recommends that the Sewer and Water Utility Committee have a general discussion on the sewer rate review process.

**ATTACHMENT(S)**

- 1. Sister Bay Sewer and Water Rate Schedule**
- 2. Sister Bay Unsewered Wastewater Rates**



## Sister Bay Sewer & Water Rate Schedule

Effective January 1, 2025\*

Quarterly Service

METER SIZE	SEWER CHARGES	WATER CHARGES	PUBLIC FIRE PROTECTION	TOTAL BASE CHARGES
5/8 INCH METER	\$ 175.49	\$ 31.50	\$ 7.85	\$ 214.84
3/4 INCH METER	\$ 175.49	\$ 31.50	\$ 7.85	\$ 214.84
1 INCH METER	\$ 438.73	\$ 60.00	\$ 19.50	\$ 518.23
1 1/2 INCH METER	\$ 877.45	\$ 120.00	\$ 39.00	\$ 1,036.45
2 INCH METER	\$ 1,403.92	\$ 180.00	\$ 63.00	\$ 1,646.92
3 INCH METER	\$ 2,632.35	\$ 330.00	\$ 117.00	\$ 3,079.35
4 INCH METER		\$ 390.00	\$ 195.00	\$ 585.00
6 INCH METER		\$ 450.00	\$ 391.00	\$ 841.00

Volume Charges

Sewer Volume Charge

Sister Bay	\$4.86	/1,000 gallons
Liberty Grove	\$4.49	/1,000 gallons

Bulk Sales & Hydrant Charge

Hydrant Fee	\$	30.00
Water Rate	\$2.95	/1,000 gallons

Water Reconnection Charge

	During normal hours	After hours
Reinstallation of Meter	\$ 30.00	\$ 45.00
Valve turn at curbstop	\$ 30.00	\$ 45.00

Water Rates

First 30,000	\$ 2.95	/1,000 gallons
Next 20,000	\$ 2.80	/1,000 gallons
Next 50,000	\$ 2.70	/1,000 gallons
Over 100,000	\$ 2.60	/1,000 gallons
Liberty Grove	\$ 2.96	/1,000 gallons

Non-Sufficient Funds Charge

NSF \$25.00

The Sister Bay Water and Sewer Utility operates under the "Standard Small Utility Rules" published by the Public Service Commission of Wisconsin. The above water rates were approved by the Public Service Commission on January 22, 2018, and effective January 23, 2018. The sewer rates were approved by the Sister Bay Village Board on December 17, 2024, effective January 1, 2025. Bills for water service are rendered quarterly and become due and payable upon issuance following the period for which service is rendered. A late payment charge of 3% but not less than 50¢ for both water and sewer will be added to bills not paid within 20 days of issuance. The one-time 3% late payment charge will be applied only to any unpaid balance for the current billing period's usage. This late payment charge is applicable to all customers. The utility customer may be given written notice that the bill is overdue no sooner than 20 days after the bill is issued and unless payment is made within the next 10 days, service may be disconnected pursuant to Chapter PSC 185, Wis. Adm. Code.



**Village of Sister Bay Utilities  
Unsewered Wastewater Rates  
January 1, 2025**

<b>Sister Bay Area Unsewered Volume Charge per 1,000 gallons</b>	
Holding Tank	\$ 19.50
Septage	\$111.25
<b>Liberty Grove and Outside Area Volume Charge per 1,000 gallons</b>	
Holding Tank	\$ 23.38
Septage	\$ 132.38

A surcharge rate shall be charged at the same unit cost per pound computed for normal strength wastes. The concentration of waste used for computing surcharges shall be established by WWTP staff and shall be binding as a basis for the surcharge. The cost of sampling and testing will be charged to the user based on the following per 1,000 gallons.

<b>High Strength Waste per 1,000 gallons</b>	
Flow	\$5.98/ 1,000 gallons
B.O.D	$\$1.66 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$
S.S	$\$1.06 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$
P (Phos.)	$\$16.56 \times .00833 \times \text{concentration} \times \text{flow} / 1,000 \text{ gallons}$

Lab testing rates will be charged as follows:

<b>Lab Testing Rates</b>	
B.O.D	\$15.00
S.S	\$9.00
P (Phos.)	\$17.00
Bacteriological Analysis on Water Samples	\$30.00

All users are subject to the rules and regulations of the Sister Bay Utilities Sewer use Ordinance.



# STAFF REPORT

Date: July 14, 2026

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**To:** Sewer and Water Utility Committee

**Re:** Water Rate Study Request for Proposals

**Author(s):** Megan Barnes, Utilities Director

**Action(s) Requested:**  Ordinance  Resolution  Motion  Receive/File

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## **POLICY ISSUE(S)**

“Should the Sewer and Water Utilities Committee recommend to the Village Board for approval the Water Rate Study Request for Proposals (RFP)”

## **BACKGROUND INFORMATION**

The Village last applied to the Public Service Commission of Wisconsin (PSC) in 2017 for the authority to increase water rates, with the rates being approved by the Public Service Commission of Wisconsin on January 22, 2018, and effective January 23, 2018.

It is proposed to release the RFP on December 1, 2026, with a due date for submitted proposals on January 4, 2027. A conventional water rate study takes roughly 200 days to compile, with hopes that the study would be submitted to the PSC by June 2027.

## **RECOMMENDED ACTION(S)**

Village staff recommends that the Water Rate Study RFP be recommended to the Village Board for approval.

If the Village Board were in favor of this policy action, the following motion may be made:

***“I move to recommend the Water Rate Study Request for Proposals to the Village Board for approval.”***

## **POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

- Approve with modifications.  
“I move to recommend the Water Rate Study Request for Proposals to the Village Board for approval with the modification of **[List Modification Sought]**.”
- Deny  
“I move to reject the Water Rate Study Request for Proposals and take no further action at this time.”
- Table  
“I move to postpone action on the Water Rate Study Request for Proposals and direct staff to return to the SWUC with additional information regarding **[List Information Sought]** at a future meeting.”

## **ATTACHMENT(S)**

1. Water Rate Study Request for Proposals

# **REQUEST FOR PROPOSALS**

## **WATER RATE STUDY SERVICES SISTER BAY, WIS.**

### **DATE ISSUED**

December 1, 2026

### **PROPOSAL DUE DATE AND TIME**

January 4, 2027, 4:00 PM CST



## **REQUEST FOR PROPOSALS WATER RATE STUDY SERVICES**

**SUBMISSION DEADLINE:** January 4, 2027, 4:00 PM CST, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to [administrator@sisterbaywi.gov](mailto:administrator@sisterbaywi.gov). It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Benjamin Andrews, Village Administrator, at [administrator@sisterbaywi.gov](mailto:administrator@sisterbaywi.gov). All questions will be answered to the best of staff's ability, and posted to the Village website to ensure all proposers have access to the same information. Visit [www.sisterbaywi.gov](http://www.sisterbaywi.gov) and scroll to the bottom of the home page.

**PROJECT DESCRIPTION:** The Village of Sister Bay is ("Village") is soliciting proposals from qualified and licensed consultants to provide water rate study services in 2027. Sister Bay is a community of roughly 1,148 people, situated on the northwestern shore of the Door Peninsula in Door County, Wisconsin. The Village lies adjacent to the Bay of Green Bay and the Town of Liberty Grove and is located approximately 30 miles north of the City of Sturgeon Bay and 75 miles northeast of the City of Green Bay. The Sister Bay Water Utility has approximately 1,526 customers. The Utility serves customers located in the Village of Sister Bay, as well as customers in the Liberty Grove Utility District No. 1, including 214 commercial users and no industrial users. Charges for service are user fees (or rates) for the services provided to each customer. The Village bills water rates quarterly to customers for services rendered, which includes a service charge based on the size of the installed water meter and a volumetric rate based on water usage. The Village last applied to the Public Service Commission of Wisconsin in 2017 for the authority to increase water rates, with the rates being approved by the Public Service Commission on January 22, 2018, and effective January 23, 2018.

### **SCOPE OF WORK:**

***Financial and Operational Review:*** The consultant shall review relevant financial and operational information, including:

- Historical water enterprise fund revenues and expenditures
- Current water rate structure
- Billing and consumption data
- Existing capital improvement plans
- Existing debt obligations
- Current reserve policies.

The consultant shall prepare forecasts of revenues, operating expenses, and capital expenditures.

***Revenue Requirement Analysis:*** The consultant shall determine the revenue requirements necessary to:

- Maintain adequate operating reserves.

- Sustain ongoing operations and maintenance.
- Support capital improvement investments.
- Maintain financial stability within the water enterprise fund.

**Water Usage and Billing Analysis:** The consultant shall analyze water consumption and billing characteristics, including:

- Customer usage patterns.
- Billing and consumption trends.
- Peak demand characteristics.
- Comparison to similar municipal systems where appropriate.

**Rate Structure Evaluation:** The consultant shall evaluate the Village's existing water rate structure and determine whether adjustments are necessary. This evaluation shall include:

- Review of base service charges.
- Review of volumetric usage charges.
- Evaluation of equity among customer classes.
- Comparison with regional municipal water utilities.

**Rate Scenario Development:** The consultant shall develop alternative rate structures designed to fund operating and capital needs over a five-year planning horizon. The analysis shall include:

- A level rate scenario over the study period
- A phased or escalating rate scenario
- Each scenario shall clearly identify impacts on customer bills and long-term fund sustainability.

**Long-Term Financial Modeling:** The consultant shall develop a long-term financial model projecting revenues, expenditures, debt obligations, and capital needs for a period of at least ten (10) years. This model should allow the Village to evaluate the long-term financial sustainability of the water enterprise fund.

**Capital Planning Coordination:** The consultant shall coordinate with Village staff to evaluate anticipated capital improvements and their impact on rate requirements. The consultants shall provide recommendations regarding:

- Appropriate funding strategies for capital improvements
- Cash-funded versus debt-financed capital investments
- Appropriate reserve levels for the water enterprise fund.

**Meetings and Presentations:** The consultant shall:

- Meet with Village staff as necessary during the study process
- Present findings and recommendations to the Village Board and/or Sewer and Water Utility Committee and/or Finance Committee
- Provide final written report summarizing findings, methodology, and recommendations.

**OVERVIEW/SOLICITATION:** The Village is seeking proposals from qualified and licensed consultants to prepare our 2026 water rate study, effective October 1, 2026. Quality and accuracy are paramount and are critical to establishing the rates. Acknowledging publication and notification deadlines, time is of the essence.

**I. Instruction to Proposers**

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public records, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

**II. Submission Materials**

The following should be incorporated into each submission:

**Format:** Electronic submissions preferred (PDF).

**General Information.** Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.

**Project Proposal.** At a minimum, provide information on approach, services, ideas, costs, timeline.

**Prior Experience.** A narrative explaining prior experience with rate studies, as well as examples.

**References.** A minimum of three municipal or utility references are required.

### **III. Evaluation and Selection**

#### **Evaluation Process**

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. The Sewer and Water Utility Committee's average score will be evaluated against the average scores from other submissions to determine whom to award a contract.

#### **Selection Criteria**

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal applicable laws
3. Experience
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal is found to be substantially non-responsive, it will be dropped from further consideration.

The Village, at its sole discretion, may require presentations by respondents that clearly address the award. Other submissions, certifications, or affirmations may be required, as appropriate.

### **IV. Award**

Upon final selection, all respondents will be notified by the Village via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit or cost alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

### **V. Administrative Contact**

Name: Benjamin Andrews  
Title: Village Administrator  
E-Mail: [administrator@sisterbaywi.gov](mailto:administrator@sisterbaywi.gov)  
Mailing Address: 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234



Village of Sister Bay  
Sewer and Water Utilities Committee Operations Report

Sewer and Water Utilities Committee Meeting  
July 14, 2026

Capacity Report

See the attached report for February, March, April and May 2026.

Review of Financial Statements

See the attached financial reports.

Well Permit Status Report

2026 well permit status; see enclosed information.

WPDES Permit Renewal

The current Wisconsin Pollutant Discharge Elimination System Permit (WPDES) for the wastewater treatment facility will expire on December 31, 2026. Barnes has finalized and submitted the 2026 Village of Sister Bay wastewater treatment facilities WPDES application and all necessary documentation to the Department of Natural Resources (DNR). The WPDES application was completed and submitted on July 2, 2026. A copy of the WPDES Renewal is included in the packet for review.

It is important to note that the reissued permit may impose further limitations on the discharge of pollutants and may include a schedule of compliance for construction or other steps that are necessary to meet any such limitations.

Chemical Standard Operating Procedure

As part of the Wisconsin Pollutant Discharge Elimination System Permit (WPDES) reissuance for the wastewater treatment facility, the Department of Natural Resources (DNR) highly recommended that the Village develop and submit to the DNR a Standard Operating Procedure (SOP) for the Chemical Phosphorus Removal System. The SOP provides guidance for operators regarding the operation of the chemical feed system to reduce potential overdosing of phosphorus treatment chemicals. Submitting an acceptable SOP will hopefully reduce the potential for more frequent whole effluent toxicity (WET) monitoring being added to the reissued permit. The Village of Sister Bay's Chemical Phosphorus Removal System SOP was submitted to the DNR on July 2, 2026.

Notice was received on July 6, 2026, that the Department of Natural Resources (DNR) has completed the review of the Standard Operating Procedure (SOP) for the Chemical Phosphorus Removal System for the Sister Bay Wastewater Treatment Facility. The DNR approved the SOP. Sister Bay must operate in conformance with this SOP effective immediately. If Sister Bay wishes to operate differently than specified in the approved SOP or make significant changes to the SOP, a written request must be submitted to the department for approval to amend the SOP.

2025 CMAR

The 2025 Compliance Maintenance Annual Report (CMAR) for the Sister Bay Wastewater Treatment Facility has been submitted and reviewed by the Department of Natural Resources (DNR). A copy of the DNR Response to Resolution or Owner's Statement is included in the packet for review.

DATCP Lab Audit

Barnes has scheduled the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) biennial water laboratory evaluation for July 20, 2026. The audit is required for the laboratory's license to utilize the Colilert bacteriological analysis method.

2026 Drinking Water System Routine Monitoring

Sister Bay Waterworks has sent in the samples required for analysis to satisfy the Department of Natural Resources (DNR) Drinking Water System Routine Monitoring Requirements. Sister Bay Waterworks has sent in samples for the Inorganics, Radioactivity, and Volatile Organics requirement. The Disinfection Byproducts (TTHM, HAA5) samples will be sent in on July 21, 2026, along with a portion of the ten required Lead and Copper samples.

#### Pretreatment Fine Screen and PLC Issues

On May 26, 2026, Operators noticed that the pretreatment fine screen was no longer operating. Operators could run the fine screen in hand, but the equipment would not work through the Programmable Logic Controller (PLC) automated programming. That same day, while Operators were trying to diagnose the fine screen issue, the pretreatment PLC dropped all communication. Barnes and IPS technicians worked on reviving the PLC, but all efforts were unsuccessful. Without the PLC, all equipment in pretreatment could only be operated manually. Barnes expedited the purchase of a new PLC through Werner and had the pretreatment PLC replaced and reprogrammed on May 27, 2026. After the PLC was replaced, the fine screen was still not operational. Barnes and the IPS technicians found a work around that worked for about two weeks while trying to diagnose the issue. The fix ultimately failed and Action Electric was called to help us find the electrical issue. With the help of Action Electric and the IPS technicians, Operators isolated an electrical short that was occurring in a conduit line where the fine screen electrical runs. Action Electric repaired the issue, and the fine screen and pretreatment PLC have had no further issues.

#### Sludge Hauling Update

NEW Water is temporarily shut down for sludge hauling due to one of their digestors being temporarily shut down for maintenance. The NEW Water incinerator will also be temporarily shut down this fall for its routine maintenance. NEW Water communicated that we are not completely cut off during the outages which will run from 06/22/2026-09/30/2026. However, they did request that we limit sludge brought to them during this time period. Barnes coordinated extra hauling in order to prepare for the outage. We are sitting in a very good position to continue holding all sludge hauling until the NEW Water outage is over.

#### Septage Chopper Pump Plug

On June 9, 2026, Operators noticed that the two septage chopper pumps were not pumping at a usual rate. We utilize the chopper pumps to lift the hauled waste from the receiving tank over to our pretreatment channel. Operators attempted to clear the check valves and pull the pumps to remove the plugs lodged inside them. Haulers were told that the hauled waste receiving station was shut down and Operators tried for two days to loosen the plug in at least one of the pumps. We were successful in getting the plug out of chopper 2, the plug was entirely comprised of "flushable" wipes. However, the plug in the pump was only half of the issue. Once we got the pump reinstalled, we determined that the discharge pipe was also completely plugged. Great Lakes TV and Seal were able to respond with their vacuum truck to assist. The Great Lakes TV and Seal crew were able to jet the discharge lines from the bottom of the tank and completely remove the "flushable" wipe plugs that was also located in the discharge lines.

#### PFAs General WPDES Permit

The WI Department of Natural Resources has determined that Sister Bay Wastewater Treatment Facility is eligible for coverage and is hereby authorized under the "PFAS Monitoring for Sewage Sludge (Biosolids) Generators" Wisconsin Pollutant Discharge Elimination System (WPDES) General Permit No. WI-0012345-01. This general permit has been developed as a supplemental permit to our WPDES individual permit. The general permit coverage begins on July 1, 2026. The permit requires us to submit monitoring results to the DNR on a periodic basis. A copy of the PFAS Monitoring for Sewage Sludge (Biosolids) Generators WPDES General Permit is included in the packet for review.

Megan Barnes, Utilities Director



# OPERATION REPORT DOCUMENTS

Date: July 14, 2026

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**To:** Sewer and Water Utility Committee  
**Re:** Monthly Operation Report Documents  
**Author(s):** Megan Barnes, Utilities Director

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Operation report documents referenced in the operational report for review following:

**Treatment Plant Capacities Calculations**

For: **February-2026**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	3.896	0.033	3.228	3.261	0.343	0.292
Water Sales Ratios			0.9040		0.0960	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	8779		7936		843	
HAULED BOD lbs/day	770	79				691
<b>Total BOD lbs</b>	<b>9549</b>			<b>8015</b>	<b>843</b>	<b>691</b>

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	6642		6004		638	
HAULED TSS lbs/day	588	59				529
<b>Total TSS lbs</b>	<b>7230</b>			<b>6064</b>	<b>638</b>	<b>529</b>

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.116	0.012	0.010
Percent of used Capacity	18.78%	20.75%	3.92%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	286	30	25
Percent of used Capacity	32%	28.67%	1.82%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	217	23	19
Percent of used Capacity	20.13%	22.55%	1.89%

## 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: **March-2026**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	3.621	0.020	3.027	3.047	0.321	0.252
Water Sales Ratios			0.9040		0.0960	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	8973		8112		861	
HAULED BOD lbs/day	1025	76				950
<b>Total BOD lbs</b>	<b>9999</b>			<b>8187</b>	<b>861</b>	<b>950</b>

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	6314		5708		606	
HAULED TSS lbs/day	597	44				553
<b>Total TSS lbs</b>	<b>6910</b>			<b>5752</b>	<b>606</b>	<b>553</b>

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.098	0.010	0.008
Percent of used Capacity	15.85%	17.57%	3.06%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	264	28	31
Percent of used Capacity	29%	26.46%	2.25%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	186	20	18
Percent of used Capacity	17.24%	19.36%	1.78%

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### Sister Bay, Liberty Grove Utility District, and Town of Liberty Grove

#### Treatment Plant Capacities Calculations

For: **April-2026**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	12.445	0.025	11.089	11.114	0.975	0.356
Water Sales Ratios			0.9192		0.0808	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	18425		16936		1489	
HAULED BOD lbs/day	1694	93				1601
<b>Total BOD lbs</b>	<b>20119</b>			<b>17029</b>	<b>1489</b>	<b>1601</b>

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	18224		16752		1473	
HAULED TSS lbs/day	1959	126				1833
<b>Total TSS lbs</b>	<b>20184</b>			<b>16878</b>	<b>1473</b>	<b>1833</b>

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.370	0.032	0.012
Percent of used Capacity	59.75%	55.07%	4.46%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	568	50	53
Percent of used Capacity	63%	47.26%	3.93%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	563	49	61
Percent of used Capacity	52.29%	48.60%	6.12%

# 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-2026**

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
Hydraulic Flow (mgd)	5.988	0.044	4.950	4.994	0.435	0.559
Water Sales Ratios			0.9192		0.0808	

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED BOD lbs/day	22608		20781		1827	
HAULED BOD lbs/day	3273	237				3036
<b>Total BOD lbs</b>	<b>25881</b>			<b>21018</b>	<b>1827</b>	<b>3036</b>

	WWTP	Sister Bay			LGSD #1	Liberty Grove
	Influent	Hauled	Sewered	Total Sister Bay Flow	Sewered	Hauled
SEWERED TSS lbs/day	28058		25791		2267	
HAULED TSS lbs/day	9248	672				8576
<b>Total TSS lbs</b>	<b>37306</b>			<b>26463</b>	<b>2267</b>	<b>8576</b>

	Sister Bay	LGSD #1	Liberty Grove
Purchased Flow Capacity in mgd	0.62	0.059	0.266
Monthly Daily Average	0.161	0.014	0.018
Percent of used Capacity	25.98%	23.79%	6.78%
Purchased BOD Capacity in lbs/day	905	105	1359
Monthly Daily Average	678	59	98
Percent of used Capacity	75%	56.12%	7.21%
Purchased TSS Capacity in lbs/day	1076	101	999
Monthly Daily Average	854	73	277
Percent of used Capacity	79.34%	72.41%	27.69%

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 46</u>					
610-46110-000-000	ASSESSMENT LETTER FEES	30.00	780.00	3,000.00 ( 2,220.00)	26.00
610-46451-100-000	METERED WATER SALES - VILLAGE	5,272.23	8,023.07	18,500.00 ( 10,476.93)	43.37
610-46451-200-000	METERED WATER SALES-COMMERCIAL	27,941.28	46,879.59	122,000.00 ( 75,120.41)	38.43
610-46451-400-000	METERED WATER SALES-RESIDENT'L	49,722.48	92,764.56	210,000.00 ( 117,235.44)	44.17
610-46451-500-000	METERED WATER SALES-MULTIFAM	6,441.40	12,154.82	28,250.00 ( 16,095.18)	43.03
610-46451-900-000	SERVICE TO OTHER WATER SYSTEMS	.00	.00	50.00 ( 50.00)	.00
610-46452-000-000	WATER SYSTEM MAINTENANCE	.00	.00	2,500.00 ( 2,500.00)	.00
610-46452-100-000	WATER SYSTEM/HYDRANT MAINT - V	.00	.00	50.00 ( 50.00)	.00
610-46454-000-000	CONNECTION FEES - WATER	166.26	332.52	2,500.00 ( 2,167.48)	13.30
610-46455-000-000	PUBLIC FIRE PROTECTION	13,463.16	27,010.84	54,000.00 ( 26,989.16)	50.02
610-46455-100-000	PUBLIC FIRE PROT - VILLAGE	742.40	1,481.00	2,954.00 ( 1,473.00)	50.14
610-46455-900-000	PUBLIC FIRE PROT.-HYDRANT RENT	13,093.75	26,187.50	52,375.00 ( 26,187.50)	50.00
610-46456-000-000	PRIVATE FIRE PROTECT/SPRINKLRS	3,582.60	7,206.11	14,600.00 ( 7,393.89)	49.36
610-46456-100-000	UNMETERED WATER SALES-VILLAGE	.00	.00	50.00 ( 50.00)	.00
610-46456-200-000	UNMETERED WATER SALES-COMM/PUB	.00	2,411.24	1,500.00 911.24	160.75
610-46457-000-000	HYDRANT USE -COMMERCIAL/PUBLIC	.00	2,040.00	950.00 1,090.00	214.74
610-46457-100-000	HYDRANT USE - VILLAGE	.00	.00	100.00 ( 100.00)	.00
610-46470-000-000	LATE PAYMENT PENALTIES	131.86	347.25	600.00 ( 252.75)	57.88
610-46472-000-000	RENT FROM WATER DEPT PROPERTY	.00	.00	4,800.00 ( 4,800.00)	.00
<b>TOTAL SOURCE 46</b>		<b>120,587.42</b>	<b>227,618.50</b>	<b>518,779.00 ( 291,160.50)</b>	<b>43.88</b>
<u>SOURCE 47</u>					
610-47341-810-000	ADMIN CHARGES - LGUD (W)	.00	2,759.28	9,500.00 ( 6,740.72)	29.05
610-47341-820-000	WATER SYSTEM MAINT - LGUD	.00	.00	2,000.00 ( 2,000.00)	.00
610-47341-830-000	SALE OF WATER - LGUD	.00	2,335.44	19,750.00 ( 17,414.56)	11.83
610-47341-850-000	UNMETERED WATER SALES - LGUD	.00	.00	250.00 ( 250.00)	.00
610-47341-860-000	PUBLIC FIRE PROTECTION -LGUD	.00	1,391.00	5,564.00 ( 4,173.00)	25.00
610-47341-870-000	WATER TESTING FEES	180.00	690.00	2,000.00 ( 1,310.00)	34.50
<b>TOTAL SOURCE 47</b>		<b>180.00</b>	<b>7,175.72</b>	<b>39,064.00 ( 31,888.28)</b>	<b>18.37</b>
<u>SOURCE 48</u>					
610-48110-000-000	INTEREST/DIVIDENDS - WATER	.00	39,518.94	60,000.00 ( 20,481.06)	65.86
610-48300-000-000	SALE OF PROPERTY - WATER	.00	.00	3,200.00 ( 3,200.00)	.00
610-48420-710-000	IMPACT FEE-DOWNTOWN WATER MAIN	585.48	1,549.80	8,200.00 ( 6,650.20)	18.90
610-48425-000-000	SURCHARGE: W SYSTEM SERVICE	.00	.00	225.00 ( 225.00)	.00
610-48428-000-000	RECONNECT FEES & MISC. - WATER	60.00	1,635.00	2,000.00 ( 365.00)	81.75
610-48429-000-000	WELL PERMITS	50.00	50.00	800.00 ( 750.00)	6.25
610-48490-000-000	OTHER WATER SYSTEM REVENUE	.00	1,065.13	5,575.00 ( 4,509.87)	19.11
610-48491-000-000	REFUNDS/REBATES - W	17.00	17.00	.00 17.00	.00
610-48495-000-000	MISC NON-OPERATING REVENUE	.00	135.00	1,000.00 ( 865.00)	13.50
<b>TOTAL SOURCE 48</b>		<b>712.48</b>	<b>43,970.87</b>	<b>81,000.00 ( 37,029.13)</b>	<b>54.29</b>

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 49</u>					
610-49300-000-000 CAPITAL CONTRIBUTIONS - WATER	.00	.00	400,000.00	( 400,000.00)	.00
610-49495-000-000 MISC CHARGES FOR SERVICES	.00	56.90	.00	56.90	.00
TOTAL SOURCE 49	.00	56.90	400,000.00	( 399,943.10)	.01
TOTAL WATER REVENUE	121,479.90	278,821.99	1,038,843.00	( 760,021.01)	26.84

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT		BUDGET	
610-61500-111-000	WAGES - VILLAGE WATER	.00	.00	96,836.90	96,836.90	.00
610-61500-111-620	WAGES - PUMPING	530.73	5,374.37	.00 (	5,374.37)	.00
610-61500-111-626	WAGES - GROUNDS MAINT	.00	.00	791.00	791.00	.00
610-61500-111-640	WAGES - DISTRIBUTION SYSTEM	165.65	958.22	.00 (	958.22)	.00
610-61500-111-650	WAGES - RESERVOIRS/STANDPIPES	.00	132.52	.00 (	132.52)	.00
610-61500-111-651	WAGES - MAINS	.00	401.59	.00 (	401.59)	.00
610-61500-111-652	WAGES - SERVICES	.00	1,021.02	.00 (	1,021.02)	.00
610-61500-111-653	WAGES - METERS	861.38	7,247.19	.00 (	7,247.19)	.00
610-61500-111-654	WAGES - HYDRANTS	1,752.50	1,752.50	.00 (	1,752.50)	.00
610-61500-111-655	WAGES - MISC OTHER	.00	99.39	.00 (	99.39)	.00
610-61500-111-901	WAGES - METER READING	182.22	381.00	.00 (	381.00)	.00
610-61500-111-906	WAGES - CUSTOMER SERVICE	.00	107.67	.00 (	107.67)	.00
610-61500-111-920	WAGES - ADMIN, WATER	3,237.49	21,442.65	17,588.00 (	3,854.65)	121.92
610-61500-111-930	WAGES - TRAINING, WATER	.00	1,656.42	.00 (	1,656.42)	.00
610-61500-112-000	OVERTIME	.00	.00	4,749.12	4,749.12	.00
610-61500-112-620	OVERTIME - PUMPING	123.52	305.68	.00 (	305.68)	.00
610-61500-112-652	OVERTIME - SERVICES	.00	99.39	.00 (	99.39)	.00
610-61500-112-653	OVERTIME - METERS	.00	149.09	.00 (	149.09)	.00
610-61500-112-930	OVERTIME - ON CALL WATER	262.50	1,775.00	3,421.88	1,646.88	51.87
610-61500-113-620	COMP TIME USED	.00	263.18	.00 (	263.18)	.00
610-61500-114-930	PAID LEAVE	974.22	4,401.58	13,500.00	9,098.42	32.60
610-61500-121-902	WAGES - CLERK - WATER	1,524.90	8,605.37	21,435.23	12,829.86	40.15
610-61500-122-902	OVERTIME - CLERK - WATER	.00	235.96	618.32	382.36	38.16
610-61500-131-926	RETIREMENT	738.21	4,112.05	9,845.00	5,732.95	41.77
610-61500-132-408	SOCIAL SECURITY	729.68	4,062.07	10,562.00	6,499.93	38.46
610-61500-133-926	INSURANCE, MEDICAL	3,176.61	17,566.31	42,952.00	25,385.69	40.90
610-61500-134-926	INSURANCE, DENTAL	200.70	1,107.46	2,679.00	1,571.54	41.34
610-61500-135-926	INSURANCE, GROUP LIFE	19.83	110.58	224.00	113.42	49.37
610-61500-136-926	INSURANCE, DISABILITY	43.07	240.47	527.00	286.53	45.63
610-61500-137-925	HSA BENEFITS	586.15	3,207.90	8,694.00	5,486.10	36.90
610-61500-138-925	EAP BENEFITS	20.68	124.08	250.00	125.92	49.63
610-61500-140-925	VISION BENEFITS	22.93	125.76	297.00	171.24	42.34
610-61500-141-903	UNIFORMS & CLOTHING	.00	.00	900.00	900.00	.00
610-61500-142-930	RECRUITMENT/TESTING/PHYSICALS	.00	.00	750.00	750.00	.00
610-61500-143-930	RECOGNITION	.00	.00	1,065.00	1,065.00	.00
610-61500-144-630	MILEAGE - TREATMENT	.00	.00	300.00	300.00	.00
610-61500-144-921	MILEAGE - OFFICE EXP	.00	35.73	275.00	239.27	12.99
610-61500-144-930	MILEAGE - ADMIN MISC	.00	316.35	300.00 (	16.35)	105.45
610-61500-145-930	EXPENSE ALLOWANCE/MEALS	.00	.00	500.00	500.00	.00
	PERSONNEL	15,152.97	87,418.55	239,060.45	151,641.90	36.57

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
610-61500-200-602 OTHER SERVICES-PUMPING	.00	.00	500.00	500.00	.00
610-61500-200-630 TESTING	.00	.00	2,000.00	2,000.00	.00
610-61500-200-923 MISC. OTHER SERVICES	444.79	2,223.95	6,000.00	3,776.05	37.07
610-61500-201-622 ELECTRIC POWER	1,942.18	12,299.62	25,000.00	12,700.38	49.20
610-61500-202-622 FUEL FOR PUMPING	.00	.00	1,000.00	1,000.00	.00
610-61500-203-921 TELEPHONES	161.98	738.97	1,300.00	561.03	56.84
610-61500-204-921 CELLPHONES	107.19	642.09	1,800.00	1,157.91	35.67
610-61500-205-921 INTERNET	40.80	222.58	1,870.00	1,647.42	11.90
610-61500-206-921 TELEMETRY	.00	.00	5,000.00	5,000.00	.00
610-61500-209-923 LEGAL SERVICES - WATER	.00	.00	500.00	500.00	.00
610-61500-210-923 AUDIT & CONSULTING	.00	2,182.80	13,000.00	10,817.20	16.79
610-61500-212-923 ENGINEERING	.00	508.50	10,000.00	9,491.50	5.09
610-61500-213-923 OUTSIDE SERVICES EMPLOYED	12.64	492.21	1,000.00	507.79	49.22
	<u>2,709.58</u>	<u>19,310.72</u>	<u>68,970.00</u>	<u>49,659.28</u>	<u>28.00</u>
CONTRACTUAL SERVICES					

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT		BUDGET	
610-61500-301-602	EQUIP GAS/OIL - SOURCE OF SUP.	.00	16.25	25.00	8.75	65.00
610-61500-301-623	EQUIP GAS/OIL - PUMPING	.00	.00	200.00	200.00	.00
610-61500-301-641	EQUIP GAS/OIL - T&D	.00	.00	200.00	200.00	.00
610-61500-301-933	VEHICLE GAS/OIL/FLUIDS	.00	723.87	2,200.00	1,476.13	32.90
610-61500-310-921	COMPUTER HARDWARE/SOFTWARE	68.00	768.77	9,000.00	8,231.23	8.54
610-61500-310-923	ACCOUNTING/SOFTWARE SUPPORT	1,942.66	4,368.13	5,500.00	1,131.87	79.42
610-61500-312-921	INFORMATION TECHNOLOGY	.00	616.42	3,600.00	2,983.58	17.12
610-61500-321-921	OFFICE SUPPLIES & EXP.	10.16	106.00	1,200.00	1,094.00	8.83
610-61500-322-921	POSTAGE & SHIPPING	291.61	639.95	1,200.00	560.05	53.33
610-61500-324-921	PRINTING & COPYING	134.67	714.70	1,800.00	1,085.30	39.71
610-61500-325-921	LEGAL NOTICES & ADS	.00	428.45	500.00	71.55	85.69
610-61500-326-921	OFFICE EQUIPMENT - OFFICE EXP	6.91	15.24	75.00	59.76	20.32
610-61500-331-930	MEMBERSHIP DUES	168.50	1,362.60	1,200.00	( 162.60)	113.55
610-61500-332-000	TRAINING	.00	69.70	.00	( 69.70)	.00
610-61500-332-602	TRAINING - SOURCE OF SUPPLY	.00	366.35	500.00	133.65	73.27
610-61500-332-630	TRAINING - TREATMENT	.00	.00	800.00	800.00	.00
610-61500-332-640	TRAINING - T&D OP	.00	406.76	.00	( 406.76)	.00
610-61500-332-921	TRAINING - OFFICE EXP	.00	.00	500.00	500.00	.00
610-61500-332-930	TRAINING - ADMIN MISC	.00	125.00	1,000.00	875.00	12.50
610-61500-351-623	MED/SAFETY - PUMPING	.00	.00	250.00	250.00	.00
610-61500-351-632	MED/SAFETY - TREATMENT	.00	34.66	500.00	465.34	6.93
610-61500-351-930	MED/SAFETY - MISC GENERAL	.00	.00	500.00	500.00	.00
610-61500-352-641	TOOLS/MINOR EQUIP - T&D	.00	200.49	2,500.00	2,299.51	8.02
610-61500-352-653	TOOLS/MINOR EQUIP - METERS	.00	49.96	250.00	200.04	19.98
610-61500-352-903	TOOLS/MINOR EQUIP - ADMIN MISC	.00	.00	250.00	250.00	.00
610-61500-352-930	TOOLS/MINOR EQUIP - MISC GEN	.00	154.83	2,200.00	2,045.17	7.04
610-61500-353-641	MISC. OTHER SUP. - T&D	.00	.00	200.00	200.00	.00
610-61500-353-650	MISC. OTHER SUP. - RESERVOIRS	.00	.00	200.00	200.00	.00
610-61500-353-652	MISC. OTHER SUP. - SERVICES	27.96	27.96	1,000.00	972.04	2.80
610-61500-353-653	MISC. OTHER SUP. - METERS	.00	97.00	500.00	403.00	19.40
610-61500-353-654	MISC. OTHER SUP. - HYDRANTS	.00	.00	500.00	500.00	.00
610-61500-353-655	MISC. OTHER SUP. - OTHER PLANT	.00	.00	500.00	500.00	.00
610-61500-353-921	MISC. OTHER SUPPLIES - ADMIN	.00	.00	500.00	500.00	.00
610-61500-354-921	MAPS	.00	.00	150.00	150.00	.00
610-61500-358-623	MISC OP. SUPPLIES - WELLS	.00	5.58	200.00	194.42	2.79
610-61500-358-625	MISC OP. SUPPLIES - WELL MAINT	.00	.00	175.00	175.00	.00
610-61500-358-641	MISC SYS OP SUP - T&D	.00	.00	250.00	250.00	.00
610-61500-361-650	DISTRIBUTION MAINT - STORAGE	.00	.00	5,000.00	5,000.00	.00
610-61500-361-651	DISTRIBUTION MAINT - MAINS	.00	.00	3,000.00	3,000.00	.00
610-61500-361-652	DISTRIBUTION MAINT - SERVICES	5,587.10	5,587.10	1,000.00	( 4,587.10)	558.71
610-61500-361-653	DISTRIBUTION MAINT - METERS	.00	13.77	1,500.00	1,486.23	.92
610-61500-361-654	HYDRANT MAINTENANCE	.00	.00	2,500.00	2,500.00	.00
610-61500-361-655	DISTRIBUTION MAINT - OTHER	.00	.00	500.00	500.00	.00
610-61500-362-600	LAWN MAINTENANCE - WELLS	.00	.00	100.00	100.00	.00
610-61500-363-933	VEHICLE MAINTENANCE	.00	.00	750.00	750.00	.00
610-61500-366-000	WATER PLANT (WELLS & STORAGE)	.00	27,471.00	65,000.00	37,529.00	42.26
610-61500-366-623	WATER PLANT - PUMPING OP.	.00	16.99	5,000.00	4,983.01	.34
610-61500-366-625	WATER PLANT - PUMPING MAINT	.00	10,773.46	3,200.00	( 7,573.46)	336.67
610-61500-366-635	WATER PLANT - TREATMENT MAINT	.00	.00	1,000.00	1,000.00	.00
610-61500-366-935	WATER PLANT - FACILITY MAINT	.00	.00	750.00	750.00	.00
610-61500-369-602	EQUIP MAINT - SOURCE OF SUPPLY	.00	.00	250.00	250.00	.00
610-61500-369-625	EQUIP MAINT - PUMPING	.00	.00	250.00	250.00	.00

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
SUPPLIES AND EXPENSE		8,237.57	55,160.99	129,925.00	74,764.01	42.46
610-61500-401-921	CUSTODIAL SUPPLIES	.00	12.23	250.00	237.77	4.89
610-61500-402-631	CHEMICALS	939.96	1,943.34	3,500.00	1,556.66	55.52
610-61500-403-630	WATER TESTING SUPPLIES	( 36.00)	1,872.84	3,500.00	1,627.16	53.51
610-61500-403-653	METER PARTS & SUPPLIES	.00	30.00	500.00	470.00	6.00
610-61500-408-652	DISTRIBUTION PARTS - W SYSTEM	.00	.00	1,000.00	1,000.00	.00
610-61500-408-654	HYDRANT PARTS & SUPPLIES	197.49	197.49	2,000.00	1,802.51	9.87
BUILDING MATERIALS		1,101.45	4,055.90	10,750.00	6,694.10	37.73
610-61500-510-924	PROPERTY INSURANCE	.00	4,269.09	4,104.00	( 165.09)	104.02
610-61500-510-925	LIABILITY INSURANCE	394.20	810.00	2,500.00	1,690.00	32.40
610-61500-511-925	VEHICLE & EQUIPMENT INSURANCE	166.00	402.00	1,000.00	598.00	40.20
610-61500-512-925	INSURANCE, WORK COMP	523.16	1,042.16	3,678.00	2,635.84	28.33
610-61500-550-921	BANK FEES & FINANCE CHARGES	.00	811.76	1,500.00	688.24	54.12
610-61500-551-408	TAXES - WATER	.00	.00	( 12,000.00)	( 12,000.00)	.00
610-61500-551-928	MISC OTHER EXP - REGULATORY	.00	.00	750.00	750.00	.00
FIXED CHARGES		1,083.36	7,335.01	1,532.00	( 5,803.01)	478.79
610-61500-899-403	DEPRECIATION EXP -WATER SYSTEM	31,666.67	95,000.00	190,000.00	95,000.00	50.00
CAPITAL OUTLAY		31,666.67	95,000.00	190,000.00	95,000.00	50.00
610-61500-900-408	PAYMENT IN LIEU OF TAXES	9,166.67	27,500.00	55,000.00	27,500.00	50.00
COST REALLOCATION		9,166.67	27,500.00	55,000.00	27,500.00	50.00
TOTAL DEPARTMENT 500		69,118.27	295,781.17	695,237.45	399,456.28	42.54
DEPARTMENT 000						
610-64000-111-000	WAGES - LGSD WATER	513.52	577.56	7,746.95	7,169.39	7.46
610-64000-112-000	OVERTIME - LGSD WATER	124.24	124.24	379.93	255.69	32.70
PERSONNEL		637.76	701.80	8,126.88	7,425.08	8.64
610-64000-200-930	LGUD OTHER REIMB	473.83	610.15	750.00	139.85	81.35
610-64000-201-622	LGUD ELECTRIC - REIMB.	352.92	612.20	.00	( 612.20)	.00
CONTRACTUAL SERVICES		826.75	1,222.35	750.00	( 472.35)	162.98

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	%	OF BUDGET
610-64000-324-921 PRINTING & COPYING LGUD	.00	.00	125.00	125.00	.00
SUPPLIES AND EXPENSE	.00	.00	125.00	125.00	.00
	1,464.51	1,924.15	9,001.88	7,077.73	21.37
TOTAL FUND EXPENDITURES	70,582.78	297,705.32	704,239.33	406,534.01	42.27
NET REVENUES OVER EXPENDITURES	50,897.12	( 18,883.33)	334,603.67	( 1,166,555.02)	( 5.64)

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**WASTEWATER**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 46</u>					
620-46411-100-000	SEWER SERVICE - VILLAGE (WW)	4,982.21	9,740.82	28,868.45 ( 19,127.63)	33.74
620-46411-200-000	SEWER SERVICE - COMMERCIAL	73,142.39	133,122.42	323,001.65 ( 189,879.23)	41.21
620-46411-400-000	SEWER SERVICE - RESIDENTIAL	158,603.48	309,754.21	713,369.15 ( 403,614.94)	43.42
620-46411-500-000	SEWER SERVICE - MULTI FAMILY	22,505.34	43,864.11	101,764.65 ( 57,900.54)	43.10
620-46415-100-000	SEPTIC & HOLDING - SISTER BAY	.00	3,431.08	11,233.75 ( 7,802.67)	30.54
620-46415-800-000	SEPTIC & HOLDING-LIBERTY GROVE	.00	47,752.37	222,840.10 ( 175,087.73)	21.43
620-46415-900-000	SEPTIC & HOLDING - OTHER AREAS	.00	343.69	5,000.00 ( 4,656.31)	6.87
620-46416-100-000	UNMETERED WASTEWATER - VILLAGE	.00	.00	150.00 ( 150.00)	.00
620-46416-200-000	UNMETERED WASTEWATER - COMMERC	.00	.00	150.00 ( 150.00)	.00
620-46470-000-000	LATE PAYMENT FEES	332.33	1,558.14	4,775.00 ( 3,216.86)	32.63
620-46472-000-000	RENT FROM WW DEPT PROPERTY	.00	.00	1,420.00 ( 1,420.00)	.00
<b>TOTAL SOURCE 46</b>		<b>259,565.75</b>	<b>549,566.84</b>	<b>1,412,572.75 ( 863,005.91)</b>	<b>38.91</b>
<u>SOURCE 47</u>					
620-47341-810-000	ADMIN CHARGES - LGUD (WW)	.00	2,354.28	8,500.00 ( 6,145.72)	27.70
620-47341-820-000	FIXED SEWER METER CHARGES-LGUD	.00	39,243.89	134,746.65 ( 95,502.76)	29.12
620-47341-840-000	MEASURED SEWER SERVICE - LGUD	.00	2,564.25	20,000.00 ( 17,435.75)	12.82
620-47341-850-000	UNMETERED WASTEWATER - LGUD	.00	.00	150.00 ( 150.00)	.00
<b>TOTAL SOURCE 47</b>		<b>.00</b>	<b>44,162.42</b>	<b>163,396.65 ( 119,234.23)</b>	<b>27.03</b>
<u>SOURCE 48</u>					
620-48110-000-000	INTEREST/DIVIDENDS - WW	.00	43,767.42	75,000.00 ( 31,232.58)	58.36
620-48300-000-000	SALE OF WW PROPERTY	.00	.00	5,900.00 ( 5,900.00)	.00
620-48491-000-000	REFUNDS/REBATES - WW	29.50	29.50	.00 29.50	.00
620-48495-000-000	MISC OTHER REVENUE	.00	.00	500.00 ( 500.00)	.00
<b>TOTAL SOURCE 48</b>		<b>29.50</b>	<b>43,796.92</b>	<b>81,400.00 ( 37,603.08)</b>	<b>53.80</b>
<b>TOTAL WASTEWATER REVENUE</b>		<b>259,595.25</b>	<b>637,526.18</b>	<b>1,657,369.40 ( 1,019,843.22)</b>	<b>38.47</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**TREATMENT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
620-62500-111-060	WAGES - MAIN LIFT STATION	378.27	1,365.06	.00 ( 1,365.06)	.00
620-62500-111-062	WAGES - JOINT WWTP	7,592.99	57,082.39	168,040.50	110,958.11 33.97
620-62500-111-626	WAGES - WWTP GROUNDS MAINT	128.02	332.34	1,245.00	912.66 26.69
620-62500-112-060	OVERTIME - MAIN LIFT STATION	.00	61.34	.00 ( 61.34)	.00
620-62500-112-062	OVERTIME - JOINT WWTP	697.59	3,072.01	8,241.12	5,169.11 37.28
620-62500-113-000	COMP TIME USED	.00	456.86	3,421.88	2,965.02 13.35
620-62500-114-000	PAID LEAVE - JOINT WWTP	1,691.20	7,635.94	.00 ( 7,635.94)	.00
620-62500-121-902	WAGES, CLERK - WW	2,645.76	14,931.83	37,196.43	22,264.60 40.14
620-62500-121-920	WAGES, ADMIN - WW	5,437.01	36,023.97	30,000.00 ( 6,023.97)	120.08
620-62500-122-902	OVERTIME - CLERK - WWTP	.00	408.30	1,072.97	664.67 38.05
620-62500-131-000	RETIREMENT	1,337.10	8,738.61	16,537.00	7,798.39 52.84
620-62500-132-000	SOCIAL SECURITY	1,320.74	8,665.29	17,713.00	9,047.71 48.92
620-62500-133-000	INSURANCE, MEDICAL	5,967.06	37,312.69	72,441.00	35,128.31 51.51
620-62500-134-000	INSURANCE, DENTAL	385.40	2,408.32	4,506.00	2,097.68 53.45
620-62500-135-000	INSURANCE, GROUP LIFE	33.20	207.79	362.00	154.21 57.40
620-62500-136-000	INSURANCE, DISABILITY	78.11	488.27	884.00	395.73 55.23
620-62500-137-000	HSA BENEFITS	972.66	6,230.30	14,655.00	8,424.70 42.51
620-62500-138-000	EAP BENEFITS	41.35	248.10	500.00	251.90 49.62
620-62500-140-000	VISION BENEFITS	45.49	284.16	502.00	217.84 56.61
620-62500-141-000	UNIFORMS & CLOTHING	.00	.00	1,950.00	1,950.00 .00
620-62500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	.00	1,000.00	1,000.00 .00
620-62500-143-000	RECOGNITION	.00	16.97	2,200.00	2,183.03 .77
620-62500-144-000	MILEAGE	.00	156.22	1,000.00	843.78 15.62
620-62500-145-000	EXPENSE ALLOWANCE/MEALS	.00	.00	375.00	375.00 .00
	<b>PERSONNEL</b>	<b>28,751.95</b>	<b>186,126.76</b>	<b>383,842.90</b>	<b>197,716.14 48.49</b>
620-62500-200-000	TESTING	158.75	762.00	2,500.00	1,738.00 30.48
620-62500-201-000	ELECTRIC/GAS	5,795.77	35,244.24	70,000.00	34,755.76 50.35
620-62500-202-000	FUEL/WATER/SEWER	.00	7,067.46	12,000.00	4,932.54 58.90
620-62500-203-000	TELEPHONES	162.00	738.96	3,000.00	2,261.04 24.63
620-62500-204-000	CELLPHONES	186.01	1,114.23	3,500.00	2,385.77 31.84
620-62500-205-000	INTERNET	70.80	386.24	3,565.00	3,178.76 10.83
620-62500-208-000	RUBBISH DISPOSAL	2,246.63	4,132.41	5,000.00	867.59 82.65
620-62500-209-000	LEGAL SERVICES	.00	6,187.50	2,500.00 ( 3,687.50)	247.50
620-62500-210-000	AUDIT & CONSULTING	.00	3,787.80	13,000.00	9,212.20 29.14
620-62500-212-000	ENGINEERING	.00	.00	50,000.00	50,000.00 .00
620-62500-213-000	LAUNDRY SERVICE	96.57	578.14	1,250.00	671.86 46.25
620-62500-214-000	SLUDGE HAULING & PROCESSING	6,838.24	31,900.08	90,000.00	58,099.92 35.44
	<b>CONTRACTUAL SERVICES</b>	<b>15,554.77</b>	<b>91,899.06</b>	<b>256,315.00</b>	<b>164,415.94 35.85</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**TREATMENT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
620-62500-301-000	VEHICLE GAS/OIL/FLUIDS	.00	1,305.61	5,500.00	4,194.39	23.74
620-62500-303-000	EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.00
620-62500-310-000	COMPUTER HARDWARE/SOFTWARE	9,472.09	12,941.11	9,000.00	( 3,941.11)	143.79
620-62500-312-000	INFORMATION TECHNOLOGY	.00	1,069.70	2,500.00	1,430.30	42.79
620-62500-321-000	OFFICE SUPPLIES & EXP.	17.64	161.61	1,500.00	1,338.39	10.77
620-62500-322-000	POSTAGE & SHIPPING	519.02	1,123.50	2,500.00	1,376.50	44.94
620-62500-324-000	PRINTING & COPYING	233.68	679.69	2,500.00	1,820.31	27.19
620-62500-325-000	LEGAL NOTICES & ADS	.00	.00	150.00	150.00	.00
620-62500-326-000	OFFICE EQUIPMENT	12.88	26.77	150.00	123.23	17.85
620-62500-331-000	DUES & PUBLICATIONS	.00	1,859.05	2,000.00	140.95	92.95
620-62500-332-000	TRAINING - WASTEWATER	.00	212.30	2,500.00	2,287.70	8.49
620-62500-351-000	MEDICAL/SAFETY SUPPLIES	.00	60.14	1,500.00	1,439.86	4.01
620-62500-352-000	TOOLS/MINOR EQUIPMENT	198.29	556.00	3,000.00	2,444.00	18.53
620-62500-353-000	MISC. OTHER SUPPLIES	14.76	202.55	500.00	297.45	40.51
620-62500-358-000	MISC. PLANT OPERATING SUPPLIES	125.00	750.00	1,000.00	250.00	75.00
620-62500-362-000	WWTP GROUNDS MAINTENANCE	.00	296.06	500.00	203.94	59.21
620-62500-363-000	VEHICLE MAINTENANCE	.00	.00	2,500.00	2,500.00	.00
620-62500-365-000	WWTP- LAB EQUIPMENT MAINT.	.00	150.00	3,500.00	3,350.00	4.29
620-62500-366-000	WWTP- BLDG & STRUCTURES MAINT.	.00	511.68	7,500.00	6,988.32	6.82
620-62500-367-000	MAIN LIFT STATION/FORCE MAIN	.00	15,487.66	25,000.00	9,512.34	61.95
620-62500-368-000	WWTP- FIXED EQUIPMENT MAINT.	267.92	50,365.42	35,000.00	( 15,365.42)	143.90
620-62500-369-000	EQUIPMENT MAINTENANCE	.00	.00	1,500.00	1,500.00	.00
	SUPPLIES AND EXPENSE	10,861.28	87,758.85	110,800.00	23,041.15	79.20
620-62500-401-000	CUSTODIAL SUPPLIES	.00	78.20	500.00	421.80	15.64
620-62500-402-000	CHEMICALS	.00	16,850.85	52,000.00	35,149.15	32.41
620-62500-403-000	LAB SUPPLIES - WWTP	73.09	1,940.31	10,000.00	8,059.69	19.40
620-62500-408-000	MAIN LIFT DEGREASER	.00	.00	3,500.00	3,500.00	.00
	BUILDING MATERIALS	73.09	18,869.36	66,000.00	47,130.64	28.59
620-62500-510-000	PROPERTY/LIABILITY INS.	902.75	16,576.63	20,000.00	3,423.37	82.88
620-62500-511-000	VEHICLE & EQUIPMENT INSURANCE	685.00	1,275.00	2,808.00	1,533.00	45.41
620-62500-512-000	INSURANCE, WORK COMP	1,196.84	2,458.84	7,684.00	5,225.16	32.00
620-62500-550-000	BANK FEES & FINANCE CHARGES	.00	1,408.64	3,700.00	2,291.36	38.07
	FIXED CHARGES	2,784.59	21,719.11	34,192.00	12,472.89	63.52
620-62500-602-000	INTEREST ON LONG-TERM DEBT-WW	.00	26,555.24	52,474.50	25,919.26	50.61
	DEBT SERVICE	.00	26,555.24	52,474.50	25,919.26	50.61
620-62500-899-000	DEPRECIATION EXP - WWTP	86,666.67	260,000.00	520,000.00	260,000.00	50.00
	CAPITAL OUTLAY	86,666.67	260,000.00	520,000.00	260,000.00	50.00

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**TREATMENT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
TOTAL DEPARTMENT 500	144,692.35	692,928.38	1,423,624.40	730,696.02	48.67
<u>DEPARTMENT 000</u>					
620-64000-200-000 LGUD OTHER SERVICES REIMB	.00	27.14	500.00	472.86	5.43
CONTRACTUAL SERVICES	.00	27.14	500.00	472.86	5.43
620-64000-324-000 PRINTING & COPYING LGUD	.00	.00	150.00	150.00	.00
SUPPLIES AND EXPENSE	.00	.00	150.00	150.00	.00
	.00	27.14	650.00	622.86	4.18
TOTAL FUND EXPENDITURES	144,692.35	692,955.52	1,424,274.40	731,318.88	48.65
NET REVENUES OVER EXPENDITURES	114,902.90	( 55,429.34)	233,095.00	( 1,751,162.10)	( 23.78)

**VILLAGE OF SISTER BAY**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 46</u>					
630-46110-000-000	ASSESSMENT LETTER FEES	30.00	780.00	3,200.00 ( 2,420.00)	24.38
630-46411-100-000	SEWER SERVICE - VILLAGE (C)	1,955.69	3,847.81	6,685.00 ( 2,837.19)	57.56
630-46411-200-000	SEWER SERVICE - COMMERCIAL	26,397.48	50,556.08	80,745.00 ( 30,188.92)	62.61
630-46411-400-000	SEWER SERVICE - RESIDENTIAL	57,538.84	113,612.05	161,538.00 ( 47,925.95)	70.33
630-46411-500-000	SEWER SERVICE - MULTI FAMILY	8,399.59	16,764.30	24,331.00 ( 7,566.70)	68.90
630-46411-900-000	SERVICE: OTHER COLLECT SYSTEMS	.00	.00	250.00 ( 250.00)	.00
630-46414-000-000	LATERAL INSPECTION - SEWER	166.26	332.52	2,500.00 ( 2,167.48)	13.30
630-46470-000-000	LATE PAYMENT FEES	119.67	312.41	500.00 ( 187.59)	62.48
	<b>TOTAL SOURCE 46</b>	<b>94,607.53</b>	<b>186,205.17</b>	<b>279,749.00 ( 93,543.83)</b>	<b>66.56</b>
<u>SOURCE 47</u>					
630-47341-000-000	COLLECTION SYSTEM MAINT - LGUD	.00	.00	1,750.00 ( 1,750.00)	.00
	<b>TOTAL SOURCE 47</b>	<b>.00</b>	<b>.00</b>	<b>1,750.00 ( 1,750.00)</b>	<b>.00</b>
<u>SOURCE 48</u>					
630-48110-000-000	INTEREST/DIVIDENDS-COLLECTION	.00	13,236.39	25,000.00 ( 11,763.61)	52.95
630-48300-000-000	SALE OF PROPERTY - COLLECTION	.00	.00	900.00 ( 900.00)	.00
630-48420-710-000	IMPACT FEE-DOWNTOWN SEWER MAIN	878.22	2,324.70	12,000.00 ( 9,675.30)	19.37
630-48420-740-000	SEWER CONNECTION FEES/REU	332.52	665.04	5,200.00 ( 4,534.96)	12.79
630-48425-000-000	SURCHARGE: COLL SYSTEM SERVICE	.00	.00	500.00 ( 500.00)	.00
630-48491-000-000	REFUNDS/REBATES - C	3.50	3.50	.00 3.50	.00
	<b>TOTAL SOURCE 48</b>	<b>1,214.24</b>	<b>16,229.63</b>	<b>43,600.00 ( 27,370.37)</b>	<b>37.22</b>
<u>SOURCE 49</u>					
630-49300-000-000	CAPITAL CONTRIBUTIONS - SEWER	.00	.00	250,000.00 ( 250,000.00)	.00
	<b>TOTAL SOURCE 49</b>	<b>.00</b>	<b>.00</b>	<b>250,000.00 ( 250,000.00)</b>	<b>.00</b>
	<b>TOTAL COLLECTION REVENUE</b>	<b>95,821.77</b>	<b>202,434.80</b>	<b>575,099.00 ( 372,664.20)</b>	<b>35.20</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**COLLECTION**

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT		BUDGET	
630-63500-111-000	WAGES - SB COLLECTION	465.08	2,641.18	19,937.01	17,295.83	13.25
630-63500-111-626	WAGES - COLLECTION GROUNDS	.00	.00	477.00	477.00	.00
630-63500-112-000	OVERTIME - SB COLLECTION	49.70	236.43	977.76	741.33	24.18
630-63500-113-000	COMP TIME USED	.00	54.01	.00	( 54.01)	.00
630-63500-114-000	PAID LEAVE - COLLECTION	200.35	903.31	.00	( 903.31)	.00
630-63500-121-000	WAGES, CLERK - COLLECTION	.00	84.87	.00	( 84.87)	.00
630-63500-121-902	WAGES, CLERK - COLLECTION	315.22	1,688.31	4,413.14	2,724.83	38.26
630-63500-121-920	WAGES, ADMIN - COLLECTION	1,444.14	9,758.46	8,588.00	( 1,170.46)	113.63
630-63500-122-902	WAGES, OT CLERK - COLLECTION	.00	49.11	127.30	78.19	38.58
630-63500-131-000	RETIREMENT	180.56	1,127.51	2,618.00	1,490.49	43.07
630-63500-132-000	SOCIAL SECURITY	181.74	1,138.91	2,840.00	1,701.09	40.10
630-63500-133-000	INSURANCE, MEDICAL	574.90	3,371.61	11,112.00	7,740.39	30.34
630-63500-134-000	INSURANCE, DENTAL	36.11	211.78	706.00	494.22	30.00
630-63500-135-000	INSURANCE, GROUP LIFE	4.01	23.16	75.00	51.84	30.88
630-63500-136-000	INSURANCE, DISABILITY	10.67	63.15	142.00	78.85	44.47
630-63500-137-000	HSA BENEFITS	122.01	747.54	2,258.00	1,510.46	33.11
630-63500-138-000	EAP BENEFITS	6.89	41.34	85.00	43.66	48.64
630-63500-140-000	VISION BENEFITS	4.02	23.47	80.00	56.53	29.34
630-63500-141-000	UNIFORMS & CLOTHING	.00	.00	250.00	250.00	.00
630-63500-142-000	RECRUITMENT/TESTING/PHYSICALS	.00	.00	250.00	250.00	.00
630-63500-143-000	RECOGNITION	.00	.00	300.00	300.00	.00
630-63500-144-000	MILEAGE	.00	55.18	50.00	( 5.18)	110.36
630-63500-145-000	EXPENSE ALLOWANCE/MEALS	.00	.00	75.00	75.00	.00
	<b>PERSONNEL</b>	<b>3,595.40</b>	<b>22,219.33</b>	<b>55,361.21</b>	<b>33,141.88</b>	<b>40.14</b>
630-63500-200-000	MISC. OTHER SERVICES	.00	.00	250.00	250.00	.00
630-63500-201-000	ELECTRIC POWER	535.97	3,943.97	7,000.00	3,056.03	56.34
630-63500-202-000	FUEL/WATER/SEWER	.00	210.85	1,000.00	789.15	21.09
630-63500-204-000	CELLPHONES	22.07	132.20	600.00	467.80	22.03
630-63500-205-000	INTERNET	8.40	45.82	570.00	524.18	8.04
630-63500-206-000	TELEMETRY	.00	.00	21,000.00	21,000.00	.00
630-63500-209-000	LEGAL SERVICES	.00	.00	250.00	250.00	.00
630-63500-210-000	AUDIT & CONSULTING	.00	449.40	4,500.00	4,050.60	9.99
630-63500-212-000	ENGINEERING	.00	508.50	5,000.00	4,491.50	10.17
630-63500-213-000	LAUNDRY	2.60	14.36	25.00	10.64	57.44
	<b>CONTRACTUAL SERVICES</b>	<b>569.04</b>	<b>5,305.10</b>	<b>40,195.00</b>	<b>34,889.90</b>	<b>13.20</b>

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
630-63500-301-000	VEHICLE GAS/OIL/FLUIDS	.00	167.17	1,200.00	1,032.83	13.93
630-63500-310-000	COMPUTER HARDWARE/SOFTWARE	413.95	1,380.19	7,275.00	5,894.81	18.97
630-63500-312-000	INFORMATION TECHNOLOGY	.00	126.90	8,000.00	7,873.10	1.59
630-63500-321-000	OFFICE SUPPLIES & EXP.	2.10	22.93	500.00	477.07	4.59
630-63500-322-000	POSTAGE & SHIPPING	60.03	131.75	650.00	518.25	20.27
630-63500-324-000	PRINTING & COPYING	27.71	80.63	450.00	369.37	17.92
630-63500-325-000	LEGAL NOTICES & ADS	.00	.00	50.00	50.00	.00
630-63500-326-000	OFFICE EQUIPMENT	1.95	3.59	25.00	21.41	14.36
630-63500-331-000	MEMBERSHIP DUES	.00	32.07	25.00	( 7.07)	128.28
630-63500-332-000	TRAINING	.00	139.35	250.00	110.65	55.74
630-63500-351-000	MEDICAL/SAFETY SUPPLIES	.00	7.14	1,200.00	1,192.86	.60
630-63500-352-000	TOOLS/MINOR EQUIPMENT	.00	10.94	500.00	489.06	2.19
630-63500-353-000	MISC. OTHER SUPPLIES	.00	.00	2,000.00	2,000.00	.00
630-63500-354-000	MAPS	.00	.00	100.00	100.00	.00
630-63500-356-000	PARTS & SUPPLIES	.00	8.78	150.00	141.22	5.85
630-63500-358-000	MISC. SEWER OPERATING SUPPLIES	.00	.00	5,000.00	5,000.00	.00
630-63500-362-000	LAWN MAINTENANCE	.00	.00	100.00	100.00	.00
630-63500-363-000	VEHICLE MAINTENANCE	.00	.00	500.00	500.00	.00
630-63500-367-000	LIFT STATION/FORCE MAIN MAINT.	11.17	7,786.30	30,000.00	22,213.70	25.95
630-63500-368-000	SEWER SYSTEM MAINTENANCE	.00	.00	32,000.00	32,000.00	.00
630-63500-369-000	EQUIPMENT MAINTENANCE	.00	.00	1,700.00	1,700.00	.00
	SUPPLIES AND EXPENSE	516.91	9,897.74	91,675.00	81,777.26	10.80
630-63500-401-000	CUSTODIAL SUPPLIES	.00	2.52	50.00	47.48	5.04
	BUILDING MATERIALS	.00	2.52	50.00	47.48	5.04
630-63500-510-000	PROPERTY/LIABILITY INS.	135.30	2,130.29	2,700.00	569.71	78.90
630-63500-511-000	VEHICLE & EQUIPMENT INSURANCE	107.00	230.00	400.00	170.00	57.50
630-63500-512-000	INSURANCE, WORK COMP	179.49	379.49	1,271.00	891.51	29.86
630-63500-550-000	BANK FEES & FINANCE CHARGES	.00	197.12	1,500.00	1,302.88	13.14
	FIXED CHARGES	421.79	2,936.90	5,871.00	2,934.10	50.02
630-63500-899-000	DEPRECIATION EXP - COLLECTION	23,500.00	70,500.00	141,000.00	70,500.00	50.00
	CAPITAL OUTLAY	23,500.00	70,500.00	141,000.00	70,500.00	50.00
630-63500-900-000	TAXES - SEWER	.00	.00	13,250.00	13,250.00	.00
	COST REALLOCATION	.00	.00	13,250.00	13,250.00	.00
	TOTAL DEPARTMENT 500	28,603.14	110,861.59	347,402.21	236,540.62	31.91
	<u>DEPARTMENT 000</u>					

**VILLAGE OF SISTER BAY**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2026**

**COLLECTION**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
630-64000-111-000 WAGES - LGSD COLLECTION	33.13	242.49	1,993.70	1,751.21	12.16
630-64000-112-000 OVERTIME - LGSD COLLECTION	.00	.00	97.78	97.78	.00
PERSONNEL	33.13	242.49	2,091.48	1,848.99	11.59
	33.13	242.49	2,091.48	1,848.99	11.59
TOTAL FUND EXPENDITURES	28,636.27	111,104.08	349,493.69	238,389.61	31.79
NET REVENUES OVER EXPENDITURES	67,185.50	91,330.72	225,605.31	( 611,053.81)	40.48



**MEMO**

**To:** Sewer and Water Utilities Committee

**From:** Kara Kroll, Utilities Clerk

**Subject:** 2026 Well Testing & Permitting

**Date:** July 7, 2026

**Wells inside the service area:**

Written notifications were sent to well owners on May 1<sup>st</sup> and July 1st

**Total wells due for testing inside the service area = 16**

Wells currently in compliance	1
Wells in the sampling process	3
Wells with no response	12
Wells abandoned (waiting for documents)	0
Wells with proof of abandonment	0
Wells waiting to be abandoned	0

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

Form 3400-178, rev. 06/23

## **Wisconsin Pollutant Discharge Elimination System (WPDES) Wastewater Discharge Individual Permit Application**

Permittee Name: **Village of Sister Bay**  
Facility Name: **SISTER BAY WASTEWATER TREATMENT FACILITY**  
Address: **P O Box 91 2124 Autumn Ct, Sister Bay, WI 54234**  
WPDES Permit Number: **0022071-11-0**  
Proposed Permit Expiration: **12/31/2031**  
FID: **415004810**

### **Important - Please Read These Instructions**

***Completion of this application is required pursuant to ss. 283.37 and 283.53, Wis. Stats., and ch. NR 200, Wis. Adm. Code. Failure to provide the requested information may result in fines, forfeitures or other penalties pursuant to ss. 283.89 and 283.91, Wis. Stats. Personally identifiable information is not likely to be used by the Department of Natural Resources (DNR) for any purpose other than the reasons stated in the form or for the purpose the form is being submitted.***

You must use this form (or a department-approved modification to this form) to apply for an initial permit or a reissued permit for a discharge that the DNR determines requires an individual permit under ss. NR 200.03(1)(a), (b) and (c), Wis. Adm. Code.

- Initial permit - If you are applying for an initial permit, s. NR 200.05(3), Wis. Adm. Code, requires that you file a complete application with the DNR no later than 180 days prior to the date you intend to commence discharging.
- Reissued permit - If you have an existing permit and wish to continue to discharge after expiration of the permit, s. NR 200.06, Wis. Adm. Code, requires that you must file a complete application with the DNR no later than 180 days prior to the current permit expiration date.

The application for a given permittee consists of a number of sections that may differ from another permittee's application, based on whether your facility is municipal or industrial and based on the discharge type (surface water, land treatment, land application). You must answer every question in the sections that apply to your facility. If you try to submit the application with required fields missing or inappropriate information, an error message will alert you. You may then go back and supply the required information.

For certain outfalls (all surface water and industrial land treatment and land application), effluent monitoring for a list of pollutants is required as part of the application. Please plan accordingly so results are available to submit with the application by 180 days before the deadline. The DNR may contact you for additional information that is either missing from the submitted application, or was not specifically requested in this application. Some pollutants require multiple tests and you may be required to provide attachments to your application, including documentation on additives used at your facility. Your application will not be considered complete until the DNR receives the results of all required tests and all additional documentation as requested within the application and by department staff.

To begin, check to see if the Permittee and the Facility name shown at the top of the title page are correct. If the facility name and permittee name are not correct, please use the 'contact us' button in the menu bar at the left of the opening screen to report the error. If changes occurred at your facility since the last time the DNR reissued your permit and the DNR was not informed, this application may not contain all of the correct sections or outfalls. When you open the application for your facility, the correct discharge type(s) should appear in the menu bar. Outfalls for your facility will be listed under permit sections named for the type of discharged occurring at each outfall. To view individual outfalls, click on the permit section names. A bulleted list of outfalls included in each section will appear as the section headings are clicked. If the proper sections or outfalls are not given, notify the DNR of changes needed using the 'contact us' button prior to filling out the application. We will make the necessary changes and notify you when the application has been re-tailored to your facility. Any information entered in the application prior to re-tailoring will be lost when the application is released back to you with the correct sections and outfalls so it is important to make sure the application includes the correct sections and information prior to filling out any sections.

If the information in your application is correct:

- Click on the various sections in the menu bar to the left, one at a time, and complete the information requested by checking boxes, clicking buttons, or entering words and numbers as requested.
- If you are unsure on the information needed for specific questions, click on the Instructions button on the left menu bar. This instruction document will open to the section you are working on. Useful tip: After you bring up the instructions, you may print them. Set the print job to only print the pages you'd like printed, otherwise the complete 40-page instruction document will print.
- At certain points in the process, you may be requested to save. Your work will automatically be saved upon exiting but we recommend using the save button before you exit a section and frequently between questions to prevent data loss in the event of a computer system crash or network drop. You may complete some parts of the application, log out of the system and come back at another time to finish.

- When filling out special forms, the save button in the left menu bar will be disabled. Prior to closing out any special forms, save the information entered using the save button provided at the bottom of the form.
- You may print a section or multiple sections at any time by using the print button in the left menu bar. This will allow you to select what you want to print, open a PDF file and print pages using normal printing procedures you use for any other PDF document. You may also save a copy of your application using this print button. To get back to the application program, close the PDF application and select 'cancel' in the print window.
- When you believe a section is complete, click on the validate button in the left menu bar. If information is missing, a message will tell you what needs to be completed still. Once all the required information for that section has been supplied, a red check mark will appear in the left menu bar next to the section. You may change your answer to a question in a validated section up until you submit your application. After you change an answer in a validated section, you must save and re-validate.
- When all sections are complete, as indicated by red check marks next to the sections, the Authorized Representative will use the submit button to send the application to the DNR. When the Authorized Representative clicks on the submit button, they will see a box stating they believe the application is complete and accurate and warning them that they will no longer be able to make changes. Clicking OK will bring up a Certification Statement page and send a 'finalize submission' email with a certification code to the facility's Authorized Representative, whose email should be listed on the certification page.
- To receive the certification code, the Authorized Representative must make sure WTeReports@wisconsin.gov isn't blocked by their spam filter. If they do not receive the email to finalize submission, they should double check the email address listed in the certification page and look for an email from WTeReports@wisconsin.gov in the junk mail folder for the listed email address.
- To certify the application, the code received via the 'finalize submission' email will need to be entered in the box included on the certification page.
- Once the permit is certified, an automated email will be sent to the facility's Authorized Representative and the facility owner (when applicable). Instructions for submitting additional documents and attachments to the application will be included in this automated email along with instructions for viewing, printing and saving the final, certified application.

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

## General Information

### 1. Facility Name and Location

Permittee Name: Village of Sister Bay

Facility Site Name: SISTER BAY WASTEWATER TREATMENT FACILITY

Site Address: 2124 Autumn Ct., Sister Bay, Wisconsin

MCD: Village of SISTER BAY

County: Door

### 2. Other Environmental Permits or Approvals

Has the facility received or applied for coverage under any general WPDES permit or any other environmental permits, such as for management of hazardous wastes, emission of air pollutants or underground injection?

Yes

If yes, give the permit number(s) and briefly describe the discharge(s)

#	Intake ID	Name of source water
None reported		

No

### 3. Tribal Lands

3.1 Is any portion of the facility located on Tribal lands (i.e. land owned by or held in trust for the tribes and land within recognized reservation boundaries)? Note: Tribal lands in Wisconsin can be identified on the 'Surface Water Data Viewer'.

Yes

No

3.2 Does the receiving water flow through Tribal Lands downstream from the outfall(s) from the facility?

Yes

No

3.3 Are any biosolids, liquid wastes, by-product solids, or sludges stored on, disposed of, or land applied on Tribal lands?

Yes

No

3.4 If yes to any of the above, please identify those portions of the facility or wastewaters located on Tribal lands.

### 4. Site Map

Submit a detailed site map showing the area extending to at least one (1) mile beyond property boundaries with the application attachments. This map must show the outline of the facility, the locations of incoming wastewater, including hauled waste receiving stations, the locations of all surface water discharge points (e.g., to rivers, lakes, streams etc) and all land treatment sites (e.g., seepage cells). For surface water discharges, estimate the approximate distance from the plant to the receiving waters. For groundwater discharges, include all groundwater monitoring wells, nearby residences and all potable wells within 1,000 feet of all land treatment sites. Number all discharge points and sampling points on the map. Include the map scale and a meridian arrow showing north.

The site map is prepared and will be submitted with the application attachments.

### 5. Final Permit Delivery Method

Final permit documents will be emailed to the facility contacts listed in the General Information section of this application. If you also want a hard copy mailed to the facility's Authorized Representative, check the box below.

Please mail a hard copy of the final permit documents to the facility's Authorized Representative.

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## 6. Contact Information

Check over the contact information below and fill in any missing information or make any needed changes. It is not necessary to have a person's name as Owner. All other fields are required.

<b>Contact Type</b>	<b>Name/Address/Email</b>	<b>Title/Phone</b>
AUTHORIZED REPRESENTATIVE	Benjamin Andrews	Administrator
	2383 Maple Dr Sister Bay WI 54234	
	administrator@sisterbaywi.gov	(920) 854-4118 Alt:
DISCHARGE MONITORING CONTACT	Megan Barnes	Utilities Director
	2124 Autumn Ct Sister Bay WI 54234	
	megan.barnes@sisterbaywi.gov	(920) 854-2246 Alt: (920) 421-0990
FACILITY OPERATOR/PLANT MANAGER	Megan Barnes	Utilities Director
	2124 Autumn Ct Sister Bay WI 54234	
	megan.barnes@sisterbaywi.gov	(920) 854-2246 Alt: (920) 421-0990

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## Municipal Activity

### 1. Treatment Facility Information

#### 1.1 Provide a brief description of the wastewater treatment facility.

The Village of Sister Bay's WWTP consists of the following liquids and solids treatment processes:

1. fine screen
2. grit removal
3. oxidation ditch (orbal, 3 ditches)
4. phosphorus removal (ferric chloride)
5. final clarifiers
6. ultraviolet disinfection
7. hauled-waste receiving and equalization
8. aerobic digestion/thickening/liquid biosolids handling

1.2 Blending - If the treatment facility is designed to operate with blending (the routing of untreated or partially treated wastewater around a biological treatment unit), you may request approval for blending. Please use the Blending Approval Checklist to help guide you in preparing a request for blending approval. Submit all applicable documentation listed in the Blending Approval Checklist with the application attachments.

Are you applying for blending approval?

Yes.

If yes, please use the 'Blending Approval Checklist' to help guide you in preparing a request for blending approval. Submit all applicable documentation listed in the Blending Approval Checklist with the application attachments.

No

### 2. Change in Operations

2.1 If this application is for reissuance of a current WPDES permit, since the most recent issuance, have any changes in the operations of the facility or modifications of the facility's wastewater treatment system affected either the quantity or quality of the discharges from the facility?

Yes. If yes, indicate changes and modifications that have been made and then continue to 2.2.

No. (continue to 2.2)

NA. This is a first-time application.

2.2 In the next five years, do you intend to expand or change the operations of the facility or modify the wastewater treatment system to an extent that the quantity or quality of the discharge will be affected?

Yes. If yes, provide a brief summary of the planned changes.

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Potential WWTP upgrade to implement one of the biosolids handling options outlined in the completed Wastewater Treatment Facility Facility Assessment, Feasibility Study & Long-Term Facility Planning Engineering Report compiled by McMahon Associates, Inc. The two options presented in the report that would require Sister Bay to install new equipment are a regional biosolids facility (sludge dryer) and reed beds. Other upgrades were also included in the report as consideration items for updating the following: equalization tank aeration/mixing system, the orbal oxidation ditch aeration system, secondary clarifier and effluent reuse pumping.

**Equalization tank aeration:**

Option 1- Add a second set of coarse bubble diffusers to mix the lower section of the tank.

Option 2- Compressed gas mixing system (preferred because it could be mounted to the floor of the tank, we would not have to reach a certain tank level before being able to aerate).

**Orbal oxidation ditch aeration:**

Option 1-Surface aerators

Option 2-Fine bubble diffusers with submersible mixers

**Secondary clarifiers:**

Add second WAS pump to allow us to operate both clarifiers in the summer months and to provide redundancy. Also add an aluminum dome cover to reduce algae growth and to prepare for potential winter operation in the future as well.

No. (continue to 3)

### 3. Design Flow

Based on information available to the Department, the wastewater treatment facilities average flow (may also be known as the "dry weather design flow") is shown below. This is the flow that the Department uses for most of the effluent limit calculations. The Department will determine other needed flow values from our records. Please indicate if you agree or disagree with the average design flow given. If you disagree, please briefly explain your reason.

Average Design Flow .356 MGD (million gallons per day)

- I agree that the given flow is correct.
- I disagree for the following reason:

Based on the seasonality of the Village. Our two biggest months for flow is typically July and August. In 2025, the average MGD for July and August was 0.311 MGD. Our max flow day for 2025 was 07/25/2025, with 0.4217 MG.

NOTE: Contact your DNR representative regarding development of an industrial pretreatment program if your Average Design Flow exceeds 5 MGD or will do so in the next 5 years.

### 4. Influent Flow Monitoring and Sampling Devices

Influent Flow Monitoring Type & Age:

Parshall Flume (2012- 14 years old)

Influent Flow Monitoring Location:

Pretreatment channel before Parshall Flume

Influent Sampling Type:

24-Hr Flow Prop

Influent Sampling Location:

Pretreatment channel before Parshall Flume

### 5. Service Area Information

5.1 List all governmental jurisdictions or private developments served by the treatment works (cities, villages, towns or sanitary districts), who own sewers in each of those entities and the approximate population of each entity

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Entity Name	Who Owns Sewers	Approx Pop
Liberty Grove Utility District No.1	Town of Liberty Grove	205 services
Village of Sister Bay	Village of Sister Bay	1148

5.2 List sources of water supply serving the sewered service area (include any water supplies serving industrial contributors not connected to the municipal supply where it is located). Indicate approximate average flows and any chemical treatment (other than chlorine or fluoride) for each water supply.

Source Name	Flow (avg in	Chemical Treatment
Village of Sister Bay	0.220	Chlorine

6. Have there been any collection system overflow or treatment plant bypass events in the last 5 years?

Yes.

If yes, were the details of these incidences reported to the Department?

Yes. If yes, continue to the next question.

No.

If no, provide detailed descriptions of the problems, using the 'Overflow/Bypass Form'. Submit a copy of the completed Overflow/Bypass form with the application attachments.

No. If no, continue to next question.

7. Contributors of Non-domestic Wastewater

7.1 Pretreatment Program -- Does the treatment works have, or is it subject to, an approved pretreatment program (flow greater than 5 MGD)?

Yes

If yes, record the date of program approval:

Also, record the number of industrial users of the following types:

Categorical Industrial Users

Record the number of Categorical Industrial Users that contribute wastewater to the treatment works:

Other significant Industrial Users

Record the number of other significant industrial users that contribute wastewater to the treatment works:

No. If no, record the name(s) of industrial users of the types designated. If there are no users of a given type, enter 'None':

Name any Categorical Industrial User(s) (see list of categorical industry types in instructions) that contributes wastewater, other than sanitary wastewater, to the treatment facility (If none, enter none):

Name any Industrial user(s) that is not a categorical user but has been previously designated as a Significant Industrial User or contributes; 1) an average of 25,000 gallons per day or more of wastewater, excluding sanitary wastewater, noncontact cooling water and boiler blowdown or 2) a process waste stream that makes up 5% or more of the average dry weather hydraulic or organic capacity of the treatment facility (If none, enter none):

7.2 Potentially Toxic Discharges -- Name any industrial user(s) not included above that contributes wastewater from food processing, dairy operations (including condensate of whey), can cooling, meat packing or fish hatchery operation (If none, enter none):

7.3 Wastes From Other Activities - Name other entities that contribute wastewater from any of the following activities (If none, enter none):

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Groundwater Remediation or Other Remedial Cleanup

Discharges from Hazardous Waste Generators

Total Number of Non-domestic Contributors named above (enter 0 if none):

7.5 Detailed Contributor Information -- For each of the non-domestic contributors named in parts of question 7, complete a Detailed Non-Domestic Contributor Sheet. (If you operate a pretreatment program, you only need to provide this information for contributors named in parts 7.2 (Potentially Toxic Discharges) and 7.3 (Wastes From Other Activities))

## 8. Hauled Wastes (check all wastes accepted and enter the average amount in gallons per day)

Sources	Monthly Average Amount (gallons per day)
<input checked="" type="checkbox"/> Domestic holding tank wastes	<input type="text" value="22,616"/>
<input checked="" type="checkbox"/> Septic tank waste	<input type="text" value="1,108"/>
<input type="checkbox"/> Grease trap/interceptor waste	<input type="text"/>
<input type="checkbox"/> Commercial Septage	<input type="text"/>
<input type="checkbox"/> Landfill leachate	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>
<input type="checkbox"/> None of the above	

## 9. Schematic Diagram of Treatment System

Submit a schematic diagram of your wastewater treatment system with application attachments. Show all sample locations and treatment units and processes including any chemical addition or treatment. Also show plant recycle lines and sludge draw off points.

The schematic diagram is prepared and will be submitted with the application attachments.

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## Surface Water

### Outfall: 001 - Effluent

001-1. Receiving Water: LAKE MICHIGAN

001-2. Outfall Location

Describe the outfall location (for example, east bank of Wisconsin River one-quarter mile down stream of Second Street bridge)

1,200 feet Northwest of the Village Marina A Dock. Outlet elevation is 555'

001-3. Seasonal or Intermittent Discharges

Select one of the following options and provide the information requested.

- Discharge is year round.
- Discharge is intermittent.

Describe the frequency, duration and flow rate of each discharge occurrence, except for storm water runoff and spillage or leaks:

- Discharge is seasonal (specify dates).

#	Season start date	Season end date
None reported		

001-4. Effluent Flow Monitoring and Sampling Devices

Flow Monitoring Type & Age:

V notch weir (2011 -15 years old)

Flow Monitoring Location:

Before V notch weir

Effluent Sampling Type:

24-Hr Flow Prop

Effluent Composite Sample Location:

Before V notch weir

Effluent Grab Sample Location:

Before V notch weir

001-5. Phosphorus

Alternative Technology Based Effluent Limit OR Adaptive Management/Trading OR Variance: As of December 2010, Wisconsin's phosphorus rules, ch. NR 217 Wis. Adm. Code, were updated to include procedures for calculating water quality based effluent limits (WQBELs) for phosphorus in addition to the existing technology based limits of 1.0 mg/L and existing provisions for requesting an alternative technology-based phosphorus limit. Options available for phosphorus compliance (based on eligibility) are listed below.

If you wish to request an alternative technology-based phosphorus limit, please contact your DNR representative to determine if your facility is eligible. Should you decide to pursue an alternative technology-based phosphorus limit, please use the 'Alternative Phosphorus Effluent Limitation Request Checklist' and submit a copy with application attachments.

001-5.1 Alternative Technology Based Effluent Limit

Are you applying for an alternative technology-based phosphorus limitation?

- Yes
- No

001-5.2 Adaptive Management/Water Quality Trading

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If you wish to request either the Adaptive Management option to achieve the phosphorus water quality criteria per s. NR 217.18, Wis. Adm. Code, or the Water Quality Trading option per s. 283.84, Wis. Stats., please complete and submit the applicable form (see links below) with the application attachments.

'Watershed Adaptive Management Request form 3200-139'

'Notice to Conduct Water Quality Trading form 3400-206'

Are you requesting the Adaptive Management option or Water Quality Trading option to achieve phosphorus water quality compliance?

- Yes
- No

## 001-5.3 Variance

**PERMITTEES WITH A PHOSPHORUS WATER QUALITY BASED EFFLUENT LIMIT FOR AN EXISTING SOURCE:** You may apply for a variance to the phosphorus water quality standard used to calculate the water quality based effluent limits per s. 283.15, Wis. Stats., (Variance, Form 3200-143) or per s. 283.16, Wis. Stats., (Multi-Discharger Variance, Form 3200-150).

To apply for the phosphorus variance, please use the applicable form (see links below) and submit with application attachments.

'Phosphorus Variance Application for Municipal Facilities form 3400-143'

'Phosphorus Multi-Discharge Variance Application form 3200-150'

Are you applying for a Phosphorus variance?

- Yes
- No

## 001-6. Biological Toxicity Data

In the last five years, have any biological tests for acute or chronic toxicity been made on the discharge from this outfall or on the receiving water for this outfall?

Yes

If yes, provide all test dates and types below. Also, submit to the Department test results for those tests not previously submitted.

#	Test Date	Test Type
None reported		

No

## 001-7. Chloride Variance

If your current permit contains a chloride variance and you wish the variance to continue, you must re-apply. If your effluent chloride concentration approaches or exceeds 1500 mg/L as a daily maximum (or 395 as a weekly average, if you discharge to a very low-flow stream) you may have trouble meeting effluent chloride limits. You may apply for a chloride variance under ch. NR 106, subchapter IV, Wis. Adm. Code.

To apply, use the 'Chloride Variance Application Form 3400-193' and submit with the application attachments.

Are you applying for a chloride variance?

- Yes
- No

## 001-8. Mercury Variance

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001-8.1 If your effluent mercury concentration approaches or exceeds 1.3 ng/L as a monthly average, and you discharge net quantities of mercury, you may have trouble meeting water quality based effluent limits for mercury. You may apply for a mercury variance (alternative mercury effluent limitation) under section NR 106.145, Wisconsin Administrative Code. To apply for a variance, use the 'Mercury Variance Application Form 3400-192' and submit with the application attachments.

Are you applying for a mercury variance?

- Yes
- No

## 001-9. Temperature - Dissipative Cooling (DC) or Alternative Effluent Limit (AEL)

Options available for temperature compliance (as applicable) are listed below:

001-9.1 Dissipative Cooling Request - The Department may account for dissipative cooling of the POTW's effluent in determining the need for sub-lethal temperature limits, upon request by the POTW per s. NR 106.59(4) or s. NR 106.59(6), Wis. Adm. Code. Are you applying for a dissipative cooling request?

Yes

If yes, please complete the 'Dissipative Cooling Request Form' and submit with the application attachments.

No

001-9.2 Continued Consideration of Dissipative Cooling - If your current permit does not include sub-lethal temperature limits due to recognition of dissipative cooling (DC) you may request continued consideration of DC. Are you requesting continued consideration of DC in accordance with s. NR 106.59(8), Wis. Adm. Code?

Yes

By selecting 'yes' you are certifying that there have been no substantive changes in operations or loadings since the previous permit application and you certify that any new information generated during the current permit is consistent with the previous permit application.

No

001-9.3 Temperature Alternative Effluent Limit (AEL) - An application for an alternative effluent limitation may be submitted by the permittee if the facility is subject to effluent temperature limitations per s. NR 106.72, Wis. Adm. Code. The application for an AEL shall include a demonstration that the effluent temperature limitations are more stringent than necessary to assure protection of aquatic life. Are you applying for an alternative effluent temperature limit per s. NR 106.72, Wis. Adm. Code?

Yes

If yes, please complete the 'Notice of Application for an Alternative Effluent Limit for Temperature' and submit with the application attachments.

No

## 001-10. Disinfection

Section NR 210.06, Wis. Adm. Code, specifies that disinfection shall be required of publicly and privately owned sewage treatment works from May 1 through September 30 to protect recreational uses or year-round if necessary to protect public drinking water supplies. Exceptions to these requirements can be made when the Department determines that disinfection is not required to protect the recreational use. The following questions gather information that the permittee is required to identify in their permit application and that the Department must use to determine the need for effluent disinfection.

001-10.1 Proximity of the wastewater outfall to recreational activities in or on the water outside of the default recreation season (May - October).

Activities that should be considered recreational activities for the purposes of this evaluation are those where people are expected to have the potential for full or partial body contact. These activities include: swimming, diving, water skiing, jet skiing, canoeing, kayaking, tubing, polar plunges, water play by children, wading for fishing or hunting, or similar activities where immersion or ingestion (accidental or otherwise) can occur. (Provide answer to 10.1.1 or 10.1.2, depending on discharge location.)

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001-10.1.1 If a nonflowing waterbody: Are there recreational activities occurring between November – April within a radius of 5 miles of the wastewater outfall?

- Yes
- No
- Not Applicable
- Unknown

001-10.1.2 If a flowing waterbody: Are there recreational activities occurring between November – April within 20 miles downstream of the outfall?

- Yes
- No
- Not Applicable
- Unknown

001-10.1.3 During what months are these activities occurring?

001-10.2 The detention time of the wastewater treatment system.

Except in extenuating circumstances, the discharge of wastewater to surface water from a treatment system with a detention time of 180 days or longer does not pose a risk to human and animal health. Department staff will evaluate the last permit term's worth of flow data to determine whether or not detention times are met.

001-10.2.1 Does the current treatment process consist of treatment lagoons?

- Yes (proceed with answering 10.2.2 and 10.2.3)
- No

001-10.2.2 What is the total operating pond volume of the facility?

001-10.2.3 Are there any other influent flows not accounted for in the daily flow results on the discharge monitoring reports (i.e. hauled in waste.)?

- Yes (provide explanation and supporting documentation with the permit application)

- No

001-10.2.4 Is sufficient monitoring data available for E. coli in effluent? Monitoring data is needed for a minimum of 1x weekly samples for one disinfection season (May 1 through September 30) to be deemed sufficient.

- Yes, effluent results were reported on eDMRs and are representative of current operation. (If monitoring data was provided on eDMRs during the permit term, it does not need to be repeated in the permit application.)
- Yes, effluent sampling was conducted during the last permit term but not reported on eDMRs. (All monitoring data not provided on eDMRs shall be submitted with the permit application.)
- No, effluent sampling was not conducted during last permit term.
- No, available effluent data is not sufficient or not representative of current operation.

001-10.3 Do you have other information that should be considered when determining if there is a risk posed to human and animal health by the discharge of wastewater that has not been disinfected?

- Yes (If the permittee believes that there is site-specific information that the Department should consider when making disinfection-related decisions that information shall be submitted with their permit application.)
- No

001-11. Variance to a Water Quality Standard and/or Water Quality Trading

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001-11.1 Request for a Variance to a Water Quality Standard - If it is your intent to apply for a variance to any water quality standard not referenced above please refer to the DNR web page for variances at: '<http://dnr.wisconsin.gov/topic/wastewater/variances.html>'

001-11.2 Request for Water Quality Trading - If it is your intent to use Water Quality Trading to demonstrate compliance with a water quality based effluent limitation, please refer to the DNR web page for trading at: '<http://dnr.wisconsin.gov/topic/wastewater/waterqualitytrading.html>'

## 001-12. Discharge Monitoring Reporting (DMR) Information

Select one and give details, if appropriate.

- This is a first-time permit application for an outfall that does not yet have a discharge.
- I believe that data previously reported on DMRs for this outfall for the last 36 months are representative of the effluent quality.
- Certain portions of the data previously reported on DMRs for this outfall for the last 36 months are not representative of the effluent quality. The data (give specific dates or date ranges) and the reasons for them not being representative are as follows:

## 001-13. Additive Totals

Provide the number of biocides, water quality conditioners and process additives that you add to the waters discharged from this outfall. If zero, enter 0.

Biocides (chlorine and other halogens, fungicides, algicides, herbicides, bacterial control chemicals, etc.)

How many of the biocides are used less frequently than once in any four day period?

Water Quality Conditioners (water and wastewater treatment chemicals including scale and corrosion inhibitors, chemical conditioning agents, pH adjustment chemicals, dechlorination chemicals, alum, ferric chloride, ferrous sulfate or chloride polymers, ammonia, phosphorus, defoamers, etc.)

How many of the water quality conditioners are used less frequently than once in any four day period?

Process additives (dyes, non-biocide cleaners, surfactant-based detergents, etc.)

How many of the process additives are used less frequently than once in any four day period?

Out of the additives included above, submit the most recent available SDS, an additive review worksheet, and the additives grid (Item 13.) for all additives which:

- (1) may enter a surface water without receiving treatment; or
- (2) are used in a treatment process, are not expected to be removed by wastewater treatment, and may contribute to effluent toxicity

Exception: No SDS or additive review worksheet is required for additives solely comprised of chlorine, caustic soda (sodium hydroxide), hypochlorite, sulfuric acid, or hydrochloric acid. However, these additives should be included on the additive grid.

## 001-14. Additives

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Fill out the additives grid at the bottom of this item for all additives associated with the discharge. An additive review is necessary for substances that may enter surface water without receiving wastewater treatment or substances that are used in a treatment process but are not expected to be removed by wastewater treatment and may contribute to effluent toxicity. Chemicals used in an industrial process generating wastewater that eventually receives treatment or chemicals added as part of a wastewater treatment process (such as ferric chloride, alum or pickle liquor) do not require an additive review.

For each additive which may be present in the discharge:

- Submit a copy of the 'Additive Review Worksheet' by submitting a copy with application
- Submit the most recent available SDS by submitting a copy with application attachments.

Examples of water treatment additives include biocides such as microbicides, fungicides, molluscicides, etc. and water quality conditioners such as scale and corrosion inhibitors, pH adjustment chemicals, oxygen scavengers, conditioning agents, water softening compounds, etc.

An SDS and the Additive Review Worksheet are not required for additives with active ingredients consisting only of chlorine, hypochlorite, sulfuric acid, hydrochloric acid or sodium hydroxide. Please only describe these additives on the Additives Grid.

For more information on the additive review process, see the 'Additives Internet Page'.

The required Additive Review Worksheets and SDSs are submitted with the application attachments.

Fill out the additives grid for each additive associated with the discharge even if it is removed and not ultimately discharged to surface water:

## Additives for Outfall 001

Name	Manufacturer	Purpose of Additive	Intermittant or Continuous Feed	Frequency of		Maximum Quantity Used	Average Quantity Used	conc. of Additive at the outfall
				months /year	days /week			
Ferric Chloride	Hawkins, Inc.	Phosphorus Removal	I	12	7		27.4	

## 001-15. Required Effluent Monitoring for Outfall 001

You may not be required to provide monitoring results of this outfall discharge. Indicate if one of the following conditions apply, please show which one applies and leave all or parts of the monitoring table blank.

- I am required to provide monitoring results.
- I am NOT required to provide monitoring results because one of the following conditions apply.
  - I have two or more outfalls that discharge substantially identical wastewaters and I have received permission by contacting the responsible DNR staff person to only sample one of them. I am providing results for another substantially identical outfall.
  - This is a first-time permit application for a facility that does not yet have a discharge.
  - This outfall is no longer in use.
  - This outfall has a seasonal discharge that I was unable to sample prior to submitting the application. I will take the required samples once discharge resumes and send in the results as soon as possible.
  - I have received instructions in the application notification letter that I am exempt from certain standard monitoring requirements.
  - I have received instructions in the application notification letter that I may submit alternative copies of the test results. I will submit them with application attachments.

## Monitoring Results for Outfall 001

Parameter Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collect Date	Sample Type	Lab ID
Common Pollutants									

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Chloride	390	mg/L				EPA 300.0, Rev 2.1	2026-05-03	FLOW PROP COMP	721026460
	460	mg/L				EPA 300.0, Rev 2.1	2026-05-07	FLOW PROP COMP	721026460
	450	mg/L				EPA 300.0, Rev 2.1	2026-05-11	FLOW PROP COMP	721026460
	550	mg/L				EPA 300.0, Rev 2.1	2026-05-17	FLOW PROP COMP	721026460
Cadmium, Total Recoverable	<0.17	ug/L		0.17	0.57	EPA 200.7, Rev 4.4	2026-05-17	FLOW PROP COMP	721026460
Chromium, Total Recoverable	<1.5	ug/L		1.5	5.0	EPA 200.7, Rev 4.4	2026-05-17	FLOW PROP COMP	721026460
Lead, Total Recoverable	<5.4	ug/L		5.4	18.0	EPA 200.7, Rev 4.4	2026-05-17	FLOW PROP COMP	721026460
Nickel, Total Recoverable	5.8	ug/L	Y	4.7	16.0	EPA 200.7, Rev 4.4	2026-05-17	FLOW PROP COMP	721026460
Zinc, Total Recoverable	49	ug/L		5.9	20.0	EPA 200.7, Rev 4.4	2026-05-17	FLOW PROP COMP	721026460
Hardness, Total as CaCO3	320	mg/L				CALC	2026-05-03	FLOW PROP COMP	721026460
	350	mg/L				CALC	2026-05-07	FLOW PROP COMP	721026460
	350	mg/L				CALC	2026-05-11	FLOW PROP COMP	721026460
	340	mg/L				CALC	2026-05-17	FLOW PROP COMP	721026460

**Explanation of QC Flags:**

Nickle, Total: Result is between LOD and LOQ and considered to be within a region of less certain quantification

**001-16. Additional Values**

Permittees are required to monitor and record results in the attached Monitoring Grid for each substance listed for each municipal minor outfall. If you test any parameter more frequently than indicated by the number of rows in the Grid, use the Additional Values Grid to report the results. See Table 1 of the instructions for appropriate sample types, recommended analytical methods and proper sample preservation and holding times. All samples should be representative of normal operating conditions.

**Additional Monitoring Results for Outfall 001**

Parameter Name	Sample Result	Units	QC Flag	LOD	LOQ	Analytical Method	Sample Collect Date	Sample Type	Lab ID
None reported									

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## Land Application

### Outfall: 002 - Liquid Sludge

002-1. Existing Sludge Generating Units (check all that apply)

- Flow Equalization       Two Stage-Activated Sludge
- Coagulation/Flocculation       Screening
- Sequencing Batch Reactor       Contact Stabilization
- Comminution       Fill and Draw
- Grit Chamber       Chemical Precipitation
- Aerated Grit Chamber       Phosphorous Removal-Biological
- Primary Clarification       Phosphorous Removal-Alum
- Conventional-Activated Sludge       Phosphorous Removal-Ferric Chloride
- Extended Aeration       Phosphorous Removal-Ferric Sulfate
- Oxidation Ditch       Secondary Clarification
- Pure Oxygen       Rotating Biological Contractors
- Septic Tank      ==> When was septage last removed?
- Polishing Pond      ==> When was sludge last removed?
- Aerated Lagoon      ==> When was sludge last removed?
- Stabilization Pond      ==> When was sludge last removed?
- Other (Specify)

002-2. Sludge Production

Estimate annual sludge production and method of disposition for this outfall. Check all that apply and specify amounts in dry U.S. tons. (See instructions for conversion formulas, if necessary)

- Sludge that you estimate will be generated       (dry U.S. tons)
- Sludge to be landfilled       (dry U.S. tons)
- Sludge to be land applied       (dry U.S. tons)
- Sludge to be hauled to another facility      66  (dry U.S. tons)
- Sludge to be distributed or land applied as Exceptional Quality (EQ) sludge       (dry U.S. tons)
- Other (explain in box)       (dry U.S. tons)

- Do not produce sludge (explain)

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

## 002-3. Screenings and Grit Disposal

Will screenings and grit be disposed at a sanitary landfill?

- Yes. If yes, identify the landfill and provide the license number below:

Landfill Name

License Number

- No. Screenings and grit are not disposed of at a sanitary landfill. If no, explain why not in the space below.

- No screenings or grit are generated.

## 002-4. Sludge Storage

002-4.1 Is sludge storage provided?

- Storage is provided

On-Site

Off-Site - Self Owned

Off-Site - Contracted (provide the information requested below)

Name :

Contact :

Mailing Address :

P.O. Box, Street Address or Route :

City or Village, State and Zip Code :

Telephone Number :

- No storage is provided

002-4.2 How many days of sludge storage are provided for this outfall? (If none, enter 0)

Days

002-4.3 Estimate the capacity of all sludge storage facilities. (Answer at least one)

gallons

cubic yards

dry U.S. tons

002-4.4 Select sludge type that is being stored:

- Liquid

Cake

Both

None

002-4.5 If no storage is provided or if less than 180 days of storage for this outfall is provided, please indicate why:

Sludge storage is in planning or construction stage

Have treatment lagoon system

Sludge is landfilled

Sludge is incinerated

Sludge is hauled to another permitted facility (provide the information requested below)

Facility Name:

WPDES Permit No:

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

FID No:

Other (explain)

## 002-5. Sludge Transportation

Who will haul the sludge to the disposal site for this outfall? (Check all that apply)

- Plant Personnel  
 Contract Hauler (provide the information requested below)

Business Name

Contact person

Other (specify)

## 002-6. Sludge Treatment & Thickening Prior to Final Disposition

002-6.1 Treatment (check all that apply)

- Aerobic Digestion       Composting w/msw or other (class A)  
 Anaerobic Digestion       Heat Drying  
 Air Drying (Drying Beds)       Heat Treatment  
 Composting w/yard waste (class B)       Autothermophilic Aerobic Digestion (ATAD)  
 Composting w/msw or other (class B)       Beta Ray irradiation  
 Alkaline Stabilization (class B)       Gamma Ray irradiation  
 PSRP Equivalent       Pasteurization  
 Temp/Time based on %Solids       PFRP Equivalent  
 Alkaline Stabilization (class A)       Hauled to other facility  
 Prior test for enteric virus/viable ova       Lagoon system  
 Post test for enteric virus/viable ova       Reed Beds  
 Composting w/yard waste (class A)  
 Other (please specify)

002-6.2 Thickening (check all that apply)

- Gravity Thickening Tank       Dissolved air floatation (DAF or AFT)  
 Pressure Filter       Plate Press  
 Belt Press       Vacuum Filter  
 Drying Beds       Centrifuge  
 Gravity Belt Thickener       None  
 Other (please specify)

## 002-7. Sludge/Biosolids Use and Disposal

How do you plan to use/dispose of your sludge/biosolids for this outfall? (Check all that apply)

- Land Application       Landfill  
 Haul to other permitted facility       Incinerate  
 Exceptional Quality Bulk       Lagoon - Do not plan to dispose of sludge this permit term  
 Exceptional Quality Bag

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

Other (please specify)

## 002-8. Sludge Sample Analysis

Where do you or will you collect your sludge sample for analysis?

## 002-9. Pathogen Control

What level of pathogen control do you achieve? (per s. NR 204.07(6), Wis. Adm. Code)

Class A

What organism do you test for compliance in addition to treatment?

Fecal Coliform

Salmonella

Class B

How do you show compliance?

Fecal Coliform

Process control as indicated above in item 6.1

Both

Do not land apply

## 002-10. Vector Control

What option do you use to satisfy vector control requirements? (per s. NR 204.07(7), Wis. Adm. Code)

Volatile Solids Reduction  Aerobic Composting Process

Aerobic SOUR Test  pH Adjustment of Sludge

Aerobic Bench Scale  Injection when land applied

Anaerobic Bench Scale  Incorporation when land applied

Drying With Unstabilized Solids  Approved Equivalent Process

Drying With Stabilized Solids  Do not land apply

## 002-11. Ceiling Limits

Did you satisfy all ceiling limit concentrations throughout your last permit term? (per s. NR 204.07(5)(a), Wis. Adm. Code)

Yes

No

If no, what pollutants exceeded the ceiling limits and what, if any steps were taken to address the source?

Did not monitor

## 002-12. High Quality Limits

Did you satisfy all high quality pollutant concentrations throughout your last permit term? (per s. NR 204.07(5)(c), Wis. Adm. Code)

Yes

No

If no, what pollutants exceeded the high quality limits and what, if any steps were taken to address the source?

Did not monitor

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

## 002-13. Exceptional Quality Biosolids

Do you produce exceptional quality biosolids? (per s. NR 204.07(4)(a), Wis. Adm. Code)

- Yes
- No
- Not Applicable

NOTE: Please notify the Department of Natural Resources of any changes in facilities and/or operations as described in this section of the application.

# WPDES Permit Application

**SISTER BAY WASTEWATER TREATMENT FACILITY**

Last Updated: Permit No:  
**07/02/2026 0022071-11-0**

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## Comments

1. Additional Comments (if none write none)

none

Certified by Megan Barnes on 07/02/2026 02:32:45 PM

# Compliance Maintenance Annual Report

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:  
6/24/2026 2025

## DNR Response to Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Village of Sister Bay

Date of Resolution or  
Action Taken:

2026-06-16

Resolution Number:

2026-003

Date of Submittal:

6/24/2026

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

**Permittee Response:**

**DNR Response:**

Effluent Quality: BOD: Grade = A

**Permittee Response:**

**DNR Response:**

Effluent Quality: TSS: Grade = A

**Permittee Response:**

**DNR Response:**

Effluent Quality: Ammonia: Grade = A

**Permittee Response:**

**DNR Response:**

Effluent Quality: Phosphorus: Grade = A

**Permittee Response:**

**DNR Response:**

Biosolids Quality and Management: Grade = A

**Permittee Response:**

**DNR Response:**

Staffing: Grade = A

# Compliance Maintenance Annual Report

Sister Bay Wastewater Treatment Facility

Last Updated: Reporting For:  
6/24/2026 **2025**

**Permittee Response:**

**DNR Response:**

Operator Certification: Grade = A

**Permittee Response:**

**DNR Response:**

Financial Management: Grade = A

**Permittee Response:**

**DNR Response:**

The department appreciate Sister Bay's efforts in future planning to upgrade and rehab the wastewater treatment facility and collection system. Please continue with the comprehensive future planning to improve the treatment facility and collection system.

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

**Permittee Response:**

Continuation of the standards and requirements set forth in the Capacity, Management, Operations and Maintenance (CMOM) Program for the Village of Sister Bay's sanitary sewer collection system.

**DNR Response:**

The department recommends that Sister Bay develop and implement realistic, specific, and quantifiable CMOM goals to accomplish each year in the collection system. For instance, Sister Bay will televise 100% of the collection system, replace sewer on ABC street, etc.. in 2026.

The department appreciates your efforts in controlling and reducing I/I in the collection system.

The department will be performing a follow-up review of the CMOM program at the next scheduled inspection and will provide comments to the CMOM program.

**ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4**

**Permittee Response:**

**DNR G.P.A. Response:**

The department appreciates Sister Bay's efforts in properly maintaining and operating the treatment facility and collection system which has resulted in continued compliance with the WPDES permit and a GPA of 4.0 on the 2025 CMAR.

**DNR CMAR Overall Response:**

Thank you for submitting and certifying the 2025 CMAR. Please review the department recommended CMAR actions above. Nice job and thank you again!

**DNR Reviewer:** Moen, Trevor

**Address:** 625 E County Road Y Ste 700, Oshkosh, WI 54901-9731

**Phone:**

**Date:** 6/25/2026



# WPDES PERMIT

## STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

### GENERAL PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provisions of Chapter 283, Wisconsin Statutes, any facility engaged  
in

#### **PFAS MONITORING FOR SEWAGE SLUDGE (BIOSOLIDS) GENERATORS**

located in the State of Wisconsin and meeting the applicability criteria listed in this  
General Permit, is permitted to discharge sewage sludge to approved land application  
sites or other approved distribution/disposal methods in the state of Wisconsin in  
accordance with the reporting requirements and other conditions set forth in this general  
permit.

State of Wisconsin Department of Natural Resources (hereafter department)

For the Secretary

By *Adrian Stocks*

Adrian Stocks (Director, Bureau of Water Quality)

6/28/2026

\_\_\_\_\_ Date Permit Signed/Issued

**PERMIT TERM: EFFECTIVE DATE – July 1, 2026**

**EXPIRATION DATE – June 30, 2031**

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## 1 Requirements of 2025 Act 201

On April 6, 2026, 2025 Act 201 was enacted creating s. 283.82(4), Wis. Stats., which directed the department to issue a Wisconsin Pollution Discharge Elimination System (WPDES) general permit (GP) requiring perfluoroalkyl and polyfluoroalkyl substances (PFAS) monitoring conditions for sewage sludge. This GP applies to all sewage sludge generators with valid WPDES individual permits that do not have limitations or conditions addressing PFAS.

In addition, s. 283.82(4)(b), Wis. Stats. requires the department to modify a WPDES individual permit (IP) assigned to a sewage sludge generator if sample results conducted under the GP exceed a 20 µg/kg concentration for perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) combined.

If the average of at least two sample results exceeds 20 µg/kg concentration for PFOA+PFOS combined, the department shall include limitations and conditions for PFAS in the reissued WPDES IP.

The department created WPDES GP (WI-0012345-01-0) to cover sewage sludge generators (generators) which do not have PFAS conditions in the WPDES IP assigned to the generator. A sewage sludge generator is no longer eligible for coverage under this GP upon modification or reissuance of the generator's WPDES IP assigned to include PFAS monitoring and conditions.

## 2 Applicability Criteria

### 2.1 Definitions and Responsibility

Section NR 204.03(55), Wis. Adm. Code defines “sewage sludge” or “sludge” or “biosolids” as “the solid, semi-solid or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge includes scum or solids removed in primary; secondary or advanced wastewater treatment processes and material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works.”

Section NR 204.03(24), Wis. Adm. Code defines “generator” as “either the person who generates or prepares sludge during the treatment of domestic sewage in a treatment works or the person who derives a material from sludge or the person who changes the sludge characteristics either through treatment, mixing or any other process.”

Section NR 204.09(41), Wis. Adm. Code defines “person” as “an individual, owner, operator, association, partnership, corporation, municipality, interstate agency, state agency or federal agency.”

Section NR 204.03(19), Wis. Adm. Code defines “exceptional quality sludge” (EQ) as “sludge that meets the class A requirements for pathogens, as specified in s. NR 204.07(6)(a), Wis. Adm. Code, the high-quality pollutant concentrations, as specified in s. NR 204.07(5)(c), Wis. Adm. Code, and one of the pre-land application processes to reduce vector attraction, as specified in s. NR 204.07(7)(a) to (i), Wis. Adm. Code.”

Section NR 204.02(2), Wis. Adm. Code explains sewage sludge generators responsibility for land application and disposal of sewage sludge, specifically:

“RESPONSIBILITY: A facility that generates sludge is ultimately responsible for the handling, transporting, storage and land application or disposal of the sludge and grit and screenings. A generator is responsible for compliance with its WPDES permit and all applicable provisions of this chapter. In the event a generator sends its sludge to another person for final land application or disposal and that person alters the characteristics of the sludge by mixing it with other wastes or substances or by treating it in some other manner, then the person who receives the sludge shall also be considered a generator and shall assume primary responsibility for compliance with this chapter. If a generator gives the sludge to another person to land apply, but that person does not alter the characteristics of the sludge, then that person is also responsible for complying with applicable provisions in this chapter, such as the land management practices specified in s. NR 204.07, Wis. Adm. Code.”

Section NR 204.05(2)(a), Wis. Adm. Code, specifies WPDES permit requirements when sewage sludge is sent to another facility for treatment or storage, specifically:

“If a treatment works sends its sludge to another treatment or storage facility for final treatment prior to land application, and at that facility, the sludge is mixed with other materials such as, but not limited to another municipal sludge, industrial sludge, animal manure or septage, or if the characteristics of the sludge are altered in any other manner, the owner of the receiving facility shall apply for a separate WPDES permit and shall assume primary responsibility for compliance with this chapter.”

## 2.2 Sewage Sludge Generators Covered

This WPDES GP is applicable to any generator of sewage sludge (or “sludge” or “biosolids”) that do not currently have PFAS monitoring conditions in their WPDES IP. This GP applies to the following sewage sludge generators:

1. Sewage sludge generators that produce Exceptional Quality (EQ) sewage sludge and do not currently have PFAS monitoring conditions required in the WPDES IP assigned to the generator. The GP applies to all EQ generators that meet any of the following conditions:
  - a. Sell or give sewage sludge away in a bag;
  - b. Sell or give sewage sludge away in bulk;
  - c. Direct land apply sewage sludge by staff of the generator;
  - d. Transfer sewage sludge to a designated non-WPDES permitted contract hauler for direct land application under the WPDES IP assigned to the generator (reference: s. NR 204.05(3), Wis. Adm. Code);
  - e. Transfer sewage sludge to a designated WPDES IP contract hauler for direct land application under the WPDES IP assigned to the generator;
  - f. Produce non-EQ sewage sludge during unanticipated cleanouts due to facility repairs, maintenance, or similar;
  - g. Produce non-EQ sewage sludge when pathogen densities and treatment processes and/or vector attraction reduction treatment processes do not meet EQ standards;  
Note: Sewage sludge that does not meet EQ standards is non-EQ, or Class B, sewage sludge.
  - h. Transfer sewage sludge to another WPDES IP wastewater treatment facility (WWTF), WPDES IP contract hauler, licensed incinerator, licensed landfill for further treatment, land application, or disposal.

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

2. Sewage sludge generators producing a non-EQ sludge (commonly known as Class B sludge) and do not currently have PFAS monitoring conditions required in the WPDES IP assigned to the generator. The GP applies to all non-EQ generators that meet any of the following conditions:
  - a. Sell or give sewage sludge away in a bag;
  - b. Sell or give sewage sludge away in bulk;
  - c. Direct land apply sewage sludge by the staff of the generator;
  - d. Transfer sewage sludge to a designated non-WPDES permitted contract hauler for direct land application under the WPDES IP assigned to the generator (reference: s. NR 204.05(3), Wis. Adm. Code);
  - e. Transfer sewage sludge to a designated WPDES IP contract hauler for direct land application under the WPDES IP assigned to the generator;
  - f. Produce sewage sludge during unanticipated cleanouts due to facility repairs, maintenance or similar;
  - g. Transfer sewage sludge to another WPDES IP WWTF, WPDES IP contract hauler, licensed incinerator, licensed landfill for further treatment, land application, or disposal.
3. Sewage sludge generators located outside of the state of Wisconsin that generate a non-EQ sewage sludge, land apply sewage sludge in Wisconsin, and do not currently have PFAS sampling requirements in the WPDES IP assigned to the generator (reference: s. NR 204.05(4), Wis. Adm. Code).
4. Centralized septage treatment facilities which accept septage from multiple sources and treat septage prior to discharge or disposal (reference: s. NR 204.03(11), Wis. Adm. Code).
5. WPDES IP contract haulers or other persons that store and mix sewage sludges or mix sewage sludges with other materials are considered sludge generators pursuant to s. NR 204.02(2), Wis. Adm. Code. The GP shall be required when these haulers or persons land apply sewage sludge and do not have PFAS sampling required in the person's WPDES IP. The GP applies to all WPDES IP contract haulers that meet any of the following conditions including but not limited to:
  - a. Mixing sewage sludges together within storage units;
  - b. Mixing sewage sludge with septage wastes (ch. NR 113, Wis. Adm. Code) within storage units;
  - c. Mixing sewage sludge with industrial wastes (ch. NR 214, Wis. Adm. Code) within storage units;
  - d. Mixing sewage sludge with septage and industrial wastes within storage units;

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

- e. Combining wastes from different storage units together under a WPDES permitted sample point (Outfall) and at least one storage unit contains sewage sludge.

## 2.3 Alternative Uses of Sewage Sludge

Alternative uses of sewage sludge such as land application on sod farms, nurseries, Christmas tree plantations, mined land reclamation sites, restoration of construction sites or other drastically disturbed sites, research plots, highway right-of-ways and medians, fallow lands, set-aside lands as covered by the Acreage Conservation Reserve (ACR) program, final cover at landfills and use in building materials may not be conducted unless department approval is obtained pursuant to s. NR 204.09, Wis. Adm. Code. The department may provide coverage under this GP or require the modification of the WPDES IP assigned to the generator (including PFAS monitoring conditions) for these alternative uses.

## 2.4 Activities and Wastes Not Covered

This WPDES GP is not applicable to facilities, activities, and wastes that meet any of the following conditions:

1. Facilities that generate EQ sewage sludge and have PFAS monitoring requirements for sewage sludge in the WPDES IP assigned to the generator (s. 283.82(4), Wis. Stats.);
2. Facilities that generate non-EQ sewage sludge and have PFAS monitoring requirements for sewage sludge in the WPDES IP assigned to the generator (s. 283.82(4), Wis. Stats.);
3. Sewage sludge does not include ash generated during the firing of a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works (reference s. NR 204.03(55), Wis. Adm. Code);
4. Bagged EQ sewage sludge originating from outside the State of Wisconsin pursuant to s. NR 204.04(1), Wis. Adm. Code;

Note: A WPDES permit is not required for imported bulk or bagged EQ sewage sludge generated outside the State of Wisconsin, but submitting a sludge management plan is required of the person responsible for importing bulk EQ sludge;

5. Landspreading of industrial liquid wastes, industrial sludges, and industrial by-product solids regulated under ch. NR 214, Wis. Adm. Code;
6. Land application of septage (examples: contents of septic tanks, holding tanks, sanitary grease interceptors, and portable restrooms) by a licensed septage business regulated under ch. NR 113, Wis. Adm. Code;
7. Facilities that temporarily store and land apply septage under s. NR 113.12, Wis. Adm. Code, including septage storage facilities regulated under the "Storage of Domestic Septage" WPDES general permit (permit number WI-0066435);

PFAS Monitoring for Sewage Sludge (Biosolids) Generators

8. WPDES permitted contractors that temporarily store, mix, and landspread industrial wastes (regulated under ch. NR 214, Wis. Adm. Code);
9. WPDES permitted contractors that temporarily store, mix, and landspread septage (ch. NR 113, Wis. Adm. Code) with industrial (ch. NR 214, Wis. Adm. Code) wastes.
10. Septage removed from the primary treatment tank(s) of a recirculating sand filter treatment process or similar process, and then land applied and disposed under ch. NR 113, Wis. Adm. Code;
11. Land application of manure regulated under chs. NR 151 and/or NR 243, Wis. Adm. Code;
12. Land application of sludge generated from drinking water treatment (reference: s. NR 204.02(1)(b), Wis. Adm. Code);

### **3 Sewage Sludge Sample Point Outfall Monitoring Specifics**

This WPDES GP has been developed as a supplemental permit for all applicable WPDES IP sewage sludge generators. Generators shall refer to the sewage sludge Outfalls designated under the WPDES IP. PFAS monitoring data shall be recorded on Characteristic Reports (Form 3400-49) under the Switchboard account of the WPDES IP sewage sludge generator.

#### **3.1 Sewage Sludge Outfalls: General**

Most sewage sludge WPDES IPs have one or two sewage sludge sample point Outfalls to discharge sludge. Some sewage sludge WPDES IPs have additional Outfalls to accommodate EQ sewage sludge treatment processes along with pre- and post- processes necessary for the EQ sewage sludge treatment process.

Typical sewage sludge discharge is from one primary sample point or Outfall. In most cases, the annual PFAS monitoring will be performed at a single Outfall. However, annual PFAS monitoring is required from all sewage sludge Outfalls when sewage sludge is discharged from those Outfalls during the calendar year.

Sections 3.2 and 3.3 outline the procedures or situations where PFAS monitoring conditions would apply to sewage sludge Outfalls.

#### **3.2 WPDES IPs with Single Sewage Sludge Outfalls**

Generators with a single sewage sludge Outfall identified in the WPDES IP shall monitor that sewage sludge Outfall pursuant to Sections 4, 5, and 6 of this WPDES GP. Annual PFAS monitoring is required from a sewage sludge sample point Outfall when sewage sludge is discharged from those Outfalls during the calendar year.

#### **3.3 WPDES IPs with Multiple Sewage Sludge Outfalls**

Generators may discharge sewage sludge via multiple Outfalls identified in the WPDES IP assigned to the generator. In many cases, all required PFAS monitoring will be performed at a single Outfall only when sewage sludge is discharged from that Outfall.

When sewage sludge is discharged from multiple Outfalls in a calendar year, PFAS monitoring is required from each of the Outfalls that discharge occurred.

Many WPDES IP have Outfalls where discharges do not routinely occur (example: a lagoon facility may discharge sewage sludge once per 20 years). These infrequently used Outfalls provide flexibility in the WPDES IP for using dormant, inactive or emergency Outfalls. The generator must contact the department to report PFAS monitoring results if there is a discharge from a dormant, inactive, or emergency Outfall.

### **3.4 WPDES IPs without a Sewage Sludge Outfall**

In some unique situations, a WPDES IP may not include a sewage sludge discharge Outfall. These unique situations may include, but are not limited to, generators that infrequently discharge (example: once per 20 years) or generators that discharge sludge to another facility for treatment and that treatment facility has a WPDES IP.

Generators shall notify the assigned department compliance staff within 90 days if the generator intends to discharge sewage sludge from a location that has not been covered as a sample point (Outfall) under the assigned WPDES IP. The department may provide coverage under this GP or require the modification of the WPDES IP assigned to the generator to include PFAS monitoring conditions.

## 4 PFAS Monitoring Requirements for Sewage Sludge Generators

The following requirements shall apply to all EQ and non-EQ sewage sludge generators covered under this GP except those that apply under Sections 5 and 6.

### 4.1 Sampling Point(s)

Sampling Point Designation
<p>Monitoring shall occur at all sewage sludge sample point Outfalls prior to discharge of sewage sludge via land application, distribution to other WPDES permitted facilities, or disposal at licensed incinerator or licensed landfill. The generator shall refer to the WPDES IP for the appropriate Outfall identification number(s) needed to complete the electronic Characteristic Report (Form 3400-49).</p> <p>Note: This section does not apply to WPDES permitted contract haulers, facilities with lagoon treatment processes, and facilities with reedbed treatment processes.</p>

#### 4.1.1 Land Application of Sludge Containing PFAS

The sewage sludge generator shall monitor PFAS concentrations in the sewage sludge prior to the sewage sludge being discharged from all Outfalls. The department recommends the land application of sewage sludge be completed in a manner consistent with the most recent version of the ["Interim Strategy for Land Application of Biosolids and Industrial Sludges containing PFAS"](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf) ([https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS\\_BiosolidsInterimStrategy.pdf](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf)).

Note: The department intends to periodically review and update this interim strategy.

#### 4.1.2 Monitoring Requirements

The generator shall comply with the following monitoring requirements.

Parameter	Units	Sample Frequency	Sample Type	Notes
Solids, Total	Percent	Annual	Composite	
PFOA + PFOS	µg /kg	Annual	Calculated	Report the sum of PFOA and PFOS. Results greater than 20 µg/kg. See Section 4.4
PFAS Dry Wt.	µg/kg	Annual	Composite	See Section 7.1 for Perfluoroalkyl and Polyfluoroalkyl substances.

## 4.2 PFAS Monitoring Frequencies

### 4.2.1 All Sewage Sludge Generators: PFAS Monitoring Requirements Between July 1, 2026 and June 30, 2027

Each sewage sludge generator granted coverage under this GP shall conduct PFAS monitoring for all sewage sludge Outfalls in which sludge is discharged between July 1, 2026, and June 30, 2027.

### 4.2.2 Minor Sewage Sludge Generators: PFAS Monitoring 2026 & Subsequent Years

Each sewage sludge generator classified as a minor municipal discharge shall:

1. Conduct PFAS sewage sludge monitoring from each sewage sludge Outfall from which sewage sludge is discharged between July 1, 2026, and June 30, 2027.

Note: Additional PFAS monitoring is required if the generator utilizes additional unanticipated Outfalls. The generator may need to request additional Characteristic Reports (Form 3400-49). See Section 4.3 for additional information.

2. Conduct annual PFAS sewage sludge monitoring at each sewage sludge Outfall from which sewage sludge is discharged in subsequent calendar years beginning January 1, 2027, and until sewage sludge generator is issued a WPDES IP with PFAS monitoring requirements.

Note: The reissued WPDES IP may contain more stringent PFAS monitoring requirements as needed.

### 4.2.3 Major Sewage Sludge Generators: PFAS Monitoring Requirements 2026 & Subsequent Years

Each sewage sludge generator granted coverage under this GP and classified as a major municipal discharge shall:

1. Conduct PFAS sewage sludge monitoring prior to December 31, 2026, for each Outfall from which sewage sludge is discharged between July 1, 2026, and December 31, 2026.

Note: Additional PFAS monitoring is required if the generator utilizes additional unanticipated Outfalls. The generator may need to request additional Characteristic Reports (Form 3400-49). See Section 4.3 for additional information.

2. Continue annual PFAS sewage sludge monitoring from each Outfall from which sewage sludge is discharged in subsequent calendar years beginning January 1, 2027, and until the sewage sludge generator is issued a WPDES IP with PFAS monitoring requirements.

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

Note: The reissued WPDES IP may contain more stringent PFAS monitoring requirements as needed.

### 4.3 Reporting PFAS Monitoring

When the sewage sludge generator is required to monitor PFAS from unanticipated Outfalls the generator shall contact the assigned department compliance staff for additional Characteristic Reports (Form 3400-49).

#### 4.3.1 Reporting 2026 PFAS Monitoring Results

The 2026 PFAS sewage sludge laboratory reports shall be provided (by email) within 14 days of receipt of laboratory results to both:

1. [DNRWYPFASsludgeMonitoring@wisconsin.gov](mailto:DNRWYPFASsludgeMonitoring@wisconsin.gov)
2. Assigned department compliance staff for the corresponding WPDES IP for the sewage sludge generator.

#### 4.3.2 Reporting 2027 and Subsequent Years PFAS Monitoring Results

**Annual Characteristic Reports (Form 3400-49):** The reports for the PFAS monitoring results will be created for sewage sludge generators that have coverage under this GP. These forms will be created for 2027 and subsequent years. Sewage sludge generators shall complete the appropriate Characteristic Reports (Form 3400-49).

**Laboratory reports:** Laboratory results shall be provided (by email) to both:

1. [DNRWYPFASsludgeMonitoring@wisconsin.gov](mailto:DNRWYPFASsludgeMonitoring@wisconsin.gov)
2. Assigned department compliance staff for the corresponding WPDES IP for the sewage sludge generator.

#### 4.3.3 Reporting PFOA + PFOS Concentrations That Exceed 20 µg/kg

Subsequent monitoring will continue annually unless the sum of the PFOA and PFOS concentration value exceeds 20 µg/kg. If the sum of the PFOA and PFOS is above 20 µg/kg concentration value for any sampling event, the generator shall:

1. Notify the assigned department compliance staff within 5 business days of receiving the sample results.
2. Certify the monitoring data to the department via electronic Characteristic Report (Form 3400-49) within 14 days.
3. If the laboratory results list a value that exceeds 20 µg/kg the generator shall within 90 days of receiving the initial laboratory results shall collect a new sample and retest the sewage sludge.

PFAS Monitoring for Sewage Sludge (Biosolids) Generators

4. Report the second sample results within 14 days of receipt of the laboratory results. The generator may need to contact the assigned department compliance staff to create an additional Characteristic Report.

The department will initiate modification of the WPDES IP assigned to the generator if the retest exceeds 20 µg/kg.

The department may request additional PFAS monitoring on a case-by-case basis if results appear non-representative. If the average of at least two sample results exceeds 20 µg/kg concentration for PFOA+PFOS combined, the department shall include limitations and conditions for PFAS in the reissued WPDES IP.

The department may require the generator to develop a sludge management plan to detail PFAS sampling procedures per s. NR. 204.11, Wis. Adm. Code.

Note: If the generator is required to collect a PFAS sample in 2026 as part of the WPDES IP application process that result may be used as the first monitoring event.

## 5 Lagoons and/or Reedbeds Sewage Sludge PFAS Monitoring Requirements

### 5.1 Sampling Point(s)

Sampling Point Designation
For WWTFs that utilize lagoons or reed beds as sewage sludge treatment processes, monitoring shall occur from all lagoons or reed bed treatment between July 1, 2026, and June 30, 2027. After January 1, 2027, sewage sludge generators shall monitor at all Outfalls prior to discharge of sewage sludge via land application, distribution to other WPDES facilities, or disposal at licensed incinerator or licensed landfill. The generator shall refer to the WPDES IP for the appropriate Outfall identification number(s) needed to complete electronic Characteristic Report Form 3400-49.

#### 5.1.1 Land Application of Sludge Containing PFAS

The sewage sludge generator shall monitor PFAS concentrations in the sewage sludge prior to the sewage sludge being discharged from all Outfalls. The department recommends the land application of sewage sludge be completed in a manner consistent with the most recent version of the “Interim Strategy for Land Application of Biosolids and Industrial Sludges containing PFAS” at: [“Interim Strategy for Land Application of Biosolids and Industrial Sludges containing PFAS”](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf) ([https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS\\_BiosolidsInterimStrategy.pdf](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf)).

Note: The department intends to periodically review and update this interim strategy.

#### 5.1.2 Monitoring Requirements

The generator shall comply with the following monitoring requirements.

Parameter	Units	Sample Frequency	Sample Type	Notes
Solids, Total	Percent	See Section 5.2.2	Composite	
PFOA + PFOS	µg /kg	See Section 5.2.2	Calculated	Report the sum of PFOA and PFOS. Results greater than 20 µg/kg. See Section 5.4.

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Parameter	Units	Sample Frequency	Sample Type	Notes
PFAS Dry Wt.	µg/kg	See Section 5.2.2	Composite	See Section 7.1 for Perfluoroalkyl and Polyfluoroalkyl substances.

## 5.2 PFAS Monitoring Frequencies

### 5.2.1 Lagoon or Reed Bed: PFAS Monitoring Requirements Between July 1, 2026, and June 30, 2027

At WWTFs that utilize lagoons or reed beds sewage sludge treatment processes, PFAS sewage sludge monitoring shall occur from all lagoons or reed bed treatment between July 1, 2026, and June 30, 2027.

### 5.2.2 Lagoon and Reed Bed Sewage Sludge Generators: PFAS Monitoring 2026 & Subsequent Years

Each sewage sludge generator classified as a lagoon or reed bed storage facility shall:

1. Conduct PFAS sewage sludge monitoring from each sewage sludge Outfall from which sewage sludge is discharged between July 1, 2026, and June 30, 2027. If no sewage sludge discharge occurs between July 1, 2026, and June 30, 2027, the generator shall collect a representative sample from the treatment processes no later than June 30, 2027.

Note: Additional PFAS monitoring may be necessary if the generator utilizes additional unanticipated Outfalls. The generator may need to request additional Characteristic Reports (Form 3400-49).

2. Conduct PFAS sewage sludge monitoring at each sewage sludge outfall from which sewage sludge is discharged in subsequent calendar years beginning in 2027 and until the sewage sludge generator is issued a WPDES IP with PFAS monitoring requirements.

## 5.3 Reporting PFAS Monitoring

When the sewage sludge generator is required to monitor PFAS from unanticipated Outfalls the generator shall contact the assigned department compliance staff for additional Characteristic Reports (Form 3400-49).

### 5.3.1 Reporting 2026 PFAS Monitoring Results

The 2026 PFAS sewage sludge laboratory reports shall be provided (by email) within 14 days of receipt of laboratory results to both:

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

1. [DNRWYPFASsludgeMonitoring@wisconsin.gov](mailto:DNRWYPFASsludgeMonitoring@wisconsin.gov)
2. Assigned department compliance staff for the corresponding WPDES IP for the sewage sludge generator.

#### 5.4 Reporting PFOA + PFOS Concentrations That Exceed 20 µg/kg

Subsequent monitoring will continue per Section 5.2.2 unless the sum of the PFOA and PFOS concentration values exceed 20 µg/kg. If the sum of the PFOA and PFOS concentration value is above 20 µg/kg for any sampling event, the generator shall:

1. Notify the assigned department compliance staff within 5 business days of receiving the sample results. Certify the monitoring data to the department via electronic Characteristic Report (Form 3400-49) within 14 days.
2. Collect a new sample and retest the sewage sludge within 90 days of notification if the value exceeds 20 µg/kg.
3. Report the second sample results within 14 days of receipt of the laboratory results. The generator may need to contact the assigned department compliance staff to create an additional Characteristic Report.

The department will initiate modification of the WPDES IP assigned to the generator if the retest exceeds 20 µg/kg.

The department may request additional PFAS monitoring on a case-by-case basis if results appear non-representative. If the average of at least two sample results exceeds 20 µg/kg concentration for PFOA+PFOS combined, the department shall include limitations and conditions for PFAS in the reissued WPDES IP.

The department may require the generator to develop a sludge management plan to detail PFAS sampling procedures per s. NR. 204.11, Wis. Adm. Code.

Note: If the generator is required to collect a PFAS sample in 2026 as part of the WPDES IP application process that result may be used as the first monitoring event.

## 6 WPDES Permitted Contract Hauler PFAS Monitoring Requirements

The generator shall comply with the following requirements.

### 6.1 Sampling Point(s)

Sampling Point Designation
<p>Monitoring shall occur at all sewage sludge and mixed waste sewage sludge Outfalls prior to discharge of sewage sludge via land application, distribution to other WPDES facilities, disposal at a licensed incinerator or licensed landfill, except sewage sludge direct land application Outfalls. The generator shall refer to the WPDES IP for the appropriate sampling point number and sampling location.</p> <p>Note: PFAS monitoring for municipal sewage sludge that is directly land applied is the responsibility of the sewage sludge generator. WPDES permitted contract haulers are not required to monitor direct land application sewage sludge outfalls. The department recommends WPDES permitted contract haulers coordinate with WPDES GP and IP sewage sludge generators prior to direct land applications to obtain PFAS laboratory results.</p>

#### 6.1.1 Land Application of Sludge Containing PFAS

The sewage sludge generator shall monitor PFAS concentrations in the sewage sludge prior to the sewage sludge being discharged from all Outfalls. The department recommends the land application of sewage sludge be completed in a manner consistent with the most recent version of the ["Interim Strategy for Land Application of Biosolids and Industrial Sludges containing PFAS"](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf) ([https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS\\_BiosolidsInterimStrategy.pdf](https://dnr.wisconsin.gov/sites/default/files/topic/PFAS/PFAS_BiosolidsInterimStrategy.pdf)).

Note: The department intends to periodically review and update this interim strategy.

#### 6.1.2 Monitoring Requirements

The generator shall comply with the following monitoring requirements.

Parameter	Units	Sample Frequency	Sample Type	Notes
Solids, Total	Percent	Annual	Composite	
PFOA + PFOS	µg /kg	Annual	Calculated	Report the sum of PFOA and PFOS. Results greater than 20 µg/kg. See Section 6.4

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Parameter	Units	Sample Frequency	Sample Type	Notes
PFAS Dry Wt.	µg/kg	Annual	Composite	See Section 7.1 for Perfluoroalkyl and Polyfluoroalkyl substances.

## 6.2 PFAS Monitoring Frequencies

### 6.2.1 All Sewage Sludge Generators: PFAS Monitoring Requirements Between July 1, 2026, and June 30, 2027

Each sewage sludge generator granted coverage under this GP shall conduct PFAS monitoring for all sewage sludge Outfalls in which sludge is discharged between July 1, 2026, and June 30, 2027.

### 6.2.2 Sewage Sludge Generators: PFAS Monitoring 2026 & Subsequent Years

Each contract hauler identified as a sewage sludge generator shall:

1. Conduct PFAS sewage sludge monitoring from each mixed sewage sludge Outfall from which sewage sludge is discharged between July 1, 2026, and June 30, 2027.

Note: Additional PFAS monitoring is required if the generator utilizes additional unanticipated Outfalls. The generator must request additional Characteristic Reports (Form 3400-49). See Section 6.3.1 and 6.3.2 for additional details.

2. Conduct annual PFAS sewage sludge monitoring at each mixed sewage sludge Outfall from which sewage sludge is discharged in subsequent calendar years beginning in 2027, and until this GP is discontinued and the sewage sludge generator is issued a WPDES IP with PFAS monitoring requirements.

Note: The reissued WPDES IP may contain more stringent PFAS monitoring requirements as needed.

## 6.3 Reporting PFAS Monitoring

When the sewage sludge generator is required to monitor PFAS from unanticipated Outfalls the generator shall contact the assigned department compliance staff for reporting onto additional Characteristic Reports (Form 3400-49).

### 6.3.1 Reporting 2026 PFAS Monitoring Results

The 2026 PFAS sewage sludge laboratory reports shall be provided (by email) within 14 days of receipt of laboratory results to both:

1. [DNRWYPFASSludgeMonitoring@wisconsin.gov](mailto:DNRWYPFASSludgeMonitoring@wisconsin.gov)

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2. Assigned department compliance staff for the corresponding WPDES IP for the sewage sludge generator.

### 6.3.2 Reporting 2027 and Subsequent Years PFAS Monitoring Results

**Annual Characteristic Reports (Form 3400-49):** The reports for the PFAS monitoring results will be created for sewage sludge generators that have coverage under this GP. These forms will be created for 2027 and subsequent years. Sewage sludge generators shall complete the appropriate Characteristic Reports (Form 3400-49).

**Laboratory reports:** Laboratory results shall be provided (by email) to both:

1. [DNRWYPFASSludgeMonitoring@wisconsin.gov](mailto:DNRWYPFASSludgeMonitoring@wisconsin.gov)
2. Assigned department compliance staff for the corresponding WPDES IP for the sewage sludge generator.

### 6.4 Reporting PFOA + PFOS Concentrations That Exceed 20 µg/kg

Subsequent monitoring will continue annually unless the sum of the PFOA and PFOS concentration values exceed 20 µg/kg. If the sum of the PFOA and PFOS concentration value is above 20 µg/kg for any sampling event, the generator shall:

1. Notify the assigned department compliance staff within 5 business days of receiving the sample results.
2. Certify the monitoring data to the department via electronic Characteristic Report (Form 3400-49) within 14 days.
3. Collect a new sample and retest the sewage sludge within 90 days of notification if the value exceeds 20 µg/kg.
4. Report the second sample results within 14 days of receipt of the laboratory results. The generator may need to contact the assigned department compliance staff to create an additional Characteristic Report.

The department will initiate modification of the WPDES IP assigned to the generator if the retest exceeds 20 µg/kg.

The department may request additional PFAS monitoring on a case-by-case basis if results appear non-representative. If the average of at least two sample results exceeds 20 µg/kg concentration for PFOA+PFOS combined, the department shall include limitations and conditions for PFAS in the reissued WPDES IP.

The department may require the generator to develop a sludge management plan to detail PFAS sampling procedures per s. NR. 204.11, Wis. Adm. Code.

PFAS Monitoring for Sewage Sludge (Biosolids) Generators

Note: If the generator is required to collect a PFAS sample in 2026 as part of the WPDES IP application process that result may be used as the first monitoring event.

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

## 7 General PFAS Conditions

Sampling shall occur for the perfluoroalkyl and polyfluoroalkyl compounds (PFAS) listed in the table below and as indicated in the sampling point sections above. Monitoring shall occur at each sample point where sewage sludge is generated regardless of the end use (i.e. land applied, hauled to another facility, or landfilled).

### 7.1 Perfluoroalkyl and Polyfluoroalkyl Substances

#### PERFLUOROALKYLCARBOXYLIC Acids (PFCAs)

PFBA	Perfluorobutanoic acid
PFPeA	Perfluoropentanoic acid
PFHxA	Perfluorohexanoic acid
PFHpA	Perfluoroheptanoic acid
PFOA	Perfluorooctanoic acid
PFNA	Perfluorononanoic acid
PFDA	Perfluorodecanoic acid
PFUnA	Perfluoroundecanoic acid
PFDoA	Perfluorododecanoic acid
PFTTrDA	Perfluorotridecanoic acid
PFTeDA	Perfluorotetradecanoic acid

#### PERFLUOROALKYLSULFONIC Acids (PFSA)

PFBS	Perfluorobutane sulfonic acid
PFPeS	Perfluoropentane sulfonic acid
PFHxS	Perfluorohexane sulfonic acid
PFHpS	Perfluoroheptane sulfonic acid
PFOS	Perfluorooctane sulfonic acid
PFNS	Perfluorononane sulfonic acid
PFDS	Perfluorodecane sulfonic acid
PFDoS	Perfluorododecane sulfonic acid

#### TELOMER SULFONIC Acids

4:2FTSA	1H,1H,2H,2H-Perfluorohexane sulfonic acid
6:2FTSA	1H,1H,2H,2H-Perfluorooctane sulfonic acid
8:2FTSA	1H,1H,2H,2H-Perfluorodecane sulfonic acid

#### PERFLUOROOCETANESULFONAMIDES (FOSAs)

PFOSA	Perfluorooctane sulfonamide
NMeFOSA	N-Methyl perfluorooctane sulfonamide

PFAS Monitoring for Sewage Sludge (Biosolids) Generators

NEtFOSA	N-Ethyl perfluorooctane sulfonamide
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PERFLUOROOCETANESULFONAMIDOACETIC Acids

NMeFOSAA	N-Methyl perfluorooctane sulfonamidoacetic acid
NEtFOSAA	N-Ethyl perfluorooctane sulfonamidoacetic acid

NATIVE PERFLUOROOCETANESULFONAMIDOETHANOLS (FOSEs)

NMeFOSE	N-Methyl perfluorooctane sulfonamideoethanol
NEtFOSE	N-Ethyl perfluorooctane sulfonamideoethanol

PERFLUOROALKYLETHERCARBOXYLIC Acids (PFECAs)

HFPO-DA	Hexafluoropropylene oxide dimer acid
ADONA	4,8-dioxa-3H-perfluorononanoic acid
PFMPA	Perfluoro-3-methoxypropanoic acid
PFMBA	Perfluoro-4-methoxybutanoic acid
NFDHA	Nonafluoro-3,6-dioxaheptaonic acid

CHLORO-PERFLUOROALKYLSULFONATE

9Cl-PF3ONS	9-chlorohexadecafluoro-3-oxanone-1-sulfonic acid
11Cl-PF3OUDS	11-chloroelcosafuoro-3-oxaundecane-1-sulfonic acid
PFEESA	Perfluoro(2-ethoxyethane)sulfonic acid

TELOMER SULFONIC Acids

3:3FTCA	3-Perfluoropropyl propanoic acid
5:3FTCA	2H,2H,3H,3H-Perfluorooctanoic acid
7:3FTCA	3-Perfluoroheptyl propanoic acid

Note: If WDNR Laboratory Certification removes a particular compound from the reporting list above and upon receiving written communication from the department to that effect, reporting for that compound is no longer required.

## 7.2 Sludge Sampling

The sewage sludge generator shall complete and certify the Characteristic Report (Form 3400-49) within 14 days of receipt of the laboratory results.

Note: As part of this GP the department has created a dedicated Characteristic Report (Form 3400-49) to record all PFAS sewage sludge monitoring results. This form identifies the due date of January 31 following the year of analysis. The requirement to complete and certify the form within 14 days of receipt of PFAS laboratory results supersedes the date listed on the form. The sewage sludge generator may request additional Characteristic Reports to record PFAS monitoring results.

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

Representative sludge samples shall be collected at each Outfall. The liquid sludge storage/digesters should be thoroughly mixed prior to sampling. Cake sludge samples should consist of seven equal size discrete samples and be collected from different areas and depths, then composited into one sample for laboratory analysis. The department may require representative sampling procedures to be detailed in a sludge management plan pursuant to s. NR 204.11, Wis. Adm. Code.

Note: If additional equipment is used for collecting sewage sludge samples (i.e., shovels, compositing buckets, bottles, etc.), then a one-time equipment blank is recommended to be collected with the first sample. An equipment blank sample is collected by passing laboratory verified PFAS-free water over or through field sampling equipment before the collection of a representative sludge sample. The equipment blank result shall be reported on the Characteristic Report (Form 3400-49) in the comment section when reporting PFAS concentrations in the sludge.

The generator shall use the following convention when reporting sludge monitoring results: Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 1.0 mg/kg, report the pollutant concentration as < 1.0 mg/kg.

### 7.3 Sludge Testing Procedures

The laboratory performing the analysis on any samples shall be certified for the applicable PFAS compounds in the solids matrix by the Wisconsin Laboratory Certification Program established under s. 299.11, Wis. Stats., and in accordance with s. NR 149.41, Wis. Adm. Code. The department may reject any sample results if results are produced by a laboratory that is not in compliance with certification requirements under ch. NR 149, Wis. Adm. Code. A list of DNR accredited laboratories is found in [PFAS Lab Analysis in Wisconsin](https://dnr.wisconsin.gov/topic/PFAS/Labs.html) "<https://dnr.wisconsin.gov/topic/PFAS/Labs.html>"

## 8 Standard Requirements

The conditions in ss. NR 205.07(1), NR 205.07(3), and NR 205.08(3), Wis. Adm. Code and 40 CFR 122 are included by reference in this permit. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirements can be found in ss. NR 205.07(1), 205.07(3), and NR 205.08, Wis. Adm. Code and 40 CFR 122.

### 8.1 Monitoring, Reporting, and Record Keeping Requirements

#### 8.1.1 Sampling and Testing Procedures

The permittee shall take samples and measurements that are representative of the volume and nature of the monitored discharge at points specified in the permit using sample types specified in the permit. The permittee shall also follow the effluent flow measurement and sample collection procedures in ch. NR 218, Wis. Adm. Code.

Samples collected under this permit shall be tested for the parameters listed in this permit and follow approved test methods and procedures specified in ch. NR 219, Wis. Adm. Code. If the required level cannot be met by any of the methods available in ch. NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in the permit.

#### 8.1.2 Laboratory Certification or Registration

Samples collected under this permit shall be tested and analyzed by a laboratory certified or registered under ch. NR 149, Wis. Adm. Code. A list of Wisconsin DNR accredited laboratories can be found in the [Certified Lab List \(https://dnr.wisconsin.gov/topic/labCert/certified-lab-lists\)](https://dnr.wisconsin.gov/topic/labCert/certified-lab-lists).

#### 8.1.3 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

1. The date, exact place, method, and time of sampling or measurements;
2. The individual who performed the sampling or measurements;
3. The date the analysis was performed;
4. The individual who performed the analysis;
5. The analytical techniques or methods used; and
6. The results of the analysis.

#### 8.1.4 Reporting of Monitoring Results

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

The permittee shall submit wastewater discharge monitoring data as required by Sections 4, 5 and 6 on an electronic Characteristics Report (Form 3400-49) in accordance with s. NR 205.07(1)(r), Wis. Adm. Code upon the **Effective Date** of this general permit. The form is available through the [DNR Switchboard: https://dnr.wisconsin.gov/topic/Switchboard](https://dnr.wisconsin.gov/topic/Switchboard). The forms are due 14 days following lab notification. The form shall be submitted to the department regardless of whether or not there is a discharge during any report frequency. Paper copies are no longer accepted.

To access the forms, the permittee must have a MyWisconsin ID and request access for each facility for which they intend to submit data. The Switchboard can be used to create a MyWisconsin ID and register with contact information and user roles. If the permittee already has a MyWisconsin ID, then they do not need to create a new one. However, they must still request access to each facility for which they intend to submit data.

### 8.1.5 More Frequent Monitoring

As specified in s. NR 205.07(1)(r), Wis. Adm. Code if the permittee monitors any parameter more frequently than required by the permit using test procedures specified in chs. NR 204 or NR 219, Wis. Adm. Code or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the discharge monitoring report.

### 8.1.6 Records Retention

The permittee shall retain records of all monitoring information, including daily logs, calibration and maintenance records, original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including permit application information and other documents specified in the permit or ch. NR 214, Wis. Adm. Code, shall be retained for a minimum of 5 years.

### 8.1.7 Other Information

When a permittee becomes aware that it failed to submit any relevant facts in a notice of intent or submitted incorrect information in a notice of intent or in any report to the department, it shall promptly submit such facts or correct information to the department.

## 8.2 General Conditions for General Permits

### 8.2.1 Signatory Requirement

## PFAS Monitoring for Sewage Sludge (Biosolids) Generators

All permit notices of intent, reports, and other information requested by the department shall be signed by a responsible executive or municipal officer, manager, partner, or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code.

### 8.2.2 Delegation of Signature Authority

The permittee must submit a completed Delegation of Signature Authority (DSA, Form 3400-220) or equivalent to the department for a duly authorized representative to submit specific permit documents on the behalf of the responsible executive or municipal officer, manager, partner, or proprietor of a permitted discharge. A responsible executive or municipal officer, manager, partner, or proprietor can only delegate signature authority to a duly authorized representative if that person is responsible for the overall operation of the facility or activity regulated by this general permit. The permittee shall specify the name of the individual or the employment position that has the signature authority and responsibility on the DSA. The permittee must submit an updated DSA to the department with the NOI unless a DSA was previously submitted to the department or together with the submittal of any required documents. If there are any changes to this request, the permittee shall submit a new DSA to the department.

Note: The DSA (Form 3400-220) is available at [Wastewater General Permits \(https://dnr.wisconsin.gov/topic/Wastewater/GeneralPermits.html\)](https://dnr.wisconsin.gov/topic/Wastewater/GeneralPermits.html).

### 8.2.3 Permit Coverage Transfers

A permit is not transferable to any person except after notice to the department. Permittees that wish to transfer general permit coverage to a new permittee must submit a Transfer of Coverage (TOC, Form 3400-222) to the department. The TOC must be submitted at least 30 days in advance of the proposed transfer date. All TOCs shall be completed by both the existing and new permittees, including the "Certification & Signature" section, and sent via mail or email to the department. The department will then send a letter to the existing permittee stating that their coverage is terminated under this general permit.

If the quality or quantity of the discharge has not changed at the facility, the department will send a letter of determination that grants coverage to the new permittee under this general permit. If there have been significant changes at the permitted facility, the new permittee shall submit a new eNOI to the department.

Note: The TOC (Form 3400-222) is available at [Wastewater General Permits \(https://dnr.wisconsin.gov/topic/Wastewater/GeneralPermits.html\)](https://dnr.wisconsin.gov/topic/Wastewater/GeneralPermits.html).

### 8.2.4 Permit Coverage Terminations

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Permittees that wish to terminate their general permit coverage must submit an electronic Notice of Termination (eNOT) to the department. All eNOTs must be completed by the permittee or duly authorized representative including the "Certification & Signature" section and submitted to the department via the online Water Permit Applications system. The department will then send a termination letter to the permittee stating that their coverage is terminated under this general permit.

Note: The eNOT is available at the department's ePermitting website available via [Water Permit Applications \(https://dnr.wisconsin.gov/permits/water\)](https://dnr.wisconsin.gov/permits/water).

### **8.2.5 Continuation of an Expired General Permit**

If a permittee submitted a complete and timely eNOI to be covered by this general permit, all conditions of an expired general permit shall continue to apply until the effective date of a new general permit.

### **8.2.6 Duty to Comply**

The permittee shall comply with all conditions of the permit. Any permit noncompliance is a violation of the permit and is grounds for enforcement action, permit coverage termination, or denial of reapplying for permit coverage. If a permittee violates any terms of the permit, the permittee is subject to the penalties established in ch. 283, Wis. Stats.

### **8.2.7 Property Rights**

The permit does not convey any property rights of any sort or any exclusive privilege. The permit does not authorize any injury or damage to private property, invasion of personal rights, or any infringement of federal, state or local laws or regulations.

### **8.2.8 Inspection and Entry**

The permittee shall allow an authorized representative of the department, upon the presentation of credentials, to:

1. Enter the permittee's premises where a regulated facility or activity is located or conducted, or where records are required under the conditions of the permit;
2. Have access to and copy, at reasonable times, any records that are required under the conditions of the permit;
3. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under the permit; and
4. Sample or monitor at reasonable times, for the purposes of assuring permit compliance, any substances or parameters at any location.

### **8.2.9 Duty to Mitigate**

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The permittee shall take all reasonable steps to minimize or prevent the likelihood of any adverse impacts to public health, the waters of the state, or the environment resulting from noncompliance with the permit.

**8.2.10 Duty to Provide Information**

The permittee shall furnish the department, within a reasonable time, any information which the department may request to determine whether cause exists for modifying, terminating, suspending, revoking, or reissuing the permit or to determine compliance with the permit. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements. The permittee shall also furnish the department, upon request, copies of records required to be kept by the permittee.

**8.2.11 Need to Halt or Reduce Activity Not a Defense**

It is not a defense for a permittee in an enforcement action to claim that it would have been necessary to halt or reduce the permitted activity to maintain compliance with the conditions of the permit.

**8.3 System Operating Requirements****8.3.1 Proper Operation and Maintenance**

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114, Wis. Adm. Code, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

**8.3.2 Noncompliance and Other Reporting**

The permittee shall report the following types of noncompliance by a telephone call to the department's regional office within 24 hours after becoming aware of the noncompliance:

1. Any noncompliance which may endanger health or the environment;
2. Any violation of an effluent limitation resulting from a bypass;
3. Any violation of an effluent limitation resulting from an upset; and
4. Any violation of a maximum discharge limitation for any of the pollutants listed by the department in the permit.

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A written report describing the noncompliance shall also be submitted to the department as directed in the Summary of Reports Due within 5 days after the permittee becomes aware of the noncompliance. The written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the department as specified in s. NR 205.07(1)(u)2., Wis. Adm. Code, shall not be subject to the reporting required under this section.

### 8.3.3 Bypass

Except for a controlled diversion as specified in s. NR 205.07(1)(v), Wis. Adm. Code, any bypass is prohibited, and the department may take enforcement action against a permittee for such occurrences under s. 283.89, Wis. Stats. The department may approve a bypass if the permittee demonstrates all the following conditions apply:

1. The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
2. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance. When evaluating feasibility of alternatives, the department may consider factors such as technical achievability, costs and affordability of implementation, and risks to public health, the environment and, where the permittee is a municipality, the welfare of the community served.
3. The bypass was reported in accordance with the 'Noncompliance Reporting' section of this permit.

### 8.3.4 Removed Substances

Solids, sludges, filter backwash or other pollutants removed from or resulting from treatment or control of wastewaters or intake waters shall be stored and disposed of in a manner to prevent any pollutant from the materials from entering the waters of the state. Land disposal or application of treatment plant solids and sludges shall be at a site or operation licensed by the department under chs. NR 500 to 538, Wis. Adm. Code or chs. NR 660 to 670, Wis. Adm. Code or in accordance with ch. NR 204 or 214, Wis. Adm. Code.

### **8.3.5 Spill Reporting**

The permittee shall notify the department in accordance with ch. NR 706 (formerly NR 158), Wis. Adm. Code, in the event that a spill or accidental release of any material or substance results in the discharge of pollutants to the waters of the state at a rate or concentration greater than the effluent limitations established in the permit, or the spill or accidental release of the material is unregulated in the permit, unless the spill or release of pollutants has been reported to the department under this section.

Note: Section 292.11(2)(a), Wis. Stats., requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the department immediately of any discharge not authorized by the permit. The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003.

### **8.3.6 Planned Changes**

In accordance with ss. 283.31(4)(b) and 283.59(1), Wis. Stats., the permittee shall report to the department any facility expansion, production increase or process modifications which will result in new, different, or increased discharges of pollutants. The report shall either be a new general permit notice of intent or, if the new discharge will not violate the effluent limitations of the general permit, a written notice of the new, different or increased discharge. The notice shall contain a description of the new activities, an estimate of the new, different, or increased discharge of pollutants, and a description of the effect of the new or increased discharge on existing waste treatment facilities. Following receipt of this report, the department may modify the general permit coverage letter to specify any discharges of pollutants not previously covered by the general permit.

### **8.3.7 Duty to Halt or Reduce Activity**

Upon failure or impairment of treatment facility operation, the permittee shall, to the extent necessary to maintain compliance with its permit, curtail production or wastewater discharges or both until the treatment facility operations are restored or an alternative method of treatment is provided.

### **8.3.8 Enforcement**

Any violation of this permit is enforceable under ss. 283.89 and 283.91, Wis. Stats.

### **8.3.9 Permit as Enforcement Shield**

Compliance with a permit during its term constitutes compliance for purposes of enforcement with 33 USC 1311, 1312, 1316, 1317, 1328, and 1345 (a) and (b), except for any toxic effluent

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standard or prohibition, and standards for sewage sludge use or disposal. If a new or revised toxic effluent standard or toxic prohibition becomes effective during the term of the permit, the permittee may be subject to enforcement action if the discharge exceeds the new or revised effluent standard for the toxic pollutant even though the discharge is in compliance with the existing permit. The permittee may also be subject to enforcement action standards for sewage sludge use or disposal. However, a permit may be modified, revoked and reissued, or terminated during its term for cause as set forth in ch. 283, Wis. Stats., and ch. NR 203, Wis. Adm. Code.

**8.3.10 Severability**

The provisions of this permit are severable, and if any provisions of this permit or the application of any provision of this permit to any circumstance is held invalid, the application of such provision to other circumstances and the remainder of this permit, shall not be affected thereby.

## 9 Summary of Reports Due and Actions

FOR INFORMATIONAL PURPOSES ONLY

Description	Date
Laboratory Report: Calendar Year 2026 and Subsequent Years	14 days after receiving PFAS laboratory results
Characteristic Report (Form 3400-49): Calendar Year 2027 and Subsequent Years.	14 days after receiving PFAS laboratory results
Exceedance Notification: Required when PFOA+PFOS exceeds 20 µg/kg	5 days after receiving PFAS laboratory results.
Sewage Sludge Retest: Required when PFOA+PFOS exceeds 20 µg/kg	Retest within 90 days after receiving initial PFAS laboratory results.

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**Appendix A**

Below is the table of all major municipal dischargers in the State of Wisconsin.

Note: At the time of this WPDES GP effective date, some facilities included on the list may have been modified or reissued to include sewage sludge PFAS monitoring requirements in the WPDES IP.

WPDES IP Number	Facility Name
0022144-10-0	Antigo City Of
0023221-09-0	Appleton Wastewater Treatment Facility
0023230-11-0	Arcadia Wastewater Treatment Facility
0030767-10-0	Ashland Sewage Utility
0020605-10-0	Baraboo Wastewater Treatment Facility
0023345-10-0	Beaver Dam Wastewater Treatment Facility
0023370-10-4	Beloit Wastewater Treatment Facility
0023469-10-1	Brookfield, City Of
0022926-10-2	Burlington Water Pollution Control
0020222-10-0	Cedarburg Wastewater Treatment Facility
0023604-10-0	Chippewa Falls WWTP
0021008-10-1	Columbus Wastewater Treatment Facility
0032026-09-0	Delafield Hartland Water Pollution Control Commission
0023850-10-0	Eau Claire Wastewater Treatment Facility
0023990-09-0	Fond Du Lac WTRRF
0036021-08-0	Fontana Walworth Water Pollution Control Commission
0022489-11-0	Fort Atkinson Wastewater Treatment Facility
0024686-09-0	Fox West Regional Sewerage Commission
0020184-11-0	Grafton Water & Wastewater Utility
0065251-02-1	Green Bay Metropolitan Sewerage District Combined
0020192-10-0	Hartford Water Pollution Control Facility
0031232-10-0	Heart Of The Valley Metro Sewerage District
0024279-10-1	Hudson Wastewater Treatment Facility
0021806-08-0	Jackson Wastewater Treatment Plant
0030350-09-2	Janesville Wastewater Utility
0024333-10-0	Jefferson Wastewater Treatment Facility
0028703-11-1	Kenosha Wastewater Treatment Facility
0020141-10-0	Kiel Wastewater Treatment Facility
0029581-10-0	La Crosse City

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0021130-10-0	Lake Geneva Wastewater Treatment Plt
0031194-10-1	Lake Mills Wastewater Treatment Facility
0024597-09-2	Madison Metropolitan Sewerage District WWTF
0024601-10-0	Manitowoc Wastewater Treatment Facility
0026182-10-0	Marinette Wastewater Utility
0021024-09-1	Marshfield Wastewater Treatment Facility
0024643-11-0	Mayville Wastewater Treatment Facility
0024708-10-1	Menomonie Wastewater Treatment Facility
0020150-11-0	Merrill City Of
0036820-04-0	Milwaukee Metro Sew Dist Combined
0020362-09-2	Monroe Wastewater Treatment Facility
0020265-10-0	Mukwonago Wastewater Treatment Plant
0026085-10-0	Neenah Menasha Sewerage Commission WWTF
0024929-10-0	New London Wastewater Treatment Facility
0031470-08-1	Norway Tn Sanitary District 1 WWTF
0021181-10-0	Oconomowoc Wastewater Treatment Plnt
0020681-09-0	Oregon Wastewater Treatment Facility
0025038-10-1	Oshkosh Wastewater Treatment Plant
0030651-09-1	Peshigo Wastewater Treatment Facility
0020435-10-1	Platteville Wastewater Treatment Facility
0027995-11-0	Plover Wastewater Treatment Facility
0030031-08-1	Plymouth Utilities WWTF
0020460-09-0	Port Washington WWTF
0020427-11-1	Portage Wastewater Treatment Facility
0020257-09-0	Prairie Du Chien Wastewater Treatment Facility
0025194-10-0	Racine Wastewater Utility
0020371-10-1	Reedsburg Wastewater Treatment Facility
0020044-10-0	Rhineland City Of
0035581-08-0	Rib Mountain Metro Sewerage District WWTF
0021865-10-0	Rice Lake Utilities City Of
0020109-10-0	Richland Center Wastewater Treatment Facility
0021032-09-1	Ripon Wastewater Treatment Facility
0029394-11-0	River Falls Municipal Utility WWTF
0031496-08-0	Salem Lakes, Village - Salem WWTP
0021555-11-0	Saukville Village Sewer Utility
0025411-10-0	Sheboygan Wastewater Treatment Plant

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0020290-10-0	Slinger Wastewater Treatment Facility
0028819-09-1	South Milwaukee Wastewater Treat Facility
0020737-10-0	Sparta Wastewater Treatment Facility
0029572-10-0	Stevens Point Wastewater Treatment Facility
0020338-09-0	Stoughton Wastewater Treatment Facility
0021113-11-0	Sturgeon Bay Utilities Wastewater Treatment Facility
0020478-11-0	Sun Prairie Wastewater Treatment Facility
0025593-09-0	Superior Sewage Disposal System
0020559-09-0	Sussex Wastewater Treatment Facility
0021318-09-0	Tomah Wastewater Treatment Facility
0021695-10-0	Twin Lakes Wastewater Treatment Fac
0026590-10-0	Two Rivers Wastewater Treatment Facility
0028291-10-0	Union Grove Village
0031461-08-0	Walworth County Metro
0028541-09-3	Watertown Wastewater Treatment Facility
0029971-10-0	Waukesha City
0030490-08-0	Waupaca Wastewater Treatment Facility
0022772-10-2	Waupun Wastewater Treatment Facility
0025739-09-2	Wausau Water Works Ww Treatment Facility
0025763-11-0	West Bend City
0028754-10-0	Western Racine County Sewerage District
0020001-10-2	Whitewater Wastewater Treatment Facil
0031402-08-1	Wi Dells Lk Delton Sewerage Commission WWTF
0025844-10-1	Wisconsin Rapids WWTF
0028452-09-0	Wolf Treatment Plant