Sewer and Water Utilities Committee Special Meeting Minutes
Tuesday, August 25, 2026 at 1:00 P.M.
Sister Bay Wastewater Treatment Plant- 2124 Autumn Court
and Video Conference
(Approved Version)

1. Call Meeting to Order

Chairperson Nate Bell called the Sewer and Water Utilities meeting to order on Tuesday, August 25, 2026, at 1:00 PM.

2. Roll Call

A roll call was conducted, with the following members present: Chairperson Nate Bell and member Steven Bacsi

Staff present: Utilities Director Megan Barnes, Village Administrator Ben Andrews, Treasurer Vlad Gannik and Utilities Clerk Kara Kroll

3. Approval of Agenda

The agenda was approved as amended, with the removal of item 6a (Sewer Rate Study RFP).

Motion by Bell, second by Bacsi to approve the amended agenda. Motion carried – all ayes.

4. Approval of Minutes of the July 14, 2026 Meeting, As Published

Motion by Bell, second by Bacsi to approve the minutes of the July 14, 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. Sewer Rate Study RFP

This item was removed from the agenda. It was noted for placement on the October meeting agenda.

b. Water Rate Study-Simplified Or Conventional

Utilities Director Megan Barnes reported that the day following the previous meeting's discussion of a conventional rate case, the Public Service Commission (PSC) issued a notice that the Village qualifies for the Simplified Rate Case (SRC) approach, which would apply a 3% inflationary increase to water rates. Director Barnes recommended the SRC as it requires significantly less staff time and eliminates the need to hire an outside consultant, while still accomplishing the necessary rate adjustment. The last conventional rate case was conducted in 2018. The committee concurred that the simplified

approach was the appropriate path forward, as rates have not been adjusted since 2018 and the inflationary increase is sufficient to cover rising operational costs. If approved, new rates would take effect approximately January 1, 2027, as the PSC requires 45 or more days after application submission.

Motion to recommend to the Village Board to proceed with the Simplified Rate Case for water rates was made by Bell and seconded by Bacsi. The motion carried – all ayes.

c. 2027 Water, Wastewater And Collection Budget Review

Director Barnes presented a budget review comparing 2025 actuals, mid-year 2026 actuals, and the proposed 2027 budget across the water, wastewater, and collection funds. The water fund projected approximately $35,000 in positive net revenue assuming the 3% rate increase. The wastewater fund projected approximately $160,000 positive. The collection fund budget was noted as skewed due to the inclusion of a $1,000,000–$1,500,000 capital improvement for a potential lift station and sanitary sewer extension on Highway 57, the financing of which remains undetermined pending coordination between the Village and a developer. The committee voted to forward the budget to the Finance Committee.

Motion to forward the 2027 budget review to the Finance Committee was made by Bacsi and seconded by Bell. The motion carried – all ayes.

d. 2016 Chevrolet Silverado-Surplus Property

The 2016 Chevrolet Silverado was previously declared surplus property by the Village Board and directed to this committee for disposition. Director Barnes recommended listing the vehicle on the Wisconsin Surplus auction site with a minimum asking price of approximately $10,000, noting the truck is all-wheel drive and in good working condition. Treasurer Vlad Gannik recommended first consulting Kelley Blue Book to verify the minimum price is appropriate. Director Barnes agreed to check the value before listing. No formal motion was required, as the committee determined this was an oversight matter rather than a policy decision.

e. Cybersecurity Discussion

There was discussion between the committee members and Director Barnes on cybersecurity.

f. Wastewater Treatment Plant Operations Report

Director Barnes presented the operational report. Notable highlights included that operators Blok and Oakdale both passed their waterworks operator certifications, making all facility operators dual-certified in both wastewater and water operations. Operator Nelson also received an additional subclass certification for total phosphorus removal.

A question was raised regarding the July 2026 BOD (Biochemical Oxygen Demand) influent reading and Director Barnes agreed to revise the capacity report format to present a consolidated Sister Bay capacity ratio and to add effluent data for greater public clarity.

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

The following item was identified for future action:

- Sewer Rate Study RFP

8. Adjournment

Motion by Bell, second by Bacsi to adjourn at 1:39 PM. Motion carried – all ayes.

The next meeting of the Sewer and Water Committee will be conducted at 1:00 P.M. on Tuesday October 13, 2026 at the Sister Bay Wastewater Treatment Plant - 2124 Autumn Court and via Video Conference.

Respectfully Submitted,

Kara Kroll
Utilities Clerk