

**MEETING MINUTES OF
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)
AND**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: Monday, April 15, 2019

Place: Town Hall, 1512 N. 40th St., Sheboygan, Wisconsin

Time: 4:00 p.m.–Sanitary Dist. No. 3 Water Monthly Meeting

Time: To Follow San 3 Meeting–Sanitary Dist. No. 2 Sewer & Sanitary Dist. No. 3 Water Joint Meeting

Time: To Follow Joint Meeting–Sanitary Dist. No. 2 Sewer Monthly Meeting

The monthly meeting of the Town of Sheboygan Sanitary District No. 3 (Water) Commission began at 4:00 p.m. and a joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:17 p.m., following the Water District meeting. The Sanitary District No. 2 (Sewer) Commission continued on with their monthly meeting after the matters in Joint Session had been discussed at 5:03 p.m. on Monday, April 15, 2019 in open session at the Town of Sheboygan Town Hall, 1512 N. 40th St., Sheboygan, WI 53081, Sheboygan County.

Notice of the meeting was given to the public at least 24 hours prior to the meeting by posting in three (3) different places and forwarding to all news media who have requested the same.

Upon motions duly made and seconded, the following resolutions were unanimously adopted and made a part of these minutes by reference as if fully set forth herein.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Dave Albright, Sanitary District No. 3 (Water) at 4:00 p.m. The following were also present at the meeting: Treasurer Jerry Hoepfner, Sanitary District No. 3 (Water); Secretary Spencer Lutzke, Sanitary District No. 3 (Water); Sanitary Districts No. 2 (Sewer) and No. 3 (Water) Alternate Commissioners Jeff Klosterman and Damian Nevers; Town Attorney Michael Bauer; Town Engineer Tom Holtan; Director of Public Works William Blashka; Office Manager Darla Free; Administrative Assistant Chris Steeb and those persons on the attached list.

2. Approval of the April 15, 2019 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 15, 2019 monthly bills as submitted per a motion by Commissioner Hoepfner and a second by Commissioner Lutzke.” Motion carried.

3. Presentation, Discussion/Approval – 2018 Audit & PSC Report, Clifton Larson Allen LLP, Bryan Grunewald

Mr. Grunewald states that effective January 1, 2019 Schenck and Associates has merged with Clifton Larson Allen LLP. He states that the audit’s findings are consistent with past years and the District is in great shape; there are no red flags; the District’s rate of return was 7.2%; after reviewing the Financial Report, Management Communications Letter and the PSC Report, Mr. Grunewald asks if there are any questions or concerns. There are no questions or concerns.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2018 Audit and PSC Report as presented by Bryan Grunewald of Clifton Larson Allen LLP per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

4. Discussion/Action – New Water Tower Site

Commissioner Albright states that he reached out to Mr. Franzen via e-mail last week, but hasn’t received a reply.

5. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

**Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Joint Agenda –
Immediately Following Completion of the Sanitary District No. 3 (Water) Monthly Meeting**

6. Call to Order - Sanitary District No. 2 (Sewer)

The Town of Sheboygan Sanitary District No. 3 (Water) and Sanitary District No. 2 (Sewer) Commissions monthly joint meeting is called to order at 4:17 p.m. by Commissioner Albright and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) and Secretary Art Stewart, Sanitary District No. 2 (Sewer) are also in attendance.

7. Approval of the March 18, 2019 Monthly Meeting Minutes

Commissioner Griffin states that the second last sentence of agenda item twelve should state “DPW Blashka states that they could drop a suction hose from an auxiliary pump into the wet well and connect the discharge hose into a connection of the old force main”.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the March 18, 2019 monthly meeting minutes with the revision to agenda item twelve per a motion by Commissioner Albright and a second by Commissioner Lutzke.” Motion carried.

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the March 18, 2019 monthly meeting minutes with the revision to agenda item twelve per a motion by Commissioner Griffin and a second by Commissioner Stewart.” Motion carried.

8. Discussion/Action – Purchase of New Meter Reading Software and Handheld Radio

DPW Blashka states that he hasn’t received the information he requested regarding new meter reading software and a handheld radio, but what we have is obsolete and parts are no longer available; since we’re going to be updating the office software, it would be a good time to upgrade the reading software and handheld; the new one would have two antennas, one for each kind of meter we have. Commissioner Stewart asks if we have one handheld. DPW Blashka states yes, but if he’d ever have trouble, Midwest Meter would provide him with a loaner. Commissioner Griffin states that this item should remain on the agenda.

9. Discussion/Action – Review GS-3 Alliant Energy Rates for Wells, Towers and Lift Stations

Ms. Free states that all but Well 3 and the Hidden Creek lift station switched to this way of billing in February 2018 per a recommendation from Alliant Energy as a way to save money; billing/kWh history on Cardinal Dr, Cth J, Pigeon River, N 47th St, Well 1, Well 2 and Tower 1 has been submitted; the savings for just the Sewer District was estimated to be \$5,000-\$7,000; the savings for these locations is about \$980.00. DPW Blashka states that there’s a lot of power used for heaters. Commissioner Albright states that there’d be no way of knowing what the charge would have been if the billing would have remained the old way. Ms. Free states that she asked Alliant Energy for a report, but was told that nothing was available. Commissioner Griffin states that we can create our own spreadsheet and keep track of it each month.

10. Schedule May 2019 Joint Meeting with Town Board

Supervisor Schwinn states that he’ll propose a meeting date of Tuesday, May 14, 2019 to the Town Board at their monthly meeting tomorrow night.

11. Town of Sheboygan Plan Commission Update

Commissioner Hoeppner states that the Plan Commission recommended a conditional use permit be taken out for 3326 Cth Y so the owner could build a stick building to store Christmas trees during the winter months; sign permits were approved for Wisconsin Bank & Trust at 4210 Hwy 42, Sheboygan Senior Community at 3505 Cth Y and Baron’s Gelato at 4325 Industrial Ct.

12. Operator’s Report

DPW Blashka states that everything’s running fine with the Sewer District.

DPW Blashka states that Well 3 was down for about three weeks because there was a chlorine tank overflowing; a solenoid was not shutting off; it’s been replaced and is now running fine. He states that there was a water leak at Limestone Ct and Mill Rd; it was originally connected with a live tap because we didn’t have a loop so we didn’t let them shut down the water; they used a stainless steel sleeve to connect and it wore out where the saddle was attached to the flange; it was about a quarter size leak, about 200 gallons per minute; with the freezing, it may have been a little slower; a resident contacted us; it took about 16 hours to make the

repair and about 25 residents were without water. He states that he doesn't know how long it could have been leaking. Commissioner Nevers asks if we have a leak detection program. DPW Blashka states no, but he and the crew are constantly looking; you can't hear a leak on pvc; residents will call us if their sump pumps are running more than usual; we check valves every year, it's about 10 miles; leaks usually occur on services, not mains or valves; we don't have the manpower to do more; if we have a dry summer and sump pumps are running, it's a good indication that there's a leak in that area; last year there were four or five services that had leaks and one or two main leaks.

13. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that the Town of Sheboygan Annual Meeting is tomorrow at 6:00 p.m. at the Town Hall; Great Lakes TV & Seal sent the District a thank you card; there's a card to sign by the Commissioners for Clerk Conrad's retirement.

DPW Blashka states that he received a pamphlet for a May 9 seminar covering chemical feeds, disinfection and other water-related issues; it's \$99.00 per person and he'd like at least one crew member to attend. He states that he also got information for a class on backflow prevention and cross connections on April 24 and it is \$100.00 per person; he thinks that they'd both be valuable and he would like to go, or send another employee.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the attendance to either of the classes for whichever employee is available per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the attendance to either of the classes for whichever employee is available per a motion by Commissioner Albright and a second by Commissioner Hoepfner." Motion carried.

14. Pending Item List Review

The pending item list is reviewed and updated accordingly. The list is part of the minutes' book for review and record retention purposes.

Commissioner Albright states that item eight can be removed from the pending list; the budget worksheet works the way we need it to and the auditors aren't having any issues. Commissioner Griffin states that he'd like to add Emergency Overflow to Pressure System as a pending item; he'd also like to add Update to Districts' descriptions on the Town website.

15. Adjourn – Sanitary District No. 3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 5:03 p.m. until Monday, May 20, 2019 at 4:00 p.m. per a motion by Commissioner Lutzke and a second by Commissioner Hoepfner." Motion carried.

Sanitary District No. 2 (Sewer) Agenda - Immediately Following Completion of Joint Agenda

16. Approval of the April 15, 2019 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 15, 2019 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Katte." Motion carried.

17. Presentation, Discussion/Approval – 2018 Audit, Clifton Larson Allen LLP, Bryan Grunewald

Mr. Grunewald states that effective January 1, 2019 Schenck and Associates has merged with Clifton Larson Allen LLP. He states that the audit's findings are consistent with past years; you should continue to make sure you are comfortable with your oversight; after reviewing the Financial Report and Management Communications Letter, Mr. Grunewald asks if there are any questions or concerns. There are no questions or concerns. He states that you might bill at the end of the year, so you don't see the revenue until the next year.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2018 Audit Report as presented by Bryan Grunewald of Clifton Larson Allen LLP per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

18. Discussion/Action –O & M, Collection System & Lift Stations

Engineer Holtan distributes Operation and Maintenance Manual drafts for Recessed Vacuum Prime, the Cth J Pump Station and the Pigeon River Wastewater Pumping Station and Force Main for the Commissioners review. Commissioner Griffin states that they'll schedule a special meeting in June to review and discuss the manuals.

19. Discussion/Action – Dispersible vs Flushable Literature

Commissioner Griffin states that this is the information DPW Blashka provided to us last month; Ms. Free got permission for us to use it; he'd like to see it shortened up; everyone should read it and make edits for next month's meeting.

20. Discussion/Action – Village of Kohler Connection to Northern Leg of North/South Interceptor

Commissioner Griffin states that there are no updates; we're just waiting for our payment from the Village of Kohler; this item can be removed from the agenda; Ms. Free should let us know when we receive the payment.

21. Discussion/Action – Annual Grease Trap Maintenance Policy

DPW Blashka states that Engineer Holtan is working on some of this. Engineer Holtan states that you'll have electronic files when they're all complete. DPW Blashka states that he'd like to consider hiring HydroCorp because they're already going into some of these businesses to do the cross connection inspections for the Water District; it's mostly a record inspection, not a physical inspection. Commissioner Katte asks if a grease trap has to be emptied to inspect it. DPW Blashka states yes.

22. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that Ms. Free submitted the gelato manufacturer's usage; it's about 27 gallons per day; they'd get charged one more UCE if they go over 200 gallons per day.

23. Adjourn – Sanitary District No. 2 (Sewer)

"There being no further business, the Town of Sheboygan Sanitary District No. 2 (Sewer) Commission adjourns the meeting at 5:20 p.m. until Monday, May 20, 2019 after the Water District monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Stewart." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

David Griffin, President
Ken Katte, Treasurer
Arthur Stewart, Secretary

Town of Sheboygan Sanitary District No. 3 Water

David Albright, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on May 20, 2019