

**MEETING MINUTES OF
TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)
AND**

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

Date: Monday, May 16, 2016

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

Time: 4:00 p.m. – Sanitary District 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 District No. 2 Sewer Monthly Meeting

A 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 4:18 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 4:35 p.m. on Monday, May 16, 2016 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 Mark Flasher at 4:00 p.m. The following were also present at the meeting: Commissioner Spencer Lutzke, Secretary; Attorney Michael Bauer; Director of Public Works William Blashka; Office Manager Darla Free and those persons on the attached list.

2. Approval of the May 16, 2016 Monthly Bills

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 16, 2016 monthly bills as submitted per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

3. Discussion/Action – Investment Options for District Funds

Commissioner Flasher states that he spoke with Attorney Bauer and asked him if he can't recommend an investment that doesn't meet State statutes. Attorney Bauer states that's correct. Commissioner Flasher states that he's having trouble understanding the other investment option proposed by Curtis Roberts of Wells Fargo Bank; the security has to have a rating that is the highest or the second highest rating category assigned by Standard & Poor's Corporation, Moody's Investors service or another similar nationally recognized rating agency. Commissioner Lutzke states that there was an e-mail from Mr. Roberts with some investment options and asks if any were bought. Commissioner Flasher states no, but the World's Foremost Bank Primary cd might be a good option. Attorney Bauer states that we need to confirm that Mr. Roberts is only sending investment options that are statutorily allowed; that's the professionalism he brings to the job.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a World's Foremost Bank Primary cd, with a rate of 1.050%, a maturity date of May 18, 2018 and in the amount of \$200,000.00, or a comparable cd if World's Foremost Bank Primary no longer available per a motion by Commissioner Flasher and a second by Commissioner Lutzke.” Motion carried.

4. 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 Sanitary District No. 3 (Water) Monthly Meeting**

5. 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 4:18 p.m. by Commissioner Flasher and Commissioner Dave Griffin, President, Sanitary District No. 2 Sewer. Commissioner Ken Katte, Treasurer/Sanitary Sewer, Commissioner Dave Albright, Secretary/Sanitary Sewer and Commissioner Jerry Hoepfner, Treasurer/Sanitary Water are also in attendance.

6. Approval of the April 18, 2016 Monthly Meeting Minutes

“The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 18, 2016 monthly meeting minutes per a motion by Commissioner Albright and a second by Commissioner Katte.”
Motion carried.

“The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 18, 2016 monthly meeting minutes per a motion by Commissioner Flasher and a second by Commissioner Hoepfner.”
Motion carried.

7. Discussion/Action – Mueller Field West, Hillcrest Homes

DPW Blashka states that he doesn't have any updates. Attorney Bauer states that the plat has been signed and they have their letter of credit; the Park Land fees have been received by the Town. Engineer Holtan states that he approved the drainage plan last week; he got the as-builts last week and has to check them. Attorney Bauer states that this is the first single-family subdivision since the recession. Commissioner Griffin states that this item can be removed from the agenda.

8. Discussion/Action – Mutual Aid Agreement

Attorney Bauer states that this item is on the Town Board's agenda for tomorrow evening for comments; we'll leave this on the Districts agenda; we'll want to hear their comments. Town Supervisor Jim Schwinn states that the Town Board will want to get an understanding of the agreement and who to include.

9. Disconnection of Services – 5019 Flagstone Rd

DPW Blashka states that we're set to disconnect the water service on May 26th; we haven't heard from the resident. Ms. Free states that a letter and door hanger were taped to both the front and back door of the property by Officer Heronymus and the same letter was mailed by certified mail; we haven't received a receipt from the post office to let us know that the resident received the letter. Commissioner Katte asks what happens if she pays. DPW Blashka states that her service would be turned on the next available day; we'll watch to make sure she doesn't get a water source, like from a neighbor's hose, because we can't disconnect the sewer to the property.

10. Town of Sheboygan Plan Commission Update

Attorney Bauer states that the Plan Commission made a recommendation for the Menard's expansion to be approved by the Town Board at their meeting tomorrow night. He states that the Blind Horse got approval for additional bathrooms; the only question would be whether they would be required to pay an additional sewer connection fee. Commissioner Griffin states no, the District wouldn't require it.

11. Operator's Report

DPW Blashka states that the water towers are now set to their summer levels; they're being filled daily; the crew's checking hydrants; they've had some issues opening them; they're lubricating the stems and then they're working fine. He states that when the crew's done with this, they'll be flushing the system. He states that the lateral leak on High View Ct. has been repaired and the hole in the pipe was big. He states that they've checked a few other areas for leaks; no leaks have been found; everything else with the system is running fine. Commissioner Flasher asks if they're exercising the valves. DPW Blashka states that they used to do that every year after the flushing; now we're only required to do it every 5-6 years, but the crew does get through the system more often than that; the system's flushed every year.

DPW Blashka states that there were some high flows the last couple of months, due to all of the rain; we watch the electric bills because that's also an indication of how much the pumps are running. He states that everything's running fine with the SCADA system; Energenecs has made a few tweaks to the program. He states that the mag meters at the Pigeon River and Erie lift stations have been calculated; Energenecs will be getting costs to replace the Pigeon River meter and to re-calibrate the Erie station meter. Commissioner Griffin asks how old the meters are. DPW Blashka states that they're almost ten years old; these meters read 24/7. He states that the 1303 N. 47th St. lateral leak was repaired; some debris got into the line from the repair and we had Albert's vacuum it out; Great Lakes will seal it in 1-2 weeks. He states that we'll get a bill from them

and from Honold, and then we'll re-invoice the homeowner.

12. Communication & Correspondence Received After Posting of Agenda

Commissioner Griffin states that an alternate Commissioner position was discussed at the Town and Districts joint meeting; everybody agreed that this would be a good thing to do. Commissioner Flasher states that there was a person that DPW Blashka was aware of that may be a good candidate. Commissioner Griffin states that DPW Blashka should make contact with this person and, if they're interested, bring the information to next month's meeting. DPW Blashka asks the Commissioners if they would like to meet and interview the person, they would make a recommendation to the Town Board, and then the Town Board would hire the person. Attorney Bauer states yes, that would be the procedure. Commissioner Griffin states that we should get a resume and have this person come to the next meeting. Commissioner Flasher asks what this person's compensation would be. Ms. Free states that, in the past, new Commissioners always got the same rate as the existing Commissioners. Commissioner Lutzke states that the new Commissioner would be required to attend both District meetings; it makes sense that this person would get the same wage.

13. 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.

14. Adjourn – Sanitary District #3 (Water)

"There being no further business, the Town of Sheboygan Sanitary District No. 3 (Water) Commission adjourns the meeting at 4:35 p.m. until Monday, June 20, 2016 at 4:00 p.m. per a motion by Commissioner Flasher and a second by Commissioner Lutzke." Motion carried.

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

15. Approval of the May 16, 2016 Monthly Bills

Commissioner Albright asks if we're billing back legal fees for the VanAkkeren request to be removed from the District. Ms. Free states yes, an invoice was mailed May 10th. Commissioner Albright asks if we're billing back legal fees for the Preserve at Briarwood sewer connection request. Ms. Free states no; it was an inquiry that hasn't had any follow-up; it was originally made by a contractor for a resident.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 16, 2016 monthly bills as submitted per a motion by Commissioner Albright and a second by Commissioner Katte." Motion carried.

16. Discussion/Action – Lateral Leak Repairs

A. Holiday's/Tom's Restaurant, 5533 Superior Ave. & B. 5233 Superior Ave.

DPW Blashka states that the Holiday's repair has been completed; there was a lot wrong with the original installation. Attorney Bauer asks if the work was inspected. DPW Blashka states yes, but not into the hole; when they use short pieces to make repairs, you don't know how far they go. Commissioner Griffin states that he doesn't know if we can go back for expenses that the District's incurred because of the extra flows; we should have made it clear when their manager was here at the March meeting; moving forward, we'll need to inform property owners right away via letter. Attorney Bauer states that the letter should be more specific; if you are an owner and get this letter, you would need time to figure out what it is; they could get a contractor who delays the work; our deal is with the owner; the owner doesn't always know or understand; we have to be proactive with the owner of informing them that we will bill for the flows from the leak if the repair isn't made within a certain amount of time. Commissioner Griffin asks if we do this with homeowners. DPW Blashka states that we sent the property owner a letter at 5233 Superior Ave.; the locate came in last week, but now no work is being done; we could send another letter to let them know we are going to start billing for the flows. Supervisor Schwinn asks if this is a bigger leak than Holiday's and how long has it been leaking for. DPW Blashka states that the leak isn't as big, but it's been as long. Attorney Bauer asks, if he's a property owner and gets this letter, his plumber's busy, how much time is reasonable before billing for the flows and making the repairs. DPW Blashka states that the repair should be made within two weeks, if not, we should start billing for the flows calculated on the size of the leak. He states that Mr. Wolf's leak is three gallons per minutes, that's more than we want; the leak is not in the road, it's up by the building. Commissioner Katte asks what other problems could we run into, could gravel be a problem. DPW Blashka states that we'd see that in the televising. Commissioner Katte asks if we could only see this through the televising. DPW Blashka states yes;

we could set up flow monitoring, but that would be a lot of work.

17. Review/Approval – Resolution 1-2016 Town of Sheboygan Sanitary District No. 2 Sewer Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance Resolution 2015

DPW Blashka states that we are required to do this every year; it becomes part of the CMOM; we're supposed to do checks and balances in CMOM and we do this through CMAR; this is reporting for 2015; this report covers operation and maintenance and user charges; this is done every year through the budget. He states that the report is also a way of making sure a District is financially sound; the District has their operational and replacement money market to cover expenses; the SCADA system, rehabilitation of manholes and the waiving of the principal portion of the two Town loans were 2015's big expenses for the District; this information comes from the audit report; the District's money market balance of \$325,000.00 covers any issues for 2016 because there are no current projects for the District. He states that the District received a grade of "A". He states that the Sanitary Sewer Collection Systems is a check list that covers field, system and office criteria. He states that the District cleaned and televised 17% of the system in 2015, inspected 20% of the manholes and did 1% manhole rehabilitation. He states that we have seven lift stations and he or the crew go to each one once a week; there were 168 visits to the lift stations during the year. Attorney Bauer states that illicit discharges, commercial, industrial, isn't checked on the report; would this be like Wal Mart, that you have the ability to ask them to disconnect downspouts from the sanitary sewer. DPW Blashka states that he's not sure if that's what they're talking about; many of these questions are vague. Commissioner Griffin states that that's why we need an explanation. DPW Blashka states that he can look into this further and find out what they want. He states that we use AECOM for our flows, they're involved with this; the monthly rainfall report comes from the Sheboygan County Airport; 32 inches is the annual average; we didn't have any back-ups, overflows or failures. He states that we had one complaint in 2015; it was regarding sewer gas odor on N 43th St. He states that even when we had a rain event, it didn't cause any system problems. He states that we received a grade of 4.0, which means we don't have to do any additional work for, or to, the system; the Resolution does need to be approved by the Commission. Commissioner Griffin asks if there are any questions or comments.

Commissioner Katte states that we're trying to cut down on infiltration by televising and adding manhole seals; what other ways can we try. DPW Blashka states that we need to find problem areas. Commissioner Katte states that there was an area that Advisor Bob Thiel was monitoring. Commissioner Griffin states that he doesn't know how many times it happens, but it's area 5 in Evergreen Park; the restroom has a floor drain. DPW Blashka states that he watches this area and reports to the City if there's flooding; we get a deduct in our billing if there is; there wasn't any flooding last year. Commissioner Katte states that we can't televise The Preserve at Briarwood; there's a lot of standing water in that area, so we don't know what could be infiltrating there. DPW Blashka states that the SCADA system keeps track of how much each pump runs; that gives us an indication; only Cth Y and Pigeon River have a meter. Commissioner Griffin states that we don't know what the flows are from Bain's Trailer Park or The Preserve at Briarwood. DPW Blashka states that we can always put a monitor in the manholes; we'd put one downstream and one upstream, but he doesn't know the costs and asks Engineer Holtan if he could get us costs. Engineer Holtan states yes; the meter depends on the rain.

Commissioner Katte asks if the meters are permanent. Engineer Holtan states that they're temporary. DPW Blashka states that Mr. Rohde, the developer of Briarwood, had contacted him a while ago to find out who the District used for televising, but he hasn't heard anything since. Commissioner Griffin asks if we can offer to do the televising when we're in the area for our system. DPW Blashka states that we can ask them.

Commissioner Griffin asks if we can use flow monitors in other places, too. DPW Blashka states that it's nice to have them in when there's a rain event. Commissioner Katte asks how long the meters can be left in.

Engineer Holtan states that they have batteries, they last about 30 days. Commissioner Griffin states that we can change the batteries if we want them in longer. Commissioner Katte asks what station has the sludge build-up. DPW Blashka states that it's at the Cth Y station. Commissioner Katte states that Rockline makes most of these products; if we want, we could have them come in and pull samples from the Cth Y lift station and find out exactly what's building up; they do this for other municipalities at no cost; they offer their expertise; tri-fold towels are causing a lot of the problems; they're coated with something that creates the problem; we could put this information in the next newsletter; disposal information is on the packaging of the products, but people don't pay attention. Commissioner Griffin states that this is an on-going issue; we want to have it investigated. Commissioner Katte asks if we know what percentage of the system has manhole seals; would it be the most cost-effective if we asked Great Lakes to add them as they're going along through the system; they're already on-site. DPW Blashka states that it depends; they may not have the right size they need. Commissioner Griffin states that the current policy is they tell us the problems, we tell them to fix it and they do. DPW Blashka states that a lot of the manholes don't have rubber seals; we would have to tear up a lot of the system to make all the repairs; if the manholes are in the ditch, we have to repair them. Commissioner Katte states that we don't know everything we have out in the system. Commissioner Griffin states that it would be a good idea to get a list.

Commissioner Katte states that he thinks if Great Lakes can fix it when they're there, they should do it; if they don't have the product, they can add it to a list. Commissioner Griffin states that he doesn't want to leave it up to their discretion; they have to come back to us anyway. Commissioner Katte states that, if the manhole is already open, it would be cheaper to fix it right away. Commissioner Griffin asks what the cost of a seal is. DPW Blashka states that the cost is over \$300.00. Commissioner Katte asks if they let us know they're starting and confirm which area, they televise, and then give us a written report and video. DPW Blashka states yes; we also get the distance from each manhole, each valve; they tell us if anything's deteriorating, leaking. Commissioner Griffin states that this was how the Cth J lift station problems were discovered and then repaired. DPW Blashka states that if they report a leak of 1-1 ½ gallons per minute, he lets it go; at 2 gallons per minute, we make the repair; we do need some flow so the system doesn't get too acidic; if the system is too tight, that can create problems. Commissioner Griffin states that homes used to have high flow toilets and more children; now most homes have low flow toilets; you need a certain amount of flows to make the system work.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves Resolution 1-2016 Town of Sheboygan Sanitary District No. 2 Sewer Wisconsin Department of Natural Resources NR 208 – Compliance Maintenance Resolution 2015 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

18. Communication & Correspondence Received After Posting of Agenda

DPW Blashka states that he received information today to attend a class for bod removal; it's the WRWA's wastewater division; the class is June 2, 8 a.m.-3 p.m. and there's no charge; it's being held at the Plymouth utilities building; they're going to be talking about fat, oil and grease and he'd also like John Witters to attend. Commissioner Griffin states that it's okay for the DPW and Mr. Witters to attend.

Commissioner Katte states that the loan is done to the City of Sheboygan for the North/South Interceptor.

19. 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 5:22 p.m. until Monday, June 20, 2016, following the Sanitary District No. 3 Water monthly meeting per a motion by Commissioner Griffin and a second by Commissioner Albright." Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

David Griffin, President
Ken Katte, Treasurer
David Albright, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Mark Flasher, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on June 20, 2016