

NOTICE OF PUBLIC MEETINGS

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 3 (WATER)

AND

TOWN OF SHEBOYGAN SANITARY DISTRICT NO. 2 (SEWER)

Date: MONDAY, May 17, 2021

Place: Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, Wisconsin

Time: 4:00 p.m. - Sanitary District No. 3 (Water) Monthly Meeting

Time: To Follow Sanitary District No. 3 (Water) Meeting – Districts Joint Monthly Meeting

Time: To Follow Joint Meeting - Sanitary District 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. A joint meeting of the Sanitary District No. 2 (Sewer) and Sanitary District No. 3 (Water) Commissions began at 4:09 p.m., followed by the Sanitary District No. 2 (Sewer) Commission monthly meeting at 5:27 p.m. on Monday, May 17, 2021 at the Town of Sheboygan Town Hall, 4020 Technology Parkway, Sheboygan, WI 53083, Sheboygan County.

1. Call to Order

The Town of Sheboygan Sanitary District No. 3 (Water) Commission monthly meeting is called to order by President Art Stewart at 4:00 p.m. The following were also present at the meeting: Secretary Spencer Lutzke and Treasurer Jerry Hoepfner (via speaker phone) Sanitary District No. 3 (Water); Town Attorney Michael Bauer; Town Engineer Tom Holtan; Alternate Commissioner Matt Dahlem; Deputy Director of Public Utilities Damian Nevers; Deputy Director of Public Works Tod Holfeltz; Deputy Treasurer Michelle Richards; Office Manager Darla Free and those persons on the attached list.

2. Approval of the May 17, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the May 17, 2021 monthly bills as submitted per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

3. Discussion/Action – Risk and Resilience Assessment Proposal

DDU Nevers states that he got quotes from AECOM and Fehr Graham; their proposals are similar, AECOM's quote is less. Commissioner Stewart asks if both proposals meet the EPA scope of guidelines. DDU Nevers states yes, and he would like to be involved in the process.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the AECOM Risk and Resilience Assessment proposal at a cost not to exceed \$7,990.00 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

4. Discussion/Action – Approval of the 2020 Audit and PSC Report

Ms. Free states that the District's financial statements have been submitted, but due to Covid-19 the State allowed an extension for the PSC Report; CLA said that they expect to have it completed before the District's June monthly meeting.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the 2020 Audit Report as submitted by Clifton Larson Allen LLP per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

5. Discussion/Action – Wisconsin DNR Public Drinking Water System Data Approval

DDU Nevers states that the DNR has updated all of the required dates but not the names; he will continue to check their website and give an update under Operator's Report next month.

6. Communication & Correspondence Received After Posting of Agenda

Commissioner Stewart states that he will work with Ms. Free and Ms. Richards to update the District's pending lists.

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

7. 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 4:09 p.m. by Commissioner Stewart and President Dave Griffin, Sanitary District No. 2 (Sewer). Treasurer Ken Katte, Sanitary District No. 2 (Sewer) is also in attendance.

8. Approval of the April 19, 2021 Monthly Meeting Minutes

Commissioner Stewart states that agenda item 17 has Commissioner Lutzke's name twice as approving the motion, the first one should be changed from Lutzke to Stewart. DDU Nevers states that agenda item 22 states that the Districts sold a Ford Supercab, that should be changed to a Ford Ranger.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the April 19, 2021 monthly meeting minutes with the corrections made to agenda items 17 and 22 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the April 19, 2021 monthly meeting minutes with the corrections made to agenda items 17 and 22 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

9. Discussion/Action – Districts' Investments, CD Rates and CD Maturities

No action taken by Sanitary District No. 2 (Sewer).

"The Town of Sheboygan Sanitary District No. 3 (Water) Commission hereby approves the purchase of a \$250,000.00 MidFirst Bank cd due 11/26/2021 at .02%, a \$250,000.00 Goldman Sachs cd due 8/21/2023 at .20% and a \$250,000.00 Mizuho Bank cd due 2/28/2022 at .04% or equivalent cd's, using funds from the District's Investment Holding account, per a motion by Commissioner Lutzke and a second by Commissioner Stewart." Motion carried.

10. Discussion/Action – The American Rescue Plan Act (ARPA)

Alternate Commissioner Matt Dahlem presents "The American Rescue Plan Guidelines" power point by Fehr Graham. He states that funds will be released by the State on May 11 and should be allocated by June 11. Attorney Bauer states that the funds have to be spent by the end of 2024; the Federal government is saying that the States are getting less money and the States will have administration costs coming out of these funds. DDU Nevers states that he has created a list of projects that we could use the funds for. Commissioner Griffin states that he would like someone to work with DDU Nevers to learn more. Attorney Bauer states that Engineer Holtan will be able to assist. Commissioner Lutzke asks if there are two payments, \$335,000.00 each. Attorney Bauer states yes. Commissioner Dahlem states that if anyone has any other questions, they should e-mail him and he will have answers for the June meeting. Commissioner Griffin states that this item should remain on the agenda.

11. Discussion/Action – SCADA System Update

DDU Nevers states that the SCADA system is still at the old Town Hall and should be moved to the municipal shed sometime next week; he is working with Mr. Witters on SCADA system upgrade ideas. Commissioner Griffin asks if the SCADA expenses can be considered for the American Rescue Plan Act funds. Attorney Bauer states yes.

12. Discussion/Action – Meter Reading Hardware Upgrade: Software & Device

DDU Nevers states that he has his computer and the software has been installed; Badger staff is coming in June for two days to train the crew and staff.

13. Discussion/Action – Utilities Employee Job Description & Hiring

DDU Nevers states that the job position has been posted on AWWA and other tech sites and on the Town website; he has received two applications; both have CDL licenses and credentials; applications are being accepted until May 28 or until the position is filled. Commissioner Griffin states that Commissioner Klosterman and Commissioner Stewart will review the applicants with DDU Nevers; he asks that Engineer Holtan also be informed.

14. Town of Sheboygan Plan Commission Update

Commissioner Griffin states that there was nothing pertaining to the Districts; there were two sign permits, one for Edgewater Plumbing and one for Lake Country Academy.

15. Operator's Report

DDU Nevers states that he received a letter from the UW-Madison/Sheboygan Extension; they are offering classes because the State of Florida had a water system attack; the cyberattack in Florida upped the chemical levels of the system but it was caught by an operator; he received a survey asking about our protocol; it would be confidential; the system that was attacked was Team Viewer and that is what we have; the survey will get printed in the Sheboygan Press.

DDU Nevers states that routine flushing of the water system started; road work is being done in Riverwoods and he and Mr. Witters will be working on manholes. Commissioner Stewart states that some of the residual test numbers are not on the pumpage report. DDU Nevers states that they test at sites throughout the Town and this is a representation of the system; he can re-format the report to accommodate and show the information. He states that the Water District had two water leaks, one at the Blind Horse and the other at 5138 Green Meadow Place; the Blind Horse leak was on our side of

the service; the Green Meadow leak was a brand new house and the neighbors were complaining that their sump pumps were running more than usual; this lateral would have been under the driveway but it was re-located and there is no documentation that permission was given to anyone to move it; the leak was at the joint under the driveway; Essential Sewer chose to re-locate the service instead of tearing up the driveway; the original curb stop that was in the driveway has now been abandoned; to his knowledge we did not authorize or inspect the moving of the curb stop. Ms. Free states that information could be added to the plumbing permit, requiring the contractor to sign off that he is not moving the curb stop, and if he wants/needs to move it, he has to indicate that on the form so we can approve it and inspect the abandonment of the existing lateral; when a new subdivision is being developed, you could mandate that all laterals be installed in the middle of each lot.

DDU Nevers states Fischer's Fleet is trying to repair a failed pump on the jetter truck; parts are going to be about \$1,100.00; if we have an issue in the meantime, we have mutual aid for help.

16. Communication & Correspondence Received After Posting of Agenda

Attorney Bauer states that we are putting together an offer to purchase for the old Town Hall and asks what utilities are still required for Tower 1. DDU Nevers states that there's electric and heat; he asks if language can be added to the offer to purchase so he can continue to sample at that site. Attorney Bauer states yes.

17. 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.

18. 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 5:27 p.m. until Monday, June 21, 2021 per a motion by Commissioner Stewart and a second by Commissioner Lutzke." Motion carried.

Sanitary District No. 2 (Sewer) Monthly Agenda – Immediately Following Completion of Joint Meeting

19. Approval of the May 17, 2021 Monthly Bills

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the May 17, 2021 monthly bills as submitted per a motion by Commissioner Katte and a second by Commissioner Griffin." Motion carried.

20. Discussion/Action – Approval of the 2020 Audit

Commissioner Griffin states that the 2020 Audit was presented at the Annual meeting; there were no questions or concerns at that time.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the 2020 Audit as submitted by Clifton Larson Allen LLP per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

21. Discussion/Action – Cth Y Lift Station Pump

Commissioner Griffin states that there are no updates but this item should remain on the agenda.

22. Discussion/Action – Emergency Response Plan Update

Commissioner Griffin states that this item should be moved to the joint agenda; we would like to combine it to include the Sewer District and to also go through it page by page.

23. Discussion/Action – Great Lakes TV & Seal Sewer Repairs

DDU Nevers states that the cleaning and televising are done; they still need to complete the 3-D on the manholes; they should be done with that in July; he has submitted a list of repairs proposed by Great Lakes and states that his opinion is that if there is a leak now, it will only get worse with time, so they should be repaired right away. He states that there is a main being pushed down by a resident's lateral and it is in the street; the laterals are the responsibility of the property owners; it is beyond Great Lakes scope of work so they will have to bring in another contractor to do the work.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves the Great Lakes TV & Seal proposed repairs and their invoice in the amount of \$44,641.00 per a motion by Commissioner Griffin and a second by Commissioner Katte." Motion carried.

"The Town of Sheboygan Sanitary District No. 2 (Sewer) Commission hereby approves sending a letter to the resident to inform them that their lateral is damaging the District's sewer main and that they have the option to make the necessary

repairs or authorize the District to make the repairs and we will bill them back per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

24. Communication & Correspondence Received After Posting of Agenda

Nothing submitted; no updates.

25. 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 5:45 p.m. until Monday, June 21, 2021 per a motion by Commissioner Griffin and a second by Commissioner Katte.” Motion carried.

Town of Sheboygan Sanitary District No. 2 Sewer

David Griffin, President
Ken Katte, Treasurer
Jeff Klosterman, Secretary

Town of Sheboygan Sanitary District No. 3 Water

Art Stewart, President
Jerome Hoepfner, Treasurer
Spencer Lutzke, Secretary

Minutes approved on June 21, 2021