

Lisbon Sanitary District # 1  
Regular Meeting  
December 12, 2018 7:30 P.M.  
Lisbon Town Hall  
W234N8676 Woodside Rd,  
Sussex, WI 53089

Dennis Golner called the meeting to order at 7:30 P.M.

**ROLL CALL**

Linda Beal, Dennis Golner, and Mark Vesely present.

**APPROVAL OF THE MINUTES FROM THE NOVEMBER 13, 2018 REGULAR MEETING**

Mark Vesely made a motion to approve the November 13, 2018 regular meeting minutes as presented by Dennis Golner, seconded by Linda Beal. All commissioners voted Aye. The motion passed.

**CITIZENS COMMENTS**

None

**DISCUSSION AND NECESSARY ACTION REGARDING RICHMOND SCHOOL**

- a) Final landscape restoration from removing the chemical tank has been completed.
- b) Potential gravel road to the lift station is still being discussed with the school.
- c) Continued ongoing testing of the system was discussed.

**ENGINEERING REPORT**

- a) Presentation of draft letter to Sanitary District customers.  
Further discussion of this letter was tabled to the next meeting to allow the District's attorney a chance to comment on it.
- b) Water flow as measured at the Jeanine Metering station  
Flow analysis from Sussex was discussed.  
Continued issues at the Jeanine metering Station. Lynch & Associates have looked at various reports and investigated the physical location. Infiltration is going on but no definitive answer as to where. A bid for televising the area to find issue and an estimate for a meter at the location was discussed. Further investigation will continue and be reported at the next meeting.
- c) Review of service connection failure for N77W22352 Wooded Hills Drive and N77W22266 Wooded Hills Drive  
Pictures of the pipes that were removed were shown. More information is needed in this ongoing mater.
- d) Compliance Maintenance Annual Report  
Updated information on the Compliance Maintenance Annual Report and submitted for the commissioner's review. Main change is the need for certain notifications to the newspapers to be completed in the future. The

commissioners decided to have the Compliance Maintenance Annual Report filed as presented.

e) Other

Received questions from engineer for Lied's property.

Reviewed Casey's plans and the process for annexing property into the Sanitary District.

Inspection of lateral hook up for W225N8337 Longview Drive

Trying to get GIS data from GAI. This has been unsuccessful so far, efforts will continue to obtain the data.

**DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF A RESOLUTION ADDING TERRITORY TO THE SANITARY DISTRICT PURSUANT TO WIS. STAT.S SEC. 60.785(B)**

Tabled to next meeting

**RESOLUTION REQUESTING CHANGE IN DISTRICT BOUNDARIES**

Tabled to next meeting

**LANNON INTERCEPTOR PURCHASE AGREEMENT (DISCUSSION ONLY)**

The most current version of the Lannon Interceptor was presented. This was tabled to the next meeting.

**DISCUSSION AND POSSIBLE ACTION TO APPROVE LANNON INTERCEPTOR MAINTENANCE AGREEMENT**

Tabled to next meeting

**DISCUSSION AND POSSIBLE ACTION REGARDING THE SEWER SERVICE CODE**

a) Connection/ hookup Fees

Presentation of potential hookup fees were presented for the Board to review. Continued discussion to be had at next meeting.

b) Commercial Rates

Presentation of how commercial fees are computed now. Changes to the commercial billing need to be made, some potential options presented. Continued discussion to be had at next meeting.

c) Grinder Pump Rates and Fees

Potential additional fee for grinder pump customers discussed. Continued discussion to be had at next meeting.

d) Sewer Main Construction

**DISCUSSION AND POSSIBLE ACTION REGARDING SERVICE EXTENSION**

a) EXTENSION TO N79W22120 BRAMBLE DRIVE

This location is three houses west of final service located at N79W22170  
Potential quotes are being obtained for this extension.

b) OTHER

Nothing to report.

## **REPORT BY BOARD REPRESENTATIVE**

- a) Nothing to report at this time.

## **DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACTS**

- a) ENGINEERING  
Two quotes were received one from Lynch & Associates and one from CTW Corporation.  
Mark Vesely made a motion to approve a one-year contract with Lynch & Associates, Linda Beal seconded. All commissioners voted Aye. Motion Passed.
- b) DIGGERS HOTLINE  
Presentation of a fee schedule and two possible options for payment were presented.  
Potential cost savings of prepayment were presented.  
Linda Beal made a motion to go to prepayment of bills with Diggers Hotline, Mark Vesely seconded. All commissioners voted Aye. Motion Passed.

## **MOTION TO CONVENE INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTE §19.85(1)(g) CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH OR IS LIKELY TO BE INVOLVED, MORE SPECIFICALLY**

- A) NOTICE OF CLAIM FILED BY MICHAEL AND MARY MCGRAW
- b) ESTABLISHING CONTRACT FOR REPAYMENT OF SERVICE LATERAL REPAIR COST PAID BY THE DISTRICT

This was tabled to the next meeting.

## **MOTION TO RE-CONVENE INTO OPEN SESSION TO TAKE POSSIBLE ACTION, IF NECESSARY, ON ITEMS DISCUSSED IN CLOSED SESSION DELIBERATIONS.**

- a) DISCUSSION AND POSSIBLE ACTION ESTABLISHING CONTRACT FOR REPAYMENT OF SERVICE LATERAL REPAIR COST PAID BY THE DISTRICT

This was tabled to the next meeting

## **CORRESPONDENCE (DISCUSSION ONLY)**

- a) The proposed meeting dates for 2019 were presented.
- b) WI Department of Administration Investment Account change in account on file, from Associated Bank to PNC Bank.
- c) Flow analysis from Sussex was discussed.

## **APPROVAL OF CURRENT INVOICES**

Invoices totaling \$43,167.46 were submitted for approval.  
Linda Beal made a motion to approve checks totaling \$43,167.46. The motion was seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

## **APPROVAL OF THE NOVEMBER 2018 FINANCIAL STATEMENT**

Mark Vesely made a motion to approve the November 2018 financial statements as

presented. Linda Beal seconded the motion. All commissioners voted Aye. The motion passed.

**ITEMS TO BE PLACED ON FUTURE AGENDA**

- a) Draft letter to Lisbon Sanitary District #1 customers
- b) Water flow as measured at Jeanine metering station
- c) Possible service code revisions
  - a. Hook up fees
  - b. Commercial rates
  - c. Connection fees
  - d. Grinder pump service prices
  - e. Sewer main extension
- d) Review of service to main connections for N77W22352 Wooded Hills Dr and N77W22266 Wooded Hills Dr
- e) Extension of services
- f) Resolution requesting change in district boundaries
- g) Negotiations for settlement for N77W22352 Wooded Hills Dr

**SET DATE FOR NEXT MEETING**

The December regular meeting was set for Wednesday January 16, 2019 at 7:30 P.M.

**ADJOURNMENT OF MEETING**

Linda Beal made a motion to adjourn the meeting 9:36 P.M. Mark Vesely seconded the motion. All commissioners voted Aye. The motion passed.

Respectfully submitted,

Michael Sargent  
Lisbon Sanitary District #1 Accountant