

Lisbon Sanitary District # 1
Regular Meeting
March 20, 2019 7:30 PM
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 OF THE FEBRUARY 13, 2019 REGULAR MEETING

Linda Beal made a motion to approve the February 13, 2019 regular meeting minutes as present by Dennis Golner, seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

CITIZENS COMMENTS

None

DISCUSSION AND NECESSARY ACTION REGARDING RICHMOND SCHOOL

- a) Timothy Lynch of Lynch and Associates presented a draft drawing of the proposed access lane and paving options. Linda Beal moved to accept the location for the access lane and for Lynch and Associates to present the plan to the school officials. Mark Vesely 2nd the motion. All commissioners voted Aye. The motion passed.

ENGINEERING REPORT

- a) Draft letter to mail out to Lisbon Sanitary District #1 customers.
The letter may need to be changed due to possible changes to who owns the grinder pumps. The board decided to hold back the letter for the time being. It is scheduled to be sent to the customers with the July 2019 billing.
- b) Water flow as measured at the Jeanine metering station
Timothy Lynch presented the report from The Expeditors Inc. which indicated that several manholes need grouting repair and there are several minor leaks detected. There was nothing noted that would explain the large volume of flow. The board asked Timothy Lynch if placing flow meters in several of the manholes would help isolate the source of the flow. The board also asked what the cost of renting flow meters would be. Linda Beal moved to rent flow meters at a cost that is not to exceed \$10,000 be authorized. Mark Vesely 2nd the motion. All commissioners voted Aye. The motion passed.
- c) Other
Timothy Lynch presented a map of the Sanitary District. The board directed Lynch and Associated to increase the size of the map and to include flow directions as well as the Willow Spring and Leids areas.
Timothy Lynch presented a marked-up drawing of the Casey project. The drawings indicated several changes to the Casey design. Lynch and Associated was directed to present the marked-up drawing to Casey's Project Manager.

DISCUSSION AND POSSIBLE ACTION REGARDING THE SEWER SERVICE CODE

- a) CONNECTION/HOOKUP FEES
- b) COMMERCIAL RATES
- c) GRINDER PUMP RATES AND FEES
- d) SEWER MAIN CONSTRUCTION

Michael Sargent gave a presentation on optional quarterly billing for sewer service customers that would result in equity between existing customers and new customers within five (5) years. The Board directed Mr. Sargent to focus on options that would ultimately result in home owners equipped with

grinder pumps to be solely responsible for the repair and replacement of grinder pumps and a rate structure appropriate for that option. Mr. Sargent also presented proposed commercial treatment rates based on the systems that would be used to move the sewage from the commercial site to the processing plant in Sussex. Mr. Sargent also presented recommendations on hook up fee options again based on the systems that would be utilized to move sewage from the customer site to the Sussex treatment plant. The board also recommended a hookup fee be added to recoup the cost of the Lisbon Interceptor system

REPORT BY BOARD REPRESENTATIVE

There are a number of new subdivisions being planned for the Town of Lisbon. However, all plans are for septic systems and not sewer systems. There are a number of parties' interested in developing lots in the Leid's TIFF district.

CORRESPONDENCE (DISCUSSION ONLY)

It was reported that the McGraw's had sent in a check for the first payment of the proposed payment agreement that had been sent to the McGraw's.
A draft of the Baker Tilley audit report was presented for review.

APPROVAL OF CURRENT INVOICES

Linda Beal made a motion to approve the current invoices totaling \$85,496.34, seconded by Mark Vesely. All commissioners voted Aye. The motion passed. Dennis Golner asked if the commissioners checks were included in the total. The motion was amended to include an additional \$ 830.00 for the commissioners pay for Mark Vesely and Dennis Golner.

APPROVAL OF THE FEBRUARY 2019 FINANCIAL STATEMENT

Linda Beal made a motion to approve the February 2019 financial statements as presented by Michael Sargent, seconded by Mark Vesely. All commissioners voted Aye. The motion passed.

ITEMS TO BE PLACED ON FUTURE AGENDA

- a) Water flow measured at Jeanine metering station
- b) Possible service code revisions
 - a. Quarterly user rates
 - b. Commercial rates
 - c. Hook-up fees
 - d. Connection fees
 - e. Other Sewer charges

SET DATE FOR NEXT MEETING

The March regular meeting was set for Wednesday April 17, 2019 at 7:30 P.M.

ADJOURNMENT OF MEETING

Linda Beal made a motion to adjourn the meeting at 9:30 P.M., Mark Vesely seconded the motion. All commissioners voted Aye. The motion passed.

Respectfully submitted,

Michael Sargent
Lisbon Sanitary District #1 Accountant

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above- stated meeting other than the governmental body specifically referred to above in this note