

Lisbon Sanitary District # 1
Regular Meeting
May 15, 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 APRIL 17, 2019 REGULAR MEETING

Linda Beal made a motion to approve the April 17, 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) Nothing to report at this time,

ENGINEERING REPORT

- a) Water flow as measured at the Jeanine metering station

The Expediters fixed two leaking manholes and the repairs appear to have impacted the flows.

The Expediters identified a lateral located at N72W22298 Good Hope Road with high flow of clean/clear water. Dan from Lynch & Associates will reach out to the homeowner to inform of excess flow, determine the cause of the excess flow, and establish corrective action.

Quote for a semi-permanent flow meter for parts and installation was received around \$7,000.00. At the March 20, 2019 Regular Meeting the board authorized \$10,000.00 to be used for the use of a flow meter. So far \$1,128.00 of this limit has been used with a remaining amount of \$8,872.00 to be used for obtaining a flow meter. The board instructed to install the battery powered flow meter right away.

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

Attorney John Hammes and Michael Sargent presented information regarding rates and fees pertaining to the Town of Lisbon and the Sanitary District.

The fee payable to the Town of Lisbon to reimburse for the purchased capacity from Sussex Treatment Plant for 2019 is proposed to be \$2,249.00. This amount will be adjusted yearly for inflation. The Town of Lisbon engineer is to reach out to the Sanitary District with the fee for reimbursing the town for the capacity in the Lannon Interceptor. The Sanitary District can add

a fee to the hook up charge to help cover the administrative costs of adding new customers to the district.

When billing a metered hook up all meters should be billed the same rate with a minimum monthly fee in place. Existing non-metered quarterly fees will be increased over the next 3 to 5 years to enable the district to cover operating expenses. New non metered accounts will be billed a higher rate effective January 1,2020. Michael Sargent to prepare a schedule of proposed rates and fees to be presented at the next meeting.

Attorney John Hammes is preparing an amendment to the sewer service code to transfer responsibility for the grinder pumps to the homeowners and clearly define the "service lateral". Attorney John Hammes recommends the Sanitary District start to use a reimbursable fee agreement in the future for hook ups.

DEBELAK BILLING

a) Invoices for grinder pump replacements located at N75W22277 Cherry Hill, W224N7749 Wooded Hills Dr, N77W22214 Wooded Hills Dr

b) Repairs to system at N77W22266 Wooded Hills Dr

The bills for these items were presented at the April 17, 2019 regular meeting and tabled to this meeting to obtain more information. It was found that these bills are responsibility of the Sanitary District under the existing service code.

UPDATE ON LEID'S TIFF DISTRICT

The Leid's property is planned to have a community well that is being designed to turn into a municipal well in time. The town has been performing various studies in the area. The development will not have a real impact till this time next year.

Casey's has agreed to an easement with the Sanitary District. However, if the Sanitary District would do work the district would need to restore the location to its prior state. The District committee agreed to this condition.

REPORT BY BOARD REPRESENTATIVE

There is a proposed subdivision on Hillside that could have potential sewer.

CORRESPONDENCE (DISCUSSION ONLY)

Nothing to report.

APPROVAL OF CURRENT INVOICES

Invoices totaling \$97,938.98 were presented to be paid.

It was noted that the invoice from Sussex for "Retained plant reserved capacity assessment for Silver Spring Intermediate School" in the amount of \$13,715.00 has been paid (per approval from Dennis) and a bill was sent to the Hamilton School District for the amount.

We have already received a check from Hamilton School District reimbursing the Sanitary District for cost. The check is included in this total for official approval.

Linda Beal made a motion to approve the other current invoices totaling \$97,938.98, seconded by Mark Vesely. All commissioners voted Aye.

APPROVAL OF THE APRIL 2019 FINANCIAL STATEMENT

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

ITEMS TO BE PLACED ON FUTURE AGENDA

- a) Water flow measured at Jeanine metering station
- b) Water flow at N72W22298 Good Hope Road
- c) Modifications to the sewer service code

- d) Proposed rate structure
 - a. Connection/Hookup fees
 - b. Commercial rates and fees
 - c. Grinder pump maintenance
 - d. Other Sewer rates and fees

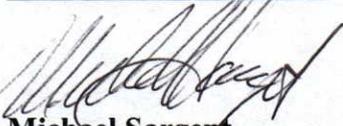
SET DATE FOR NEXT MEETING

The June regular meeting was set for Wednesday June 19, 2019 at 7:30 P.M.

ADJOURNMENT OF MEETING

Linda Beal made a motion to adjourn the meeting at 9:15 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