

**SANITARY DISTRICT NO. 1 COMMISSIONERS
MEETING TOWN OF WILSON, SHEBOYGAN COUNTY,
WISCONSIN
MINUTES OF July 1st, 2024**

CALL TO ORDER & DECLARATION OF OPEN MEETING: President Fore called the Sanitary District No.1 Commissioners Meeting to order at 5:31 p.m. Posting in accordance with open meeting law was confirmed by affidavit of posting and the meeting was declared an open meeting. Meeting was held both in person at the Town Office and via Zoom which complies with open meeting laws.

PRESENT: President Fore, Commissioners Tom Stoelb, Nancy DesJardins, Stu Stempihar and Mike Yocius were present, Also in attendance: District Engineer Scott Schramm, Public Works Director Ben Darkow, Administrator Karen Bollwahn, Treasurer Shawna Hall, Secretary Julie Wicker, Technician Otis Kiehl, Code Enforcement Officer Jason Schoen. Residents Jack Leonhardt, Suzie Fredricks, Lesley and Chris Hirt, Tom Kaiser, Tom Kultgen and Erik Thelen.

NEW BUSINESS / APPOINTMENTS:

1. **Approval of draft minutes for June 17th, 2024 SD1 Commissioner's Meeting - Motion by Stoelb, Second by DesJardins to approve the draft minutes for the June 17th, 2024 SD1 Commissioner's meeting, All members voted Aye, President Fore Abstained, Motion carried.**

2. **Presentation and possible action on Bids for the Lakeshore Pump Station Instrumentation –**
Administrator Bollwahn presented the project with some background on the planning. She said, 3 years ago we had started planning for this project and have put \$15,000 per year away to replace these meters with two highly accurate meter that are waterproof and have a remote reader on the upper level of the pump station. She said the bid that was received came in significantly higher than the number we had started planning on a few years ago and there is a difference of approximately 31K. In discussing this with our Engineer, we had decided a good way to handle this is to go forward with the purchase and make up the difference from our reserve account. Then, in the 2025 budget put the full difference on the budget to reimburse our reserves. She asked if anyone had any questions for her. Kiehl asked her if we were only going to be measuring the flow in to the station, correct? Bollwahn answered, yes. Measuring in, on both pipes and that this arrangement would take away the need to use the subtraction method that we currently use. Darkow said we will be measuring the inflow on both the City pipe and the Town pipe. Kiehl asked how we are going to know what is going out? He explained that now we measure the city pipe coming in, and the total flow going out and subtract to get the Town flow. Bollwahn reiterated that the new arrangement will remove the subtraction method all together. We will have a laser meter on the town pipe and a laser meter on the city pipe. Kiehl said he understand that but then how will we know what we are pumping out? Are we going to use our old meter? Bollwahn said she didn't know the answer to that question, but Scott Schram would certainly know. DesJardins asked if we would have a more accurate reading with these? Bollwahn answered yes. These laser meters percentage of accuracy is significantly better. Darkow included that during wet weather periods this would give us a significant advantage of accurate tracking over the meters we have now. Kiehl said, if the City is going to disconnect from us, why do we want to stick money into this? Darkow said that could be years out. Kiehl said he still doesn't understand if we are measuring flow going in, how are we going to measure it going out? DesJardins asked isn't some of their properties staying within the Town pipe? She thought East of Moenning? Bollwahn answered that the plan she heard was East of 18th street would remain in the town infrastructure and not be routed to the Southside interceptor. Kiehl asked again how we are measuring what going out? Schramm was able to join the conversation with audio at this point. Fore asked if Schramm was able to hear the conversation thus far? He said yes. He explained that the partial flue meters we are currently using are decades old and

cannot be accurate closer than 5 to 10 %. The new meters we are planning for are within 1% accuracy and will be used to accurately show the split between the town pipe and the city pipe and that we will still be measuring flow out with the mag meter that we currently have. He further explained wet weather and that our new meters would allow us to look at the data remotely every 5 to 10 minutes during heavy rainfall. This will help us show which areas are leaking like a sieve during rain. Kiehl asked about the flow going out again. Schramm explained that we are approaching the flow split the way it should be in the first place. One meter on the Wilson pipe, and one meter on the City pipe. And the mag meter will still be in place. You can add both pipes together and check it on the mag meter, but the mag meter will not be used for billing purposes anymore. Kiehl said when they are installed Schramm will have to come down there and explain it to him. Fore asked if the city is taking flow off with the southside interceptor would that alleviate our need for these? Schramm said that is correct: if they totally disconnect that line, we plug it and don't need it. Fore said, to clarify: if the southside interceptor is 3, 5 to 10 years down the road, we still need these to assess the flow, correct? Schramm said correct. In the short term it makes sense for us to have these in. DesJardins asked if showing the accurate flow will show that the City is over the 50% and will be required to put in the second forcemain? Schramm answered that is correct. He also went through our budgeting and billing process and reminded the commissioners that this is a pump station maintenance item that ends up with the cost sharing list with the city. Fore said, to start off we need a motion to award the Bid to Great Lakes for the Lakeshore pumpstation instrumentation if we want to do it. Motion to award the Bid to Great Lakes for Lakeshore pumpstation laser meter instrumentation for \$76,782 by Stoelb, second by DesJardins, any further questions? Stoelb asked if we would get more accurate readings of city flows, do we expect those numbers to rise? Bollwahn answered yes, that for sure readings will be more accurate. She went on to address that 1/3 of the flow in the Town pipe is City residents, and she gets a little hung up on that but it's a little irrelevant because when that number is added in, the city is closer to 65 or 70 percent of the total flow. The 50 percent is already reached before those EHUs are added in. No further questions, all members voted aye, motion carried.
Motion by Stoelb second by Yocius to draw from reserves \$31,782 for the balance and put that number on the 2025 budget to reimburse our reserves, all members voted aye, motion carried.

3. **Maintenance issues as reported by Ben Darkow and/or Otis Kiehl** – no report for this meeting.

4. **Reports:**

- a. **Sanitary Administrator** – no report
- b. **Treasurer** – Treasurer's reports were presented in the packets. Treasurer Hall shared that we will be over budget for legal fees this year. We have almost spent the full budget amount already, and haven't received the current bill. She wanted to make sure the commissioners were informed.
- c. **Secretary** – The Secretary had no report.
- d. **Commissioners** – No reports were presented.

5. **Sanitary District No. 1 Disbursements** - Motion by DesJardins second by Stoelb to approve disbursement check numbers 3659-3663 dated 7/1/2024, for \$26,259.69. All commissioners voted aye, motion carried. Motion by DesJardins, second by Stempihar to approve direct deposit payroll, date of checks 6/26/2024 for \$2397.74. All members voted aye, motion carried.

6. **ADJOURN** - Motion by Stoelb, second by Yocius to adjourn. President Fore adjourned the meeting at 5:55 p.m.

Minutes respectfully submitted by: Karen Bollwahn, Sanitary District Administrator