

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
JANUARY 4, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Dennis Lefebber and Ken Schneider. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:30 p.m.
2. Approval of the minutes of the 12/7/17 meeting. Motion by Dennis Lefebber, second by Ken Schneider, to accept the minutes of the December 7<sup>th</sup>, 2017, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The City, thru Eric Otte, requested access to the lift station. The City attempted a check of the calibration of our meter station; however, the flow was quite low. The City wants to force some flow thru so they can better check the accuracy of our meter. Motion by Dennis Lefebber, second by Ken Schneider, to accommodate the City by allowing access to the pump station so long as they know what they are doing. Motion carried (3-0). Brenda will respond to Mr. Otte.
  - b. Grinder pump stations. Sabel Mechanical serviced the Feyen grinder pump again. The purpose of this service was unknown. Ken Schneider will call Doug Sabel. The Commission believed a current bill for Sabel's services at this location was paid about six months ago. Brenda will review the past bills.
  - c. Odor issues. Odor is noticeable when it is cold and the wind is out of the north. The Klebars called Sabel Mechanical to change the medium in their roof vent filter. In spring, the Commission will need to determine who will take care of this maintenance work.
  - d. Other operational issues. Nothing to report at this time.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. Brenda Schneider proposed a minor change in the wording in Section 4 of the current Agreement. The consensus of the Commission remains to support only a change in the cost-sharing methodology. It is expected that the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document. Nothing further to report at this time.
5. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 1-8) totaling \$6,895.99, and to authorize the following:
  - Transfer \$6,900.00 from the Operations/User Charge Account to the regular checking account.Motion carried (3-0).
6. Review user charge and debt funding. The Commission reviewed the 2018 budget and the related funding sources.
7. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, February 1<sup>st</sup>, at 5:30 pm, at the Johnsburg School Hall. The quarterly Joint Sanitary District meeting will be on January 25<sup>th</sup>, at 5:30 pm, at the Town Hall.
8. Adjournment. President Schmitz declared the meeting adjourned at 6:08 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
MARCH 7, 2018  
6:00 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Ken Schneider and Dennis Lefebber. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 6:00 p.m.
2. Approval of the minutes of the 2/1/18 meeting. Motion by Ken Schneider, second by Dennis Lefebber, to accept the minutes of the February 1<sup>st</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Review equipment detail for insurance purposes. Mike Immel, Rural Mutual Insurance Company, requested the Commission review the current inventory of infrastructure for insurance coverage purposes. The Commission will perform a site visit.
4. Discussion and possible action regarding operational issues:
  - a. Lift Station. Nothing to report at this time.
  - b. Grinder pump stations. Sabel Mechanical recently serviced the Feyen grinder pump on several occasions. Sabel compiled a detailed report of the problems. He noted that several of the parts in the station are now obsolete. There are also issues with the underground conduit collecting water, freezing and subsequently causing the lead-cable to break. The Commission will perform a site visit to inspect the problematic conduit.

Sabel recommends upgrading several of the control panel components and replacing the conduit. The estimated cost of the recommended modifications is \$3,000. It was noted that the emergency service calls in January cost approximately \$1,700.
  - c. Odor issues. Odor continues to be noticeable when it is cold and the wind is out of the north. In spring, the Commission will need to determine who will take care of maintenance work needed with the rooftop vent filters.
  - d. Other operational issues. Nothing to report at this time.
5. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. The consensus of the Commission remains to support only a change in the cost-sharing methodology. It is expected that the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document.
6. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 15-21) totaling \$14,904.28, and to authorize the following:
  - Transfer \$15,000.00 from the Operations/User Charge Account to the regular checking account.Motion carried (3-0).
7. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, April 12<sup>th</sup>, at 6:00 pm, at the Johnsburg School Hall.
8. Adjournment. President Schmitz declared the meeting adjourned at 6:48 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
MARCH 7, 2018  
6:00 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Ken Schneider and Dennis Lefebber. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 6:00 p.m.
2. Approval of the minutes of the 2/1/18 meeting. Motion by Ken Schneider, second by Dennis Lefebber, to accept the minutes of the February 1<sup>st</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Review equipment detail for insurance purposes. Mike Immel, Rural Mutual Insurance Company, requested the Commission review the current inventory of infrastructure for insurance coverage purposes. The Commission will perform a site visit.
4. Discussion and possible action regarding operational issues:
  - a. Lift Station. Nothing to report at this time.
  - b. Grinder pump stations. Sabel Mechanical recently serviced the Feyen grinder pump on several occasions. Sabel compiled a detailed report of the problems. He noted that several of the parts in the station are now obsolete. There are also issues with the underground conduit collecting water, freezing and subsequently causing the lead-cable to break. The Commission will perform a site visit to inspect the problematic conduit.

Sabel recommends upgrading several of the control panel components and replacing the conduit. The estimated cost of the recommended modifications is \$3,000. It was noted that the emergency service calls in January cost approximately \$1,700.
  - c. Odor issues. Odor continues to be noticeable when it is cold and the wind is out of the north. In spring, the Commission will need to determine who will take care of maintenance work needed with the rooftop vent filters.
  - d. Other operational issues. Nothing to report at this time.
5. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. The consensus of the Commission remains to support only a change in the cost-sharing methodology. It is expected that the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document.
6. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 15-21) totaling \$14,904.28, and to authorize the following:
  - Transfer \$15,000.00 from the Operations/User Charge Account to the regular checking account.Motion carried (3-0).
7. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, April 12<sup>th</sup>, at 6:00 pm, at the Johnsburg School Hall.
8. Adjournment. President Schmitz declared the meeting adjourned at 6:48 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
APRIL 12, 2018  
6:00 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Ken Schneider and Dennis Lefebber. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 6:00 p.m.
2. Approval of the minutes of the 3/7/18 meeting. Motion by Dennis Lefebber, second by Ken Schneider, to accept the minutes of the March 7<sup>th</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Review equipment detail for insurance purposes. Mike Immel, Rural Mutual Insurance Company, requested the Commission review the current inventory of infrastructure for insurance coverage purposes. A site visit to each location was performed. The inventory list was updated and provided to Mr. Immel.
4. Discussion and possible action regarding operational issues:
  - a. Lift Station. The February flow reports were reviewed. A slight increase in run times was noted.
  - b. Grinder pump stations. Mike Lefebber's family plans to raze the old house at W3435 Johnsburg Road. The District will need to remove the control panel that is attached to the house. The family wants to completely disable the system, including the wet-well. Mrs. Lefebber plans to rent the land for farming purposes. There was extensive discussion regarding capping the lateral and removing the wet-well. Dennis will contact Eric Otte for advice. Ken Schneider will contact Sabel Mechanical regarding the possibility of salvaging of parts and equipment.

Sabel Mechanical recently serviced the Feyen grinder pump on several after-hours occasions. Sabel compiled a detailed report of the problems. He noted that several of the parts in the station are now obsolete. There are also issues with the underground conduit collecting water, freezing and subsequently causing the lead-cable to break. Sabel recommends upgrading several of the control panel components and replacing the conduit. The estimated cost of the recommended modifications is \$3,000. Sabel billed the District for recent work at this location. The work involved a new pump and floats.
  - c. Odor issues. Odor continues to be noticeable when it is cold and the wind is out of the north. In spring, the Commission will need to determine who will take care of maintenance work needed with the rooftop vent filters.
  - d. Other operational issues. The City applied to the DNR for a Multi Discharger Variance. The variance has been approved. Basically, the variance allows for the payment of an annual fee, estimated to be \$364,000, in lieu of installing additional equipment that would reduce the phosphorus in the discharge in an attempt to meet the new unrealistic level in the lake. The estimate for treatment plant modifications and watershed programs is \$20-80,000,000. These expenses would be cost-shared proportionately by the using districts, as will the MDV fees.
5. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. It is expected that the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document.

6. Approval of District bills. Motion by Dennis Lefeber, second by Ken Schneider, to approve the bills, (order nos. 22-27) totaling \$3,935.47, and to authorize the following:
- Transfer \$4,000.00 from the Operations/User Charge Account to the regular checking account,
  - Transfer \$15,463.16 from the Operations/User Charge Account to the Debt Service Account,
  - Transfer \$1,405.75 from the Operations/User Charge Account to the Reserve for Replacement Account, and
  - Transfer \$2,107.01 from the Debt Service Account to the User Charge Account (Taycheedah delinquent collections via tax bills).

Motion carried (3-0).

7. Review the current user charge funding. Repair costs have consistently increase cash flow issues. No action was taken.
8. Schedule the next meeting. The next Commission meeting will be conducted on Tuesday, May 8<sup>th</sup>, at 5:30 pm, at the Johnsburg School Hall.
9. Adjournment. President Schmitz declared the meeting adjourned at 7:18 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
MAY 8, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Ken Schneider and Dennis Lefebber. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:32 p.m.
2. Approval of the minutes of the 4/12/18 meeting. Motion by Ken Schneider, second by Dennis Lefebber, to accept the minutes of the April 12<sup>th</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The April flow reports were reviewed. Pump run times have increased. Ken Schneider reported a 90,000 gallon spike as reported by Missions. Ken asked Doug Sabel if he can narrow down the source of increased flows by checking manholes. The Commission will request flow reports from the City for the period of April 13 to May 9.

A recent blizzard caused a power line to go down. The downed line supplied power to the Cty. Q lift station. Sabel Mechanical responded. Doug shut down the system. He had Ziegelbauer pump out the wet well and worked with Alliant to eventually get the three-phase service back up without damage to the system.

Missions recently sent a couple of low battery warnings. Dennis reported that Sabel Mechanical was on-site earlier today.
  - b. Grinder pump stations. Mike Lefebber's family will raze the old house at W3435 Johnsburg Road in the near future. Dennis removed the control panel from the house. Doug Sabel salvaged parts from the panel. The wet well will remain. Motion by Dennis Lefebber, second by Ken Schneider to cease billing the Mike Lefebber property, effective after the 2018 first quarter bill. Motion carried (3-0).

Sabel Mechanical recently serviced the Feyen grinder pump. It is believed that the control panel was updated and the pump replaced. It is unknown if the work included repair to the conduit. Total cost was over \$6,000. Doug will be reminded of the need to include more details on the bills.
  - c. Odor issues. Ken Schneider recently spoke to a representative of the City of Fond du Lac while he was checking the meter station. The man talked about a successful treatment system that was installed on the west side of the lake. A year or two ago, the Commission participated in a trial of this treatment system. The system worked; however, the Commission could not justify the substantial expense.

In spring, the Commission will need to determine who will take care of maintenance work needed with the rooftop vent filters.
  - d. Other operational issues. Nick Leonard was recently appointed the Administrator for the Village of North Fond du Lac.
4. Discuss extension of service to a garden shed at N8810 Cty. Rd. W. Paul & Mindi Emmer purchased the property at N8810 Cty. W. They intend to convert the old lumber yard office into a gardening shed with running water to be used in washing produce. The water line will come from the house and the drain will be spliced into the sewer lateral that services the house. Motion by Ken Schneider, second by Dennis Lefebber, to allow the extension of the sewer lateral to the garden shed under the condition a permit is acquired and the connection is inspected. Motion carried (3-0).



5. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. It is expected the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document. No additional report was given.
6. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 28-33) totaling \$9,957.53, and to authorize the following:
  - Transfer \$9,700.00 from the Operations/User Charge Account to the regular checking account,
  - Transfer \$1,561.48 from the Operations/User Charge Account to the Debt Service Account, and
  - Transfer \$141.95 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (3-0).
7. Review the current user charge funding. Repair costs have consistently increase cash flow issues. A detailed report of the most recent quarter's revenue and expenses was reviewed. Motion by Dennis Lefebber, second by Ken Schneider, to establish a \$210 per quarter user charge, to be effective with the third quarter billing. Motion carried (3-0).
8. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, June 14<sup>th</sup>, at 5:30 pm, at the Johnsborg School Hall.
9. Adjournment. President Schmitz declared the meeting adjourned at 6:54 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**MINUTES**  
**JOHNSBURG SANITARY DISTRICT**  
**MONTHLY COMMISSION MEETING**  
**JUNE 14, 2018**  
**5:30 P.M.**  
**ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioner Dennis Lefebber. Also present: Recording Secretary Brenda Schneider. Excused: Commissioner Ken Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:30 p.m.
2. Approval of the minutes of the 5/8/18 meeting. Motion by Dennis Lefebber, second by Franz Schmitz, to accept the minutes of the May 8th, 2018, meeting as distributed. Motion carried (2-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The May runtime reports, as well as flow data compiled by the City at the treatment plant, were reviewed. Significant increases in flow were noted in early May. Dennis Lefebber has done site inspection of all of the manholes. The reason for the increases is unknown.
  - b. Grinder pump stations. Dennis Lefebber delivered the control panel from the old house owned by Mike Lefebber's family located at W3435 Johnsburg Road to Sabel Mechanical. Dennis was given a tour of Sabel's shop. He was impressed with its organization and cleanliness.
  - c. Odor issues. Nothing to report at this time.
  - d. Other operational issues. Nothing to report at this time.
  - e. Cleaning and televising. Eric Otte solicited bids on behalf of Taycheedah SD#3 and Town of Fond du Lac districts #2 and #3. The low bidder was Green Bay Pipe & TV, LLC, at \$0.31 per foot for cleaning and \$0.36 for televising. It is unknown when this work will be done and it is presumed at this time that Johnsburg may be able to have work done at the bid price. The matter was postponed to the July meeting.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. It is expected the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document. No additional report was given.
5. Approval of District bills. Motion by Dennis Lefebber, second by Franz Schmitz, to approve the bills, (order nos. 34-39) totaling \$787.38, and to authorize the following:
  - Transfer \$7,699.34 from the Operations/User Charge Account to the Debt Service Account,
  - Transfer \$699.94 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (2-0).
6. Review bill insert. The draft insert regarding the upcoming rate increase was reviewed and revised.
7. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, July 12th, at 5:30 pm, at the Johnsburg School Hall.
8. Adjournment. President Schmitz declared the meeting adjourned at 6:30 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
July 12, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Dennis Lefeber and Ken Schneider. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:35 p.m.
2. Approval of the minutes of the 6/14/18 meeting. Motion by Dennis Lefeber, second by Ken Schneider, to accept the minutes of the June 14<sup>th</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The June runtime reports were reviewed. It was noted that runtimes have decreased considerably. It was also noted that the river level is quite low.
  - b. Grinder pump stations. Nothing to report at this time.
  - c. Odor issues. Ken Schneider has noticed an odor more often lately, especially near the meter station. It is expected that odor would be more prevalent due to the decrease in flows which means the lift station is not running as often and the waste is more concentrated. The Commission needs to find someone to replace the medium in the six rooftop vent filters and the at-grade vents. Also, brush is taking over the vent near the Welter house. This needs to be removed. Ken Schneider will contact Sabel Mechanical regarding this work.
  - d. Other operational issues. The bill insert regarding the rate increase was recently distributed to all customers. Comments received by the Commissioners so far indicate an understanding of the needed additional funding.
  - e. Cleaning and televising. Eric Otte solicited bids on behalf of Taycheedah SD#3 and Town of Fond du Lac districts #2 and #3. The low bidder was Green Bay Pipe & TV, LLC, at \$0.31 per foot for cleaning and \$0.36 for televising. It is unknown when this work will be done and it is presumed that Johnsburg may be able to have work done at the bid price; however, the Commission is not interested in doing this work during the extremely dry season. The Commission plans to solicit bids in January for work to be performed by the end of April.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. It is expected the parties will have a workshop meeting with Taycheedah Sanitary District #1 to review the proposed document. Bill Gius and Mike Nett plan to meet some time in August to discuss TSD#3's position.
5. Approval of District bills. Motion by Ken Schneider, second by Dennis Lefeber, to approve the bills, (order nos. 40-50) totaling \$2,266.90, and to authorize the following:
  - Transfer \$2,400.00 from the Operations/User Charge Account to the Debt Service Account.Motion carried (3-0).
6. Review the 2017 Compliance Maintenance Annual Report (CMAR), as required by the DNR. The draft CMAR was reviewed and discussed. Motion by Dennis Lefeber, second by Ken Schneider, to approve the 2017 CMAR and to file it with the DNR. Motion carried (3-0).

7. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, August 2<sup>nd</sup>, at 5:30 pm, at the Johnsburg School Hall.
8. Adjournment. President Schmitz declared the meeting adjourned at 6:04 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
AUGUST 8, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioner Dennis Lefeber. Also present: Recording Secretary Brenda Schneider. Excused: Commissioner Ken Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:30 p.m.
2. Approval of the minutes of the 7/12/18 meeting. Motion by Dennis Lefeber, second by Franz Schmitz, to accept the minutes of the July 12<sup>th</sup>, 2018, meeting as distributed. Motion carried (2-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The July runtime reports were reviewed.
  - b. Grinder pump stations. The brush taking over the station at the Welter property has been removed.
  - c. Odor issues. Sabel Mechanical will provide the manpower to replace the medium in the six rooftop vent filters and the at-grade vents. Brenda Schneider will order the medium.
  - d. Other operational issues. Nothing to report at this time.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. The Commission discussed submitting an amendment to the current agreement. Bill Gius and Mike Nett plan to meet some time in August to discuss TSD#3's position.
5. Approval of District bills. Motion by Dennis Lefeber, second by Franz Schmitz, to approve the bills, (order nos. 51-56) totaling \$1,759.24, and to authorize the following:
  - Transfer \$1,700.00 from the Operations/User Charge Account to the Regular Checking Account;
  - Transfer \$624.94 from the Operations/User Charge Account to the Debt Service Account; and
  - Transfer \$56.81 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (2-0).
6. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, September 6<sup>th</sup>, at 5:30 pm, at the Johnsburg School Hall.
7. Adjournment. President Schmitz declared the meeting adjourned at 6:00 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**MINUTES**  
**JOHNSBURG SANITARY DISTRICT**  
**MONTHLY COMMISSION MEETING**  
**SEPTEMBER 6, 2018**  
**5:30 P.M.**  
**ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Dennis Lefeber and Ken Schneider. Also present: Recording Secretary Brenda Schneider; Kathy Diederich, Schenck, Taycheedah Sanitary District No. 1's financial advisor and Town of Taycheedah Treasurer; and, Mike Nett, President, Taycheedah Sanitary District No. 1.

1. Call to order. Chairman Schmitz called the meeting to order at 5:31 p.m.
2. Approval of the minutes of the 8/8/18 meeting. Motion by Dennis Lefeber, second by Franz Schmitz, to accept the minutes of the August 8th, 2018, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The August runtime reports were reviewed. No problems to report.
  - b. Grinder pump stations. No problems to report.
  - c. Odor issues. The odor control media has been received. Ken Schneider will contact Sabel Mechanical regarding replenishing the media in all at grade and roof-top vents.
  - d. Other operational issues. Nothing to report at this time.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission continues to support an amendment to the existing Agreement that would change the methodology of operation and maintenance costs. Kathy Diederich and Mike Nett spoke about Taycheedah Sanitary District No. 1's goal to create a consistent document that would establish fair and equitable allocation of costs. When asked about the proposed change from transparency to a set percentage of maintenance and inspection wages, the Commission was informed that it was not intended to make this change. The document will be edited and redistributed. The Commission consensus was to contact Eric Otte, JE Arthur and Associates, and Attorney Matt Parmentier for their review and opinion of the document.
5. Approval of District bills. Motion by Dennis Lefeber, second by Ken Schneider, to approve the bills, (order nos. 57-64) totaling \$1,036.89, and to authorize the following:
  - Transfer \$1,000.00 from the Operations/User Charge Account to the Regular Checking Account;
  - Transfer \$6,626.46 from the Operations/User Charge Account to the Debt Service Account; and
  - Transfer \$602.41 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (3-0).
6. Schedule the next meeting. The next Commission meeting will be conducted on Wednesday, October 3rd, at 5:30 pm, at the Johnsburg School Hall.
7. Adjournment. President Schmitz declared the meeting adjourned at 6:49 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
OCTOBER 3, 2018  
5:30 P.M.  
ST. JOHN'S PARSONAGE**

Members present: President Franz Schmitz and Commissioners Dennis Lefebber and Ken Schneider. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:30 p.m.
2. Approval of the minutes of the 9/6/18 meeting. Motion by Dennis Lefebber, second by Franz Schmitz, to accept the minutes of the September 6<sup>th</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The September runtime reports were reviewed. A couple of minor spikes were noted.
  - b. Grinder pump stations. No problems to report.
  - c. Odor issues. Jim Kaiser, City of Fond du Lac representative, reported to Ken Schneider that there was a very strong odor at the meter station when he stopped to do the monthly readings. Kaiser recommended installing a treatment system noting the deteriorating affect the gases have on manholes. Ken also spoke to a representative from the Friendship Sanitary District during a recent tour of the treatment plant. He estimated a yearly cost of \$12,000.

Ken also spoke to Doug Sabel, Sabel Mechanical, about replenishing the control media in all at grade and roof-top vents. During their conversation, Doug estimated 40-50% of the gas Johnsburg Road is experiencing is coming from TSD#1. The Commission discussed their past plan to install a trap. The details will be reviewed during the next meeting.
  - d. Other operational issues. Nothing to report at this time.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. Ken Schneider contacted Eric Otte, JE Arthur and Associates. Mr. Otte was not involved in with the development of the document. He was merely asked by TSD#1 to review it and render an opinion. It is his opinion that the sharing of costs at each lift station is consistent with the 2000 Wastewater Agreement with the City. The Commission does not dispute Mr. Otte's opinion. A legal review of the document was postponed.

The Commission reviewed and concurred with the outline of concerns and observations. Motion by Dennis Lefebber, second by Ken Schneider, to request a meeting with TSD#1 to discuss the outline. The outline will be submitted to TSD#1. President Schmitz will contact President Nett via letter. Motion carried (3-0).
5. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 65-68) totaling \$203.99, and to authorize the following:
  - Transfer \$297.00 from the Operations/User Charge Account to the Debt Service Account; and
  - Transfer \$27.00 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (3-0).
6. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, November 1<sup>st</sup>, at 5:30 pm, at the Johnsburg School Hall.
7. Adjournment. President Schmitz declared the meeting adjourned at 6:50 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
OCTOBER 3, 2018  
5:30 P.M.  
ST. JOHN'S PARSONAGE**

Members present: President Franz Schmitz and Commissioners Dennis Lefebber and Ken Schneider. Also present: Recording Secretary Brenda Schneider.

1. Call to order. Chairman Schmitz called the meeting to order at 5:30 p.m.
2. Approval of the minutes of the 9/6/18 meeting. Motion by Dennis Lefebber, second by Franz Schmitz, to accept the minutes of the September 6<sup>th</sup>, 2018, meeting as distributed. Motion carried (3-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The September runtime reports were reviewed. A couple of minor spikes were noted.
  - b. Grinder pump stations. No problems to report.
  - c. Odor issues. Jim Kaiser, City of Fond du Lac representative, reported to Ken Schneider that there was a very strong odor at the meter station when he stopped to do the monthly readings. Kaiser recommended installing a treatment system noting the deteriorating affect the gases have on manholes. Ken also spoke to a representative from the Friendship Sanitary District during a recent tour of the treatment plant. He estimated a yearly cost of \$12,000.

Ken also spoke to Doug Sabel, Sabel Mechanical, about replenishing the control media in all at grade and roof-top vents. During their conversation, Doug estimated 40-50% of the gas Johnsburg Road is experiencing is coming from TSD#1. The Commission discussed their past plan to install a trap. The details will be reviewed during the next meeting.
  - d. Other operational issues. Nothing to report at this time.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. Ken Schneider contacted Eric Otte, JE Arthur and Associates. Mr. Otte was not involved in with the development of the document. He was merely asked by TSD#1 to review it and render an opinion. It is his opinion that the sharing of costs at each lift station is consistent with the 2000 Wastewater Agreement with the City. The Commission does not dispute Mr. Otte's opinion. A legal review of the document was postponed.

The Commission reviewed and concurred with the outline of concerns and observations. Motion by Dennis Lefebber, second by Ken Schneider, to request a meeting with TSD#1 to discuss the outline. The outline will be submitted to TSD#1. President Schmitz will contact President Nett via letter. Motion carried (3-0).
5. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 65-68) totaling \$203.99, and to authorize the following:
  - Transfer \$297.00 from the Operations/User Charge Account to the Debt Service Account; and
  - Transfer \$27.00 from the Operations/User Charge Account to the Reserve for Replacement Account.Motion carried (3-0).
6. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, November 1<sup>st</sup>, at 5:30 pm, at the Johnsburg School Hall.
7. Adjournment. President Schmitz declared the meeting adjourned at 6:50 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary



**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
NOVEMBER 1, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: President Franz Schmitz and Commissioners Dennis Lefebber and Ken Schneider. Also present: Recording Secretary Brenda Schneider and Jim and Judy Feyen.

1. Call to order. Chairman Schmitz called the meeting to order at 5:58 p.m.
2. Approval of the minutes of the 10/3/18 meeting. Motion by Dennis Lefebber, second by Ken Schneider, to accept the minutes of the October 3<sup>rd</sup>, 2018, meeting as distributed. Motion carried (3-0).

Jim & Judy Feyen wished to address the Commission regarding the recent increase in the quarterly user charge. They were advised the topic is not noted on the agenda. They were further advised to send written communication to President Schmitz explaining their concerns. The Commission consensus was to include the Feyens on the agenda for the November meeting.

3. Discussion and possible action regarding operational issues:
  - a. Lift Station. The October runtime reports were reviewed.
  - b. Grinder pump stations. No problems to report.
  - c. Odor issues. Jim Kaiser, City of Fond du Lac representative, reported to Ken Schneider that there was a very strong odor at the meter station when he stopped to do the monthly readings. Kaiser recommended installing a treatment system noting the deteriorating affect the gases have on manholes. Ken also spoke to a representative from the Friendship Sanitary District during a recent tour of the treatment plant. He estimated a yearly cost of \$12,000.

In June of 2016, Sabel Mechanical submitted a quote of \$12,950.00 to install a new manhole/trap system with the expectation the structure would reduce or eliminate odors, especially the gas entering the system from Taycheedah Sanitary District #1. There is concern regarding concrete deterioration caused by the gases. The new manhole would need to be built west of the meter station. It was noted the meter station is within the boundary of Taycheedah Sanitary District #1. The Commission agreed that a trap would not decrease the gas from within the District. Ken Schneider will contact Doug Sabel regarding all potential options.
  - d. Other operational issues. Last week East Central Wisconsin Regional Planning Commission expected to approve the amended Sewer Service Area. Joe Hoffmann retired during this past summer. Todd Verboomen took over Joe's duties. Brenda Schneider serves on the Commission. Todd was under the impression all entities were mailed letters and maps. Todd noted that only Calumet responded to the letters. Brenda informed Todd she was not aware of said mailings and Taycheedah Sanitary District No. 3 is awaiting the final map amendments. President Schmitz was not aware of this mailing. Due to this possible lack of communication, the Commission postponed approving the amended Sewer Service Area to their December meeting in order to allow time for Todd to contact all entities.
4. Review the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. The Commission reviewed and concurred with the outline of concerns and observations. The outline was mailed to President Mike Nett on 10/29/18. The Commission will await a response.
5. Approval of District bills. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills, (order nos. 69-73) totaling \$1,577.02, and to authorize the following:
  - Transfer \$1,800.00 from the Operations/User Charge Account to the regular checking account.

Motion carried (3-0).

6. Consideration and possible approval to levy a tax against all real and personal property for tax year 2018. Motion by Dennis Lefebber, second by Ken Schneider, to not levy a property tax for tax year 2018. Motion carried (3-0).
7. Discuss the application of late charges on quarterly bills. Thomas Mashock did not receive his second quarter bill. He disputes the late charges. The District's accountant verbalized that it is possible he put two bills into one envelope. Motion by Ken Schneider, second by Dennis Lefebber, to waive the late charges against Thomas Mashock's account due to possible error by the accountant. Motion carried (2-1). Nay-Franz Schmitz.
8. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, December 6<sup>th</sup>, at 5:30 pm, at the Johnsbury School Hall.
9. Adjournment. President Schmitz declared the meeting adjourned at 6:26 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary

**JOHNSBURG SANITARY DISTRICT  
MONTHLY COMMISSION MEETING  
DECEMBER 6, 2018  
5:30 P.M.  
ST. JOHN'S SCHOOL HALL**

Members present: Commissioners Dennis Lefebber and Ken Schneider. Also present: Recording Secretary Brenda Schneider. Excused: President Franz Schmitz.

1. Call to order. Commissioner Ken Schneider called the meeting to order at 5:35 p.m.
2. Approval of the minutes of the 11/1/18 meeting. Motion by Dennis Lefebber, second by Ken Schneider, to accept the minutes of the November 1<sup>st</sup>, 2018, meeting as distributed. Motion carried (2-0).
3. Discussion and possible action regarding operational issues:
  - a. Lift Station. November runtime reports were reviewed.
  - b. Grinder pump stations. No problems to report.
  - c. Odor issues. Calumet Sanitary District has experienced the same problem. The odorous gases caused serious corrosion to manholes on Elm Beach. Commission discussed developing a manhole inspection form.
  - d. Other operational issues. The City reported to Ken Schneider that the meter station has been recording erratic flows over the past three months. The readings indicate zero flow for an extended period of time to spikes. Commission discussed considering more frequent lift station cleanings. The City will continue to monitor the meter.
4. Consideration and possible approval of the amendments to the Sewer Service Area Map, as prepared by East Central Wisconsin regional Planning Commission. In October, East Central Wisconsin Regional Planning Commission expected to approve the amended Sewer Service Area for the City of Fond du Lac and surrounding sanitary districts. Joe Hoffmann, the project representative for East Central, retired in late June. Todd Verboomen took over Joe's duties. Brenda Schneider serves on the Commission. Todd was under the impression letters and maps were mailed to all districts prior to Joe's retirement. Todd noted only Calumet responded to the letters. Brenda informed Todd she was not aware of said mailings and Taycheedah Sanitary District No. 3 is awaiting the final map amendments. President Schmitz was not aware of this mailing. Due to this possible lack of communication, the Commission postponed approving the amended Sewer Service Area to their December meeting in order to allow time for Todd to contact all entities.

Brenda Schneider reviewed the recently received documents. The force main area along Johnsburg Road has been added. This addition was not required by the DNR when the District's initial SSA was established. The area noticeably missing was the re-addition of the 2007 swap area that was needed for the Meyer Court extension. Brenda communicated this omission to Todd. This swap area is now included. Motion by Dennis Lefebber, second by Ken Schneider, to accept the District's amended sewer service area as illustrated in the updated map. Motion carried (2-0).
5. Consideration and possible approval of the Capacity, Management, Operations and Maintenance Manual (CMOM). The Manual was reviewed. Motion by Dennis Lefebber, second by Ken Schneider, to accept the CMOM. Motion carried (2-0).
6. Discuss the draft Operation & Maintenance Agreement submitted by Taycheedah Sanitary District #1. In October, the Commission reviewed and concurred with the outline of concerns and observations. The outline was mailed to President Mike Nett on 10/29/18. The Commission continues to await a response.

7. Approval of District bills. It was noted the Schenck bill is for the preparation of six quarters of Taycheedah Sanitary District #1 operation and maintenance bills; however, the Commission has received only four of the quarters noted. Motion by Dennis Lefebber, second by Ken Schneider, to approve the bills (order #74-83) for a total of \$9,599.03, which excludes the Schenck invoice billed at the incorrect amount, and to authorize the following:
- Transfer \$10,800.00 from the Operations/User Charge Account to the regular checking account,
  - Transfer \$120.45 from the Operations/User Charge Account to the Debt Service Account, and
  - Transfer \$10.95 from the Operations/User Charge Account to the Reserve for Replacement Account.
- Motion carried (2-0).
8. Schedule the next meeting. The next Commission meeting will be conducted on Thursday, January 10<sup>th</sup>, at 5:30 pm, at the Johnsburg School Hall.
9. Adjournment. Commissioner Schneider declared the meeting adjourned at 5:30 p.m.

Attest. \_\_\_\_\_  
Brenda A. Schneider, District Recording Secretary