



SANITARY DISTRICT #2 COMMISSION MINUTES

Wednesday, April 3, 2024 at 4:30 p.m.

Ledgeview Community Center

3700 Dickinson Road, De Pere, WI 54115

A. CALL TO ORDER

The meeting was called to order by President Ken Geurts at 4:37 p.m.

B. ROLL CALL

Members present were President Ken Geurts and Commissioners Dennis Watermolen and Luann Pansier.

Staff present were Clerk/ Treasurer Renae Peters, Public Works Director Greg Potts, Water Superintendent Andy Tenor and Engineer Scott Brosteau.

C. AGENDA APPROVAL

Motion by Watermolen to approve agenda as posted, **seconded by Pansier**. No further discussion. Motion carried in a voice vote.

D. APPROVAL OF THE MINUTES

Motion made by Pansier to approve the February 7, 2024 Sanitary District minutes as written, **seconded by Watermolen**. No further discussion. Motion carried in a voice vote unanimously. **Motion made by Watermolen** to approve the January 24, 2024 and February 28, 2024 CBCWA Board minutes, **seconded by Geurts**. No further discussion. Motion carried in a voice vote unanimously.

E. PUBLIC HEARING: None.

F. OLD BUSINESS: None.

G. NEW BUSINESS:

1. **2023 Financial Statements:** Principal auditor Scott Sternhagen attended the meeting via video and informed the Commission that the audit and PSC forms went well and he had no concerns. Sternhagen gave an overview of the 2023 Financial Statements including details on net position and cash flow. He noted that the sewer fund is doing well overall and the water fund is doing fair due to an operating loss at year-end. The PSC rate of return is 6.11%, however, the PSC uses different criteria to calculate it than general accounting standards.

Motion made by Pansier to approve the 2023 Financial Statements, **seconded by Geurts**. No further discussion. Motion carried in a voice vote unanimously.

2. **Rate Case:** During the audit process, staff became interested in getting information regarding a rate case for the water utility. A conventional rate case has not been completed since 2007 and a simplified rate case not since 2020. Water clause adjustments have not been applied since 2010. The water utility's rates and fees are outdated and would be unable to keep up with future capital projects. Also, both CBCWA and De Pere Water have completed conventional rate cases which affect Ledgeview's wholesale expense. The Commission asked whether completing a rate case now would hinder doing another if a large project happened.

Sternhagen replied that the PSC would allow another case after a 12-month period. The Commission also asked how the PSC treats deferred assessments. Sternhagen requested staff ask Ms. Drewieske as her PSC knowledge is more extensive.

Motion made by Pansier to approve applying for a conventional rate case with the help of CLA, **seconded by Watermolen**. No further discussion. Motion carried in a voice vote unanimously.

3. **Consumer Confidence Report (CCR):** The Commission reviewed the 2024 CCR for 2023 testing required by the WI-DNR. This report included a new section on PFAS testing and new 2023 test results completed by MPU.

Motion made by Geurts to approve the 2024 CCR for 2023 testing, **seconded by Pansier**. No further discussion. Motion carried in a voice vote unanimously.

4. **Hydrant Painting Contract:** Staff requested quotes for painting 50 hydrants in 2024 and received two, one from Faith Leak Detection and one from Ferguson Waterworks. The Faith contract was low at \$120.00/hydrant. This service is budgeted for.

Motion made by Geurts to approve the hydrant painting contract with Faith Leak Detection, **seconded by Watermolen**. No further discussion. Motion carried in a voice vote unanimously.

5. **Leak Detection Equipment:** The District owns two pieces of leak detection equipment, however, one is broken and the other is no longer manufactured so parts are difficult to find. New leak detection equipment was added to the 2024 budget. Staff requested bids and received one quote from Ferguson Waterworks for \$4,935.00, which is under budget.

Motion made by Geurts to approve the purchase of leak detection equipment from Ferguson Waterworks, **seconded by Watermolen**. No further discussion. Motion carried in a voice vote unanimously.

6. **Hoffman Water Connection:** In March 2023, Victor Hoffman, owner of parcel B-319-1 3311 Monroe Rd., requested water and sewer service to his home and shop. Hoffman is part of the LNI III project and both his connection and assessments are deferred until service is requested. He connected his home to municipal sewer in March 2023 and is paying a quarterly flat fee for service. Staff has contacted Hoffman numerous times since then to remind him that he must connect to water service but he has not. Staff would like to impose the \$300/ quarter non-compliance penalty on Hoffman beginning on the 2nd quarter 2024 bill if he is still not connected. Hoffman will also be notified that his assessments are active and given the choice of paying the entire amount immediately or placing 1/10th for 10 years on the taxroll.

Motion made by Geurts to begin charging the \$300/quarter non-compliance penalty to Victor Hoffman for parcel B-319-1 on the 2nd quarter billing if not connected by then, **seconded by Pansier**. No further discussion. Motion carried in a voice vote unanimously.

7. **Roffers Connection Agreement:** At the May 25, 2022 District meeting, the Commission approved a well and septic system for Chad Roffers, owner of parcel D-460 located on CTH X near Tower Rd. The agreement required the property be connected to municipal services when they became available. Roffers never signed the agreement and it lapsed. Recently, Roffers submitted a building permit for a new home on D-460. The Commission reviewed the previous agreement and asked questions about the location of the water main and pressure zone. The Commission decided to allow a septic system with mandatory connection when available

but require immediate connection to water service with a booster pump to be supplied and installed by the property owner.

Motion made by Geurts to allow a septic system on parcel D-460 with mandatory connection when service becomes available and require immediate connection to water service with a booster pump to be supplied and installed by the property owner, **seconded by Watermolen**. No further discussion. Motion carried in a voice vote unanimously.

H. MEAD & HUNT, INC.:

1. **Misc. Updates:** Landscaping on Shadow Ln will commence soon weather-pending. Staff is waiting for a Beau Rivage plat to be approved before making plans to retire a lift station in that area.

I. STAFF REPORT:

1. **Public Works Director / Water Operator:** Tenor told the Commission that third notices will be sent out to residents that haven't made an appointment for meter change outs. This notice will threaten water shut-off if an appointment isn't scheduled. 22% of the people with new meters have subscribed to WaterScope, the water tracking website associated with Metron meters. This percentage is above average. The generator for LW1 was delivered but the crew needs to do some minor concrete and electrical work before it is put in service.
2. **Clerk / Treasurer:** The Commission asked about the ATV/ UTV ordinance passed by the Town Board and Potts gave them an update. The Commission also asked for an update on Deb Titulaer's connection progress.

J. APPROVAL OF VOUCHERS:

Motion made by Watermolen to approve the vouchers since February 7, 2024, **seconded by Pansier**. No further discussion. Motion carried unanimously in a voice vote.

K. ADJOURNMENT:

Motion made by Watermolen to adjourn, **seconded by Geurts**. No further discussion. Motion carried in a voice vote unanimously. Meeting adjourned at 5:40pm.

Next Regular Meeting: WEDNESDAY, MAY 1, 2024

Respectfully submitted,

Renae Peters

Renae Peters, Sanitary District #2 Clerk / Treasurer
Town of Ledgeview, Brown County, WI

Approved at the May 1, 2024 Sanitary District Meeting.

Approved at the May 6, 2024 Town Board Meeting.