

**TAYCHEEDAH SANITARY DISTRICT NO. 1**  
**REGULAR BUSINESS MEETING**  
**October 23, 2023 – 5:00 P.M.**  
TAYCHEEDAH TOWN HALL  
W4295 KIEKHAEFER PARKWAY  
FOND DU LAC, WI 54937-6802

**Call to Order**

The meeting was called to order by M. Nett at 5:00 P.M. and the Pledge of Allegiance was recited.

**Present:** Commissioners: M. Nett, J. Huck, D. Weber  
Administrative Clerk: Priscilla Yohann  
Inspection: J. Rickert  
Maintenance: M. Haensgen

**Approval of Agenda**

**Motion:** by M. Nett, second by D. Weber, to approve the Agenda.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

**Approval of September 25, 2023, Regular Business Meeting Minutes**

**Motion:** by J. Huck, second by D. Weber, to approve the September 25, 2023 Regular Business Meeting Minutes.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

**REGULAR BUSINESS**

**Financial Report**

Financial statements were distributed and discussed. M. Nett stated the third-quarter payments will be reflected in next month's statement. K. Diederich reported via phone upstream billing for fourth quarter, 2021, all of 2022, and the first quarter, 2023, is completed.

**Motion:** by J. Huck, second by M. Nett, to approve the Financial Statements.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

**Approval of Bills/Sign checks**

**Motion:** by M. Nett, second by D. Weber, to approve the bills as submitted.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

**Inspection Report**

- A copy of the detailed log of inspection activities during the month of October 2023 is on file.
- J. Rickert reported 121 clearwater inspections have been completed with 5 violations. One violation has not been corrected yet. Conducting future clearwater inspections in crawl spaces was discussed. M. Haensgen volunteered to assist with those inspections.

**Maintenance Report**

- A copy of the detailed log of maintenance activities during the month of October 2023 is on file.
- M. Haensgen stated the valves at the Brookhaven lift station need to be replaced. Sabel Mechanical will provide a quote for the valves and has checked the clearances at the Winnebago lift station. He stated Sabel is willing to fix the pump at Gladstone rather than sending it to WW Electric Motors, Inc. and is waiting to hear from Sabel regarding the availability of the parts.

**Administrative Clerk’s Report**

- A copy of the detailed log of administrative clerk activities during the month of October 2023 is on file.
- P. Yohann reported the delinquent account letters were mailed to customers. The amount of \$13,868.85 is slightly lower than last year. Payroll training for the new software was held. Notification was received by Merc Hi-Performance of the November 20 annual cleaning of the dyno water reservoir.

**UNFINISHED BUSINESS**

**1. Update of possible acceptance of the review of operational costs for evaluation of future financial needs.**

M. Nett reported a meeting will be held with himself, E. Otte, and K. Diederich to discuss two past bills from the fourth quarter, 2021, (Brookhaven) and first quarter, 2022 (Gladstone) to determine whether these or portions thereof are O&M or capitol expenses so TSD#1 can fairly invoice these shared expenses with the upstream districts. He further stated at this meeting they would like to have some insight of what future expenses may be assessed by the City to the outside sewer districts to assist TSD#1 in preparing the budgets and user fees going forward.

**NEW BUSINESS**

**1. Discussion and possible action of reviewing the Sandy Beach Business Park non-metered customers for the possibility of having them metered.**

A list of the businesses in the District was distributed and discussed as to the number of occupants and duration of occupancy. It was determined that J. Rickert will contact some of the businesses for information. The information obtained will help to determine if the business is using more or less of REUs to be fair and equitable to all businesses.

**2. Discussion and possible action of the acceptance of the generator Planned Maintenance Agreement renewals from Total Energy Systems, LLC.**

**Motion:** by M. Nett, second by J. Huck, to accept the updated Planned Maintenance Agreements for the three lift stations.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

**PUBLIC COMMENT**

None to be reported.

**ADJOURNMENT:**

The meeting adjourned at 5:53 PM.

**Motion:** by J. Huck, second by D. Weber, to adjourn.

**Vote:** Ayes: 3, Opposed: 0 – **Motion carried.**

Respectfully submitted by:

Priscilla Yohann  
Administrative Clerk