

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
January 19, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and John Rickert.

Call to order. President Diederich called the meeting to order at 5:31 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 12/19/2022 monthly meeting. Motion by Brian Mand, second by Mark Haensgen, to approve the minutes of the meeting conducted on December 19th, as distributed. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Mark Haensgen, to approve the bills (order #1-13), for a total of \$4,765.98. Motion carried (3-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$4,500.00 from the Operations/User Charge Account to the regular checking account, and

Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The December pump-run time reports for all lift stations were reviewed.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. The test has not yet been scheduled.
- c. Grinder stations. John Rickert reported the station located at the Jeff Braun property has excessive moisture in the cabinet. He contacted Sabel Mechanical to add a thermostat to control the heater. The work is expected to be completed today.

On September 13, 2021, the Commission accepted a quote from Sabel Mechanical to upgrade all of the grinder pump stations. At this time, some of the stations have been started but none of those are complete. Of the stations that have been started, none of them have had the telemetry installed and the spliced electrical wiring in the wet well has yet to be replaced in accordance with Code.

- d. Clearwater inspections. All violations have been remediated with the exception of one that has been outstanding since 2019. The last report from the property owner was that he needs more pipe. The Commission will discuss enforcement under Unfinished Business.
- e. Other maintenance and operational issues. Andy Karls has been serving the District as the inspector and Digger's Hotline locator. Andy has decided to retire. The matter will be discuss during the next meeting.

Unfinished Business:

1. Review an enforcement letter and the list of potential recipients. A proposed enforcement letter was reviewed and edited. The letter will be sent to owner of the property with the outstanding violation from 2019.

2. Discuss investment of funds. During the December meeting, Brenda Schneider erred in the amount of the Bristol Morgan check. The check was issued for \$650,000. With direction from Katherine Diederich, Schneider invested the funds with Bristol Morgan at 3.5% for 22 months.

As for the proposed investment with Hometown Bank authorized during the December meeting, due to their upcoming merger with Bank First, their offered CD rate is currently 2% for all available terms. Commission consensus was to not complete this investment at this time.

Motion by Katherine Diederich, second by Mark Haensgen to authorize the District Secretary to invest the following funds at the best rate possible: \$250,000-User Charge Funds and \$200,000-GO Note Funds; also, Katherine Diederich will reinvest the two Fox Valley Savings Bank CDs that will mature on 2/11/2023 for 29 months at 3.5%. Motion carried (3-0).

Schedule the next meeting: Tentatively scheduled for Thursday, February 16th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Brian Mand, second by Katherine Diederich, to adjourn the meeting at 6:11 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
February 16, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and John Rickert.

Call to order. President Diederich called the meeting to order at 5:34 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 1/19/2023 monthly meeting. Motion by Brian Mand, second by Mark Haensgen, to approve the minutes of the meeting conducted on January 19th, as distributed. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Mark Haensgen, to approve the bills (order #14-19), for a total of \$14,445.48; including the investment of \$200,005.00 with Marine Credit Union for a 36-month CD of \$200,000 and \$5 for the required savings account. Motion carried (3-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$14,500.00 from the Operations/User Charge Account to the regular checking account, and

Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The January pump-run time reports for all lift stations were reviewed. Nothing to report at this time.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. The test has not yet been scheduled.

- c. Grinder stations. John Rickert reported the station located at the Jeff Braun property has excessive moisture in the cabinet. He noticed the heater started on during very cold weather. John contacted Sabel Mechanical to add a thermostat to control the heater. After installation, there is still excessive moisture. Sabel recommends replacing the seal.

On September 13, 2021, the Commission accepted a quote from Sabel Mechanical to upgrade all of the grinder pump stations. At this time, some of the stations have been started but none of those are complete. Of the stations that have been started, none of them have had the telemetry installed and the spliced electrical wiring in the wet well has yet to be replaced in accordance with Code. A representative of Sabel Mechanical recently told him they were not able to get the components before winter.

- d. Clearwater inspections. All violations have been remediated with the exception of one that has been outstanding since 2019. The last report from the property owner was that he needs more pipe. The enforcement letter was sent to the property owner on February 14 via certified mail.
- e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Discuss connection inspection and Digger's Hotline locate services. Motion by Katherine Diederich, second by Brian Mand, to hire Mike Sabel for Digger's Hotline locate services at a rate of \$26 per hour. Motion carried (3-0). Inspection services will be further discussed during the next meeting.

New Business:

1. Discuss EPA's Clean Watershed Needs Survey. The Commission does not plan to respond as it is a survey.
2. Review the estimated financial impact of the City of Fond du Lac's Capital Improvement Plan. The CIP pertains to treatment plant and related projects for years 2023-2027. Total estimated expenditures are \$41,330,000. The estimated financial impact to our District is \$491,478.32.
3. Review utility voucher request. Cindy Farvour, District Account, was contacted by Julie Hopper, Salvation Army, regarding account ID 0424. The District will accept a check for payment issued to the resident and the Sanitary District to which resident would endorse the check to the District.

Schedule the next meeting: Tentatively scheduled for Thursday, March 16th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Mark Heansgen, second by Brian Mand, to adjourn the meeting at 6:15 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
March 16, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider, John Rickert and Joel Nett.

Call to order. President Diederich called the meeting to order at 5:30 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 2/16/2023 monthly meeting. Motion by Mark Haensgen, second by Katherine Diederich, to approve the minutes of the meeting conducted on February 16th, as distributed. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills (order #20-24), for a total of \$73,371.28. Motion carried (3-0).

Motion by Katherine Diederich, second by Mark Haensgen, to authorize the following:

- Transfer \$73,125.00 from the Operations/User Charge Account to the regular checking account, and Motion carried (3-0).

Discuss investments. Marine Credit Union's rates have decreased significantly. Rate quotes from National Exchange Bank & Trust were reviewed. Motion by Katherine Diederich, second by Mark Haensgen, to modify the authorization granted to the Recording Secretary by retracting the directive to invest \$200,000 in a CD at Marine Credit Union and to instead repurpose the investment of the funds at NEBAT for 36 months at 4.15%. Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

a. Meter Stations. Nothing to report at this time.

b. Lift Stations. The February pump-run time reports for all lift stations were reviewed.

Last weekend John Rickert and Mark Haensgen were out of town. The QQ lift station triggered the low level alarm. Rickert checked the station after arriving home. He discovered grease build-up in the station.

i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. The test has not yet been scheduled.

c. Grinder stations. John Rickert reported the broken conduits on the Aspen Court location and on the Limburg station were repaired.

On September 13, 2021, the Commission accepted a quote from Sabel Mechanical to upgrade all of the grinder pump stations. At this time, some of the stations have been started but none of those are complete. Of the stations that have been started, none of them have had the telemetry installed and the spliced electrical wiring in the wet well has yet to be replaced in accordance with Code. A representative of Sabel Mechanical recently told Rickert they were not able to get the components before winter; however, they plan to continue the project soon.

d. Clearwater inspections. With the recent completion of the modifications at the Zimmerman property, all violations have now been remediated.

e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Discuss connection inspection services. Motion by Katherine Diederich, second by Brian Mand, to retain John Rickert as the Connection Inspection Provider and to alert contractors of the 48-hour notice requirement. Motion carried (3-0).

New Business:

1. Review Section 6.1 of the Sewer Uses Ordinance and confirm timing of user charge for new construction. The Ordinance has been in place since 2005. It states that the user charge begins with the first full quarter following the issuance of a permit; however, the practice has been to begin the charge as of the first full quarter following connection.

Joel Nett recommends amending the Ordinance to initiate the charge upon the issuance of an Occupancy Permit by the Building Inspector. Nett informed the Commission that he always has a porta-potty onsite that costs him \$75 a month for pumping plus he is required to pay the user charge which feels like he's being double-billed. Nett believes having a porta-potty onsite may be a Code requirement. Because of the timing of the charge, Nett's perspective clients have questioned the reasoning of initiating the charge prior to occupancy. It also increases the cost of spec homes.

Katherine Diederich commended Nett for being an ethical contractor, noting not all contractors are ethical. The City monitors and bills the District based upon our flows including certain contaminants in the flows. Anything can be put into the system as soon as there is a connection.

Diederich noted further discussion will occur at the next meeting.

Schedule the next meeting: Tentatively scheduled for Wednesday, April 5th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Katherine Diederich, second by Mark Haensgen, to adjourn the meeting at 6:08 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
April 5, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider, John Rickert and Joel Nett.

Call to order. President Diederich called the meeting to order at 5:30 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 3/16/2023 monthly meeting. Motion by Mark Haensgen, second by Brian Mand, to approve the minutes of the meeting conducted on March 16th, as distributed. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills (order #25-29), for a total of \$12,573.99 including the hand-delivered 2019 4th quarter O&M bill from Taycheedah Sanitary District #1. Motion carried (3-0).

Motion by Katherine Diederich, second by Mark Haensgen, to authorize the following:

- Transfer \$12,500.00 from the Operations/User Charge Account to the regular checking account, and
- Authorize the payment of \$321.05 for Kim Blick's double-charged special assessment.

Motion carried (3-0).

Discuss investments. The CD at National Exchange Bank matured. The CD was renewed with an additional \$200,000 at 4.15% for a term of 36 months.

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:
 - a. Meter Stations. Nothing to report at this time.
 - b. Lift Stations. The March pump-run time reports for all lift stations were reviewed. Recent increases in time correlate with the spring thaw.

AT&T upgraded the Missions Communication system in April.

 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. The test has not yet been scheduled.
 - c. Grinder stations. On September 13, 2021, the Commission accepted a quote from Sabel Mechanical to upgrade all of the grinder pump stations. At this time, some of the stations have been started but none of those are complete. Of the stations that have been started, none of them have had the telemetry installed and the spliced electrical wiring in the wet well has yet to be replaced in accordance with Code. A representative of Sabel Mechanical told Rickert they were not able to get the components before winter; however, they plan to continue the project soon. Work has yet to begin.
 - d. Clearwater inspections. John Rickert reported there are five manhole covers at the bottom of the ditch along Church Road. Riser rings should be added to increase the height of the covers.

Home inspections are planned to begin in about a month.
 - e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Review Section 6.1 of the Sewer User Ordinance and confirm timing of user charge for new construction. Further research is needed. The matter was postponed to the next meeting. Joel Nett arrived. Discussion ensued.

Joel Nett believes the policy has not been fair due to the service being meant for sinks, showers, toilets, etc. He recommends amending the Ordinance to initiate the charge upon the issuance of an Occupancy Permit by the Building Inspector. Nett noted that he always has a porta-potty onsite.

Katherine Diederich feels the District may open themselves to abuse noting the Commission needs to ensure the integrity of the system and compliance with the Master Agreement.

New Business:

1. Discuss Clearwater Investment Worksheet for 2022. Commission acknowledged receiving the Worksheet. Completion of the Worksheet will be postponed to the May meeting and submittal will be by May 31st.

Schedule the next meeting: Tentatively scheduled for Wednesday, May 17th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Katherine Diederich, second by Mark Haensgen, to adjourn the meeting at 6:09 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

**TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
May 17, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL**

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider, John Rickert, Randy Rieder and Joel Nett.

Call to order. President Diederich called the meeting to order at 5:32 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 4/5/2023 monthly meeting. Motion by Brian Mand, second by Mark Haensgen, to approve the minutes of the meeting conducted on April 5th, as distributed. Motion carried (3-0).

Approval of the bills. The Sabel Mechanical invoice needs to be clarified as to location of service. Motion by Katherine Diederich, second by Mark Haensgen, to approve the bills (order #30-43), for an adjusted total of \$50,880.69 which excludes #39, Sabel Mechanical. Motion carried (3-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$50,500.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$134.56 from the Operations/Inspections Account to the regular checking account.

Motion carried (3-0).

Annual review of insurance coverage with Shaun Andrew, Rural Mutual Insurance Company. Andrew gave the following report:

- \$1,000 deductive with blanket limits,
- Annual inflation guard of 8-9%,
- Equipment breakdown coverage,
- Liability coverage of \$2 million,
- Cyber coverage included,
- Non-owned vehicle coverage during sanitary district business,
- Public Officials Errors and Omissions coverage of \$2 million, and
- Workman's Comp coverage is consistent.

Andrew requested a discount on behalf of the District due to lack of claims history. A refund of \$1,371 has been received. Also, Commission requested Andrew check on the premium difference if E&O coverage was reduced to \$500,000.

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The April pump-run time reports for all lift stations were reviewed.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Ricker, Mark Haensgen and Randy Rieder will meet next week to test the generator.

- c. Grinder stations. On September 13, 2021, the Commission accepted a quote from Sabel Mechanical to upgrade all of the grinder pump stations. At this time, some of the stations have been started but none of those are complete. Of the stations that have been started, none of them have had the telemetry installed and the spliced electrical wiring in the wet well has yet to be replaced in accordance with Code. A representative of Sabel Mechanical told Rickert they were not able to get the components before winter. An invoice recently received from Sabel Mechanical may be for a station upgrade; however, it noted Cty WH as the work location. John Rickert will contact Sabel.
- d. Clearwater inspections. John Rickert reported manhole inspections are nearing 20%. Commission advised proceeding with inspections, preferably shortly after rain events. To date, the following deficiencies have been discovered:
- Manhole #231-Badger Lane - riser has a gap and needs repair,
 - Manhole #263-Billene Drive - needs to be flushed to the dead end,
 - Manhole #268-Cty QQ - excessive clearwater, and
 - Manhole #275-Shady Lane - excessive clearwater.
- Rickert recommends television Cty QQ, Shady Lane and Church Road next spring.
- Rickert plans to begin home inspection soon. He asked that a newsletter be included in the July billing. The topic will be included on the June meeting agenda.
- e. Other maintenance and operational issues. Rickert requested the Commission consider increasing the hourly wage for maintenance and clearwater services noting Taycheedah Sanitary District #1 recently increased their hourly wage from \$26 to \$32. The matter will be discussed during on the June meeting.

Unfinished Business:

1. Review Section 6.1 of the Sewer User Ordinance and confirm timing of user charge for new construction. Joel Nett presented information regarding Taycheedah Sanitary District #1's policy of not charging the fee until final occupancy is granted by the Town's Building Inspector. Katherine Diederich noted TSD#1's policy was exactly like TSD#3's until about 10 years ago by someone in a similar profession. Diederich added that this was the best practice for both districts for many years. It holds contractors to an accountable position. The Commission noted they are entrusted by the Town Board to make decisions in the best interest of the Town and the District regarding access to the system.
- Nett noted he recently discovered that a connection he made on 9/11/19 was billed for the full quarter on 10/15/19. Commission responded that he should not have received a bill until the following quarter. Nett was advised to contact Cindy Farvour.
- After discussion with the Commission regarding the application of Section 6.1 of the District's Sewer Use Ordinance, motion by Katherine Diederich, second by Brian Mand, to maintain the Ordinance as currently established. Motion carried (2-1). Nay-Mark Haensgen.

New Business:

1. Consideration and possible authorization to grant access to checking account e-statements to the Recording Secretary. Beginning March 1st, National Exchange Bank charges a \$2 monthly fee per account for mailed paper statements. Motion by Katherine Diederich, second by Mark Haensgen, to grant Recording Secretary Brenda Schneider access to e-statement for all checking accounts. Motion carried (3-0).
2. Review the 2022 Annual Report. Katherine Diederich reviewed the Report with the Commission.
3. Discuss access to the Gyr/Osborn easement. The sewer main servicing the Decorah Land/Aspen Court area lines within an easement across the property now owned by Osborn. Osborn installed a chain-link fence along the property line. The fence prohibits access to the manholes located within the easement area. Commission authorized John Rickert, accompanied by Randy Rieder, to make personal contact with the Osborns to request the necessary access.

Schedule the next meeting: Tentatively scheduled for Wednesday, June 14th, at 4:30 pm.

Comments from the public pertaining to District business. Randy Rieder reported the Town Board has decided not to install a clay dam at the retention pond on Ledge Road.

Adjournment. Motion by Mark Haensgen, second by Brian Mand, to adjourn the meeting at 6:37 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
June 14, 2023
4:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioner Brian Mand. Excused: Commissioner Mark Haensgen. Also present: Recording Secretary Brenda Schneider.

Call to order. President Diederich called the meeting to order at 4:34 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 5/17/2023 monthly meeting. Motion by Brian Mand, second by Katherine Diederich, to approve the minutes of the meeting conducted on May 17th, with a correction to the vote on Unfinished Business, Item 1. Motion carried (2-0).

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills (order #44-59), for an adjusted total of \$12,617.67. Motion carried (2-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$11,000.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$538.25 from the Operations/Inspections Account to the regular checking account.

Motion carried (2-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:
 - a. Meter Stations. Nothing to report at this time.
 - b. Lift Stations. The May pump-run time reports for all lift stations were reviewed.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Ricker, Mark Haensgen and Randy Rieder plan to meet in the near future to test the generator.
 - c. Grinder stations. Nothing to report at this time.
 - d. Clearwater inspections. Nothing to report at this time.
 - e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Discuss Clearwater Investment Worksheet for 2022. For 2023, the Commission plans to continue televising efforts, performing home inspections on 20% of the connections annually and inspect manholes. Motion by Katherine Diederich, second by Brian Mand, to complete and submit the form as discussed. Motion carried (2-0).

New Business:

1. Discuss a newsletter to be distributed with the July billing. Diederich will compile the newsletter. Schneider will take care of printing and delivery to the District Accountant.
2. Consideration and possible adjustment of the hourly wage for maintenance, clearwater inspections, Digger's Hotline locating and mowing services. In reviewing the information provided by John Rickert, further clarification needs to be obtained regarding referenced population detail. In the absence of John Rickert at this

meeting, discussion will occur during the July meeting. Additionally, the Commission will review other roles within the District.

3. Update regarding possible adjustment to the insurance coverage. Motion by Katherine Diederich, second by Brian Mand, to maintain the current coverage for 2023 and to review prior to the 2024 renewal. Motion carried (2-0).
4. Consideration and possible approval of the 2022 Compliance Maintenance Annual Report (CMAR). Motion by Katherine Diederich, second by Brian Mand, to update the report with precipitation information and approve as discussed. Motion carried (2-0).

Schedule the next meeting: Tentatively scheduled for Wednesday, July 26th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Katherine Diederich, second by Brian Mand, to adjourn the meeting at 5:17 pm. Motion carried (2-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
August 23, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and Inspector John Rickert.

Call to order. President Diederich called the meeting to order at 5:36 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 6/14/2023 monthly meeting. Motion by Katherine Diederich, second by Mark Haensgen, to approve the minutes of the meeting conducted on June 14th. Motion carried (3-0). Note: The Commission did not meet during the month of July.

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills for July (order #60-73), for a total of \$23,104.12. Motion carried (3-0).

Motion by Katherine Diederich, second by Mark Haensgen, to approve the bills for August (order #74-82), for a total of \$3,069.90. Motion carried (3-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$26,000.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$134.56 from the Operations/Inspections Account to the regular checking account.

Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. The lift stations are running really well. Routine cleaning seems to have improved their operation.
- b. Lift Stations. The June and July pump-run time reports for all lift stations were reviewed.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Rickert, Mark Haensgen and Randy Rieder met a couple of time to test the generator. They have not been able to get it to work. In the past, the Town changed the wiring. At this point, they are unsure if the problem is wiring-related or with the generator itself. They are also unsure if the generator is capable of providing enough power to run the station. An electrician plans to take another look at it in the near future.
- c. Grinder stations. Quite a few of the stations have yet to be upgraded. Sabel Mechanical is replacing the floats with probes. The probes tend to retain grease build-up causing the pumps to run continuously.
- d. Clearwater inspections. John Rickert reported 84 homes have been completed and plan to inspect 36 more homes this year. So far the inspection team discovered nine violations that range from clean-out cap repairs, non-working sump pumps and a sump pump discharging into the sanitary sewer. Six of the violations have been resolved.
- e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Consideration and possible adjustment of the hourly wage for maintenance, clearwater inspections, Digger's Hotline locates and mowing services. Motion by Katherine Diederich, second by Brian Mand, to increase the hourly rate to \$32 for maintenance services and clearwater inspections in order to recognize the skill-set needed and to be consistent with the requirements of a skilled contractor. Motion carried (2-0). Abstention: Mark Haensgen.

New Business:

1. Review and possible approval of the Hawk's Landing sewer extension. James Roberts purchased the undeveloped portion of Hawk's Landing from Nett Construction & Development. Roberts is in the planning stage of a sewer extension to serve sixteen undeveloped lots. The Commission has concerns regarding the lack of use of Schedule 40 pipe and the installation of 4" lateral stubs. Also, a Developer's Agreement has not yet been secured. The matter was postponed until the Commission's inquiries can be resolved. Eric Otte will be asked to attend the next meeting.

Schedule the next meeting: Tentatively scheduled for Wednesday, September 20th, at 5:30 pm. The Annual OSG Meeting is scheduled for Thursday, September 21st.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Mark Haensgen, second by Brian Mand, to adjourn the meeting at 6:10 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
September 20, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich, and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and Inspector John Rickert.

Call to order. President Diederich called the meeting to order at 5:39 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 8/23/2023 monthly meeting. Motion by Mark Haensgen, second by Katherine Diederich, to approve the minutes of the meeting conducted on August 23rd. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills (order #83-90), for a total of \$1,756.41. Motion carried (3-0).

Motion by Katherine Diederich, second by Mark Haensgen, to authorize the following:

- Transfer \$1,300.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$269.13 from the Operations/Inspections Account to the regular checking account.

Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The August pump-run time reports for all lift stations were reviewed. Typically all of the lift stations are cleaned in October. Commission directed John Rickert to contact Speedy Clean.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Rickert, Mark Haensgen and Randy Rieder met a couple of time to test the generator. They have not been able to get it to work. In the past, the Town changed the wiring. At this point, they are unsure if the problem is wiring-related or with the generator itself. They are also unsure if the generator is capable of providing enough power to run the station. An electrician plans to take another look at it in the near future.
- c. Grinder stations. One upgrade is to be installed within the next week. No telemetry has been install in any of the stations to date.
- d. Clearwater inspections. John Rickert reported 110 homes have been completed and plan to inspect 10 more homes this year. So far the inspection team discovered thirteen violations that range from clean-out cap repairs, non-working sump pumps, a sump pump discharging into the sanitary sewer and two needing to install a pump or seal the pit. Eight of the violations have been resolved.

One manhole needs a riser ring.
- e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Review and possible approval of the Hawk's Landing sewer extension. District President received correspondence from the Taycheedah Town Clerk indicating Jim Roberts has directed his engineer to stop the project until further notice.

District Secretary Brenda Schneider picked-up proposed construction drawings from Eric Otte, J.E, Arthur and Associates. A cursory review of the two previously mentioned concerns regarding lateral pipe size of 6" vs. 4" and pipe thickness of Schedule 35 vs. Schedule 40 pipe were noted. The plans indicate the use of 6" laterals and Schedule 40 pipe. Also identified as a potential problem is the proposed sanitary sewer and manhole construction in the center of the road. Based on these concerns and the distributed correspondence, the Sanitary District will postpone action until further notice.

Schedule the next meeting: Tentatively scheduled for Wednesday, October 18th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Mark Haensgen, second by Brian Mand, to adjourn the meeting at 6:02 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
October 18, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and Inspector John Rickert. Excused: President Katherine Diederich.

Call to order. Commissioner Brian Mand called the meeting to order at 5:34 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 9/20/2023 monthly meeting. Motion by Mark Haensgen, second by Brian Mand, to approve the minutes of the meeting conducted on September 20th. Motion carried (2-0).

Approval of the bills. Motion by Brian Mand, second by Mark Haensgen, to approve the bills (order #91-99), for a total of \$4,385.09. Motion carried (2-0).

Motion by Brian Mand, second by Mark Haensgen, to authorize the following:

- Transfer \$4,300.00 from the Operations/User Charge Account to the regular checking account.

Motion carried (2-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The September pump-run time reports for all lift stations were reviewed. John Rickert reported that all of the lift stations will be cleaned tomorrow.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Rickert, Mark Haensgen and Randy Rieder met a couple of time to test the generator. They have not been able to get it to work. In the past, the Town changed the wiring. At this point, they are unsure if the problem is wiring-related or with the generator itself. They are also unsure if the generator is capable of providing enough power to run the station. An electrician plans to take another look at it in the near future.
- c. Grinder stations. The last upgrade has yet to be done. The expected completion date was September 27th. The telemetry has yet to be installed in any of the stations. Also, Sabel Mechanical does not plan to replace the spliced wires until the pumps needs to be replaced. Currently, the wires are connected with only wire nuts.

The back-flow preventer and shut-off valve needs to be replaced on the Twohig station. Brian Mand will follow-up with Sabel Mechanical regarding this repair.
- d. Clearwater inspections. John Rickert reported that no inspections were done since the last meeting. He plans to concentrate on follow-up inspections with owners issued remediation orders.
- e. Other maintenance and operational issues. Nothing to report at this time.

Schedule the next meeting: Tentatively scheduled for Wednesday, November 15th, at 5:30 pm.

Comments from the public pertaining to District business. None presented.

Adjournment. Motion by Brian Mand, second by Mark Haensgen, to adjourn the meeting at 5:51 pm. Motion carried (2-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
November 15, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider, Inspector John Rickert and Ron Davis. Excused: President Katherine Diederich.

Call to order. Commissioner Brian Mand called the meeting to order at 5:30 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 10/18/2023 monthly meeting. Motion by Mark Haensgen, second by Brian Mand, to approve the minutes of the meeting conducted on October 18th. Motion carried (2-0).

Approval of the bills. Motion by Brian Mand, second by Mark Haensgen, to approve the bills (order #100-109), for a total of \$22,515.78. Motion carried (2-0).

Motion by Brian Mand, second by Mark Haensgen, to authorize the following:

- Transfer \$23,000.00 from the Operations/User Charge Account to the regular checking account.

Motion carried (2-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The October pump-run time reports for all lift stations were reviewed. John Rickert reported that he will check the heaters in all of the lift stations and grinder pumps in the near future.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Rickert, Mark Haensgen and Randy Rieder met a couple of time to test the generator. They have not been able to get it to work. In the past, the Town changed the wiring. At this point, they are unsure if the problem is wiring-related or with the generator itself. They are also unsure if the generator is capable of providing enough power to run the station. An electrician plans to take another look at it in the near future.
- c. Grinder stations. The last upgrade, Aspen Court, was recently done. The telemetry has been installed in all the stations; however, the district does not yet have online administrative access. Also, Sabel Mechanical does not plan to replace the spliced wires until the pumps need to be replaced. Currently, the wires are connected with only wire nuts.
- d. Clearwater inspections. John Rickert reported that 113 homes have been inspected and the team plans to complete seven more before the end of this year. To date, thirteen violations were discovered. As of today, two of the violations remain outstanding.
- e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

- 1) Discuss the status of the Hawk's Landing sewer extension. John Rickert spoke to Eric Otte. Otte supports changing the lateral stubs from 6" to 4" and requiring Schedule 40 pipe for the stubs; however, he does not

support Schedule 40 pipe for the mains. Otte requested the Approval Letter from the District. The Commission noted the Developer's Agreement has not been finalized and released to Jim Roberts.

New Business:

- 1) Preliminary discussion regarding purchase of Town of Taycheedah capacity. Brenda Schneider explained the history of the Town purchasing the estimated capacity on behalf of the District, as well as Johnsbury Sanitary District, during the latter part of 1999. Both districts were formed during the late 1990s. At this time, the Town still owns a limited amount of capacity. The topic was postponed to the next monthly meeting.

Schedule the next meeting: A special meeting will be scheduled as soon as reasonably possible to address the Hawk's Landing sewer extension project. The December monthly meeting was tentatively scheduled for Wednesday, December 20th, at 5:30 pm.

Comments from the public pertaining to District business. Ron Davis addressed the Commission. His properties, as well as a few neighboring properties, were initially in the District. While within the District, the District levied taxes on these properties. Davis eventually led the petitioning process on behalf of these properties to be officially removed from the District. The Town Board approved their detachment petition. After removal from the District, taxes were no longer levied by the District on these properties. Davis requested reimbursement of the four years of taxes he paid. Brenda Schneider explained the history of the property tax levies and its purpose.

Adjournment. Motion by Mark Haensgen, second by Brian Mand, to adjourn the meeting at 6:05 pm. Motion carried (2-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary

TAYCHEEDAH SANITARY DISTRICT #3
MONTHLY COMMISSION MEETING
December 20, 2023
5:30 P.M.
TAYCHEEDAH TOWN HALL

Members present: President Katherine Diederich and Commissioners Brian Mand and Mark Haensgen. Also present: Recording Secretary Brenda Schneider and Inspector John Rickert.

Call to order. President Diederich called the meeting to order at 5:32 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 11/15/2023 monthly meeting and 11/22/2023 special meeting. Motion by Brian Mand, second by Katherine Diederich, to approve the minutes of the meetings conducted on November 15th and November 22nd. Motion carried (3-0).

Approval of the bills. Motion by Katherine Diederich, second by Brian Mand, to approve the bills (order #110-125), for a total of \$8,523.30. Motion carried (3-0).

Motion by Katherine Diederich, second by Brian Mand, to authorize the following:

- Transfer \$8,500.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$18,654.46 from the Operations/User Charge Account to the Reserve for Replacement Account.

Motion carried (3-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:

- a. Meter Stations. Nothing to report at this time.
- b. Lift Stations. The November pump-run time reports for all lift stations were reviewed. John Rickert reported that he checked the heaters in all of the lift stations and grinder pumps.
 - i. Discuss the purchase of generators, access to a generator and the equipment to operate it. (*Reprinted from February 24, 2022 meeting.*) Randy Rieder offered the District use of the Town's portable generator noting that sanitary district use was the purpose of the purchase. Mark Haensgen and John Rickert will work with Randy to test the generator at one of the lift stations. Proceeding with the possible purchase of a stationary generator will be based upon the result of the testing. John Rickert, Mark Haensgen and Randy Rieder met a couple of time to test the generator. They have not been able to get it to work. In the past, the Town changed the wiring. At this point, they are unsure if the problem is wiring-related or with the generator itself. They are also unsure if the generator is capable of providing enough power to run the station. An electrician plans to take another look at it in the near future.
- c. Grinder stations. The W4067 Aspen Court station's heater is not working. John Rickert determined a new thermostat is needed. He contacted Sabel Mechanical on 12/4/2023 regarding replacement of the thermostat. Sabel later called Rickert to inform him that they verified the heater is not working and a new thermostat is needed. The part is on order.

The recently installed alarm at the Treffert station, W4014 Cty. WH, is humming. Rickert contacted Sabel Mechanical. Sabel verified the alarm needs to be replaced and have one on order.

John Rickert's full report of the upgrades was as follows:

- W4067 Aspen Court – malfunctioning heater and needs telemetry system.
- N8628 Decorah Lane – needs new pump cord, shut-off valve and check valve. Telemetry has been installed.
- N8670 Decorah Lane – needs new pump cord and telemetry system.

- N8675 Decorah Lane – needs new pump cord and telemetry system.
- N7718 County Road WH – needs new pump cord and telemetry system.
- N7720 County Road WH – upgrade complete with exception of the telemetry system.
- W4014 County Road WH – upgrade complete with the exception of the replacement of the alarm.
- N7956 County Road WH – remains to be upgraded.

The telemetry has been installed in two of the eight stations; however, the district does not yet have online administrative access. Also, Sabel Mechanical does not plan to replace the spliced cords until the pumps need to be replaced. Currently, the cords are connected with wire nuts.

The Treffert station was the first station to be upgraded. In September, 2021, the Commission accepted a quote to upgrade the remaining stations. Sabel Mechanical recently informed Rickert that they were contracted to upgrade six station excluding the Treffert station. The Commission expected the quote to be for seven upgrades. The original quote was verified. John Rickert will contact Sabel Mechanical.

- d. Clearwater elimination.
 - i. Home inspections. Nothing to report at this time.
 - ii. 2024 televising plans. The Commission consensus was to request quotes to televise four miles of sanitary sewer main. The areas to be done will be determined at a later date.
- e. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

- 1) Discuss the status of the Hawk's Landing sewer extension. The Developer's Agreement, including the Commission's conditions, was released to Eric Otte. On December 12th, Eric Otte contacted John Rickert to request he sign the Owner's Approval Letter on behalf of the Commission. President Diederich was unavailable that week. Otte assured Rickert that it was acceptable for him to sign the Letter even though he is no longer a Commissioner. Commission consensus was in order to ensure compliance with the Agreement and its' exhibit, approval will be revoked if requirements are not promptly completed. President Diederich will follow-up with Otte on January 3rd.
- 2) Preliminary discussion regarding purchase of Town of Taycheedah capacity. President Diederich announced that Eric Otte is compiling the calculations regarding the purchase price of the remaining capacity currently held by the Town. The topic was be revisited in the future.

Schedule the next meeting. The next meeting will be held on Thursday, January 18th, at Tommy J's Bar, Johnsburg.

Comments from the public pertaining to District business. No comments were presented.

Adjournment. Motion by Katherine Diederich second by Brian Mand, to adjourn the meeting at 6:22 pm. Motion carried (3-0).

Attest. _____
Brenda A. Schneider, District Recording Secretary