

**TAYCHEEDAH SANITARY DISTRICT #3**  
**MONTHLY COMMISSION MEETING**  
**August 26, 2020**  
**6:00 P.M.**  
**TAYCHEEDAH TOWN HALL**

Members present: President Bill Gius and Commissioners John Rickert and Katherine Diederich. Also present: Recording Secretary Brenda Schneider.

Call to order. President Gius called the meeting to order at 6:00 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 7/15/2020 monthly meeting. Motion by Katherine Diederich, seconded by John Rickert, to approve the minutes of the July 15<sup>th</sup>, 2020, meeting as distributed. Motion carried (3-0).

Approval of the bills. Motion by Bill Gius, second by John Rickert, to approve the bills (order #74-86) for a total of \$16,605.04, and to authorize the following:

- Transfer \$15,200 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$672.81 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. Run time/flow reports. The July pump-run time reports for all lift stations were distributed. The Commission noted flows have been fairly consistent.
  - b. Lift stations and grinder pump stations. The Schuster lift station has grease build-up. In the near future, the Commission will perform site visits to each of the stations to determine if any others are in need of cleaning. Speedy Clean will then be contacted.
  - c. Clearwater inspections. It was the consensus of the Commission to continue the suspension of inspections to November due to COVID.
  - d. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Status of Agreement for the Allocation of Costs and the Transportation of Wastewater Between Taycheedah Sanitary District No. 1 and Taycheedah Sanitary District No. 3. Motion by Katherine Diederich, seconded by John Rickert, to adjourn the meeting at 6:13 p.m. Katherine Diederich called the motion. Motion carried (2-0). Bill Gius abstained.

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

**TAYCHEEDAH SANITARY DISTRICT #3**  
**MONTHLY COMMISSION MEETING**  
**September 24, 2020**  
**6:30 P.M.**  
**TAYCHEEDAH TOWN HALL**

Members present: Commissioners John Rickert and Katherine Diederich.  
Also present: Recording Secretary Brenda Schneider and Bill Gius.

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

Pledge of Allegiance. The Pledge of Allegiance was recited.

John Rickert spoke to Attorney Matt Parmentier and an attorney friend. Neither of them was aware of a problem with the District continuing with a 2-person Commission or of merging the Secretary and Treasurer positions.

Designate Acting President. Motion by Katherine Diederich to designate John Rickert as President, seconded by John Rickert. Motion carried (2-0).

Designate Acting Secretary/Treasurer. Motion by John Rickert to designate Katherine Diederich as Secretary/Treasurer, seconded by Katherine Diederich. Motion carried (2-0).

Approval of the minutes of the 8/26/2020 monthly meeting. Motion by Katherine Diederich, seconded by John Rickert, to approve the minutes of the August 26<sup>th</sup>, 2020, meeting as distributed. Motion carried (2-0).

Approval of the bills. Motion by Katherine Diederich, second by John Rickert, to approve the bills (order #87-96) for a total of \$2,677.96, and to authorize the following:

- Transfer \$134.56 from the Operations/Inspections Account to the regular checking account, and
- Transfer \$724.42 from the Debt Service Account to the Operations/User Charge Account.

Motion carried (2-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:
  - a. Run time/flow reports. The August pump-run time reports for all lift stations were distributed. The Commission noted flows have been fairly consistent.
  - b. Lift stations and grinder pump stations. John Rickert responded to a pump issue at the W4067 grinder pump station. The owner had flipped the switch several times until the pump eventually ran. Rickert noticed the pump was noisy. Rickert called Sabel Mechanical to take a look at it. Sabel couldn't find anything wrong with the pump. The owner indicated he wants the pump replaced. Rickert informed the owner that the District does not replace functioning pumps and to call him if the issue returns.
  - c. Other maintenance and operational issues. Nothing to report at this time.

New Business:

1. Review and approval of the 2019 Compliance Maintenance Annual Report (CMAR). The draft Report was reviewed and edited. Motion by John Rickert, second by Katherine Diederich, to accept the edited Report and submit it to the DNR. Motion carried (2-0).

Next meeting: Thursday, October 15th, at 5:30 pm.

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

Adjournment. Motion by John Rickert, second by Katherine Diederich, to adjourn at 5:50 pm. Motion carried (2-0).

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

**TAYCHEEDAH SANITARY DISTRICT #3**  
**MONTHLY COMMISSION MEETING**  
**October 15, 2020**  
**5:30 P.M.**  
**TAYCHEEDAH TOWN HALL**

Members present: President John Rickert and Commissioner Katherine Diederich.  
Also present: Recording Secretary Brenda Schneider, Bill Gius and Karen Schwengels.

Call to order. President Rickert called the meeting to order at 5:43 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 9/24/2020 monthly meeting. Motion by John Rickert, second by Katherine Diederich, to approve the minutes of the meeting conducted on September 24<sup>th</sup>, 2020, with a correction to the date noted on the agenda. Motion carried (2-0).

Approval of the bills. Motion by John Rickert, second by Katherine Diederich, to move Approval of the bills to the end of the agenda. Motion carried (2-0).

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:
  - a. Run time/flow reports. The September pump-run time reports for all lift stations were reviewed. The Commission noted flows have remained fairly consistent.
  - b. Lift stations and grinder pump stations. On October 14<sup>th</sup>, the Commission performed site inspections of the lift stations. They determined the Schuster Lane and Cty WH stations need to be cleaned due to grease build-up. John Rickert will contact Speedy Clean. They also discovered the lock is missing at the Evergreen station and the high-level light needs to be replaced on the Shady Lane station. It was also noted that the wastewater in the Shady Lane wet well appeared diluted. The wet well leak was recently patched. Further investigation may be needed.

John Rickert will pull the control panel at the Steve Victor property. The panel is not being used and can be a source of spare parts. Bud Sabel has one control panel at his house. Per agreement with Randy Rieder, the panels will be stored in the Town Shop mezzanine.
  - c. Other maintenance and operational issues. Nothing to report at this time.

New Business:

1. Agreement for the Allocation of Costs and Transportation of Wastewater Between Taycheedah Sanitary District No. 1 and Taycheedah Sanitary District No. 3. President Rickert recently received the latest version of the Agreement. Rickert feels it would be beneficial to hear what the other parties have to say before taking any action. The joint meeting is scheduled for October 22<sup>nd</sup>.

Approval of the bills. Motion by Katherine Diederich, second by John Rickert, to approve the bills pending receipt of the payroll calculations and the Farvour Accounting Service's invoice for September services, and to reimburse the Town of Taycheedah for marking flags and paint, (order #97-109) for a total of \$16,219.73, and to authorize the following:

- Transfer \$15,000.00 from the Operations/User Charge to the regular checking account.

Motion carried (2-0).

Next meeting: Monday, November 9th, at 5:30 pm.

Comments and questions from the public pertaining to District business. The Commission heard comments and questions regarding capacity owned and the District's growth projection.

Adjournment. Motion by Katherine Diederich, second by John Rickert, to adjourn at 5:30 pm. Motion carried (2-0).

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

**TAYCHEEDAH SANITARY DISTRICT #3**  
**MONTHLY COMMISSION MEETING**  
**November 9, 2020**  
**5:30 P.M.**  
**TAYCHEEDAH TOWN HALL**

Members present: President John Rickert and Commissioner Katherine Diederich.

Also present: Recording Secretary Brenda Schneider and Mike Nett, President, Taycheedah Sanitary District No. 1.

Call to order. President Rickert 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 10/15/2020 monthly meeting. Motion by John Rickert, second by Katherine Diederich, to approve the minutes of the meeting conducted on October 15<sup>th</sup>, 2020. Motion carried (2-0).

Approval of the bills. Motion by John Rickert, second by Katherine Diederich, to approve the bills (order #110-116) for a total of \$4,572.73, and to authorize the following:

- Transfer \$5,000.00 from the Operations/User Charge Account to the regular checking account, and
- Transfer \$10,481.15 from the Operations/User Charge Account to the Reserve for Replacement Account.

Motion carried (2-0).

The CD maturing on 11/23/2020, will be redeemed and the funds deposited in the GO Note Account.

Sewer System Maintenance:

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

- a. Run time/flow reports. The October pump-run time reports for all lift stations were reviewed. The Commission noted flows remained consistent.
- b. Lift stations and grinder pump stations. On October 14<sup>th</sup>, the Commission performed site inspections of all lift stations. They discovered the high-level light on the Shady Lane station was not functioning. They also noticed diluted wastewater in the wet well. It was later determined the malfunctioning light was not due to a bad bulb. Bud Sabel replaced the power relay. This did not solve the light problem. John Rickert attempted to pull the float-line to test the light. The float-line was caught under the pump. Sabel Mechanical was called in to lift the pump so the float-line could be untangled. It was decided to pull both pumps for inspection. A rag and plastic bag were stuck in the impellor of one of the pumps. It was also determined that the check valve was blocked by foreign material. The open check valve was likely the cause of diluted appearing wastewater. Upon further inspection, a loose screw was discovered in the control panel. The screw was tightened. The light is now working. It was also noted that the pump run times have since decreased.

John Rickert pulled the control panel at the Steve Victor property (formerly Fife). Per agreement with Randy Rieder, the panel is stored in the Town Shop mezzanine. Bud Sabel also has one control panel at his house that he will keep in his basement for the time being.

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

New Business:

1. Agreement for the Allocation of Costs and Transportation of Wastewater Between Taycheedah Sanitary District No. 1 and Taycheedah Sanitary District No. 3. President Rickert has reviewed the most recent version and finds that all changes were made. Motion by Katherine Diederich, second by John Rickert, to approve the Agreement, subject to Taycheedah Sanitary District No. 3's legal counsel's review. Motion carried (2-0).

2. Review Capacity Details. The District originally purchased 700 RUEs. A few years later it was determined that this capacity would not meet current and future infill needs within the current service area. In January, 2007, the District purchased an additional 200 RUEs from the Town of Taycheedah. This additional purchase only included capacity in the treatment plant and City interceptor. The Commission will ask Eric Otte to calculate the cost of purchasing 200 RUEs capacity in the TSD#1 and Town of Fond du Lac #2 interceptors.
3. Consideration and possible approval of a 2020 tax levy, payable in 2021. Motion by Katherine Diederich, second by John Rickert, to not levy a property tax and to not put the matter on the agenda in the future unless the calculations indicate a need. Motion carried (2-0).

Next meeting: Wednesday, December 16<sup>th</sup>, at 5:30 pm.

Comments and questions from the public pertaining to District business. Mike Nett asked that the Commission let him know if the legal counsel advises any changes to the Agreement.

Adjournment. Motion by John Rickert, second by Katherine Diederich, to adjourn at 5:49 pm. Motion carried (2-0).

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

**TAYCHEEDAH SANITARY DISTRICT #3  
MONTHLY COMMISSION MEETING**

**December 16, 2020**

**5:30 P.M.**

**TAYCHEEDAH TOWN HALL**

Members present: President John Rickert and Commissioner Katherine Diederich.  
Also present: Recording Secretary Brenda Schneider, Bill Gius and Karen Schwengels.

Call to order. President Rickert called the meeting to order at 5:35 p.m.

Pledge of Allegiance. The Pledge of Allegiance was recited.

Approval of the minutes of the 11/9/2020 monthly meeting. Motion by John Rickert, second by Katherine Diederich, to approve the minutes of the meeting conducted on November 9<sup>th</sup>, 2020. Motion carried (2-0).

Approval of the bills. Motion by John Rickert, second by Katherine Diederich, to approve the bills (order #117-129) for a total of \$4,831.34, and to authorize the following:

- Transfer \$4,800.00 from the Operations/User Charge Account to the regular checking account.

Motion carried (2-0).

Katherine Diederich noted she received a call from NEBAT regarding the maturing CD. The funds were deposited into the GO Note Money Market Account.

Sewer System Maintenance:

1. Consideration and possible action regarding general maintenance and operational issues:
  - a. Run time/flow reports. The November pump-run time reports for all lift stations were reviewed.
  - b. Lift stations and grinder pump stations. The Shady Lane lift station alarm system is malfunctioning in test mode. When the test light button is pushed it sets-off all alarms. John Rickert contacted Hal Henderson, Missions, regarding the matter. Hal indicated he needs to study the wiring diagram. Rickert is awaiting a return call from Hal.  
Speedy Clean has cleaned the Schuster and WH stations.
  - c. Other maintenance and operational issues. Nothing to report at this time.

Unfinished Business:

1. Review Capacity Details. A workshop meeting with Eric Otte will be scheduled sometime in January or February.

New Business:

1. Review of job descriptions and compensation for District personnel. The Commission reviewed historic compensation information for all positions. It was noted that pursuant to Wis. Stats., the Town Board establishes the hourly rate paid to commissioners performing maintenance work. On August 8<sup>th</sup>, 2020, the Town Board increased this rate to \$26.00 per hour.  
The current rate of \$20.00 per hour for Digger's Hotline locates was established by the Commission on November 17<sup>th</sup>, 2004. Motion by Katherine Diederich, second by John Rickert, to increase the hourly rate for locates to \$26.00 effective January 1<sup>st</sup>, 2021. Motion carried (2-0).
2. Discuss and review district investment policy. Motion by John Rickert, second by Katherine Diederich, to 1) confirm the redeeming of the Debt Service CD and transfer of funds to the GO Note Money Market Account; and, 2) move the funds in the Debt Service Money Market Account to the GO Note Money Market Account. Motion carried (2-0).

Katherine Diederich will research CD rates at local financial institutions. User Charge funds may be invested on a short-term basis.

Next meeting: Wednesday, January 21<sup>st</sup>, at 5:30 pm.

Comments from the public pertaining to District business. Bill Gius and Karen Schwengels asked several questions regarding the status of the Taycheedah Sanitary District #1 O&M Agreement.

Adjournment. Motion by John Rickert, second by Katherine Diederich, to adjourn at 6:30 pm. Motion carried (2-0).

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