

Sanitary District No. 1

Town of Lyndon Sheboygan County Wisconsin

Sanitary District # 1 – Town of Lyndon Commissioner’s Meeting February 18, 2010, Meeting Minutes

1. Call Meeting to Order at 9:37 A.M.
2. Pledge of Allegiance to the Flag – Dispensed with due to no flag in meeting room
3. Confirmation of Posting – All postings placed a minimum of 24 hours in advance at Cascade Post Office, Marshall’s, and Lyndon Town Hall. Plymouth Review notified. Posted notice on Lyndon Web site.
4. Roll Call – Triebensee, Weigel and Zimmermann present.
 - (Town Board members Kris Hughes and Steve Thome were also present.)
5. Reading & Approval of Minutes from December 10, 2009 - Triebensee moved to dispense with reading of minutes; seconded by Zimmermann. Unanimously approved.
6. Public Concerns – Kris Hughes mentioned that she had contacted Lake Ellen Association and proposed a meeting, to include the Lyndon Town Board, for the purposes of hearing a presentation regarding the Sanitary District. Kris is in the process of arranging it for the second Tuesday in May.
7. Harbor Lights Project Status
 - Only remaining payment is for SMS – Scott Schramm indicated the approximate (but not finalized) balance owing is \$4,200. Additionally, \$42.54 is owing from the project to reimburse the Operations books for a couple of bills paid through operations. (We are keeping operations and project accounting separate; thus the reimbursement)
 - Payoff Interim Financing to National Exchange Bank with State Loan Prior to March 13th – Zimmermann will meet with Scott Schramm the week of February 22nd to finalize accounting and submit request for State funds to pay off National Exchange Bank interim loan.
8. Meter Reading – Zimmermann presented a two page proposal covering the issues to consider for requesting Town of Lyndon to perform meter reading for the District. Savings to have Lyndon (Al Steiner) do the work in lieu of Cascade performing would amount to approximately \$1,300 per year. Triebensee moved that the District proceed to engage with Lyndon for this service; seconded by Wiegel. Unanimous approval.
9. District Finances
 - 2010 Budget – New for 2010 will be the collection of money to begin repayment of the 20 year state loan (estimated to be approximately \$8,400 per year) for the Harbor Lights project recently completed. Also the District will depreciate the cost of the project over 30 years and set aside money in reserves each year equal to the depreciation (estimated to be approximately \$3,500 per year).
 - 2010 Rate
 - i. Zimmermann proposed that the District rate be increased by 3% to accommodate the increase in expense due to the Harbor Lights project financing/depreciation reserves.
 - ii. Triebensee moved that we increase the rate by \$5 per quarter (~\$1.67 per month; annual percentage increase of 3.33%); seconded by Weigel. Unanimously approved.
 - iii. Resolution 2010-1: Wiegel moved to adopt the resolution drafted by Zimmermann (and to include modification of rate at \$5 per quarter); seconded by Triebensee. Unanimously approved. Resolution was signed with voting results recorded on the Resolution. New rate goes in to effect January 1, 2010, and will be reflected in the April mailing of the first quarter’s sewer bills.

Commissioners

Dave Triebensee
W6348 Lake Ellen Drive
Cascade, WI 53011

James Weigel
W6252 Silver Sands Rd
Cascade, WI 53011

Ray Zimmermann
W6322 Lake Ellen Drive
Cascade, WI 53011

- **Review Certificate of Deposit Scheduling:**
 - i. At December's meeting, reserve contributions for 2009 were identified: 1) \$2,100 for the Harbor Lights Sinking Fund, 2) \$13,500 for the General reserves.
 - ii. Zimmermann indicated that two CD's matured on February 13th. \$2,100 was transferred from the operations checking account into the Harbor Lights Sinking fund CD/Reserve and renewed for one year. The renewal of this CD for one year will provide a backup for next year's first payment of the State loan which will come due in March 2011. The second CD maturing for \$6,000 will automatically renew for one year.
 - iii. The remaining 2009 reserve contribution (\$13,500) will be retained in the checking account until later in 2010 until such time that sufficient funds are available to cover cash flow timings for meeting expenses. When the checking account balance is sufficient, the \$13,500 will be placed in a CD.
 - iv. Zimmermann provided a worksheet to illustrate "laddering" of certificates of deposit. The intent is to structure the Districts CD's (reserves) such that within a few years we will have CD's maturing every year with the renewals and subsequent annual reserve contributions being placed in 5 year CD's so as to maximize the District's CD income. The commissioners discussed the need to check interest rates elsewhere to obtain the best possible return. Sally Marver provided a rate sheet from Waldo bank which illustrated better rates than National Exchange Bank. The commissioners agreed that we should move the next maturing CD's (April) to Waldo Bank if the rates are better.
- 10. **District Ordinance -Discussion and possible action to adopt revised ordinance establishing sewer rates, rules and regulations of sewer users, licensed plumbers and others, together with penalties."** - The commissioners are to review the drafted ordinance. One area to focus on is to assure that proper references are cited in the Ordinance that point to separate supporting schedules such as rates and construction standards. The intent is to place frequently changing elements into supporting documents that are referred to by the Ordinance instead of including those frequently changing elements in the Ordinance itself. In so doing, this allows for the updating of rates and standards without having to amend the Ordinance with each change. Zimmermann will schedule a meeting within the next two months for a final review by the Commissioners. Scott Schramm will also be involved in the review. The Commissioners agreed we should use the Town of Lyndon meeting with the Lake Ellen Association in May as a forum for the public to review the new Ordinance. This will be noted in the Newsletter the District will send with the April billings.
- 11. **Commissioner Term (Triebensee) to Expire in April** – Triebensee indicated his preference to be reappointed when his term expires with the understanding that he may choose to retire earlier than the six years associated with the appointment. Wiegel and Zimmermann agreed that his continued presence for now was important. Steve Thome indicated he was available to fill out any future remaining time on Triebensee's term if and when the need arises.
- 12. **Old Business** – the following items were discussed but no specific action cited. These are items to pursue during 2010 and as such will carry forward to future meeting agendas.
 - Stokdyke pumping facility status
 - District "Island" of Service on Ellen View
 - Painting of Lift Stations in 2010
- 13. **New Business**
 - Zimmermann provided graphs reflecting year to year gallon flows from Lift Stations #1 and #6.
 - Zimmermann provided Lift Stations #5 and #6 monthly pump hour graphs for 2009 as a means to illustrate the need to further check the performance of Lift Station #5. One pump at Lift Station #5 appears to be faltering. We will wait until warmer weather to perform pump down timings to see how effectively each pump is working unless it becomes obvious that one pump has failed altogether. The pump down test will require a tanker from the Cascade Fire Department.
- 14. **Adjourn** – Moved my Triebensee and Seconded by Wiegel to adjourn. Unanimous approval. Adjourned at 10:45 A.M.

Respectfully submitted

Ray Zimmermann, Chairman
February 19, 2010