**FISH CREEK SANITARY DISTRICT NO. 1**

**BOARD OF COMMISSIONERS MEETING**

**April 14, 2025**

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| Call to Order  Approve Minutes  Public Comment  2024 Financial Audit Presentation  Bertram HUB Location  Town Administrator  Report  Engineer Report  TID Update / Upper Bluff Sanitary Sewer  Approve Quarterly  Fixed Rate for  Time Share Units  Board of Commissioners Alternate Consideration  Operators Report  Request for Billing Adjustment  Clerk Report  Correspondence  Payment of Bills  Open Discussion  Adjourn | Meeting called to order at 8:15 a.m. by Board President, Bill Weddig. Also present: Board Secretary, Tony Bryzek; Board Treasurer, Greg Stillman; Plant Operations Manager, Dave Alberts; Clerk, Jennifer Steber; Asst. Operations Manager, Patrick Johnson; Town Administrator, Travis Thyssen; Dennis Steigenberger, Cedar Corporation; Leah Lasecki, Clifton Larson Allen LLP (via Zoom)  *Motion by Stillman to approve minutes of the March 10 meeting as presented. Seconded by Bryzek. Motion passed.*  No public comment.  Leah Lasecki from Clifton Larson Allen presented the 2024 financial report. Overall, the audit went well. Additional accounting work was needed due to the sewer expansion (TID Phase 1). The financial condition of the sanitary district is relatively consistent from the prior year. *Motion by Weddig to accept the 2024 Financial Audit Report as presented. Seconded by Bryzek. Motion passed.*  No representative present for discussion.  Main Street/Cedar Court project is still in the planning stage. Three Kinsey cottages are to be moved by the end of the month. Also, a home at 9430 Spruce Street is expected to be moved.  Grease Interceptors and Odor Control. Dennis shared the State of Wisconsin Administration Code SPS 382 pertaining to grease interceptors. Grease in our system and the odors it is causing is costing the District thousands of dollars. Our ordinance is clear, grease in our system is a violation, and we need to enforce our ordinance. It is the business owner’s responsibility to make sure their grease interceptor is compliant in accordance with the Wisconsin Administrative Code SPS 382.  Dave stated while the White Gull Inn was shut down, they put the odor loggers in at Lift Station 1 wet well to test the H2S levels. During their closure, zero H2S was detected. When they reopened, H2S shot up to a dangerous level. Grease is a contributing factor of H2S. Also, during their closure, District staff smoke tested the area, and no leaks were detected outside any of the buildings. Leaks discovered inside the buildings were pointed out to the owner to address. The grease interceptor was pumped during this time, and District staff took pipe measurements. Measurements do not comply with Code SPS 382. It is believed their grease interceptor was once a holding tank prior to the public sewer. There is a good possibility other holding tanks within the District were converted to grease interceptors and may not be compliant. The District will hire and coordinate a licensed inspector to inspect the tanks, provide in writing the findings of the inspection and if the interceptor meets code in function, compacity and structure. Those that are non-compliant will be given a letter stating what is needed to comply and a deadline date to correct. If not corrected by the deadline, violators will be fined in accordance with our ordinance. Pumping and any modifications to make the interceptor compliant will be at the owner’s expense.  Dave spoke with George (Cedar Corporation) and they determined the chemical trials that were approved last year will likely not work. The immediate plan now is a trial run with liquid Potassium Permanganate because it is the best chemical to treat H2S. Dave will flush into the manhole by the White Gull Inn and collect data from the odor logger. He will also pump into the headworks liquid Permanganate or Ferrous Chloride. This will be the short-term treatment to try and mitigate the odor issue for the season until we can get the grease interceptors evaluated and into compliance for the long-term solution. Currently, there is no H2S at the treatment plant, but that will come as we get into the busy season.  The grease interceptors must get pumped monthly. Dave spoke with Septic Maintenance and told them we are going to be strict on the pumping schedule to comply with our ordinance. Discharging grease into our system is an ordinance violation, and the outcome of grease in our system is a high cost to the District and its customers due to damage and odors it causes.  *Motion by Weddig to approve Dave to hire an inspector for the grease interceptors and coordinate pumping of the interceptors with the inspection. Inspection paid by the District, pumping paid by the customer. Seconded by Stillman. Motion passed.*  Phase II - Item #1 – Project Update Including Contractor Progress. Pipe for the gravity sewers and force main was completed last Friday. Great Lakes TV Seal will inspect the new and existing lines. Dorner will return to pressure test the force main and begin restoration. As they move through the area with restoration they will set the final manhole. Once the new pumps are installed at the lift station, the District will accept the system. End of May is the timeline.  Phase II – Item #2 – Dorner, Inc. Payment Request No. 2. Pay request is for work completed through April 4. *Motion by Weddig to approve Dorner, Inc. Payment Request No. 2 in the amount of $462,084.06. Seconded by Bryzek. Motion passed.*  Other. All special assessment waivers have been signed and returned. No hearing process is needed.  Jennifer will send a courtesy letter reminding owners of their responsibility to properly abandon their tank and to notify the County Sanitarian when that has been completed. Hidden Blossom intends to use their tanks for fire suppression.  We currently have a rate for a 1 1/2” residential meter of $322.00 in our ordinance, so the Board unanimously agreed we do not need to make another inclusion in our ordinance specifically for the Little Sweden timeshares since the timeshares will fit in with the existing parameters. Also, our signed agreement with Little Sweden agreeing on the $322.00 fixed rate for the timeshare buildings is sufficient.  The Wisconsin State Statute does not address Alternates. Per the Wisconsin Towns Association, it is a local policy. An Alternate engages in conversation and discussion and only votes in absence of a board member to maintain a 3-person vote. Tony believes the requirements for an Alternate should be: attend a minimum of 6 meetings; meetings where the Alternate attends and votes in another Commissioner’s absence should get the full rate of pay for the meeting; meetings where the Alternate attends and does not vote should receive partial rate of pay (example, $50 or $100); Alternate to obtain a monthly meeting packet to stay up to date on District business; be given a 2 week notice that they will be required to use their Alternate position to attend and vote. The Alternate would begin building knowledge and could potentially be the full-time Commissioner in the event one of the Commissioners steps down. Travis stated when the Plan Commission decided to add an Alternate they contacted the Wisconsin Towns Association to make sure it was done properly and legally. The Alternate chosen needs to be a full-time Alternate, to be active in conversation and discussions, when it comes to voting, only votes if not all standing members are present. The Alternate receives the same rate of pay. The Town Board appoints our Commissioners, so they will need to approve and appoint an Alternate as well. *Motion by Weddig to proceed with the Alternate position and request the Town Board create and post for an Alternate. Seconded by Stillman. Motion passed.* Jennifer will prepare a formal letter on behalf of the District and submit to the Town of Gibraltar.  We were able to haul 6 loads of sludge to Sturgeon Bay.  Big problems with aerators. Bearings need to be replaced, and the estimated cost is $20,000. One bearing costs $8,000. Dennis stated George spoke with a representative from Evoqua and they provided the following statement: “Alignment is critical to bearing life. The couplings currently installed have a tolerance of 0.015”. Evoqua has recently introduced new couplings which have a tolerance of 0.1875”.” Dennis will send the information to Dave so he can speak with Sabel. Alignment is key, and Dave trusts that Sabel will properly align.  Both temperature sensors for the sludge mixers are failing. Replacement is recommended. Crane Engineering quoted $30,000 for one. This is a maintenance item, not adding new to the system, we should not have to go out for bids. A big expense for something that is not used all the time, so Dave will look at ways to extend the life. If one fails, we will declare an emergency and deal with it then.  Received a call from Mitch Larson on Cottage Row that the grinder station was frozen, but it ended up being a pump issue.  Notified in advance of a scheduled power outage between Brook Point and Not Licked Yet for a pole replacement. Dave installed two deep cycle 12-volt marine batteries to keep the system going for monitoring, and it worked great.  Smith request for bill adjustment was reviewed and discussed. This incident was negligence, not a mechanical malfunction. Per the Board, no adjustment will be granted because the plant processed and treated the water.  The Not Licked Yet settlement agreement has been legally recorded with the County. We have a copy of the recorded settlement for our files.  Dennis prepared an update on the Upper Bluff Sewer Extension/TID on the District’s behalf for the Town of Gibraltar annual meeting.    *Motion by Weddig to approve the payment of bills as presented. Seconded by Stillman. Motion passed.*  No discussion.  *Motion by Weddig to adjourn. Seconded by Stillman. Motion passed.*  Adjourn 11:15 a.m.  Respectfully submitted by:  Jennifer Steber, Clerk |
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