

The Commissioners of Ledgerview Sanitary District #2 held a meeting on **Tuesday, August 20, 2013** at the Municipal Building located at 3700 Dickinson Road.

1. **Open the meeting:** Steve Jauquet opened the meeting at 3:30 p.m.
2. **Roll call:** Present were Steve Jauquet, Ken Geurts and Dennis Watermolen. Also present were Scott Brosteau – engineer, Mark Pansier – systems operator, and Luann Pansier – clerk/treasurer.
3. **Approve or amend the agenda:** Motion was made by Watermolen, seconded by Geurts, to approve the agenda as is. All aye – motion carried.
4. **Act on minutes:**
Motion was made by Geurts, seconded by Jauquet, to approve the minutes of July 3, 2013. Geurts and Jauquet – aye, Watermolen abstained because he was excused for this meeting. Motion carried.

Motion was made by Watermolen, seconded by Geurts, to approve the minutes of Aug 7, 2013. Watermolen and Geurts – aye, Jauquet abstained because he was excused for this meeting. Motion carried.
5. **Public comment:** None.
6. **Requests from property owners, customers, other:** None.
7. **Mead & Hunt, Inc. – award projects, pay requests, project updates, change orders:**
 - a. Contract A-2013 – Water main adjustment contract - for CTH G bridge reconstruction:
*PTS Contractors – Change order #2: Brosteau explained that this change order is to increase the contract by \$2,500 to cover the cost incurred by the contractor to obtain the performance and payment bonds and for coordination that occurred prior to the project being canceled. Motion was made by Jauquet, seconded by Watermolen, to approve Change Order #2 to contract A-2013. All aye – motion carried.

*PTS Contractors – Pay request #2:
Motion was made by Geurts, seconded by Watermolen, to approve Pay Request #2 on contract A-2013 to PTS Contractors in the amount of \$2,500. All aye – motion carried.
 - b. Mutual Settlement and Release Agreement to cover 3460 Amber Lane lateral correction:
This is a mutual agreement between Ledgerview Sanitary District #2 and Mead & Hunt, Inc. by which Mead & Hunt agrees to cover \$3,950 to Precision Drilling & Installation to correct the lateral depth to the main sewer line at 3460 Amber Lane and the Town agrees to release them from any further claims if such should arise from this issue.
Motion was made by Jauquet, seconded by Watermolen, to approve this agreement. All aye – motion carried.
 - c. Minor Sewer Service Area Update – Parcel D-401 located on Heritage Road: The Town Board will be taking action at their meeting tonight on this issue.

8. **Systems Operations:**

- a. Discuss and take possible action to cover a portion of the expense to correct private development “flow thru” deficiencies:

M Pansier said it’s been a PSC rule since the 70’s to not allow private lines to connect to municipal mains at more than one location. The DNR brought this to his attention seven years ago but approved us to just close a valve, but now they consider these situations a deficiency and want them corrected. He said the cost is approximately \$2,300 to sever one end from the main. The board gave him direction to notify the three developments of the approximate cost and report back to the board if they contest this expense.

- b. Misc. Updates: Pansier said the commercial cross-connection inspection agreement with HydroDesign is up for renewal. Now that the original inspections have been completed, the timeline for re-inspecting each one varies depending on size and type of commercial establishment. Not all will need to be done each year. Therefore, the cost to renew this contract is down considerably. The board gave M Pansier the authority to sign the agreement when it is revised to where he feels is appropriate.

9. **Clerk/Treasurer:**

- a. Update on B-318 activity/ownership: County Treasurer hasn’t heard from Bellevue yet.

- b. Budget update / timeline / public hearing: The Commissioners scheduled the Budget Hearing to be held on Wednesday, October 30, 2013 at 6:00 p.m.

- c. Act 25 and new utility billing format using MailCom services: L Pansier explained that the new ruling bars municipalities from disclosing customer account information to anyone unless the customer has given signed authorization to do so. As it stands, there are many implications as to how we handle bond disclosure information, requests for letters of specials from and requests for final bills, but this law also disallows post card billings. She mailed the board a comparison of what it currently costs to produce and mail utility bills, to what it would cost if we had to fold and stuff billings in envelopes or have MailCom print and mail the billings. The current annual cost to do post card billing is about \$4,340. To send a file over to MailCom to print/fold/mail along with envelope and billing stock would be approximately \$5,556. All inclusive, their charge is \$.64 per bill if we want the fees listed on the back of the bills. If we keep this in house and have to buy bill stock and envelopes, print, stuff and mail, it would add up to about \$9,242. She said window envelopes are very expensive and to fold/stuff would be very time consuming. Clerks/treasurers are reeling to make the necessary changes stemming from this bill and we’ve heard some legislators are proposing revisions to, or defining of, this new bill’s requirements.

The Commissioners said to proceed in using the remainder of our post card stock for the September billing and see what happens with potential revisions to this law.

- d. ACH payment option: Pansier said she’d like to offer and promote ACH utility payment option. Anyone who signs an authorization form, would be sent a quarterly notice with all the billing information and date that the amount would be withdrawn from their bank account and transferred to the Town’s checking. This gives the customer an additional means to pay their bills without having to write and mail a check. In doing so, we’re guaranteed to receive the payments on a specific date and the bills are automatically credited to our utility system, thus saving us time by not having to do the computer data entry for these payments. To help

promote this, we've ordered water bottles, paid for via a CBCWA program, that we could give to the first 200 customers that sign up.

e. Misc. updates:

- A proposed development called "Belle Isle Meadows" was recently received in the office but not yet reviewed. It projects 48 lots just to the north of Dickinson Heights.
- NewWater (GBMSD) is projecting their rates to increase in 2014 by 12.5 to 14%.
- CBCWA is projecting their rate to increase by \$.07/1,000 gallons, up 1.7% from this year.

10. **Act on vouchers – payments since August 7, 2013:**

Motion was made by Jauquet, seconded by Watermolen, to approve the vouchers itemizing payments made since August 7, 2013. All aye – motion carried.

11. **Adjourn:**

Motion was made by Jauquet, seconded by Watermolen, to adjourn the meeting at 4:10 p.m. All aye – motion carried.

Luann M. Pansier
Clerk/Treasurer