

The Commissioners of Ledgeview Sanitary District #2 held their monthly meeting on Wednesday, **February 3, 2016** at the Ledgeview Municipal Building located at 3700 Dickinson Road.

1. **Call the meeting to order:** Steve Jauquet called the meeting to order at 6:14 p.m.
2. **Roll call:** Present were Steve Jauquet and Dennis Watermolen. Ken Geurts was excused. 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 Jauquet, to approve the agenda as is. All aye – motion carried.
4. **Act on minutes:** Watermolen pointed out that the word “come” should be “came” in the first line of the third paragraph under COMMITTEE BUSINESS 1(a) in the minutes of January 12th.
Motion was made by Watermolen, seconded by Jauquet, to approve the minutes of January 4, 2016, and January 12, 2016 with the above noted correction. All aye – motion carried.
5. **Public comment:** None.
6. **Mead & Hunt, Inc. – 2016 engineering rates:** Motion was made by Jauquet, seconded by Watermolen, to approve the proposed 2016 rates for engineering and miscellaneous support from Mead & Hunt, Inc. All aye – motion carried.
7. **Mead & Hunt, Inc. – award projects, pay requests, project updates, change orders:**
 - a. Crossing at Dollar Creek Subdivision and Dollar Rd/Dollar Ln sewer/water extension
*Pay Request #3, Contract E-2015, in the amount of \$93,388.22 to Jossart Brothers –
Motion was made by Watermolen, seconded by Jauquet, to approve Pay Request #3.
All aye – motion carried.
Brosteau said sewer and water installation is finished within the Crossing at Dollar subdivision and now being installed along Dollar Lane and Dollar Road.
 - b. Misc. Discussion Items
 - NewWater – change in DePere/Ledgeview wastewater allocation and billing method
Brosteau explained that NewWater has installed a meter at East River Drive where some of the DePere wastewater enters the system to the East River Lift Station and they’ve also started taking more samples for BOD, etc. In doing so, they’ve determined a new, more applicable method for billing Ledgeview and DePere. This could net a considerable savings for Ledgeview; possibly \$80,000 annually.
 - Keith Garot – Zelten property development – at Heritage Rd/Cottonwood Ln
Brosteau showed another draft of this potential development, but said park location still needs to be determined, as well as future access to the proposed GV extension.
8. **Public Works Organizational Review and Succession Plan:**
Discussion was held regarding the 26 recommendations from the study prepared by David Vaclavik. It was noted that many of the items can be worked on simultaneously. For instance, items 2 thru 4, dealing with time sheets and job tracking, can be worked on at the

same time as developing a manual for standard operating procedures and a public works handbook.

M Pansier gave the Commissioners an update to what is already being done. He said the expansion of the GIS program has been an ongoing process and developing a computer based work order system is also being looked into. For the past three years, all the operators have been attending training, as recommended in #10, through the Public Works Academy offered by the State and gaining allot from this program. The SCADA system has been modified per item #16, eliminating the need to do weekend site inspections and improving communications from the intake stations directly to the office.

It was evident by all, that job tracking is needed foremost to help with future budgets and projecting needs of the District and Town. Staff has already met with Jeff DuMez from the County to ask for his assistance in creating a program to track time spent on specific job duties. Staff will prioritize this list and update the Commission at future meetings.

9. Staff reports:

a. Systems Operator – M Pansier said they fixed a leak in a 1” lateral at Winding Waters Way near Ledgeview Road. It was probably leaking for some time however wasn’t discovered until it bubbled up to the surface due to the ground being so saturated from the December rains. Our water intake has dropped dramatically since fixed, however he thinks there may be at least one more leak and haven’t had any luck finding it yet. If someone sees a strange puddle or pooling of water, they should contact the Town Office.

b. Clerk/Treasurer – L Pansier said the auditors will be here next week to complete the 2015 audit. An update will be given at the next meeting.

10. Act on vouchers – Motion was made by Watermolen, seconded by Jauquet, to approve the vouchers itemizing payments made since January 4, 2016. All aye – motion carried.

11. Adjourn – Motion was made by Watermolen, seconded by Jauquet, to adjourn the meeting at 7:00 p.m. All aye – motion carried.

*Luann M. Pansier
Clerk/Treasurer*