

Minutes

Ledgeview Sanitary District #2
3700 Dickinson Rd., De Pere, WI 54115

June 2, 2021

1. The meeting was called to order at 4:30pm by President Ken Geurts.
2. **Members Present:** President Ken Geurts and Commissioners Dennis Watermolen and Luann Pansier.
Support Staff Present: Renae Peters (Clerk/ Treasurer), Greg Potts (Public Works Director), Scott Brosteau (Engineer) and Andy Tenor (Water Operator)
3. **Agenda: Watermolen made a motion to approve the agenda as posted. Pansier seconded the motion. Motion carried unanimously.**
4. **Minutes: Pansier made a motion to approve the May 5, 2021 minutes as written. Watermolen seconded the motion. Motion carried unanimously.**
5. **Public Comment:** None
6. **Public Hearing:** None
7. **Water & Sewer Connection at 3900 Bower Creek Rd.:** The Commission revisited this topic carried over from the May meeting, discussing an equipment option for the Geurts'. Hansen Plumbing would be able to supply a dechlorinator and reverse osmosis system but, unless necessary maintenance was performed, would not guarantee 100% chlorine-free water due to liability issues. **Geurts made a motion to allow Ken and Deborah Geurts to connect to sewer but not water service with the condition that water be immediately connected to if they vacate the premises and/or occupancy changes. Ken and Deborah Geurts must also sign a document stating their agreement to this arrangement and the agreement will be filed with the Register of Deeds. Pansier seconded the motion. Motion carried unanimously.**
8. **2021 Compliance Maintenance Annual Report Resolution 2021-002:** The Commission reviewed the 2021 CMAR report for 2020 actions. The District received an "A" grade. An error was found with the peak monthly flow which will be corrected prior to the report's submission to the WI-DNR. **Pansier made a motion to approve the 2021 Compliance Maintenance Annual Report Resolution 2021-002 with the correction to peak monthly flow. Watermolen seconded the motion. Motion carried unanimously.**
9. **Financial Policy updates:** The Commission reviewed updates made to four financial policies the District shares with the Town. These include the Financial Policy & Procedure Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy. The updates include language regarding processes already in place and processes recommended by the Town/ District auditor and Government Finance Officers of America best practices. The updates were reviewed by the Town/ District

auditor and financial consultant prior to a review by the Personnel & Finance Committee. The Town Board approved the policy updates at their May 18th meeting. **Geurts made a motion to approve the updates made to the Financial Policy & Procedure Manual, the Debt Management Policy, the Investment Policy and the Fund Balance Policy. Watermolen seconded the motion. Motion carried unanimously.**

10. **Mead & Hunt, Inc.:** Brosteau told the Commission that he informed Brown County Port & Resource Recovery of the planned flow capacity of the pipe they are asking to use for potential leachate disposal. He hasn't heard back from them. Stone Fence Preserve's curb and gutter has been installed with grading and paving happening next week. The Mystery Ridge project will have sidewalk installed on Dallas Lane soon with road paving after that. The Commission asked about the residents on Dallas Lane. Brosteau replied that the Rukamp's have sold lots and nearly everyone has connected to water and sewer services.
11. **Staff Reports:**
 - a. **Public Works Director/ Water Operator:** Potts updated the Commission on NEW Water's plan for updates to the East River and Old Plank lift stations, the CBCWA interconnect options with Green Bay Water, the potential removal of municipal wells and possible combining of insurance policies with the Town. Tenor reported that the meter reading software is outdated and needs to be upgraded to BEACON. The current software, ReadCenter, is not supported anymore and is starting to glitch. The reading laptop will also need replacing in anticipation of 2025 meter change-outs. Also, the SCADA system needed to be rebooted after it malfunctioned last week.
 - b. **Clerk/ Treasurer:** Peters reminded Pansier she was serving the balance of previous member Jauquet's term and the term expires in June 2021. Peters asked Pansier if she would like to continue serving as a Commissioner and Pansier replied that she would. The Town Board will reappoint Pansier at their June 7, 2021 meeting. Peters updated the Commission about the open Clerk's position, the sale of the old tower site on Silverstone Trl. and possibly moving or canceling the July meeting. The Commission expressed interest in moving the meeting to July 14th but ultimately decided the meeting date was to be determined. The Commission also asked for an update on the property next to I-43 Shell that was annexed to Bellevue and commented on the municipal tour of MPU scheduled in June.
12. **Vouchers: Pansier made a motion to approve payments made since May 5, 2021. Watermolen seconded the motion. Motion carried unanimously.**
13. **Adjourn: Geurts made a motion to adjourn at 5:18pm. Watermolen seconded the motion. Motion carried unanimously.**

Minutes prepared and signed on June 3, 2021 by:

Rena Peters, Clerk/ Treasurer