



APPROVED

Draft Meeting Minutes

Date: Thursday, January 23, 2023

Time: 4:30 p.m.

Location: 2800 Ward Ave, La Crosse, WI 54601

OFFICIALS PRESENT: Commissioners Kurt Knutson, and Robert Lynn, Town Administrator Christina Peterson, Treasurer Sara Jarr, Public Works Foreman Terry Wright, Water Operator Dan Odeen

OFFICIALS EXCUSED: Commissioner Tim Ehler

ATTENDANCE LIST: None

1. Call to Order at 4:32 p.m. by Chairperson Kurt Knutson.
2. **Minutes from 12/22/2022**
Motion by Knutson to approve meeting minutes from 12/22/2022, second by Lynn. Motion carried unanimously.
3. **Review and Approve Bills Payable**
Motion by Knutson to approve paid invoices in the amount of \$3,808.84 and \$32,940.62 in open invoices, second by Lynn. Motion carried unanimously.
4. **Citizens' Concerns**
Suzanne Suchy, N2179 Valley Road. Suchy called to discuss her quarter four billing statement. The usage shown went up significantly (8,712 to 110,782 gal) from the previous quarter. Odeen visited her home to assist in looking for a cause and to rule out a lateral leak. She requested that the Sanitary District Board consider an adjustment to her quarter four water charges.
5. **Old Business**
 - a. **Request for Proposals for Engineering Services - Iron Reduction in Arbor Hills Water System**
 - i. Peterson reviewed the proposals submitted by CBS Squared and SEH. Peterson noted that she questioned each firm's expertise in filtration. Each firm confirmed having experience in successfully managing filtration. Phase I cost proposals were reviewed, Phase II cost will be negotiated after Phase I is completed. Motion by Lynn to approve CBS Squared for Phase I, second by Knutson. Motion carried.
 - b. **Written Policy for Water Discount for Unknown Leak**
 - i. Prompted by the citizen concern, the PSC was contacted to inquire if the Sanitary District can discount for unknown leaks. The email communication received from the PSC explained that the Sanitary District must have a written policy in place *before* offering a reduced rate for wasted water, the policy must also be non-discriminatory.

Specifically, PSC 185.35 states:

Subject to the utility's written rules setting forth the method of determining a reduced rate, if a leak unknown to the customer is found in an appliance or the plumbing, the utility is encouraged to estimate the water wasted and bill for it at a reduced rate not less the utility's cost. No such adjustment shall be made for water supplied after the customer is notified and has had an opportunity to correct the condition.

The Sanitary District does not currently have a written policy in place. Peterson suggested that a decision be made for the immediate citizen concern. The Sanitary District Commissioners made the decision to not adjust water charges for service at N2179 Valley Rd due to the District not having a written policy. It was noted that the customer has until October 15th to pay the balance before an additional penalty would be applied the final past due balance placed on the property tax roll.

Lynn and Knutson requested that enacting a discount policy be tabled. A draft of a policy will be reviewed at the next meeting when all Commissioners are present.



6. **New Business**

- a. Odeen requested approval for he and Eric Kvamme, sewer operator, to attend the 2023 WRWA Annual Conference in La Crosse in April. The conference also aids in obtaining CE credits for keeping their licenses current. Knutson granted approval to attend, no motion needed.

7. **Reports**

a. **Administrator**

i. **Generator Purchase**

The generator purchase is now on hold while new specs are developed. Total Energy Solutions withdrew their bid. Wright is now working with Kish Electric to spec out a generator, the spec will be sent out for bid again to all suppliers.

ii. **Boundary Agreement**

The City would like a written request from the Sanitary District/Town outlining information needed. Peterson is working with Town attorney to formalize.

iii. **Sewer Customer List**

Each year, the City requires a list of any new sewer connections made into the City of La Crosse's wastewater system (Ordinance Section 46-82). Jarr and Christina are working to provide the city with the most accurate number of sewer connections.

iv. **Residents of Sewer Increase**

Peterson provided a copy of the notification being sent to sewer customers informing them of the rate increase put in place January 1st, 2023.

v. **Boma Road**

Engineering has begun for drainage for the Boma Road project. Peterson would like to move forward with a Town neighborhood meeting to review stormwater management and installation of the new road. This would be a final opportunity to discuss to potential of connecting water service along Boma Road. Knutson welcomed the opportunity for the Sanitary District to be part of the meeting. He stressed that the District will only pursue adding water service if the majority of residents along Boma Road agree to having the service and necessary assessments.

b. **Public Works**

i. **GIS mapping**

Public Works continues to gather data for Bernie Lenz, CBS Squared, for the Sewer Study. The information is also being entered into the new GIS system. Work will continue this spring in locating approximately forty remaining water shut offs.

ii. **Updating Records**

The water department's blue binder with meter information and change outs is now organized by development and street. Each meter data sheet also now has more relevant documentation. All Town and Sanitary District drawings and blueprints are also being organized.

Employee Resignation

Tanner Clements submitted his resignation effective 2/3/2023. A search for a new water operator apprentice will begin.

8. **Adjournment**

Motion by Knutson to adjourn 6:29 p.m., second by Ehler. Motion carried unanimously.
Next Meeting – Thursday, February 23, 2023, at 4:30 p.m.

Respectfully submitted,
Sara Jarr, Town of Shelby