



# Sanitary District #2

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## Sanitary District No. 2 Meeting Minutes – **APPROVED**

**Date & Time:** Thursday, August 8, 2024, at 4:30 p.m.

**Location:** 2800 Ward Ave, La Crosse, WI 54601

**Present:** President Kurt Knutson, Commissioners Robert Lynn and Tim Ehler, Administrator Christina Peterson, Public Works Foreman Terry Wright, Water Operator Dan Odeen.

**Excused:** None.

**Attendance List:** None

Meeting called to order by Knutson at 4:30 p.m.

### **Minutes from July 11, 2024**

Motion by Knutson to approve minutes from July 11, 2024, second by Lynn. Motion carried unanimously.

### **Review and Approve Bills Payable**

Motion by Knutson to approve open invoices in the amount of \$11,149.43 and closed in the amount of \$3,185.61, second by Lynn. Motion carried unanimously.

**Public Comment** – None.

### **Old Business**

Public Works Documents – Create list of maps, job tasks, maintenance schedules, procedures, etc. Peterson handed out an example list related to Fire Hydrants, Pump Houses and Lift Stations. Discussion about the format to improve record keeping. It was suggested to keep a list of procedures for each physical asset. A list of reports and general administration procedures can be completed after the physical assets are finished. Odeen explained that each wellhouse already has an emergency response plan. Wright explained that he will keep a folder for information on each water main break and each sewer break. Odeen showed an example of his documentation for water pressures. Knutson noted that procedure for flushing should avoid leaving the key wrench in valve shafts in case of a vehicle hitting the key wrench.

### **New Business**

None

### **Reports**

1. Administrator
  - a. Gave update that new IT company and new devices.

## 2. Public Works

- a. Pressure Relief Valve. Odeen reported he checked on pricing and an additional valve would be about \$3000.
- b. Skyline Reservoir will be cleaned on August 14.
- c. Wright reported on the recent water break in Wedgewood Valley. He said the pipe was worn through from suspected electrolysis. He contacted Excel Energy to inquire. Wright reported that Excel had an issue today with a primary fault and wondered if the two could be connected.
- d. Wright pulled the sewer meter from Boma Road sewer due to the busy road construction activity. The meter will be placed in Arbor Hills just prior to the lift station. Knutson asked about a permanent power set up for the sewer meter at Fairchild.
- e. Wright is working on the plans for the 2024 sewer lining project.

### **Adjournment**

Motion by Knutson to adjourn at 5:34 p.m., second by Lynn. Motion carried unanimously.

Next meeting Thursday, September 12<sup>th</sup> at 4:30 p.m.

Respectfully submitted, Christina Peterson, Administrator.