

Bohner's Lake Sanitary District No. 1
32288 Bushnell Road, P.O. Box 280 • Burlington, WI 53105

MINUTES OF MARCH 26, 2020
SANITARY DISTRICT COMMISSION MEETING

The March 2020 meeting of the Bohner's Lake Sanitary District Commission was held on Thursday, March 26, 2020 at 5:00 PM virtually via WebEx at 1-408-792-6300 Meeting Number 926 627 374#. Present at the virtual meeting were Commissioners Harvey Kandler, Jess Wiskes and Denise Rintz; District Admin/Accountant Ruth DeLay; Attorney Rich Scholze; Mark Kolczaski of Baxter & Woodman; Dave Pfanzelter of the BLMC and Ann Rintz of Cyan Design & Communications.

1. **Approval of Meeting Minutes from February 27, 2020 Meeting:** Kandler/Wiskes motioned to approve the minutes of the February 27, 2020 meeting. Motion passed unanimously.
2. **BLMC:** Ann Rintz of Cyan Design & Communications joined our call to ask for content for this year's Bohner's Lake Beat Newsletter. Ann prepares and publishes the newsletter for the district as well as manages the district website. Ann asked for additional input from all attendees to provide a robust newsletter that residents can appreciate. It was mentioned to include something on the use (or non-use) of "flushable" wipes and the effect it has on the sanitary system. The general public are using these wipes to stop the spread of the coronavirus. Wipes should NOT be flushed into the sanitary system under any circumstances as they damage the impellers in the system and clog the pipes.
3. **Mitigation Field:** Harvey attended a conference with Mark and Collin from Baxter & Woodman, along with Craig Helker and Theresa from the DNR. The call was to discuss the current dredging permit which is expiring at the end of this year and potentially extending the permit. This may be an option versus reapplying for a new permit.
4. **8081 Lakeshore Drive Property:** Nothing new to report.
5. **Lift Stations/Sanitary System Updates:** We are trying to get the message out to residents to refrain from flushing any type of wipes – this will be addressed in the newsletter. Lift station 2 had an issue with the battery. Harvey is working with Joe from Waneseck to correct the issue. The flow report we received from the city was the lowest we've had in the past year.
6. **Baxter & Woodman Project Updates:** Mark reviewed their activity for the last month. Mark received four bids for the 2020 Sewer Cleaning. The low bidder was Green Bay Pipe at \$10,408.28. Motion was made and carried unanimously to accept the bid as written. We also need to begin work on separating out the lateral for two properties on Valley Street.
7. **Long-term Planning for Coronavirus Issues:** We will continue to host our monthly meetings virtually for the months of April and May. It was brought up that we should suspend late fees for as long as the governor has the Emergency Order #12 – Safer at Home Order in place. We will post this information on the website and in the newsletter. Rich will prepare a resolution to that affect and circulate to all. Since we have very little close personal contact with the public, there is very little for us to do to prevent the spread of the coronavirus.
8. **District Personnel:** The election next month has only "write-in" for the open commissioner seat for the sanitary district. If we do not get any write-in candidates, we will have to go to the town board for appointment. The sanitary board can suggest to the town board as to whom would be a good candidate and would work well with our board. Regarding the current billing process, Carrie Oldenburg is working with Helen on streamlining the entire invoicing process. It was also mentioned that the board would like to keep Denise Rintz as the recording secretary

after she steps down from her current term as commissioner as she has many years of experience in this capacity.

9. **Invoices for Approval:** Motion was made and carried unanimously to approve the invoices as listed below:

SANITARY DISTRICT

Baxter & Woodman

| | | |
|--|-------------|------------------------------|
| General Engineering | \$680.00 | February |
| General Engineering | \$1,178.75 | March |
| 2020 Sanitary Sewer Cleaning | \$1,387.50 | February |
| 2020 Sanitary Sewer Cleaning | \$645.00 | March |
| 2020 Manhole Rehabilitation | \$463.75 | February |
| 2020 Manhole Rehabilitation | \$1,587.50 | March |
| Wanasek, Scholze, Ludwig, Ekes & Gorn SC | \$1,680.00 | |
| City of Burlington | \$17,266.56 | (\$18,778.98 last month) |
| Salaries | \$6,980.50 | |
| US Treasury | \$1,156.50 | |
| We Energies | \$809.59 | |
| Wanasek Corp. | \$892.32 | |
| Diggers Hotline | \$5.97 | |
| USIC | \$111.12 | |
| Verizon | \$120.03 | Air Card/SCADA System/MiFi |
| Verizon | \$8.22 | Modem/Text |
| US Cellular | \$84.44 | |
| TDS | \$85.07 | |
| Minuteman Press | \$157.05 | |
| Helen Schaefer | \$495.00 | Postage |
| Southern Lakes Newspapers | \$81.76 | Ad |
| Cyan Design | \$300.00 | |
| Paychex – Tax Forms | \$ | (\$204.75 Pending Refund) |
| Joan Varick | \$363.00* | *NOTE: These are all refunds |
| Clifford Johnson | \$121.00* | |
| Bryant Doll | \$121.00* | |
| Anne Sommers | \$242.00* | |
| Ginger Saaski | \$121.00* | |
| Michelle Bogard | \$242.00* | |
| John Dal Porto | \$121.00* | |
| SUBTOTAL – GENERAL INVOICES | \$37,507.63 | |

8081 LAKESHORE DRIVE PROPERTY

| | | |
|------------------------------------|----------|----------|
| TDS | \$43.73 | Phone |
| TDS | \$45.00 | Internet |
| We Energies | \$130.22 | |
| SUBTOTAL – 8081 LAKESHORE PROPERTY | \$218.95 | |

BLMC

| | | |
|--------------------------------|--------------------|------------|
| Wisconsin Lake & Pond Resource | \$604.00 | DNR Permit |
| TOTAL INVOICES PAID | \$38,330.58 | |

10. **Meeting Adjourned:** Meeting adjourned at 6:00 PM