

SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting Agenda
February 8, 2024 at 6:15 p.m.

At Summit Village Hall, 37100 Delafield Road, Summit, WI

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. PUBLIC COMMENT
4. MINUTES: January 11, 2024 regular meeting
5. Discussion and action on January 2024 payables and Financial Report
6. Discussion on January 2024 engineering report
7. Discussion and action on Lift Station Check Valve Maintenance proposal from ASI
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: March 14, 2024

Posted: February 2, 2024

**** Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Utility Commission noticed above.



Village Hall, 262-567-2757
Fax, 262-567-4115
Highway Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.summitvillage.org

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

MINUTES
SUMMIT UTILITY DISTRICT #2 COMMISSION Meeting
January 11, 2024

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 Commission meeting at 6:15 p.m. on Thursday, January 11, 2024 at Summit Village Hall, 37100 Delafield Road, Summit, WI.

ROLL CALL AND CONFIRM POSTING

Administrator Michael took roll call and confirmed that the meeting was noticed to the local media as required and requested and posted on the Village posting board and website. Commissioners present were: Kraig Arenz, Sr., Jim Petronovich, and Justin Phillips. Also, present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael. Commissioner Jeff Lee was absent.

PUBLIC COMMENT - None

MINUTES: December 14, 2023 regular meeting

MOTION: (Petronovich, Arenz) *to approve the December 14, 2023 minutes.* Carried.

Discussion and action on December 2023 payables and Financial Report

MOTION: (Petronovich, Arenz) *to approve the financial report and payables in the amount of \$24,965.80 as presented.* Carried.

Discussion on December 2023 engineering report

Director Nash reviewed the report (on file).

ADJOURN UTILITY COMMISSION MEETING

MOTION: (Arenz, Petronovich) *to adjourn at 6:17 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: February 8, 2024

2024
JANUARY AP

FINANCE REPORT
Account Balances
Prepared for February 8, 2024

SUMMIT UTILITY DISTRICT #2

Account Balances as 01/31/2024

Town Bank Checking -	\$ 2,251,520.26
January AP	\$ (37,245.41)
Interest paid	\$ 85.39
Total Available Funds after Payables	\$ 2,214,274.85
Interest Rate = Going Market Rate	
Interest YTD:	\$ 85.39

LOAN INFORMATION:

GO Fund - Payoff: 5/2027

Payments: 04/30/23 (Principal & Interest)	\$ 763,867.50
November (Interest only)	\$ 31,617.50
2023 Principal & Interest payment	\$ 795,485.00
12/31/2023 YE Principal Balance	\$3,045,000.00

SILVER LAKE UTILITY DISTRICT

Account Balances as 01/31/2024

Town Bank Checking -	\$ 196,758.05
January AP	\$ (8,688.12)
Interest Paid:	\$ 8.16
Total Available Funds after Payables	\$ 188,069.93
Interest Rate = .04%	
Interest YTD:	\$ 8.16

LOAN INFORMATION:

Village of Summit - Paid off 12/2017

Respectfully Submitted, Sarah LaValliere Deputy
Clerk/Deputy Treasurer

2024
JANUARY AP
6 Month Tracking
UD2

Month	UD2	NOTE:
January-24	\$37,245.41	
December-23	\$24,965.80	
November-23	\$44,593.63	
October-23	\$47,136.87	
October-23	\$31,617.50	Interest Payment 31,617.50
September-23	\$32,598.93	
August-23	\$75,131.15	
Total	\$261,671.79	Does Not Include Interest Payment
Average	\$43,611.97	

SUMMIT UTILITY DISTRICT #2

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Payments

Current Period: January 2024

Payments Batch 2024JAN AP UD2		\$37,245.41	
Refer	358 AREA SEPTIC INSTALLATION INC.	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	December Service Lift Stations	\$2,240.38
Invoice	3835 12/31/2023		
Transaction Date	2/8/2024	Checkin	Total \$2,240.38
Refer	359 DEL HART	-	
Cash Payment	E 600-57410-220 TREATMENT EXPENS	December Treatment/Connection	\$11,434.49
Invoice	01252024 1/25/2024		
Transaction Date	2/8/2024	Checkin	Total \$11,434.49
Refer	360 DIGGERS HOTLINE	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 Prepay Period 1	\$266.35
Invoice	01122024 1/12/2024		
Transaction Date	2/8/2024	Checking	Total \$266.35
Refer	361 EXCEL UNDERGROUND, LLC	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 Locate	\$168.00
Invoice	11060 1/1/2024		
Transaction Date	2/8/2024	Checking	Total \$168.00
Refer	362 SEH	-	
Cash Payment	E 600-57410-190 PRO. SER./ENGINEERI	December Engineering	\$3,914.18
Invoice	460252 1/11/2024		
Transaction Date	2/8/2024	Checking	Total \$3,914.18
Refer	363 STARNET TECHNOLOGIES	-	
Cash Payment	E 600-57410-240 UTILITIES	2024 Q1 Quarterly Monitoring	\$360.00
Invoice	0092492 1/16/2024		
Transaction Date	2/8/2024	Checking	Total \$360.00
Refer	364 WE ENERGIES	Ck# 005937E 12/28/2023	
Cash Payment	E 600-57410-240 UTILITIES	December Utilitiies	\$1,628.57
Invoice	122823 12/28/2023		
Transaction Date	12/28/2023	Checking	Total \$1,628.57
Refer	365 VILLAGE OF SUMMIT	-	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	January Admin	\$5,083.34
Invoice	01012024 1/1/2024		
Transaction Date	2/8/2024	Checking	Total \$5,083.34
Refer	366 XYLEM WATER SOLUTION U.S.A.	-	
Cash Payment	E 600-57410-231 MAINTENANCE OF LIF		\$12,150.10
Invoice	3556D07259 1/12/2024		
Transaction Date	2/8/2024	Checking	Total \$12,150.10

SUMMIT UTILITY DISTRICT #2

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Payments

Current Period: January 2024

Fund Summary

	Checking
600 SUMMIT UTILITY#2	<u>\$37,245.41</u>
	\$37,245.41

Pre-Written Checks	\$1,628.57
Checks to be Generated by the Computer	<u>\$35,616.84</u>
Total	\$37,245.41

FINANCE REPORT
Account Balances
Prepared for February 8, 2024

SUMMIT UTILITY DISTRICT #2

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LOAN INFORMATION:

Village of Summit - Paid off 12/2017

Respectfully Submitted, Sarah LaValliere Deputy
Clerk/Deputy Treasurer

SILVER LAKE UTILITY

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Payments

Current Period: January 2024

Payments Batch 2024 JAN AP SLUD		\$8,688.12	
Refer	5 CITY OF OCONOMOWOC	Ck# 000250E 2/2/2024	
Cash Payment	E 800-51000-520 CITY SEWAGE SERVI	December Sewer	\$6,636.32
Invoice	02339	1/9/2024	
Transaction Date	2/8/2024	TOWN Bank CKG	Total \$6,636.32
Refer	6 WE ENERGIES	Ck# 000252E 1/17/2024	
Cash Payment	E 800-51000-240 UTILITIES	December Forest Dr	\$19.01
Invoice	122623FD	12/26/2023	
Transaction Date	1/17/2024	TOWN Bank CKG	Total \$19.01
Refer	7 WE ENERGIES	Ck# 000253E 1/17/2024	
Cash Payment	E 800-51000-240 UTILITIES	2023 Dec Atkins Knoll	\$20.29
Invoice	122623AK	12/26/2023	
Transaction Date	1/17/2024	TOWN Bank CKG	Total \$20.29
Refer	8 VILLAGE OF SUMMIT	Ck# 000254E 2/8/2024	
Cash Payment	E 800-51000-200 CONTRACTUAL SERVI	2024 JAN ADMIN	\$2,012.50
Invoice	010124	1/1/2024	
Transaction Date	2/8/2024	TOWN Bank CKG	Total \$2,012.50

Fund Summary

	00 TOWN Bank CKG	
800 SILVER LAKE UTILITY		\$8,688.12
		<u>\$8,688.12</u>

Pre-Written Checks	\$8,688.12
Checks to be Generated by the Computer	\$0.00
Total	\$8,688.12



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: February 1, 2024
RE: Monthly Engineering Report
SEH No. 158569 14.00

The following information describes the status of the sewer system operations and maintenance.

1. Discussion and Action Items *(To be addressed in later agenda item.)*
 - A. Additional Lift Station Check Valve Maintenance: ASI provided a quote for more in-depth maintenance of lift station check valves. Purpose of this maintenance work is to try and reduce lift station check valves from getting stuck open allowing flow back into the wet well. A few events have occurred over the last couple years. ASI figured on two days of work (2-hrs labor for 2-workers for each lift station and confined space entry for each day). Total costs would be \$3,965. We are looking for more direction from the Board for ASI to complete this work. This is an additional non-budgeted cost that could be allocated to Accounts 230 or 231.
2. Lift Station Reporting and System Maintenance
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
 - B. On 1/11/24, Pump 3 at LS #5 was reinstalled following Flygt repairs.
 - C. Starnet had a few communication issues during the month of January.
3. Service Agreements Updates
 - A. ASI – Renewed for 2024
 - B. Starnet – Waiting on Starnet (typically late spring).
 - C. Evoqua Bioxide Rate Change – Typically receive new information in June.
4. Lift Station Building Assessments
 - A. We will begin preparing a request for quote to send to contractors for specialized building work to be completed.

RWM

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351

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MEMORANDUM

To: Summit Utility District No. 2 Commission

From: Kamron Nash, P.E., Village Public Works Director

Date: February 1, 2024

Re: Discussion and Action on Additional Lift Station Check Valve Maintenance

BACKGROUND:

Over the last two years, lift station check valve swingarms have been consistently experiencing more and more “sticking,” resulting in wastewater flowing back into the wet wells. This backflow causes pumps to run longer and cycle more often. ASI has been able to lubricate the swing arms from above ground, but there have been a few instances where they need to enter the valve vault to disassemble and do more thorough maintenance. ASI has asked if this activity could be added to the annual preventative maintenance duties. This is not specifically called-out on their service agreement duties and is performed on an as needed basis.

ASI has provided a cost estimate for this work, which includes approximately 2 days of work (2 hours labor for two workers at each lift station, including confined space entry for each day). The total costs would be approximately \$4,000. Although this cost was not budgeted for in the 2024 approved budget, the District engineer has indicated that there is some cushion built into the Lift Station Maintenance and Sewer Maintenance accounts that could absorb this cost if no unexpected repairs are needed in excess of the funding available for emergency repairs.

RECOMMENDATION:

SEH and Village staff recommend that the SUD2 Commission authorize the District Engineer to direct ASI to perform the additional check valve maintenance work described. At this time, a budget amendment is not needed or recommended.

ATTACHMENTS: ASI Quote (email correspondence dated January 31, 2024)

FISCAL IMPACT: \$3,965 estimated total cost

RECOMMENDED MOTION: **Motion to authorize the District Engineer to direct ASI to perform the additional lift station check valve maintenance work, as proposed.**

From:
Sent: Wednesday, January 31, 2024 1:24 PM
To: Robert Malzahn
Cc: Steve Yoss
Subject: Re: SUD2.General Discussion for Monthly Report

Follow Up Flag: Follow up
Flag Status: Flagged

Rob,

I haven't heard anything from Josh about those in a bit. Last time I asked he was trying to get a quote. I've asked him again and will update you with what he has.

Quote for check valves

Labor: 2 technicians, 2 hours per technician per station

LS5, 2.5 hours and 2 technicians (LS5 will take longer with 3 check valves)

Confined space equipment fee: \$370 per day

Total: \$3,965.

This quote is based on work done to the valves for LS1 in 2023. Quote also includes 2 days of confined space equipment rental.

Austin Huss
Area Septic Installation Inc.

From: Robert Malzahn
Sent: Tuesday, January 30, 2024 1:35 PM
To: Austin Huss
Cc: Steve Yoss
Subject: FW: SUD2.General Discussion for Monthly Report

Hey Austin:

On Thursday afternoon, I need to submit the Engineer's Report for the month. Can you look at putting together that quote for check valve maintenance. Also, has Josh from Flygt said anything more on the LS hatch struts?