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

AGENDA
SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting
Thursday, June 13, 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: May 9, 2024 regular meeting
5. Discussion and action on May 2024 payables and Financial Report
6. Discussion on May 2024 engineering report
7. Discussion and action on Resolution #2024-01 approving the Compliance Maintenance Annual Report (CMAR) for 2023
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: July 11, 2024

Posted: June 7, 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.



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MINUTES
SUMMIT UTILITY DISTRICT #2
District Commission Regular Meeting
May 9, 2024

CALL TO ORDER

Chairperson Riley called to order the Summit Utility District #2 meeting at 6:15 p.m. on Thursday, May 9, 2024 at the 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., Jeff Lee, Jim Petronovich and Justin Phillips. Also present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael.

PUBLIC COMMENT - None

MINUTES: April 4, 2024 regular meeting

MOTION: (Petronovich, Lee) *to approve the April 4, 2024 minutes as presented.* Carried.

Discussion and action on April 2024 payables and Financial Report

MOTION: (Petronovich, Phillips) *to approve the financial report and payables in the amount of \$789,386.40.* Carried.

Discussion on April 2024 engineering report

The monthly report was reviewed.

Discussion and action on 34369 Elm Street sanitary sewer relocation bid results and project award

Director Nash explained that this work was approved in the 2024 budget of \$25,000 and was bid out as part of the overall road paving program.

MOTION: (Lee, Arenz) *to approve the proposed costs for the 34369 Elm Street sanitary sewer relocation project and authorize SEH to enter into an agreement with Wolf Paving, Inc. as part of the 2024 Road Paving Program contract at a cost not to exceed \$18,375 utilizing Summit Utility District #2 operating budget funds.* Carried.

Discussion and action on Lift Station building improvements bid results & project award

Director Nash stated SEH put out an RFP for this work, it doesn't include some minor items that the DPW staff will take care of. She reviewed the two options.

MOTION: (Arenz, Petronovich) *to award the 2024 Lift Station Improvements project to Precise Construction LLC for the base and alternate bids at a cost not to exceed \$11,955 to be paid by Summit Utility District #2 operating budget funds.* Carried.

ADJOURN UTILITY COMMISSION MEETING

MOTION: (Lee, Phillips) *to adjourn at 6:23 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: June 13, 2024

2024
Utility District
Financial Report

UD2	Amount \$\$
Town Bank Balance 05/31/2024	\$ 1,761,196.53
Bank 59 Balance 06/03/2024	\$ 25,060.09
AP May 2024	\$ (54,302.44)
AP May 2024	\$ (16,753.40)
Transfer from TB to 59	\$ 40,000.00
Interest Paid TB	\$ 94.58
Accrued Interest 59	\$ 18.55
Available Funds	\$ 1,715,200.78
Interest Paid YTD TB	\$ 463.13
Interest YTD 59	\$ 71.96
Total Interest	\$ 535.09
<u>LOAN INFORMATION:</u>	
GO Fund - Payoff: 5/2027	
Payments: 04/30/24 (Principal & Interest)	\$ 771,617.50
November (Interest only)	\$ 24,217.50
2024 Principal & Interest payment	\$ 795,835.00
12/31/2024 YE Principal Balance	\$ 2,305,000.00
Silver Lake Utility District	Amount \$\$
Town Bank Balance 05/31/2024	\$ 170,751.79
Bank 59 Balance 06/03/2024	\$ 27,520.55
AP May 2024	\$ (13,775.37)
AP May 2024	\$ -
Transfer from TB to 59	\$ 10,000.00
Interest Paid TB	\$ 7.40
Accrued Interest 59	\$ 20.47
Available Funds	\$ 184,496.97
Interest Paid YTD TB	\$ 31.71
Interest Pait YTD 59	\$ 49.58
Total Interest YTD	\$ 81.29

2024
Utility District
Financial Report
6 Month Tracking

Month	UD2	NOTE:
May-24	\$71,055.84	
April Loan Pmt	\$740,000.00	Not included in totalsfor visibility only
April Interest	\$31,617.50	Not included in totalsfor visibility only
April-24	\$17,768.90	
March-24	\$24,360.94	
February-24	\$30,711.27	
January-24	\$37,245.41	
December-23	\$24,965.80	
Total	\$206,108.16	Does Not Include Interest or loan Payment
Average	\$34,351.36	

SUMMIT UTILITY DISTRICT #2

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Payments

Current Period: May 2024

Payments Batch 2024MAYAP1		\$54,292.44	
Refer	395 AREA SEPTIC INSTALLATION INC.	Ck# 005952E 6/14/2024	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 May Service	\$4,079.44
Invoice	3939	5/24/2021	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$4,079.44
Refer	396 DEL HART	Ck# 005953E 6/14/2024	
Cash Payment	E 600-57410-220 TREATMENT EXPENS	2024 May Sewer/Connect	\$12,226.51
Invoice	052324	5/23/2024	
Cash Payment	E 600-57410-221 CAPITAL CONNECT C	0672006 1616 Yardley	\$5,335.00
Invoice	052324	5/23/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$17,561.51
Refer	397 EVOQUA	Ck# 005954E 6/14/2024	
Cash Payment	E 600-57410-232 CHEMICAL TREATMEN	2024 April Bioxide	\$15,409.31
Invoice	906437203	4/26/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$15,409.31
Refer	398 EXCEL UNDERGROUND, LLC	Ck# 005955E 6/14/2024	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 April Locate	\$422.00
Invoice	11349	4/30/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$422.00
Refer	399 MUNICIPAL LAW & LITIGATION	Ck# 005956E 6/14/2024	
Cash Payment	E 600-57410-210 LEGAL FEES	2024 May Legal Katz	\$119.00
Invoice	12204	5/21/2024	
Cash Payment	G 600-13000 ACCOUNTS RECEIVABLE	2024 May Legal - Davis CSM	\$229.40
Invoice	12204	5/21/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$348.40
Refer	400 SEH	Ck# 005957E 6/14/2024	
Cash Payment	E 600-57410-190 PRO. SER./ENGINEERI	2024 April Engineering	\$3,793.65
Invoice	466817	4/27/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$3,793.65
Refer	401 VILLAGE OF SUMMIT	Ck# 005958E 6/14/2024	
Cash Payment	E 600-57410-200 CONTRACTUAL SERVI	2024 May Admin	\$5,083.34
Invoice	050124	5/1/2024	
Transaction Date	6/5/2024	Checking 9181 59 11200	Total \$5,083.34
Refer	402 WE ENERGIES	Ck# 005951E 5/21/2024	
Cash Payment	E 600-57410-240 UTILITIES	2024 April Charge	\$1,544.79
Invoice	042924	5/21/2024	
Transaction Date	5/21/2024	Checking 9181 59 11200	Total \$1,544.79
Refer	403 REILLY, PENNER & BENTON, LLP	Ck# 000001E 6/14/2024	
Cash Payment	E 600-57410-211 ACCOUNTING/AUDITIN	2023 AUDIT UD2	\$6,050.00
Invoice	79860	5/31/2024	
Transaction Date	6/6/2024	Checking 9181 59 11200	Total \$6,050.00

SUMMIT UTILITY DISTRICT #2

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Payments

Current Period: May 2024

Fund Summary

	11200 Checking 9181 59	
600 SUMMIT UTILITY#2	<u>\$54,292.44</u>	
	\$54,292.44	

Pre-Written Checks	\$54,292.44
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$54,292.44

SILVER LAKE UTILITY

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Page 1

Payments

Current Period: May 2024

Payments Batch 2024MAPAPSLUD		\$13,775.37	
Refer	25 OCONOMOWOC UTILITIES	Ck# 000001E 6/14/2024	
Cash Payment	E 800-51000-520 CITY SEWAGE SERVI	2024 April Treatment	\$7,527.96
Invoice	02538	5/3/2024	
Transaction Date	6/5/2024	CHECKING SL 9147 11950	Total \$7,527.96
Refer	26 VILLAGE OF SUMMIT	Ck# 000002E 6/14/2024	
Cash Payment	E 800-51000-200 CONTRACTUAL SERVI	2024 MAY ADMIN	\$2,012.50
Invoice	050124	5/1/2024	
Transaction Date	6/5/2024	CHECKING SL 9147 11950	Total \$2,012.50
Refer	27 WE ENERGIES	Ck# 000003E 5/23/2024	
Cash Payment	E 800-51000-240 UTILITIES	2024 April Atkins Knoll	\$17.53
Invoice	042524AK	4/25/2024	
Transaction Date	6/5/2024	CHECKING SL 9147 11950	Total \$17.53
Refer	28 WE ENERGIES	Ck# 000004E 5/17/2024	
Cash Payment	E 800-51000-240 UTILITIES	2024 April Forest Dr	\$17.38
Invoice	042524	4/25/2024	
Transaction Date	6/5/2024	CHECKING SL 9147 11950	Total \$17.38
Refer	29 REILLY, PENNER & BENTON, LLP	Ck# 000005E 6/14/2024	
Cash Payment	E 800-51000-211 ACCOUNTING/AUDITIN	2023 AUDIT SLUD	\$4,200.00
Invoice	79861	5/31/2024	
Transaction Date	6/6/2024	CHECKING SL 9147 11950	Total \$4,200.00

Fund Summary

	11950 CHECKING SL 9147 59	
800 SILVER LAKE UTILITY		\$13,775.37
		\$13,775.37

Pre-Written Checks	\$13,775.37
Checks to be Generated by the Computer	\$0.00
Total	\$13,775.37



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MEMORANDUM

TO: Summit Utility District No. 2
FROM: Robbie Malzahn, PE
DATE: June 7, 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: *(Note: Action to be taken at later agenda item in this meeting).*
 - A. **Resolution for 2023 WDNR Compliance & Maintenance Annual Report (CMAR)**
SEH prepared the annual CMAR for submittal to WDNR, please see attached. The final report is due June 30, 2023. A resolution accepting the report needs to be approved prior to submittal. **SEH recommends to the District Board to accept the report by approving the Resolution.**
2. **Lift Station Reporting and System Maintenance**
 - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
3. **Lift Station No. 3 Check Valve Maintenance Follow-up**
 - A. On 5/21/24, ASI investigated the check valve and stuck shutoff valve for Pump No. 2 at Lift Station No. 3. Leverenz Septic was on-site as well to aid in removing sewage that drained back into the valve pit. It was identified that the check valve does not move very freely. Also, the shutoff valve does turn but does not close all the way. ASI is looking into pricing for replacing.
4. **Lift Station Building Improvements**
 - A. Precise Construction plans on starting work on June 17th and anticipates being done in less than 2 weeks.
5. **2024 Sewer and Televising & Wet Well Cleaning Program**
 - A. SEH prepared a request for quote (RFQ) to send to contractors for work to be completed. Village staff provided review comments and SEH looks to send out to contractors.
6. **Remote Water Reading for Commercial Properties**
 - A. SEH provided Rogers Behavior Health with additional information to their questions. We will wait for additional direction from RBH on moving forward.
7. **Service Agreements Updates**
 - A. ASI – Renewed for 2024
 - B. Starnet – Waiting on Starnet (typically received in late spring).
 - C. Evoqua Bioxide Rate Change – Typically receive new information in June.

RWM

Engineers | Architects | Planners | Scientists

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

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#5

June 6, 2024

RE: Summit Utility District No. 2
2024 Sewer and Televising & Wet Well
Cleaning RFQ
SEH No. 158569 14.00

To Whom It May Concern:

The Summit Utility District No. 2 (SUD#2) requests price quotes from qualified contractors for approximately 6,200 lineal feet of sewer cleaning and televising work and cleaning of six individual wet wells.

SUD2 reserves the right to adjust the amount of cleaning and televising based on budgeted amounts for these items. Sewer cleaning and televising work shall include a written report and televised videos including findings and solutions to any issues. Both the written report and televised videos shall be submitted to Short Elliott Hendrickson, Inc. (SEH) via flash drive. Site locations and details of the program work are designated on the enclosed map and spreadsheet.

The contractor will be responsible for any associated costs to perform for any necessary traffic control, providing their own source of water, and disposal of material removed from the sewers. SUD2 will provide assistance with the wet well cleanings by having a person available to manually run pumps. The Contractor will be responsible for coordinating the work 3 working days in advance with SEH. Prior to starting any work, the Contractor must provide a Certificate of Insurance.

Quotes are due into Robbie Malzahn, SEH, by **3:00 pm on Tuesday, July 2, 2024**. Please submit the "PRICE QUOTATION" sheet by email to rmalzahn@sehinc.com.

If you have any questions regarding this work please feel free to contact Robert Malzahn by phone or email, 920-627-2050 or rmalzahn@sehinc.com, respectively.

Sincerely,

Robert Malzahn, PE
Project Engineer

C: Debra Michael, Village of Summit
Kamron Nash, Village of Summit

Enclosure: Price Quotation Sheet
Overall System Map
Sanitary Sewer Breakdown & Wet Well Depths

Engineers | Architects | Planners | Scientists

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PRICE QUOTATION

The following is the breakdown for the quote requested:

Item No.	Item Description	Unit Qty	Unit	Unit Price	Total Price
1	Clean and Televis 18-inch Sewer	51	LF	\$ _____	\$ _____
2	Clean and Televis 12-inch Sewer	1,309	LF	\$ _____	\$ _____
3	Clean and Televis 10-inch Sewer	960	LF	\$ _____	\$ _____
4	Clean and Televis 8-inch Sewer	3,863	LF	\$ _____	\$ _____
5	Cleaning Wet Well @ Pump Station No. 1	1	LS	\$ _____	\$ _____
6	Cleaning Wet Well @ Pump Station No. 2	1	LS	\$ _____	\$ _____
7	Cleaning Wet Well @ Pump Station No. 3	1	LS	\$ _____	\$ _____
8	Cleaning Wet Well @ Pump Station No. 4	1	LS	\$ _____	\$ _____
9	Cleaning Wet Well @ Pump Station No. 5	1	LS	\$ _____	\$ _____
10	Cleaning Wet Well @ Pump Station No. 6	1	LS	\$ _____	\$ _____
Total Contract Price:				\$ _____	

Company Name:

Company Address (1):

Company Adress (2):

Company Phone:

Company Email:

Printed Name of Preparing Person:

Signature of Person Preparing this Quote:

Indicate Approximate Start Date:

2024 SEWER AND TELEVISIONING & WET WELL CLEANING PROGRAM

**VILLAGE OF SUMMIT
SANITARY DISTRICT NO. 2
SYSTEM MAP
WAUKESHA COUNTY, WISCONSIN**

2024 SEWER CLEANING & TELEVISION LOCATIONS

[illegible]

2024 SEWER CLEANING AND TELEVISIONING

Summit Utility District No. 2

SEH #158569

6/6/2024

Sanitary Sewer Section Breakdown:

Street	Diameter	MH	to MH	Length
Waterville Rd	18"	62	LS 5	50.2 Ft
Total:				50.2 Ft
Waterville Rd	12"	70	Station	61.5 Ft
Waterville Rd	12"	66	65	239.6 Ft
Waterville Rd	12"	65	64	308.9 Ft
Waterville Rd	12"	64	63	399.7 Ft
Waterville Rd	12"	63	62	299.0 Ft
Total:				1,308.7 Ft
Waterville Rd	10"	78	74	334.6 Ft
Waterville Rd	10"	74	71	335.1 Ft
Waterville Rd	10"	71	70	290.1 Ft
Total:				959.8 Ft
Davies St	8"	69	68	144.4 Ft
Davies St	8"	68	67	337.1 Ft
Davies St	8"	67	64	208.3 Ft
Jenkins Dr	8"	77	76	179.4 Ft
Jenkins Dr	8"	76	75	240.4 Ft
Jenkins Dr	8"	75	74	250.5 Ft
Newbridge Ln	8"	105	104	142.0 Ft
Newbridge Ln	8"	104	100	155.0 Ft
Newbridge Ln	8"	101	100	140.5 Ft
Newbridge Ln	8"	102	100	389.3 Ft
Newbridge Ln	8"	104	102	220.4 Ft
Newbridge Ln	8"	100	99	340.0 Ft
River View Rd	8"	98	97	355.5 Ft
River View Rd	8"	97	96	60.1 Ft
River View Rd	8"	96	LS 5	61.8 Ft
Waterville Rd	8"	73	72	405.0 Ft
Waterville Rd	8"	72	71	232.6 Ft
Total:				3,862.3 Ft
Grand Total:				6,181.0 Ft

Sewage Pumping Station Information:

Station No.	Location	Size	Depth
1	3695 North Hickory Lane	6' Dia	34.2'
2	3505 North Sawyer Road	8' Dia	24.2'
3	34995 Breezeland Dr	6' Dia	29.4'
4	1515 North Waterville Road	8' Dia	14.5'
5	2000 North Waterville Road	12' X 12'	23.8'
6	34835 Delafield Road	8' Dia	33.2'



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MEMORANDUM

To: Summit Utility District #2 Commission

From: Debbie Michael, Village Administrator-Clerk/Treasurer

Date: June 7, 2024

Re: 2023 CMAR Resolution

BACKGROUND: SEH completes the Compliance Maintenance Annual Report (CMAR) on behalf of SUD#2 along with information provided from staff. A resolution must be adopted to show that the report has been accepted.

ATTACHMENTS: Resolution #2024-01, CMAR Report

FISCAL IMPACT: Cost from SEH to prepare and file on our behalf

MOTION: To accept the Compliance Maintenance Annual Report for 2023 as prepared and presented by SEH and approve Resolution #2024-01.

RESOLUTION NO. 2024-01

RESOLUTION OF THE VILLAGE OF SUMMIT UTILITY DISTRICT #2

BE IT RESOLVED by the Village of Summit Utility District #2 as follows:

1. That the Compliance Maintenance Annual Report (CMAR) for the 2023 year, required by the Wisconsin Department of Natural Resources (WDNR) and compiled and prepared by Short Elliot Hendrickson (S.E.H.) on behalf of the Village of Summit Utility District No. 2 is hereby approved. A representative from S.E.H. is hereby authorized and directed to submit this CMAR to the WDNR on behalf of the District.
2. This Resolution shall take effect immediately on passage and posting and/or publication as required by law.

Members Voting:

Chairperson Riley	aye _____	nay _____	absent _____
Trustee Arenz	aye _____	nay _____	absent _____
Trustee Lee	aye _____	nay _____	absent _____
Trustee Petronovich	aye _____	nay _____	absent _____
Trustee Phillips	aye _____	nay _____	absent _____

Passed and adopted on June 13, 2024

Jack Riley, Chairperson

ATTEST:

Debra J Michael
Village Administrator-Clerk/Treasurer