



Village Hall, 262-567-2757  
Fax, 262-567-4115  
Highway Dept., 262-567-2422  
Police Dept., 262-567-1134  
Building Inspector, 262-490-4141  
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Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

**AGENDA**  
**SUMMIT UTILITY DISTRICT #2**  
**District Commission Regular Meeting**  
**Thursday, December 12, 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: November 14, 2024 regular meeting
5. Discussion and action on November 2024 payables and Financial Report
6. Discussion on November 2024 engineering report
7. Discussion and action on Maintenance & Technical Service Agreement Sanitary Sewer & Pumping System between Summit Utility District #2 & Area Septic Installation, Inc.
8. ADJOURN UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: January 9, 2025**

**Posted: December 6, 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**  
**November 14, 2024**

CALL TO ORDER

Chairperson Jack Riley called to order the Summit Utility District #2 meeting at 6:15 p.m. on Thursday, November 14, 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: Jeff Lee, Jim Petronovich, Kraig Arenz, Sr., and Justin Phillips. Also present were: Chairperson Jack Riley, Public Works Director Kamron Nash and Administrator-Clerk/Treasurer Debbie Michael.

PUBLIC COMMENT - None

MINUTES: October 10, 2024 regular meeting

**MOTION:** (Petronovich, Phillips) *to approve the minutes from the October 10, 2024 regular meeting.* Riley – abstained. Carried.

Discussion and action on October 2024 payables and Financial Report

**MOTION:** (Petronovich, Arenz) *to approve the financial report and the October payables in the amount of \$80,185.12.* Carried.

Discussion on October 2024 engineering report

Director Nash stated the manhole inspections have been completed and looks like there are approximately four manholes that will need to be lined in the future. She also added that we are working with Roger's on a meter reading issue.

Discussion and action to rescind the October 7, 2024 Summit Utility District #2 2025 Budget Approval

Administrator Michael explained that we were recently notified by Del-Hart that they are looking to increase the treatment expense from \$19.50 to \$20.50 per month. It was noted that they gave us short notice earlier this year of a \$3 increase effective July 1, 2024.

**MOTION:** (Arenz, Phillips) *to rescind the October 7, 2024 Utility District #2 2025 Budget approval.* Carried.

Discussion and action on Summit Utility District #2 2025 budget

Administrator Michael explained that the net effect is zero because the revenues and expenses will both be increased. \$5,512.00 was added for the 2025 connection charge which is shown as a revenue and an expense. Del-Hart Sewage Service will be increased by \$1 in both the revenue and expense. Del-Hart's meeting is November 19 for consideration of these costs.

**MOTION:** (Arenz, Lee) *to approve the 2025 Utility District #2 2025 budget as presented on November 14 with expenses of \$1,927,594.00 and revenues of \$1,238,928.80.*

Commissioner Arenz requested that Chairperson Riley reach out to Del-Hart and since we are a near owner, we get charged the same as them, to help them understand that a neighboring municipality doesn't have the ability to change fees mid-cycle and ask them to do things on an annual basis or at least give them a heads up. This \$19.50 to \$20.50 is a perfect example of that. We would like them to understand how that applies to us.

Carried.

ADJOURN UTILITY COMMISSION MEETING

**MOTION:** (Arenz, Phillips) *to adjourn at 6:25 p.m.* Carried.

Respectfully Submitted,

Debra J Michael, WCMC  
Village Administrator-Clerk/Treasurer

**Next Regular Meeting: December 12, 2024**

2024  
Utility District  
Financial Report

<b>UD2</b>	<b>Amount \$\$</b>
Town Bank Balance 11/29/2024	\$ -
Bank 59 Balance 11/29/2024	\$ 1,901,147.07
AP November 2024	\$ (39,713.61)
Interest Paid/Accrued 59	\$ 8,094.96
<b>Available Funds</b>	\$ 1,861,433.46
Interest Paid YTD TB Total	\$ 663.50
Interest Paid YTD 59	\$ 36,148.75
<b>Total Interest</b>	\$ 36,812.25
<b><u>LOAN INFORMATION:</u></b>	
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
<b>Silver Lake Utility District</b>	
<b>Silver Lake Utility District</b>	<b>Amount \$\$</b>
Town Bank Balance 11/29/2024	\$ -
Bank 59 Balance 11/29/2024	\$ 192,577.13
AP November 2024	\$ (9,857.50)
Interest Paid 59	\$ 755.97
<b>Available Funds</b>	\$ 182,719.63
Interest Paid YTD TB Total	\$ 58.46
Interest Paid YTD 59	\$ 3,772.80
<b>Total Interest YTD</b>	\$ 3,831.26

2024  
 Utility District  
 Financial Report

6 Month Tracking

MONTH	UD2	NOTE:
November-24	\$38,232.30	
Oct-24	\$ 55,967.62	\$24,217.50 - Interest Payment 10/31/2024
September-24	\$69,668.30	
August-24	\$52,048.89	
July-24	\$57,501.22	
June-24	\$20,992.48	
Total	\$294,410.81	Does Not Include Interest or loan Payment
Average	\$49,068.47	

12/04/2024 3:35 PM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Payee

ACCT

BANK 59 SUD#2

Dated From: 11/18/2024

From Account:

Thru: 12/13/2024

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	12/13/2024	AREA SEPTIC INSTALLATION INC	
		REPAY INV 3953 NEVER Received issued 2x	Manual Check Nbr: 121324-2UD2
620-00-53659-000-000		CONTRACTUAL SERVICES	3,605.00
		Payment #3 on this invoice 3953	
			Total 3,605.00
<hr/>			
	12/13/2024	DELAFIELD-HARTLAND WATER POLLUTION CONTROL	
		November Usage	Manual Check Nbr: 121324-1UD2
620-00-53632-000-000		TREATMENT EXPENSE	14,469.01
		November Treatment 111524	
			Total 14,469.01
<hr/>			
	12/13/2024	EXCEL UNDERGROUND LLC	
		October Locates	Manual Check Nbr: 121324-3UD2
620-00-53659-000-000		CONTRACTUAL SERVICES	542.50
		Total Invoice 12298	
620-00-53659-000-000		CONTRACTUAL SERVICES	-38.00
		Delafield Tickets reduced to \$1.00 12298	
			Total 504.50
<hr/>			
	12/13/2024	MUNICIPAL LAW & LITIGATION GROUP SC	
		Legal	Manual Check Nbr: 121324-4UD2
620-00-53658-000-000		LEGAL FEES	371.20
		13463	
			Total 371.20
<hr/>			
	12/13/2024	SHORT ELLIOTT HENDRICKSON INC	
		Engineering	Manual Check Nbr: 121324-5 2
620-00-53631-000-000		PRO. SER./ENGINEERING	8,145.00
		476268	
			Total 8,145.00
<hr/>			
	12/13/2024	SHORT ELLIOTT HENDRICKSON INC	
		Engineering	Manual Check Nbr: 121324-6UD2
620-00-53631-000-000		PRO. SER./ENGINEERING	6,054.25
		478048	
			Total 6,054.25
<hr/>			
	12/13/2024	VILLAGE OF SUMMIT	
		November Admin	Manual Check Nbr: 121342-6

12/04/2024 3:35 PM

In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
BANK 59 SUD#2

Page: 2  
ACCT

Dated From: 11/18/2024 From Account:  
Thru: 12/13/2024 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
620-00-53659-000-000		CONTRACTUAL SERVICES	5,083.34
		11012024	
		Total	5,083.34
<hr/>			
	11/18/2024	WE ENERGIES	
620-00-53656-000-000		UTILITIES	1,481.31
		111924	
		Total	1,481.31
		Grand Total	39,713.61



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## MEMORANDUM

TO: Summit Utility District No. 2  
FROM: Robbie Malzahn, PE  
DATE: December 6, 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: **\*Action to be taken on separate agenda item.**
  - A. **ASI 2025 Service Agreement** (addressed in separate agenda item): **SEH recommends to the District Board to accept the annual service agreement, as shown.** Please note that the hourly rate has increased to \$132/hour, as compared to \$129/hour in 2024. This is slightly more than a two percent increase. Please see the service agreement which is separately attached from this Monthly Report. These costs have been accounted for in the 2025 budget.
2. **Lift Station Reporting and System Maintenance**
  - A. Area Septic Installation (ASI) continues to perform weekly and monthly District maintenance duties.
  - B. In November while ASI was performing annual maintenance to air release manholes, they identified that the air release valve at MH 25 on Nashotah Road was not installed. We will review need and pricing for replacement.
  - C. ASI has been working with DelHart WPCC regarding recent high sulfide levels (3 ppm) the past few weeks. SEH asked that ASI verify all the pumps are working correctly and verify that the dosing rates are comparable to past months to narrow down a suspect lift station. ASI swapped out a few components at LS 5 which seems to be helping. ASI will be purchasing some parts for routine maintenance of Bioxide pumps yet this year. These expenses were anticipated and were accounted for in the 2024 budget.
3. **Alternate Options to Bioxide Chemical Treatment**
  - A. The Village asked for SEH to research if there were any alternative cost-effective options to Bioxide chemical treatment on the sewer system. Following discussions with a couple different suppliers, initial findings show that Bioxide liquid chemical appears to be the cheapest option. We are looking into more information regarding a mixing aerator mechanical component which would eliminate the need for chemical treatment. After learning more about the mechanical option, we follow-up with a memo of findings.
4. **MH Condition Inspections**
  - A. SEH completed the inspections of all the system manholes (including air release manholes), verifying the structure conditions for hydrogen sulfide (H<sub>2</sub>S) deterioration. We provided conditions maps and reports detailing are findings. In summary, there were a few manholes that showed signs of severe interior deterioration and some manholes where the covers couldn't be removed. Following next year's sewer cleaning and televising, it can be determined to move forward with any lining repairs to the manholes.

Engineers | Architects | Planners | Scientists

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

262.646.6855 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

5. Water Monitoring Updates at Rogers Memorial Behavioral – Cedar Ridge Facility
  - A. SEH plans to perform 4<sup>th</sup> Quarter Commercial Meter readings the 3<sup>rd</sup> week of December. While on-site we will verify the meters at the Cedar Ridge Facility.
  - B. Following quarterly readings, we will work review and determine the applicability of the correction factor.
6. Valley Road (CTH B) Utilities
  - A. Waukesha Co. has not provided any updates on the utility structure adjustments.
7. Service Agreements Updates
  - A. ASI – See above info and separate agenda item.
  - B. Starnet – The plan is to use the remaining 2 full-service days and then pay for service on an as needed basis.
  - C. Evoqua Bioxide Rate – Current through April 2025.

RWM



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**MEMORANDUM**

To: Summit Utility District No. 2 Commission

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

Date: December 6, 2024

Re: Discussion and Action on 2025 Sanitary Sewer & Pumping System Maintenance and Technical Service Agreement – Summit Utility District No. 2

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**BACKGROUND:**

Area Septic Installation, Inc. (ASI) provided Summit Utility District No. 2 (SUD2) with an updated service agreement for 2025. The Village Public Works Director and the SUD2 Engineer reviewed the contract with ASI. The scope of services was reviewed and has not changed.

The following is a summary of changes to the 2025 contract from 2024:

- The standard hourly rates for additional and/or emergency services increased slightly from 2023:
  - The standard rate per hour will be \$132/hour (increase from \$129/hour).
  - Emergency service rates outside of normal working hours are calculated at 1.5 times the normal rate (\$198/hour) with the exception of Sundays and holidays.
  - Emergency service rates on Sundays and holidays are calculated at 2 times the normal rate (\$264/hour).
- The minimum monthly charge was increased to \$1,400 (increase from \$1,366).
- Confined space entry safety equipment change was increased to \$379.00/day (increase from \$370.00/day).
- A provision was included in the agreement to include markup and parts and materials. ASI procures much of these items, and it makes sense to provide a markup for the contractor rather than to justify an hourly billing rate or having Village staff or the District Engineer spend time procuring the products.

Staff also have been working with ASI on a potential multi-year agreement. This will be revisited at the end of 2025, as ASI will be required to provide the annual costs and language for an escalator clause.

ATTACHMENTS: 2025 ASI Maintenance and Technical Service Agreement – Sanitary Sewer and Pumping System (Summit Utility District No. 2)

FISCAL IMPACT:

The increase in rates was anticipated and budgeted for in the 2025 district budget.

**RECOMMENDED MOTION:**

**Motion to approve the 2025 Maintenance and Technical Service Agreement between Area Septic Installation, Inc. and the Village of Summit Utility District No. 2.**

**MAINTENANCE AND TECHNICAL SERVICE AGREEMENT  
SANITARY SEWER and PUMPING SYSTEM  
VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**

The **Village of Summit Utility District No. 2** (known as "**District**") agrees to purchase and **Area Septic Installation, Inc.** (known as "**Contractor**") agrees to furnish, within the District's sanitary sewer system and at each pumping station site indicated below, and in accordance with the terms and conditions contained in this agreement, a program of maintenance and technical service consisting of: 1) scheduled operation, maintenance, and preventative maintenance of the pumping stations' equipment listed below; scheduled operation, maintenance, and preventative maintenance of the District's sanitary sewer collection and pumping system; and 3) requested additional and emergency service.

**Site of Pumping: Stations Installation:**

Pump Station 1 on Hickory Lane  
Pump Station 2 on Sawyer Road at Pabst Road  
Pump Station 3 on Sawyer Road at Breezeland Drive  
Pump Station 4 on Waterville Road South  
Pump Station 5 on Waterville Road at Delafield Road  
Pump Station 6 on Delafield Road at Second Lane

**Equipment included in maintenance program at each site:**

Sewerage pumps  
Generator  
Telemetry and Controls

**1. Pumping Stations Operation and Maintenance Service. Other Scheduled Service:**

Contractor shall provide such scheduled operation and maintenance service as set forth in the operations and maintenance service schedule attached hereto, incorporated herein, and made a part hereof by reference as Exhibit A.

- A. The minimum monthly charge, including labor and travel time, shall be **\$1,400** from January 1, 2025 through December 31, 2025.
- B. Each scheduled service call shall include equipment inspection, cleaning, calibration, and, verification of proper operation. Each service call shall also include the completion of a service call report and record keeping.
- C. In addition to performing scheduled operations and maintenance service requirements, contractor will provide semi-annual service, Spring and Fall, on all air relief valves, which service will include sight inspection, pumping of water from manhole, cleaning and repair of air valve mechanism.
- D. Coordinate warranty work on pumping station equipment.
- E. Exercise the isolation valves on the low-pressure pumping system every two years.
- F. **Parts and materials consumed in required for the performance of all work will be invoiced to the District at 20% for items between \$0 - \$200, and 10% for items \$200 - \$5,000, and 5% for above \$5,000. All materials shall be purchased using the municipal tax exemption, to the fullest extent. Any and all time required to research, purchase, and coordinate delivery of parts and materials shall be included in the marked-up pricing. The District shall not be responsible for product quality, quantity, and warranty issues that arise due to the work.**
- G. Supervise and work with the scheduled and contracted services of additional contractor(s) and subcontractors for the flushing, cleaning, and televising of the District's sanitary sewer collection system and force mains, and for other system repairs. Provide a written report of this work.
- H. Furnish the equipment and supplies required to flush and clean the Sugar Island force main pipe on an annual basis. Provide a written report of this work.
- I. Identify and report system deficiencies and required improvements. Assist the District Engineer in preparing cost estimates or budgets for system repairs and improvements.

The Village of Summit Utility District No. 2 shall receive service in addition to the services referenced in paragraph no. 1 of this agreement, including emergency and other specially requested service, by the principal representative of Area Septic Installation, Inc. at the labor rate listed in paragraph no. 2, plus mileage. Charges for labor shall include travel time to and from the site from the office of Area Septic Installation, Inc. and shall be computed to the nearest half hour. ~~Village of Summit Utility District No. 2 shall pay any additional charges for parts/materials at cost.~~ Area Septic Installation, Inc. shall provide additional and/or emergency service commencing within 24 hours of receiving a request for additional service from Village of Summit Utility District No. 2, and within two hours of receiving a request for emergency service.

**2. Standard Rates for Additional and/or Emergency Service:**

- A. Advanced scheduled specially requested additional service: **\$132.00** per man-hour of principal representative of Area Septic Installation, Inc.
- B. After-hours and/or emergency service (after 5 p.m.) and/or Saturday Emergency Service: **\$198.00** per man-hour of principal representative of Area Septic Installation, Inc.
- C. Sunday and/or holiday emergency service: **\$264.00** per man-hour of principal representative of Area Septic Installation, Inc.
- D. Confined space entry safety equipment charge: **\$379** per day
- E. These rates apply from January 1, 2025 through December 31, 2025.

**Availability:**

Area Septic Installation, Inc. will make available one qualified service provider on an on-call basis 24 hours a day, 7 days a week.

**Comprehensive General Liability Insurance and Worker's Compensation Insurance:**

Contractor shall insure the Village of Summit Utility District No. 2 and the District's Engineer through a comprehensive general liability insurance policy, which includes products and completed operations coverage, against any loss or damage caused by the negligence of contractor or any employee or agent of contractor. Contractor shall also provide its own worker's compensation insurance coverage for its employees.

**Duration of Agreement:** This agreement will commence on January 01, 2025 and expire on December 31, 2025.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Village of Summit Utility District No. 2

Area Septic Installation, Inc.

By: Jack Riley  
~~Village Commission Board~~ —  
Chairman ~~person~~

By: Andrew Huss  
Title Owner-Area Septic Installation, Inc.

**Exhibit A**  
**VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**  
**PUMPING STATION ROUTINE OPERATION AND MAINTENANCE SCHEDULE**  
(Items are for all pumping stations unless noted)

**WEEKLY ACTIVITIES**

1. Generator and Transfer Switch
  - a. Check engine oil.
  - b. Check engine antifreeze.
2. Pump Controls
  - a. Verify telemetry system operating and logging station data and alarms.
  - b. Record pump run times.
3. Wet Well
  - a. Pump down wet well to help control accumulation of debris.
  - b. Check for excessive grease accumulation.
4. Odor Control
  - a. Check operation of Bioxide chemical feed pump (PS #2, #3 and #5 only).
  - b. Check Bioxide storage tank liquid level (PS #2, #3 and #5 only). Coordinate resupply as needed.
5. Sulfide monitoring, testing and adjustment of Bioxide feed rate
  - a. Weekly from May 15 through September 30
  - b. Bi-weekly from March 1 to May 14 and October 1 through November 15
  - c. Monthly in December, January and February
6. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present weekly reports and answer questions on an as-needed basis.

**MONTHLY ACTIVITIES**

1. Generator and Transfer Switch
  - a. Check block heater (hot to touch when engine has not run)
  - b. Check battery water level. Fill as needed using distilled water only.
  - c. Check system operation:
    1. Pull main service, disconnect switch, generator should run and system should transfer to generator power.
    2. After 5 minutes, reset main service disconnect switch and verify station returns to normal utility power.
2. Pump Controls
  - a. Check operation to verify pumps are operating in the normal range.
  - b. Force pumps to operate on "float" control by raising the wet well high-level float switch.
3. Wet Well
  - a. Add grease control additives as needed. Wash down wet wells as needed.
4. Remove grease accumulation from floats.
5. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present monthly reports and answer questions on an as-needed basis.

**Exhibit A**  
**VILLAGE OF SUMMIT UTILITY DISTRICT NO. 2**  
**PUMPING STATION ROUTINE OPERATION AND MAINTENANCE SCHEDULE**  
(Items are for all pumping stations unless noted)

**ANNUAL ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace engine oil and filter.
  - b. Replace air cleaner.
  - c. Inspect fan belt, replace when worn.
  
2. Sewage pumps
  - a. Check shaft seal oil cavity for leakage/change oil as necessary.
  - b. Megger pumps.
  - c. Verify that flush valve is operable.
  
3. Exercise isolation valves on the low-pressure pumping system, about half the valves per year, with all valves exercised every two years.
  - a. Clean and exercise force main air release valves, about half of the valves per year, with all valves maintained every two years.
  
4. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present annual reports and answer questions on an as-needed basis.

**EVERY TWO YEARS ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace transfer switch battery.
  
2. Pump Controls
  - a. Replace telemetry battery.
  
3. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present two-year reports and answer questions on an as-needed basis

**EVERY THREE YEARS ACTIVITIES**

1. Generator and Transfer Switch
  - a. Replace engine-starting battery.
  - b. Replace engine spark plugs.
  
2. Prepare and file written reports of service work. Written reports to be included in monthly report to District Engineer. Contractor to attend the monthly evening District meeting to present three-year reports and answer questions on an as needed basis.