

GREEN LAKE SANITARY DISTRICT
MEETING MINUTES OF THE BOARD OF COMMISSIONERS

A Regular Meeting of the Board of Commissioners of the Green Lake Sanitary District was called to order by Commissioner Bates on Tuesday November 19, 2024, at 8:00 am at the Green Lake Sanitary District Office N5295 County Road TT, Princeton WI 54968 and via zoom.

Present: Ken Bates and Justin Ellis and Nick Vandervelde.

Others Present: Lisa Reas, Administrator, Paulette Z Janssen Administrative Assistant, Dallas Lewallen, Plant Operator, and Hannah Niewoehner, Watershed Coordinator, Thad Majkowski, and Matt Dorow, representatives for Cedar Corp, Jon Cameron and Lisa Trebatoski from Ehlers, Vanessa Wishart, Pahoua Thao and Kieren O'Day representatives for Stafford Law. 7 people signed in.

Written notice of this meeting was given to the Green Lake Reporter and The Ripon Commonwealth. The News Release was posted at Fortifi Bank, the Green Lake Post Office and the GLSD Office.

SECRETARY'S REPORT

M/S (Ellis/Vandervelde) to approve the minutes of October 15, 2024, regular meeting, November 4, Budget Hearing minutes and the 11/4/2024 Special Meeting minutes. Motion Carried 3-0.

PUBLIC COMMENT –

Bill Bushnell commented on the Sugar Loaf project.

TREASURER'S REPORT

M/S (Ellis/Vandervelde) to approve the October Treasurer's Reports. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

Discussion/Possible Action: Selection of Short-term Borrowing

Reas introduced representatives from Ehlers by stating that as the District works to accomplish WPDES compliance on schedule, we are assuming significant costs for engineering/planning work being completed before state Clean Water Funding is available. We've already determined that, as during the creation of our WWTP, the funds for this work will be supplied via GLSD tax levy. The second borrowing project covers the District's costs incurred by the replacement of our effluent pumps, land clearing costs, and purchase of the skid load/trailer. These are also WPDES related costs, however the projects were managed and/or bid directly by District staff and are not eligible for CWF. The District goal is to repay this borrowing in 2 to 3 years before we begin repayment for the Clean Water Fund loan.

Jon Cameron from Ehlers explained the short-term financing bids provided to the District by Horicon and Fortifi Banks. Based on the rates and terms, Jon recommended the GLSD award the funding projects to Horicon Bank for both projects.

MIS (Bates/Ellis) to approve awarding Horicon Bank the bid for the \$535,300.00 loan with an interest rate of 5.5% for 18 months with Bates and Reas to sign the necessary loan documents. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

MIS (Bates/Ellis) to approve awarding Horicon Bank the bid for the \$277,800.00 loan with an interest rate of 5.375% for 3 years with Bates and Reas to sign the necessary loan documents. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-abstain. Motion Carried 2-'1 abstain-O.

Discussion/Possible Action: Ehlers Cash Flow Analysis

Reas stated that as the District is in a challenging period of needing significant funds for WPDES compliance, costs continue to rise for the other workings of the District including potential sewer extension projects as well as general maintenance of our facilities. Due to the level of expenses required of the District in 2025, Ehlers has also been working with District staff on evaluating if current District sewer rates need to be increased to cover expenses and to ensure an adequate balance in the sewer fund cash reserves (see attached).

Jon Cameron and Lisa Trebatoski explained the current District sewer rates approved for 2025 are adequate to meet operational expenses and the recommended 6 months of operational fund balance for 2025 and sewer rate increase above the already approved 4.22% is needed.

Discussion/Possible Action: Wastewater Rate Increase – Ehlers - no action.

WASTEWATER MANAGEMENT

Plant Operator’s Report

The plant operator’s report was discussed (see attached).

Discussion/Possible Action: Approve Agreement to Authorize Cedar Corporation to Prepare Easements for Area 9 Potential Sewer Extension

Last month the board directed Cedar Corp. to provide costs for their preparation of the required easement documents for Area 9. There is a need for roughly 29 to 42 permanent easements. These are very specific legal documents that are specific to each parcel and legal owner at the time the easement is being signed. There is much research that goes into the creation of these documents. The cost estimated for the work by Cedar is between \$10,000 and \$21,000 for the known easements needed. If necessary, the additional 13 easements would add \$8,775 for a total of \$29,775.

M/S (Ellis/Bates) to approve Cedar Corporation agreement to put together permanent estimate for Area 9 in an amount not to exceed \$30,000.00. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

Discussion/Possible Action: Cedar Corporation McAfee Rd Sewer Extension Schedule

Discussions with sewerage contractors have indicated that there may be potential cost savings to the McAfee Road sewer project if construction were allowed over the winter season. Communications with the Town of Green Lake indicated that the Town has no concerns, knowing damage to blacktop areas will be replaced in spring, with managing plowing on the road during and after installation. Initial discussions with landowners did not show any concerns about construction timelines with the understanding that the GLSD is considering allowing for a greater than 1 year from project completion lateral connection timeline. The timeline was discussed. The board did not voice objections to the more flexible timeline for construction that would potentially include the winter season of 2024/2025.

WPDES New Permit Project Work / Land Application

Reas updated the board that the final details regarding placement of irrigation pivots, automated valving, remote operation, etc. are being finalized for the wastewater parcels. Scott and Dallas burned a portion of the old CRP fields in preparation to put down the US Fish and Wildlife seed.

Cedar Corp will move forward with the design plans.

Discussion/Possible Action: Ordinance 2024-01 Amending Order 94-13 Wastewater Management & Service Charge Order for Sewer Connection Requirements

Vanessa Wishart provided a revised draft version of Order 2024-01 amending Resolution 94-13 Section 1001 Connection (see attached).

M/S (Vandervelde/Bates) to approve Ordinance 2024-01 Amending Order 94-13 Wastewater Management & Service Charge Order for Sewer Connection Requirements Section 1001 – Connection. Roll call vote: Ellis=yes, Bates=yes, Vandervelde=yes. Motion Carried 3-0.

NON-POINT

Big Green Lake Management Plan/Grants

Discussion: Watershed Coordinator Position – Hannah Niewoehner

The Watershed Coordinator's report was discussed (see attached).

Discussion/Possible Action: Funding Approval for BMPs On Going Repairs - no discussion.

County K Carp Barrier Update

Reas reported that we received notification last week that we were awarded \$145,000.00 from the US Fish and Wildlife Department out of Green Bay towards the replacement of the barrier structure as well as various habitat and fishing access improvements.

Properties Update

Reas reported that Scott has been doing a lot of work on the Spaulding Hill Road property. He has finished the parking area and has planted several trees. She further stated that the new skid loader has been instrumental in completing this work.

NEW BUSINESS

GLA Appearance

Stephanie from the GLA explained several projects they are working on (see attached).

CLOSED SESSION

M/S (Bates/Ellis) The Green Lake Sanitary District Commission may enter into closed session pursuant to Wis. Stat. 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The purpose of this closed session is to discuss the evaluation of the District Administrator.

Pursuant to Wis. Stat. 19.85(1)(g), the Green Lake Sanitary District Board of Commissioners will enter into closed session to confer with legal counsel who is rendering oral or written advice concerning

strategy to be adopted by the District with respect to litigation in which it is or is likely to become involved re Thomas W. & Edith B. Johnston Trust; Green Lake County Case No.: 24-cv-39. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

OPEN SESSION

Reconvene in Open Session

Discussion/Possible Action: Approve Letters of Employment

M/S (Bates/Ellis) to approve all Letters of Employment for Full Time employees of the GLSD. Roll call vote: Ellis-yes, Bates-yes, Vandervelde-yes. Motion Carried 3-0.

Adjourn 11:35 am

Respectfully submitted:

Nick Vandervelde
Secretary of the Commission

Approved 12/17/2024

Prepared by Paulette Z Janssen
Green Lake Sanitary District Administrative Assistant