

**Island View Sanitary District Meeting
Town of Oshkosh - Winnebago County - Wisconsin
Wednesday, October 9, 2024**

The meeting was called to order at 6:45pm

Present: Ron Harrell, President; Vicky Rowe, Secretary; Thomas Konrad, Treasurer; Julie Rosenau, Business Secretary; Melanie Krawiec, Ad Hoc Commissioner; (left the meeting at 8:08pm); Financial advisor Jim Zinth; Jim Latta, Head Lift Station Operator

Excused Absence: Dan Cowling, Ad Hoc Commissioner. Dan has requested to be removed as an Ad Hoc Commissioner.

Guests: Cassie Yustus, 4778 Island View Dr, Oshkosh. Cassie introduced herself and gave a little background about herself. She is an environmental engineer that is interested in possibly becoming part of the IVSD board.

MOTION (ROWE/KONRAD); CARRIED UNANIMOUSLY TO APPROVE September 11, 2024, REGULAR BUSINESS MEETING MINUTES

LIFT STATION OPERATION REPORT

September 2024 Lift Station Operator Report

There were no mechanical issues or reportable anomalies in September

Preventative maintenance items:

- Oil and filters will need to be replaced in all the generators and the IVSD truck.
- Wet wells may need to be cleaned soon as well as the floats at the lift stations.
- Dehumidifiers will be turned off soon and the heaters will be plugged in.
- Manhole stakes throughout the district will be checked soon.
- Furnace at the shop will be turned on.
- Sonic start cleaning will need to be done.
- Pump greasing and blower oiling.
- Air quality monitor training with the lift station operators.

BUSINESS ACCOUNTS

Julie Rosenau reported the checkbook remains balanced and gave an oral report on the business accounts and current balances/activity (said written report on file and made a part of these minutes). During the investment report, discussion ensued regarding CD rates starting to drop and that another CD should be purchased with funds from the money market account with the special assessments that were just paid for the 4 properties on Sunnyview Rd.

A motion was made by Rowe, seconded by Konrad to allow Harrell to take \$70,000 from the money market account at Winnebago Community Credit Union and invest it in a new CD.

Business Secretary Report

Rosenau indicated the 4th quarter bills were sent out with an information sheet to ask for customers to update account information and add phone numbers and email addresses. The response has been positive with many of the information sheets being returned with the payments. Rosenau worked with Cheryl from Workhorse Software and is now able to set up new accounts in the new system. The next goal for Rosenau by Workhorse will be to have all the customers entered into the new system by November 15th and then move on to the next phase of learning how to process and print the bills. Workhorse feels that the goal of having the bills printed from the new system at the end of December is definitely obtainable.

FINANCIAL REPORT

Jim Zinth furnished the Board with the August 2024 Actual to Budget reports (said reports on file and made a part of these minutes).

BUSINESS

1. **Lift Station numbers for September**
Latta indicates the numbers are within the normal ranges and comparable to previous years. Rainfall was 1.07 inches for the month.
2. **Update regarding phase wiring by Energenics**
The phase dialers were installed in September and tested by Latta and Jerry Tribbey and everything is working as expected.
3. **September Energy Usage (Gas and Electric)**
Numbers for September gas and electric usage were still a little high this month again, but not too far out of the ordinary comparing the numbers to the same month in previous years.
4. **Update on air meters for working in Lift Stations**
Training has not been arranged at this time but will be done in the near future.
5. **Update on hour meters/pricing**
Tabled for a future meeting.
6. **Manhole grab samples**
The samples taken were not grab samples, but instead composite 24-hour samples,

obtained by Badger Labs, from the manhole located right in the driveway at Lift Station #1. The data was analyzed on 09/05; 09/06 and 09/11 and the results were sent back to Konrad and Latta.

7. **Updates on current construction, home, or lot sales**

1821 Indian Point Rd – The sewer permit fee of 175.00 was paid and a letter was submitted to Winnebago County indicating that the address is hooked into the sanitary district. Jerry Fabisch inspected the installation and approved the work.

1021 E Sunnyview Rd – Special assessment of \$10,000 was paid, the sewer permit fee application was submitted but there was no payment of \$175.00 was paid. Rosenau will talk to Jerry Fabisch to see if the City of Oshkosh inspected the work. This property is in the City of Oshkosh and will not be billed by IVSD but because the property is hooked into IVSD laterals, they were required to pay the special assessment fee.

997, 1003 and 1013 E Sunnyview Rd – Special assessments of \$10,000 were paid for each lot and the sewer permit fee of \$175.00 per lot were paid. Jerry Fabisch inspected the installation and approved the work. These properties are in the City of Oshkosh and will not be billed by IVSD but because the property is hooked into IVSD laterals, they were required to pay the special assessment fee.

4444 Sherman Rd – Special assessment fee of \$9,000 was paid, there has been no sewer lateral permit application or fee submitted to date. This property is in the City of Oshkosh and will not be billed by IVSD but because the property is hooked into IVSD laterals, they were required to pay the special assessment fee.

8. **Update on City Negotiations**

Mediation that was to be held in September was cancelled. Bill Mielke was hired to be part of the mediation process, and a new date will be set up for a future meeting.

9. **Televising/contact with James Rabe**

Latta reached out to James Rabe, City of Oshkosh, to discuss televising and hasn't heard back from him yet. As far as televising in the district, Latta thinks that while the area near lift station #1 should be televised, he is unsure if televising should be done at this time. Latta will work with Speedy Clean to get some areas that can be televised before the end of the year as weather permits.

10. **Credit Cards for the district**

Rosenau told the board that the new credit cards have been received from Community First Credit Union; Tribbey's card was not issued a second time. Rosenau will send a letter to Commissioner Rowe on letterhead to request that Tribbey be removed from the accounts.

Rowe brought information from Associated Bank; they will require an account to be

opened to get credit cards for the district. Rosenau will look over the information and bring to the next meeting which card will work for Latta and herself.

11. **2025 Budget Preparation**

Zinth went through all the revenues and expenses for the district and prediction adjustments for 2025 were made. He will present the official budget for approval at the December 11, 2024 meeting.

New Business

None

PAYMENT OF BILLS:

MOTION TO PAY BILLS AS PRESENTED (ROWE/HARRELL) CARRIED UNANIMOUSLY.

MOTION TO ADJOURN (ROWE/HARRELL) CARRIED UNANIMOUSLY AT 10:02 P.M.

The next business meeting is scheduled for Wednesday, November 13, 2024, at 6:30PM at the Oshkosh Town Hall.

Respectfully,
Julie Rosenau, Business Secretary