

# Town of Clover Sanitary District– Meeting Notice

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**Wednesday, October 9, 2019 to follow immediately the Town Board Meeting, likely by 8:00 PM in the Meeting Room of the Town Hall (Historic Gym).**

The public is invited to attend, you may walk at any time even though the door is closed—for heat conservation--, you will need to sign for the record, but there is no requirement to sign in separately if you wish to speak to any item. You are invited to be part of the discussion for any agenda item. You will not be limited to a three (3) minute time if contributing to the discussion of any agenda item, but should it seem the point of your speaking is not evident, you may be asked to clarify what your purpose is. Should it seem to the Chair that the same points are being repeated without additional information; the Chair will interrupt and list the points that have been heard to check that our hearing is accurate and asked if there are further points to be made.

**NOTE:** Packets are available for review at the office 1/2 hour prior to the Regular Board Meeting. This would be at 6:30pm.

**Agenda:**

**Call to Order:**

**Roll Call:**

**Minutes of:** (see packets)

- September 11

**Treasurer's Reports:**

- September

**Expenditures:** Motion to approve batch S-1008

**Announcements:**

**Reports:**

- **Operations:**
- **Dump Station Reports:**
  - o **Lakeshore:**
    - September
  - o **#2 Septic Pumping & Excavating:**
    - September=3493 Gallons

**Business:**

- **Any Agenda Items** for next month or later
- **Motion** to adjourn

**Agenda Items for Next Month or Later:**

- o Conjoined commercial properties at #04-014-2-50-07-09-2 00-152-30000 that if sold separate will require unhooking from one and hooking up separately to the District Main

**Agenda prepared** by the Commission President.

**Notice and agenda posted** by the Clerk on or before 7:00 PM Tuesday, October 8, 2019. Posting is at the Town Hall, Fire Hall and Post Office and distributed e-mail.

The **Town Hall is accessible** to those persons with physical disabilities. For assistance please contact the Town Office at 715-774-3780.

# APPENDIX

## Announcements, nothing further

### Reports

- **Follow Up of I/I Discovered with Collection System Video:**
  - o Property #04-014-2-50-07-09-2 00-152-30000 demonstrated a large leak around the junction of lateral into the main. No remote-controlled camera is available at a reasonable cost. A letter was sent October 12, 2017 (following approval of the Amendment to the SD Ordinance 10/11/17) to the business owner notifying them that the District will excavate the site to inspect the situation, if the problem is with the main, the District will foot the costs of repair, if the problem is found to be the either the connection of further up on the lateral the Business will pay for the costs of excavation and repairs. We will be in further communication with them as to when the excavation will be done. The Certified Operator-in-Chief will be working with the Birch Street Excavating and a Licensed Plumber on this project.
- **Training in Progress:** The Certified Operator-in-Training is now working with the Certified Operator-in-Chief on most Tuesdays and Thursdays. The goal is to have the Operator-in-Training familiar with in a hands-on way all 128 items on the Robust Preventive Maintenance list. When a task calls for two (2) persons to do a task, the Operator-in-Training will provide the second person.
- **Valves:** All but one (1) of the valves that should be present at the ponds have now been exercised. The valve in question cannot be located and is presumed no there. The only plans we can locate for the ponds are no “as built” and thus it is presumed that this valve was never placed during construction. There is no function that can be ascertained for this valve. The Certified Operator-in-Chief will contact the **Wiikibon In Inni** engineers and discuss this missing valve and likely with their next visit to our Sanitary District they will go up to the ponds to view things 1<sup>st</sup> hand and advise. The Lift Station #2 valves have been found an exercised without incident.
- **The DNR inspection** occurred November 16, 2017 with both Balog and Steele present. An e-mail of the report was received with the following recommendations:
  - o Remove weeds from the rep rap surrounding the ponds. **These weeds have now been burned off and will be controlled at least twice/year.**
  - o Modify emergency pumps so that they will be able to perform with the new configuration at Lift Station #1. Also, modify to improve method of controlling leakage during pumping. The pumps were tested earlier 2018 and worked for a brief time pumping effluent to the pond. The pump itself failed, and was repaired in August. The emergency pumps were tested in situ in October 2018 and were exercised for 15 minutes. Some packing to the main pump needed to be replaced, the packing has been replaced and the new hoses have been

installed. **The emergency pumps were tested in June of 2019 and passed on all counts.**

- Improvement to hauled waste system:
  - Screen waste. Chris M. is exploring approaches to this fix with Rick Glau, no fix is settled upon yet
  - Obtain GPS coordinates for each manhole. GPS coordinates were obtained for the 20% of manholes inspected utilizing two (2) operators, the tripod and harness. One of the Operators GPS finder on a cell phone. With each of the 20% manhole checks the GPS coordinates will be located and recorded. Thus, all the GPS coordinates for all the manholes will be present by 2022.
- **Safety Lock (ant hill) at Ponds:** No spills since the last Commission Meeting
- **Emergency alarm phone:** The phone is present. It needs to installed in the new meter box and will be activated as soon as installed. Norvado has been notified to install this phone. The Norvado person came out and discovered that the phone line was not taken to the Meter box, thus this needs to be placed under Lake Avenue and into the Meter Box prior to being able to connect the emergency phone. Norvado person met with Brad and the plan for installing the sensaphone is in place. This should be complete prior to the winter of 2019. e are awaiting the contact.
- **Wastewater Ponds:**
  - Expenses for the ponds are now separated from the Collection System Expenses
    - Duckweed is useful for removing phosphorous from solution, but if allowed to die in the ponds will decompose and release the sequestered phosphorus back into the pond solution. To reduce the phosphorous discharged from the ponds, duckweed will be removed prior to death in the fall and placed over the south edge of the pond mounds. It is hoped that this will keep the duck from releasing the phosphorous sequestered in its system back into the ponds and thus further reduce the amount of phosphorous released eventually to Lake Superior. A method for removing the duckweed is being sought.
- **The top 10 to-be-sure-to-do items** are as outlined by the person to whom the **CMOM** will be presented are:
  - **Televise 10% of your sewer system each year** (this is for large systems). For small systems this would entail excess transportation costs, thus would most likely be done all at once (**completed video of entire system October of 2016**). Televising the system will be done every 5 years and it is included in Step 1 evidence, Goals (**next scheduled video of the entire system is 2021**). The video equipment if available for free from the Wisconsin Rural Waters Association of which the Town of Clover Sanitary District is a member.
  - **GIS Mapping.** GIS mapping allows for several layers to be in the computer imaging, allows for a zoomed in focus on one small section

and likely allows for rotating the image as indicated. **In pursuing the cost and possible GIS mapping** Steele received word from Eric DeVenecia, DNR Sanitary Engineer that **GIS is not required** and in fact our **As-builts are sufficient**. They are scanned to electronic file and a second laminated copy of the portions that could be taken to the field is present. The purpose of this requirement is so that the operators and most easily locate any item in the collection system. **(completed 2017 and lamination of “as builts” for replumbing of Lift Station #1 was completed 2018)**

- **Sewer Use Ordinance and Charges.** The Ordinance was revised July 2015 and reviewed and amended February 8, 2017 and with a further amendment 10/11/17. Further Amendments were created in 2019. Charges were created for the 2020 year based on Appendix A. The charges will be created annually based on Appendix A and the Ordinance will be reviewed and updated as needed at least every 2 years—with the April Meeting the 2019 review was complete. The Ordinance Amendment(s) are completed for this 2 year cycle. **Separate Budget for the Collection System and Wastewater Treatment Plant. (Done February, 2018)**
- **Fats, Oil, and Grease (FOG) Control Program.** This has not been a problem thus far in our system. The Operator checks at the main lift station monthly for balls accumulating and also checks the ponds monthly when the top layer of the ponds is liquid. This is included in the CMOM. The final clearance of fat from the system with this round will be during the cleaning process on the old Air Release Valve. This was done July 2019 and no fat was present.
- **Private Laterals and Building Inflow Sources.** 40%-60% of the pipe in the ground in a District is private pipe. It cannot be ignored if the District is to have a successful CMOM and I/I reduction program. Private lateral inspection, televising, repair, rehabilitation and especially funding are vital for managing the collection system as a whole. The Ordinance must be reviewed with an eye toward this. (the Commission Continues to delayed action on this until at least the 2021 Ordinance Review).
- **Private Lateral Connection Inspections.** This is included well in the Ordinance and referenced in the CMOM.
- **Emergency Response Plan, Esp. Basement Backups.** There is a template for rural communication assistance partnership. How many basements are there connected to the system in our District? **There are 19 basements for sure of the 82 properties. There are 7 properties yet ot have the basement status determined.** Are there really any basement backups occurring or at risk of occurring? **(no basement backups reported to the Commission as of August 12, 2019)**
- **Information and Education (I&E) Program.** We are currently sending out at least one (1) educational flyer/year with the 3<sup>rd</sup> Quarter Sewer

bills. This is codified in the CMOM with an exhibit of the annual mailings present.

- **Annual CMOM Program audit and CMAR.** CMOM was never intended to be another paper exercise. It isn't to be a paper weight or to gather dust. For CMOM success, real committed success, to reducing SSOs and basement backups and breakdowns and crisis management, it needs to be reviewed and revised as needed every year especially the GOALS. Did we meet them last year? What are our revised or new goals for the coming year? What are our changed or new priorities and budgeted tasks/projects based on that sewer televising? As part of our CMAR (Brad makes this report annually) view every one of the collection system section performance indicator graphs. Print them and put them in the CMOM every year, right up front in the Annual Audit section of your CMOM. What are the trends? Are they decreasing? **(Need to do the last two items of this section)**

**Updates:** to the Collection System O & P Manual Section VII is now complete and further revisions to it plus the Wastewater Treatment System Manual continue in revision.

#### NOTES

None