

Roxbury Sanitary District

Meeting: Monday 12/9/19, 6:00 pm—Roxbury Town Hall

Meeting Minutes

Present: Lamberty, Bradley, and Endres; also present: Atty Homar, MSA – Wagner, Fitzwilliams.

1. The meeting was called to order by Bradley at 6:00 pm. Lamberty, Bradley, and Endres responded to roll call.
2. Chair noted the quorum and proper posting of meeting agenda.
3. Approve Minutes. Motion by Bradley, 2nd by Lamberty to approve minutes. Motion carried.
4. Public comment. No public comment.
5. Operator's Report.
 - a. High water flow continues.
 - b. Generator. Motion by Bradley to approve contract agreement with Total Energy Systems Planned Maintenance for 3 years with 2-hour load bank test every other year. 2nd by Lamberty. Motion carried 3 in favor
 - c. Grease. Motion by Bradley to authorize attorney to send notice to Dorf Haus and Roxbury Bar and Grill of ordinance requirements for quarterly grease trap maintenance reports with deadline to comply by January 1, 2020 with forfeiture amount of \$250 for violation of the ordinance. If violations continue, RSD will order grease traps cleaned or perform the work itself and charge the costs to the property owners. 2nd by Endres. Motion carried 3 in favor
 - d. Sewer back up: Brett Hoover. Commission determined that RSD should reimburse the owner due to poor manhole design (MH #24) which will be repaired at time of rehabilitation project.
6. I & I project update. Discussed various ways to handle owners would have not responded to fix laterals. Attorney and MSA will advise before Preliminary Assessment hearing scheduled for Feb 10, with future discussion at RSD January meeting.
7. Preliminary lateral repair assessment. Motion by Bradley to approve Resolution 2019-02 Intent to Levy Special Assessment. 2nd by Lamberty. Motion carried. 3 in favor. See attached for Resolution 2019-02.
8. Legal issues. No action.
9. Resolution: update 2020 REU's. Motion by Endres to approve Resolution 2019-01 relating to REU updates. 2nd by Bradley. Motion carried. 3 in favor See attached for copy of Resolution 2019-01.
10. Secretary's Report. Commission hours due January 3rd.
11. Adjourn.

Attachment: Resolution 2019-01
Resolution 2019-02

Roxbury Sanitary District

Resolution R19-01

WHEREAS, Roxbury Sanitary District is resolving Inflow and Infiltration problems which have created significant increased operation costs,

WHEREAS, Roxbury Sanitary District will be borrowing money to repair the mains and offering home owner loans to cover individual lateral repair costs,

WHEREAS, terms of the RSD loan require review of the sewer user charges in the district,

WHEREAS, District Ordinance 2.07 (2) directs the District to use REU methodology in assessing costs,

WHEREAS, REUs have not been evaluated since 1999, and

WHEREAS, the previous REUs were assigned based on a 1989 USDA table, and the current Wisconsin Safety and Professional Services (SPS) Administrative Plumbing Code provides updated usage metrics when determining impacts of various types of users on a treatment system (current SPS table appended to this resolution),

NOW THEREFORE, the Commission resolves:

1. That each user served in the district shall be considered one REU, except as otherwise designated below:

Day Care Center: 1.5 REU

Dorf Haus: 14 REU 2020 / 19 REU 2021 / 26 REU 2022 / 35 REU 2023

Fascut: 1 REU

Roxbury Bar and Grill: 5 REU 2020 / 6 REU 2021

Roxbury Town Hall: 1 REU

Roxbury Town Shop: 1 REU

St Norbert Church: 9.5 REU

St. Norbert Education Center 1 REU

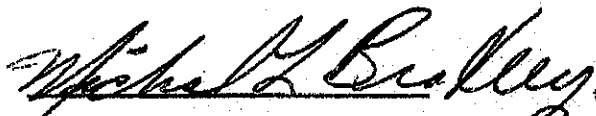
St. Norbert Rectory: 3 REU

2. The REU changes in this resolution shall take effect January 1, 2020.

3. The Commission further resolves to review REUs annually during the budget hearing when annual rates are determined as needed, and approve REUs by motion of the Commission.

This resolution R19-01 was duly considered and adopted by Roxbury Sanitary District pursuant to a vote of 3 for and 0 against on the 9th day of December, 2019

Roxbury Sanitary District



Michael Bradley, Commission President

Attest:



Gail Lamberty, Commission Secretary

A-383.43 (6) COMMERCIAL FACILITIES. Table A-383.43-1 may be used to estimate wastewater flows from a commercial building.

**Table A-383.43-1
Public Facility Wastewater Flows**

Source	Unit	Estimated Wastewater Flow (gpd)
Apartment or condominium = REU = residential	Bedroom	100
Assembly hall (no kitchen)	Person (10 sq. ft./person)	1.3
Bar or cocktail lounge (no meals served) ^a	Patron (10 sq. ft./patron)	4
Bar or cocktail lounge ^a (w/meals - all paper service)	Patron (10 sq. ft./patron)	8
Beauty salon	Station	90
Bowling alley	Bowling lane	80
Bowling alley ^a (with bar)	Bowling lane	150
Camp, day and night	Person	25
Camp, day use only (no meals served)	Person	10
Campground or camping resort	Space, with sewer connection and/or service building	30
Campground sanitary dump station ^a	Camping unit or RV served	25
Catch basin	Basin	65
Church (no kitchen)	Person	2
Church ^b (with kitchen)	Person	5
Dance hall	Person (10 sq. ft./person)	2
Day care facility (no meals prepared)	Child	12
Day care facility ^b (with meal preparation)	Child	16
Dining hall ^a (kitchen waste only without dishwasher and/or food waste grinder)	Meal served	2
Dining hall ^a (toilet and kitchen waste without dishwasher and/or food waste grinder)	Meal served	5
Dining hall ^a (toilet and kitchen waste with dishwasher and/or food waste grinder)	Meal served	7
Drive-in restaurant ^a (all paper service with inside seating)	Patron seating space	10
Drive-in restaurant ^a (all paper service without inside seating)	Vehicle space	10
Drive-in theater	Vehicle space	3
Employees (total all shifts)	Employee	13
Floor drain (not discharging to catch basin)	Drain	25
Gas station / convenience store	Patron	3
Hospital ^a	Bed space	135
Hotel, motel, or tourist rooming house	Room	65
Manufactured home (served by its own POWTS)	Bedroom	100
Manufactured home community	Manufactured home site	200
Medical office building		
Doctors, nurses, medical staff	Person	50
Office personnel	Person	13
Patients	Person	6.5
Migrant labor camp (central bathhouse)	Employee	20

Table A-383.43-1 (Continued)
Public Facility Wastewater Flows

Source	Unit	Estimated Wastewater Flow (gpd)
Nursing, rest home, community-based residential facility ^b	Bed space	65
Outdoor sport facilities (toilet waste only)	Patron	3.5
Parks (toilets waste only)	Patron (75 patrons/acre)	3.5
Parks (toilets and showers)	Patron (75 patrons/acre)	6.5
Public shower facility	Shower taken	10
Restaurant ^a , 24-hr. (dishwasher and/or food waste grinder only)	Patron seating space	4
Restaurant ^a , 24-hr. (kitchen waste only without dishwasher and/or food waste grinder)	Patron seating space	12
Restaurant, 24-hr. (toilet waste)	Patron seating space	28
Restaurant ^a , 24-hr. (toilet and kitchen waste without dishwasher and/or food waste grinder)	Patron seating space	40
Restaurant ^a , 24-hr. (toilet and kitchen waste with dishwasher and/or food waste grinder)	Patron seating space	44
Restaurant ^a (dishwasher and/or food waste grinder only)	Patron seating space	2
Restaurant ^a (kitchen waste only without dishwasher and/or food waste grinder)	Patron seating space	6
Restaurant (toilet waste)	Patron seating space	14
Restaurant ^a (toilet and kitchen waste without dishwasher and/or food waste grinder)	Patron seating space	20
Restaurant ^a (toilet and kitchen waste with dishwasher and/or food waste grinder)	Patron seating space	22
Retail store (no food preparation)	Patron (70% of total retail area + 30 sq. ft. per patron)	1
School ^a (with meals and showers)	Classroom (25 students/classroom)	500
School ^a (with meals or showers)	Classroom (25 students/classroom)	400
School (without meals or showers)	Classroom (25 students/classroom)	300
Self-service laundry (toilet waste only)	Clothes washer	33
Self-service laundry (with only residential clothes washers)	Clothes washer	400
Swimming pool bathhouse	Patron	6.5

^a Expected to be high in biological oxygen demand (BOD), total suspended solids (TSS), or fats, oils, and grease (FOG).

^b At-risk system (potentially high in biochemical oxygen demand (BOD), total suspended solids (TSS), or fats, oils, and grease (FOG)).

A-383.43 (6) (a) Actual meter readings may be used to calculate the combined estimated design wastewater flow from a dwelling. To calculate the estimated design wastewater flow use the following formula and compare the answer to the peak metered flow. Choose the larger of the two estimated design flows.

$(\text{total meter flow}/\text{number of readings})(1.5) = \text{estimated design wastewater flow}$

The frequency of meter readings should be daily for commercial.

A-383.43 (6) (b) A detailed per capita and per function flow may be established for commercial facilities. The per function flow ratings shall be substantiated by manufacturer's data of the per function flow and detailed use data from the facility in question or a similar facility under similar conditions of use. Estimated design wastewater flow shall be at least 1.5 times the total estimated daily flow calculated from the per capita and per function flow information.

RESOLUTION 2019- 02

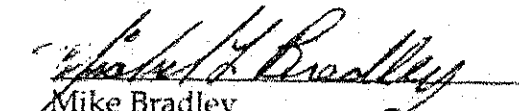
PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWER PURSUANT TO §66.0703, STATS.

RESOLVED, by the Commission of the Roxbury Sanitary District No. 1:

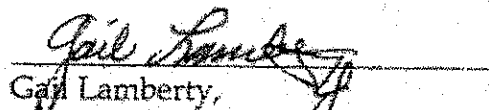
1. In the judgment of the Commission, it is deemed necessary that the following improvements should be made for the best interests and general welfare of the property owners and inhabitants within Roxbury Sanitary District No. 1 and for the benefit of the property affected thereby to repair and/or to reconstruct sanitary sewer service laterals to reduce inflow & infiltration into the District's sanitary sewer system.
2. The Commission hereby declares its intention to exercise its police power under §66.0703, Wis. Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the above public work and improvements upon a reasonable basis as determined by the Commission.
3. The property to be assessed lies within the following described assessment district: *See Attached.*
4. The improvements to the properties specified above shall be completed pursuant to the Commission's jurisdiction to exercise its police power under Wis. Stat. sec. 66.0307, and the Commission shall cause:
 - a. The repair and/or reconstruction of the sewer service laterals to be laid in the street from the right-of-way to the mains to the lot line of each lot in the District and keep an accurate account of the expenses incurred in front of each lot and shall report these costs to the District clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot; and,
 - b. If so elected by the property owner and a temporary limited easement for said construction is granted to the District, the repair and/or reconstruction of the property owner's sewer service lateral from the owner's lot line to the owner's building on said lot and keep an accurate account of the expenses incurred for such lot and shall report these costs to the District clerk who shall cause the amount charged to each lot to be entered on the tax roll as a special tax against the lot.

5. The Commission determines that the improvements constitute an exercise of the police power for the health, safety, and general welfare of the District and its inhabitants.
6. The total amount assessed against the properties in the described assessment district shall not exceed 100% of the total cost of the improvements, which may include the direct and indirect costs and reasonable charges for administrative costs, and the cost of any engineering or legal services that may reasonably be attributed to the proposed work or improvement.
7. The special assessment shall be paid in the number of installments as determined by the Commission in the final resolution after the public hearing.
8. The District Engineer shall prepare a report that shall consist of:
 - a. Final plans and specifications for the improvements.
 - b. An itemization of the entire cost of the proposed improvements.
 - c. Schedule of proposed assessments.
9. When the report is completed, the District Engineer shall file a copy of the report with the District clerk for public inspection and the Clerk shall prepare a notice of public hearing as directed in Wis. Stat. sec. 66.0703(7) and shall publish the notice as a class 1 notice and mail notice to each interested person.
10. A public hearing shall be held February 10, 2020 at 6:00 p.m. at the Roxbury Town Hall, 7167 Kippley Road, Roxbury, Wisconsin, pursuant to Wis. Stat. sec. 66.0703(7), no less than 10 days and no more than 40 days after publication.

APPROVE:


Mike Bradley
Commission President

ATTEST:


Gail Lamberty,
Commission Secretary

Adopted: December 9, 2019

Posted/Published: _____