

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, April 17, 2017 – 6:30 p.m.

The monthly meeting was called to order at 6:30 p.m. Present were: Chad Fischer, Darrel Pagel, Dave Szela, Ken Yost, Terry Malcheski, and George Thompson of Cedar Corporation.

Approve agenda for April 17, 2017 meeting – A motion was made by Darrel Pagel to approve the agenda for the meeting. The motion was seconded by Chad Fischer and the motion carried with all in favor.

Approve minutes from February 20, 2017 (A meeting was not held in March due to a lack of quorum) – A motion was made by Chad Fischer to approve the minutes from the February meeting. The motion was seconded by Darrel Pagel. The motion carried with all in favor.

Agenda Item #1/ Continued discussion and action regarding sewer service to development on Lot 1 within the property known as Sobieski Land Development (located on East Frontage Road and County S) – Dave Szela reported the property owner and contractor needed to secure the sanitary permit so they could proceed with getting a land-use/building permit. Dave made an executive decision to proceed with supplying them the sanitary permit, so as not to hold them up from their construction needs. Dave determined to assess them a connection charge of one unit residential equivalent, but the property owner and contractor were informed the residential unit equivalent for billing purposes will likely be determined based on metered use. George Thompson reported Green Bay Met Sewage indicated the Ashwaubenon location of the business is not on their radar. The industrial pre-treatment contact at Green Bay Met indicated they had no concerns. Dave Szela suggested inquiring of Ashwaubenon regarding conditions of pipes the Ashwaubenon facility would discharge too. George will look into it. George will also follow-up on investigating on how to proceed with metering the business to be built on lot 1 (details need to be solidified – cost per gallon, etc.). It is suggested to charge a base fee of one unit residential unit for the bathrooms used by employees and to only meter the usage/effluent of the water jet. Dave Szela reported a ¾” meter is \$326.00 and includes an outside read-out. Ken Yost indicated a low flow date for the entire district is 65,000 gallons per day. The district has approximately 400 residential unit equivalent. This data will assist with calculating a per gallon rate.

Agenda Item #2 /Maintenance and Operations Report to include update from Dean Zanon/George Thompson regarding submission of plant drawing with the WPDES permit renewal:

- George Thompson reported the plant drawing was submitted with the renewal of the WPDES permit.

Ken Yost provided the following report:

- A lateral on Ball Park Road was damaged (cleanout/riser broke), possibly struck by a vehicle. The lateral services the home at 4950 Ball Park, but crosses over another property via an easement. Jackie Foster repaired on an emergent basis. The district will pay Jackie Foster, but the property owner will be invoiced for the costs.
- As approved at a prior meeting, Ken ordered a new refrigerator for the treatment plant,
- The main computer on the panel that controls all of the alarms went out. PJ Kortens will reprogram another computer at their shop and install tomorrow.
- The lift-station that services Cross Road had 62 starts per day on each pump. Some investigating was done to determine the source of flow. Sump pump connections were found. One property owner indicates he discharges to the storm sewer, but in winter it discharges to the sanitary sewer. This practice will need to be discontinued and the property owner will need to dismantle this. Cross Road was televised on 4/7/17. Ken did speak with the property owners with regard to the ordinance and that sump pump connections are not permitted. There are 14,900,000 gallons in the ponds, which is an increase

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from last year of 900,000 gallons. The ammonia is way down. Chad and Ken will further investigate sump pump connections next week. The district is currently discharging, but on a daily basis just breaking even.

- A spare screen for the filtering system at the treatment plant is needed. The last time a screen was purchased it cost approximately \$3,000.00.
- The WI DOT will be installing barrier cable along the highway corridor. As requested by the DOT, an approved utility work-plan was submitted to them by April 1. The sewer crossings were identified on the workplan.

Agenda Item #3/Update from Chad Fischer regarding units in Rustic Acres Mobile Home Park and any needed action - Chad reported on March 1, March 15, and April 1 there were 69 units in the mobile home park. On April 13 there were 69 units and one camper/RV, but the camper/RV is now gone. The board considered requiring a permit for each time a home is disconnected/reconnected in the mobile home park and at a minimum having each inspected. This will be discussed further at a future meeting.

Agenda item #4/ Update on Phosphorus Removal/Facility Plan and any needed action – The Notice of intent to engage in water quality trading for phosphorus reduction was submitted. Keith Marquardt is contact with the DNR. The water quality report/trading plan needs to be submitted. George spoke with the DNR about not submitting plans and specs for a chemical feed plant at this time, as it is likely the district will get enough landowners to do 100% trading. In reviewing land from the outfall point at the river to upstream, all of the bends/turns of the river lie in a good place to do river bank stabilization, which will help to keep soil from eroding; Erosion carries phosphorus to water sources. Stabilization was done in Sparta and very successful. There is also opportunity to build retention ponds on some identified properties. A model will be done and placed into the trading plan, which will illustrate to the DNR that the district intends to secure all needed credits via trading. The plan will be reviewed at the May meeting.

Agenda item #5/Update on 2016 audit conducted by Schenck SC to include presentation of draft financial statements and securing required signatures as requested by Schenck SC – Dave Szela and Terry Malcheski signed the audit letter required by Schenck. It will be scanned and emailed to them after the meeting. The financial statements will be reviewed at the May meeting.

Agenda Item #6 Approval of Expenditures – Each board member was supplied with a check register of all of the checks issued since the last meeting. Bank statements and their associated reconciliation reports are always available for review. The list of expenditures for the month was reviewed. Darrel Pagel made a motion to approve the expenditures as indicated on the checkbook register and the motion was seconded by Dave Szela. The motion carried with all in favor.

The next meeting date is Monday, May 15, 2017.

A motion was made by Dave Szela to adjourn the meeting at 8:15 p.m. and seconded by Chad Fischer. The motion carried with all in favor.

Recorded by Terry Malcheski.