

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, June 19, 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, Terry Malcheski, and George Thompson of Cedar Corporation. Absent: Ken Yost

Approve agenda for June 19, 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 May 15, 2017 - A motion was made by Chad Fischer to approve the minutes from the May meeting. The motion was seconded by Dave Szela. The motion carried with all in favor.

Agenda Item #1/ Discussion and action on adoption of resolution to establish rental fee for metered service and any other needed discussion and action with regard to metering the business locating on Lot 1 within the property known as Sobieski Land Development (located on East Frontage Road and County S).

– George Thompson presented copy of resolution titled: *Establish a Quarterly Rental Fee for ¾" Water Meter, For Metered Industrial Sewer Users*. The resolution was reviewed and a motion was made by Darrel Pagel to adopt the resolution as presented. The motion was seconded by Darrel Pagel and the motion carried with all in favor. Dave Szela signed the document and Terry Malcheski attested. The resolution will be published in the Oconto County Reporter (official paper of the Little Suamico Sanitary District #1). The plant operator will read the meter on a quarterly basis and provide the reading to the secretary for an invoice to be generated per the terms of the resolution.

Agenda Item #2 / Maintenance and Operations Report to include update on sump pump connections and mobile home park units - In the absence of Ken Yost, Chad Fischer provided the following report:

- Currently there are 11.7 million gallons in the ponds. It is predicted the volume will drop to 10.5 million gallons by the end of June. The influent has been in the 60s, which is down from the 90s.
- PJ Kortens is finished with the install of the computer panel at the treatment plant.
- The CMAR will be submitted by June 30, 2017.
- A light beacon for lift station #3 is on order.
- There is not an update with regard to sump pumps or units at the mobile home park.
- The board noted for emergent and vacation purposes it would be prudent to identify an individual that could serve as a back-up plant operator. Darrel Pagel knows of an individual that may be interested in becoming qualified to serve in this role.

Agenda Item #3/Compliance and Maintenance Annual Report 2016 (CMAR) discussion and action for submission to WI DNR

The rating received on the 2016 CMAR was "A". Due to the "A" rating, no further action is required. A motion was made by Chad Fischer to accept the CMAR as presented and submit to the DNR by June 30, 2017. Resolution #06192017-2 is assigned. The motion was seconded by Darrel Pagel and the motion carried with all in favor.

Agenda item #4/ Update on Phosphorus Removal/Facility Plan and any needed action – George Thompson reported the water quality trading plan will be finalized for submission to the DNR. If there are any additional comments they can be incorporated before submission. Darrel Pagel made a motion to submit the water quality trading plan to the DNR. The motion was seconded by Chad Fischer and the motion carried with all in favor.

Agenda item #5/ Review 2017 financial statements/audit report and any needed action – At the May meeting, a copy of the 2016 audit report was provided to each board member. Members reviewed outside of the meeting. There weren't any significant questions other than why the accounts receivable outstanding balance differed quite

OVER

a bit from prior year. Terry Malcheski noted the accounts receivable balance at year end is very dependent on payment practices of customers during the 3rd and 4th quarters, as the balances due may not qualify as delinquent per the sewer use ordinance (number of days in arrears to be delinquent) and therefore can't be placed on the tax roll for collection. This results in those accounts/amounts remaining in the current accounts receivable balance rather than receivable from municipality. A motion was made by Chad Fischer to approve the financial reports as presented and the motion was seconded by Darrel Pagel. The motion carried with all in favor.

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. Dave Szela made a motion to approve the expenditures as indicated on the checkbook register and the motion was seconded by Chad Fischer. The motion carried with all in favor.

The next meeting date is Monday, July 17, 2017 at 6:30 p.m.

A motion was made by Darrel Pagel to adjourn the meeting at 7:20 p.m. and seconded by Chad Fischer. The motion carried with all in favor.

Recorded by Terry Malcheski.