

Little Suamico Sanitary District #1  
2016 Budget Hearing Minutes and Minutes of Monthly Meeting  
Monday, October 19, 2015 – 6:30 p.m.

The budget hearing was opened for public comments at 6:30 p.m. On September 21, 2015 notice of the public budget hearing was posted at the Little Suamico Town Hall, the Little Suamico Post Office, and Building Blocks Daycare Center on County S, Sobieski, WI. There wasn't any attendance by any public members, thus no comments on the proposed budget were received. The public hearing was closed at 6:35 p.m. The monthly meeting was called to order at 6:35 p.m. Present were: Chad Fischer, Darrel Pagel, Dave Szela, Ken Yost, Terry Malcheski, Dave VanLanen, Pat Day, and Dean Zanon from Cedar Corporation.

**Approve agenda for October 19, 2015 meeting** – A motion was made by Dave Szela to approve the agenda for the October 19<sup>th</sup> meeting, but with a request to change the sequence of the agenda; agenda Item #3/Maintenance and operations report and any needed action, to include discussion and action regarding malfunction in operation of #3 lift-station (Grosse Rd), will be the first topic of discussion and action. The motion was seconded by Chad Fischer and the motion carried with Fischer, Pagel, and Szela in favor.

**Approve minutes from September 21, 2015 meeting** – Dave Szela made a motion to approve the minutes from the September 21, 2015 meeting as presented. The motion was seconded by Darrel Pagel. The motion carried with Fischer, Pagel, and Szela in favor.

**Reading of Correspondence** – There wasn't any correspondence to be read.

**Agenda Item #3/Maintenance and operations report and any needed action, to include discussion and action regarding malfunction in operation of #3 lift-station (Grosse Rd)** – Ken Yost provided the following report:

- On September 24, 2015 valves were purged.
- On September 28 a leak in the refrigerator at the treatment plant was repaired.
- With regard to the lift-station on Grosse Rd, known as lift-station #3, it was indicated by the vendor repairing electrical components that the temperature jumpers will not run without jumpers. The vendor suspects the problem lies in the pumps. Ken was instructed to call Sabel Mechanical and get input from them. On October 2, 2015 there was a report by a resident that there was sewage coming out of the manhole. Vendors were contacted to come and pump the contents. A 2 amp breaker tripped, but alarms were not sent, as power was still present. The same scenario occurred again on the following Monday. PJ Kortens came and repaired. The Lutheran church filed a claim with their insurance for sewage that backed up into their building. Their insurance representative telephoned Ken Yost and he indicated to them there was an electric glitch. The panels on the lift-station may have contributed to the alarm malfunction. Battery backup failed and it shouldn't have. It is thought there is a design error from the 1998 design or it was made incorrectly. Dean Zanon reported information with regard to the panel design is being sought from Foth, the engineering firm at the time of the design. A spillage report has been filed with WI DNR.
- Discussion and action regarding replacing a pump in lift-station #3 should be placed on the November 16, 2015 agenda.
- The call list for alarms will be revised to include the account numbers of the lift-stations as assigned by the power companies.
- The results of the WET test done are good. The paperwork required by the WI DNR has been completed and a copy supplied to Dean Zanon.
- The Compliance Maintenance Annual Report (CMAR) for 2014 indicates that the Capacity, Management, Operation, and Maintenance (CMOM) plan is due by 8/1/2016. This topic should be on the November 16, 2015 agenda for discussion and action.

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- It was noted at the last meeting the board asked Dean to review the current permits. He has provided copies of the permits with suggested changes. This should be placed on the agenda for the November 16, 2015 meeting for approval.
- Property owner Dave VanLanen presented to discuss disconnecting a home he owns at 1311 Krause Rd. The home has been vacant for some time and all plumbing fixtures have been removed. He will contact Jackie Foster, Inc. to see if they are available to do the work. When he has confirmed it with Jackie Foster, Inc., Mr. VanLanen will contact Terry Malcheski to secure a disconnection permit and pay the permit fee of \$125.00.

**Agenda Item #1/Discussion, action, and approval of 2016 budget to include approval of tax levy for the December 2015 property tax bills and approval of sewer service rate increase, if deemed needed, to assist with meeting operation expenses and debt obligation of the Little Suamico Sanitary District #1** – Copies of the proposed budget for 2016 were provided to the commissioners prior to tonight's meeting. With regard to an allocation for the expense of Wastewater Treatment Plant (WWTP) Phosphorus Removal, Dean Zanon of Cedar Corporation indicated an amount of \$10,000 should be sufficient to cover the next steps needed in the project during 2016. With regard to a rate increase for 2015, the commissioners indicated an increase is needed and propose an increase of \$1.00 per RUE/per month. With regard to the tax levy, the commissioners indicated to maintain the same levy from 2014, which is \$15,000.00. A motion was made by Dave Szela to accept the proposed budget for 2016 with the following: 1) Allocate \$10,000.00 for WWTP Phosphorus Removal, 2) Increase the monthly sewer rate from \$46.00 per unit to \$47.00 per unit, 3) Levy a tax on the 2015 property taxes to raise \$15,000.00. The motion was seconded by Chad Fischer and the motion carried with Fischer, Pagel, and Szela all in favor. Resolution #10192015 is assigned. A notice of rate increase will be sent to the property owners that are known to have rental properties (Rustic Acres Mobile Home Park, Helmle Properties, Inc., etc.). All other property owners will receive the notice of the rate increase on the December 31, 2015 (4<sup>th</sup> quarter) sewer service invoices. They will be notified the rate increase is effective January 1, 2016 and it will first appear on the March 31, 2016 (1<sup>st</sup> quarter) sewer service invoice.

**Agenda Item #2/Continued discussion and action Phosphorus Removal/Facility Plan. Any needed action by board** – Dean Zanon indicated the report has been submitted to the WI DNR by the required due date of September 30, 2015. There is nothing else to report at this time.

**Agenda Item #4/Approval of Expenditures** – Each board member was supplied with a print of the checkbook register indicating the checks completed for payment of expenses. Dave Szela made a motion to approve the expenditures as presented. Chad Fischer seconded the motion and the motion carried with all in favor.

**Agenda item #5/ Set next meeting date** – There being no conflicts for any members, the next meeting date will occur as normally scheduled, Monday, November 16, 2015 at 6:30 p.m. Agenda items will include: Discussion and action on CMOM, discussion and action on purchasing a new pump for lift-station #3 and approve revising of language/terms used in the connection/disconnection permits.

**Agenda item #6/Motion to adjourn** - A motion was made by Dave Szela to adjourn the meeting at 7:20 p.m. The motion was seconded by Chad Fischer. The motion carried with all in favor.

Recorded by Terry Malcheski.