

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, November 21, 2016 – 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 Dennis Steigenberger and George Thompson of Cedar Corporation

Approve agenda for November 21, 2016 meeting – A motion was made by Darrel Pagel to approve the agenda for the meeting. The motion was seconded by Chad Fischer and carried with all in favor.

Approve minutes from October 24, 2016 meeting – Approval of the October minutes was deferred to the December 19, 2016 meeting, as the board recommended revising a portion of the minutes in the section, *Agenda Item #1/Discussion, action, and approval of 2017 budget, which may include approval of a tax levy for the December 2016 property tax bills to assist with payment of existing debt and approval of a sewer service rate increase effective January 1, 2017. The Commissioners may also take action on other fees associated with the budget process (connection fees, permit fees, etc.).* A revised/corrected copy of the October minutes will be presented at the December meeting for approval.

Agenda Item #1/ Maintenance and Operations Report and any needed action – Ken Yost provided the following update:

- A connection in River Run Estates (Allen Rd.) was inspected.
- WET tests were done and heavy metal testing will also need to be done to comply with permit requirements.
- Ken has begun the application for permit renewal. Ken noted the application inquires as to when the last sludge removal was done. The board thought sludge removal was done around 1999. Ken will look at the last permit application to see if there is a specific date on that application.
- At the end of November there was 3 million gallons in the ponds.

Agenda Item #2 Update on progress made regarding WPDES Permit renewal and any needed action – The permit renewal application was reviewed. Ken Yost completed the application, but there are some questions that he needed the assistance of George Thompson. George reviewed those areas with the board. As noted above, it was thought that sludge removal last took place around 1999. The question was raised if some sludge removal should be done now under the current permit requirements. The board will give this further consideration. Money has been set aside for sludge removal expense.

Agenda Item #3 Update on Phosphorus Removal/Facility Plan and any needed action by board – A scope of work for the water quality trading plan was presented by Cedar Corporation. The scope will cover completing the notice of intent, identify trading partners, gather watershed data, and work with the county land office to identify availability of land. The goal is to identify sufficient land buffers and eliminate the need for chemical treatment. By end of March, the notice of intent will be submitted and identify trading partners. These items influence the design phase of the plant. Scope of work – 4911-016 Addendum 2-3 for \$14,000.00 was presented for signature. A motion was made by Chad Fischer to execute the scope of work and the motion was seconded by Dave Szela. The motion carried with all in favor. Dennis Steigenberger signed on behalf of Cedar Corporation and Dave Szela signed as board president.

Agenda Item #4 Review and approve rate increase notification letter drafted by Cedar Corp – On behalf of the district, George Thompson drafted a notice of rate increase to be included in the mailing of the 4th quarter 2016 sewer service invoices. The notice speaks to the phosphorus rule project and provides customers with contact

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information of the WI DNR if they have questions. A motion was made by Chad Fischer approving the notice/letter and the motion was seconded by Dave Szela. The motion carried with all in favor.

Agenda item #5/ Engagement letter from Schenck for 2016 audit – approval and action - Schenck Accounting presented their letter of engagement for conducting the 2016 audit. As in the past, a financial audit and financial statements for 2016 will be performed by Schenck. Dave Szela made a motion to contract with Schenck for the 2016 audit and the motion was seconded by Chad Fischer. The motion carried with all in favor. Dave Szela signed the engagement letter as the board president.

Agenda item #6/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

The next meeting date is Monday, December 19, 2016.

A motion was made by Darrel Pagel to adjourn the meeting at 7:40 p.m. and seconded by Chad Fischer. The motion carried with all in favor.

Recorded by Terry Malcheski.