

Little Suamico Sanitary District #1

Monthly Meeting Minutes

Monday, January 20, 2014 – 6:30 p.m.

The meeting was called to order at 6:30 p.m. Present were: Darrel Pagel, Dave Szela, Ken Yost, Terry Malcheski, and Dennis Steigenberger from Cedar Corporation. Allan and Kathleen Murphy arrived at approximately 6:40 p.m.

**Agenda Item #1/ Approve agenda for January 20, 2014 meeting** – Motion made by Dave Szela to approved the agenda for the January 20, 2014 meeting. The motion was seconded by Mark Fischer and motion carried with all in favor.

**Agenda Item #2/Approve minutes from December 16, 2013 meeting** – Darrel Pagel made a motion to approve the minutes from the December 16, 2013 meeting. The motion was seconded by Mark Fischer. The motion carried with all in favor.

*At this time, the board motioned to move to agenda item #4, as Allan Murphy was not yet present to discuss agenda item #3, Sobieski Land Development developer agreement.*

**Agenda Item #4/Maintenance and Operations Report** – The following report was provided by Ken Yost:

- Discharging is completed and samples are now only done once a week.
- Lift-station #4 had an issue with the capacitor arcing and as of today there still continues to be some operational issues. The wires appeared melted. The board noted this should be looked into, as this should not happen.

Dennis Steigenberger reported he e-mailed Phil Korth of Foth and indicated to him that Dave Szela would like to meet with him to discuss phosphorus reduction. Dennis indicated a meeting with Phil in February to begin the scope of service. Dave did some rough calculations and based on the 20 million gallons of discharge he estimates the district generates 400 to 500 pounds of phosphorus.

*At this time, the board motioned to move to agenda item #3, as Allan Murphy was now present to discuss the developer agreement with Sobieski Land Development.*

**Agenda Item #3/ Update Sobieski Land Development Developer Agreement Extension and any needed action** – Allan Murphy presented a one page document drafted by his attorney, Frank Calvert. This document amends Section 8 of the original developer agreement. The payback period for the deferred special assessments is extended another ten year (twenty years from date of substantial completion). The board accepted the amendment to the developer agreement.

**Agenda Item #5/Discussion and action regarding connection and permit fees for duplex constructed on Rosewood Ct. in 2002** – An uncashed check issued by Helmlle Construction on October 31, 2002 in the amount of \$2700.00 was found in a folder when files were being cleaned out. The check was for two connection and permit fees for a duplex at 4930 & 4932 Rosewood Ct. Terry Malcheski sent communication to Helmlle Construction on December 16, 2013 noting the check was not deposited and indicating a reissued check would be appreciated. On January 6, 2014 Helmlle Construction replied they

respectfully decline the request. The sanitary district board recommended no further action. Terry Malcheski reviewed the process she uses in Quickbooks for recording permit and connection fees, which is via a general journal entry. Moving forward, Terry will create an invoice at the time the permit is issued to ensure a payment has to be recorded to satisfy the outstanding invoice.

**Agenda Item #6/Approval of expenditures** - The expenditures were presented for approval, as outlined in the checkbook register. A copy of the checkbook register was given to each board member. Dave Szela made a motion to approve the expenditures and the motion was seconded by Mark Fischer. The motion carried with all in favor. Terry Malcheski also presented the 2013 budget with year-end performance, which overall came in under budget.

A motion was made by Dave Szela to adjourn the meeting at 7:15 p.m. The motion was seconded by Darrel Pagel and the motion carried with all in favor.

The next meeting is Monday, February 17, 2014 at 6:30 p.m.

Recorded by Terry Malcheski