

Little Suamico Sanitary District #1
Monthly Meeting Minutes
Monday, May 19, 2014 – 6:30 p.m.

The meeting was called to order at 6:30 p.m. Present were: Darrel Pagel, Dave Szela, Chad Fischer, Ken Yost, Terry Malcheski, Dennis Steigenberger from Cedar Corp. and Allan Murphy.

Agenda Item #1/ Approve agenda for May 19, 2014 meeting – Motion made by Darrel Pagel to approve the agenda for the May 19, 2014 meeting. The motion was seconded by Chad Fischer and motion carried with all in favor.

Agenda Item #2/Approve minutes from April 21, 2014 meeting – Darrel Pagel made a motion to approve the minutes from the April 21, 2014 meeting. The motion was seconded by Chad Fischer. The motion carried with all in favor.

Agenda Item #3/Maintenance and Operations Report– Ken Yost provided report:

- Ken is working on the Compliance Maintenance Annual Report (CMAR) for 2013. The report is due for submission by the end of June 2014. CMAR inquires as to when the user charge system was last reviewed. The board members indicated reviewing this at the June 16, 2014 meeting. It was verified with Phil Korth that he is o.k with being designated as the standby operator on the CMAR. The CMAR requires a standby operator. The DNR CMOM (Capacity, Management, Operations, and Maintenance) program will implement in 2016 and this plan will address televising and cleaning requirements.
- The discharging is going well and laboratory results are good. Discharging began at the end of April. Pond contents were pumped on top of the ice to assist with melting, so discharging could begin.
- The lift-station on Allen Road/Lilac Rd. is still having issues. There is a sense that there is a wiring issue. The contactor is still tripping out. It was suggested to contact the vendor that manufactured the panel. Dennis Steigenberger will verify who made the panel (LW Allen?).

Agenda Item #4/Phosphorus Removal Update – Dennis Steigenberger reported Phil is working on the phosphorus removal plan, to stay in compliance with permit requirements. Legislation may assist the district if there is financial hardship. It was noted the median income of the district (users of the system) is significantly lower than the median income of the town. An inquiry was made of Ken Yost as to whether phosphorus samples are being taken. Ken reported he is only sampling the effluent, but the board thought they had also indicated they wanted the influent sampled as well. Ken will begin sampling both the influent and effluent every two weeks. Ken noted a wet test needs to be done. The vendor is out of Superior, WI and they will send jugs the middle of June. Ken reported the sludge chart was sent to Phil Korth. There was nothing in the second pond. The first pond was 2' high, tapered out over 100'. Dave Szela reported the board members did not make a trip to see a phosphorus removal pilot program, as noted in the April minutes. More opportunities will be available in June in the Milwaukee area. Dennis Steigenberger will check with Foth if they are involved with any pilot programs in the area.

Agenda Item #5/Approval of Expenditures – The checkbook register of all the expenditures were distributed to each commissioner for review. A motion was made by Dave Szela to approve the expenditures as presented. The motion was seconded by Darrel Pagel. The motion carried with all in favor. The financial audit report for 2013 was provided by Schenck and a copy was given to each commissioner. The audit report will be reviewed, discussed, and approved at the June 16, 2014 meeting.

Agenda Item #8/other Business/Allan Murphy to discuss notice of rate increase – Allan Murphy presented to tonight's meeting to inquire as to when the rate was increased. He stated he did not receive a notice/letter. On April 18th payment was remitted for the first quarter sewer service (67 units at the old rate of \$45.00 per unit/per month). Upon receiving that payment, Terry Malcheski created an invoice for the additional \$201.00 due for the first quarter (additional \$1.00 per unit/per month). On April 21, 2014, Terry telephoned Mr. Murphy and left a

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message that an invoice for \$201.00 was being sent, as the rate increased. She also indicated in the message that she thought she sent him a notice of the rate increase and apologized if this was not the case and/or if he did not receive the notice. Mr. Murphy did not make a return call or leave a message back in reply to message left by Terry.

At this meeting, Terry again apologized for the letter either not being sent or not being received by Allan Murphy. At this point, Terry is not 100% positive she mailed a letter to Allan to inform him of the rate increase. All other customers received notice of the rate increase with the December 31, 2013 sewer service invoice, but an invoice is not sent to Rustic Acres, as the number of units in the park can fluctuate. An invoice is generated when the payment and report are provided by the mobile home park owner. At this meeting, Terry provided Allan with a copy of the October 21, 2013 minutes which indicated the rate increased from \$45.00 per month to \$46.00 per month/per unit effective January 1 2014 (March 31, 2014 invoice).

The flow coming into the lift-station at Rustic Acres is high and the commissioners reminded Allan Murphy that all building sewer laterals are to be capped off above ground. Allan indicated all of the building sewer lateral stubs were raised up and none are below ground.

Motion to adjourn - A motion was made by Dave Szela to adjourn the meeting at 7:25 p.m. The motion was seconded by Chad Fischer and the motion carried with all in favor.

The next meeting is Monday, June 16, 2014.

Recorded by Terry Malcheski