

Little Suamico Sanitary District #1  
Monthly Meeting Minutes  
Monday, June 16, 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, and Dennis Steigenberger from Cedar Corp.

**Agenda Item #1/ Approve agenda for June 16, 2014 meeting** – Motion made by Darrel Pagel to approve the agenda for the June 16, 2014 meeting. The motion was seconded by Chad Fischer and motion carried with all in favor.

**Agenda Item #2/Approve minutes from May 19, 2014 meeting** – Darrel Pagel made a motion to approve the minutes from the May 19, 2014 meeting. The motion was seconded by Dave Szela. The motion carried with all in favor.

**Agenda Item #3/Phosphorus Removal Update, Discussion, and Action** – Dennis Steigenberger reported he spoke with Phil Korth (Foth) today and Phil had a discussion with the DNR. The phosphorus limit for the Little Suamico River has been set at 0.075. The DNR tested the phosphorus levels in the river in 2009 and 2010 and the measurement was 0.145. The present phosphorus level of the influent is 5.50 and the effluent is 3.50. Dennis inquired of Phil if he was aware of any phosphorus removal pilot projects going on in our area. Last year there was one near Stevens Point. This facility treated their lagoon system and installed a filter and they had no problem meeting the 0.075 limit. The cost of the equipment was approximately \$200,000.00. Cedar Corporation has requested printed data from this test pilot. Phil Korth will attend the August 18, 2014 meeting to review the data.

The present process for discharging was reviewed. The ponds are getting greener and the board members asked Dennis to inquire of Phil if the ponds should be treated chemically.

**Agenda Item #4/Review discuss and take any needed action with regard to the Sewer Use Ordinance/User Charge System, as required by the Compliance Maintenance Annual Report (CMAR)** – The CMAR is due for submission by June 30, 2014. The CMAR inquires as to when the sewer use/user charge system was last reviewed. The sewer rates are examined on a yearly basis, via the budget process. The sewer rate was increased \$1.00 per month/per RUE effective 1/1/14. Board members inquired of Dennis Steigenberger if additional copies of the ordinance/user charge system could be provided. Dennis will have six copies prepared. Commissioners Pagel and Fischer are in need of a copy for their use.

**Agenda Item #5/ CMAR due June 2014. Discussion, action, and approval** – The CMAR was presented by Ken Yost and reviewed with the board. It is to be submitted via online process and is due by June 30<sup>th</sup>. The DNR has been sending reminders regarding the due date. A grading of “A” was received on the CMAR. The influent and effluent are meeting the loading design of the plant. The CMAR inquires of financial condition of the district, televising practices, lab results (ammonia, BOD, solids, etc. ), staffing of plant, operator certification, influent/effluent, and average rainfall. It was noted some more televising could be done (Wildflower Acres subdivision, River Street). Some more riprap should be placed at plant. The board authorized spending \$5,000 to \$10,000 to accomplish this. This should be done by end of summer. Dave Szela will seek out venders and have them submit evidence of insurance and W-9 form. A motion was made by Chad Fischer to have more riprap placed at the plant. The motion was seconded by Darrel Pagel and the motion carried with Fischer, Pagel, and Szela all in favor.

A motion was made by Dave Szela to accept the CMAR as presented and submit to the DNR (Dept. of Natural Resources). The motion was seconded by Darrel Pagel and the motion carried with Fischer, Pagel, and Szela all in favor. Resolution #061614 is assigned. No corrective action is required.

**Agenda Item #6/Maintenance and Operations Report** – Continued discussion was had with regard to issues occurring with the lift-station on Lilac and Allen Roads. There is an ongoing situation with the pump in this lift-

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station and dollars continue to be spent to try and resolve it. Dennis Steigenberger indicated the pump is a Flygt pump, but the vendor that sold the pump (Madison area) is out of business. When the Flygt representative is in the area, they will come out and look at the situation. This pump was installed in 1995. The pump has tripped out twice this month. It trips the contact out. Dennis will call the Flygt representative to see if they have any ideas. It was suggested to switch wires of the pumps to discern if it is the pump or the controller causing the problem.

PJ Kortens came and calibrated the meters. The hard drive has failed in the computer at the plant (computer on the door). The hard drive can be removed and the data can be transferred to a new one. P.J. Kortens will replace. The expense will be \$100 per hour plus approximately \$3,000.00 for the hard drive. A motion was made by Darrel Pagel to authorize this work and the motion was seconded by Chad Fischer. The motion carried with all in favor.

There is minor issue with the lift-station on Krause Rd. In depth details were not provided. The lift-station in Riverview Estates was not alternating. A new alternator was installed.

There was an occurrence involving the manhole on County S and J. Ken Yost will report to Bruce Oman. The amount involved was minute. The flange came loose on the air release. Stordeur Sanitation came and pumped 1,000 gallons and Vacuum, Pump, and Compressor did the repairs. It was noted their 1-800 number is also their emergency contact for after hours.

A manhole on Cross Road is below the grass and needs to be raised. Ken Yost will do this, but it was noted that next year Cross Road might have roadwork done involving the installation of curb and gutter.

Ken Yost needs to send samples to a vendor in Superior for the WET test (test for metals) to be done. Ken Yost will have the shipping charges placed on the district's credit (debit) card. The shipping costs each time are approximately \$60.00.

Dave Szela asked Ken Yost to check the flows coming from Rustic Acres Mobile Home Park, as there was a leak there today (broken water line).

**Agenda item #7/ Review, discuss, and accept 2013 audit report provided by Schenck** – Schenck provided copies of the 2013 financial/audit report. At the previous meeting, a report was provided to each board member to review. The board members indicated they did not have any questions regarding the report. A motion was made by Dave Szela to accept the 2013 financial/audit report. The motion was seconded by Darrel Pagel and the motion carried with Fischer, Pagel, and Szela all in favor.

**Agenda item #8/ Review correspondence to customer. Review correspondence and billing practices, as outlined in user charge system. Discussion and any needed action** – A letter was drafted to be sent to the owner of Rustic Acres Mobile Home Park inquiring of correct billing address and to apprise them of the ordinance and billing practices for mobile home parks located in the sanitary district. The board reviewed the letter and approved its mailing. The board indicated to send the letter in a manner that requires the recipient to sign for its receipt.

**Agenda item #9/Approve Expenditures** – The expenses were presented to each board member via a printed checkbook register from the operations and maintenance checking account. A motion was made by Dave Szela to approve the expenses as outlined on the checkbook register. The motion was seconded by Chad Fischer. The motion carried with Fischer, Pagel, and Szela all in favor.

**Agenda item #10/Other Business** – With regard to this agenda item, the board recommended removing this delineated item (**Other Business**) from future agendas. Items/topics not delineated on the agenda cannot be discussed or action taken on. It was noted the town board agendas do not have "other business" as an item on their agendas. The town board will not discuss items at their meetings if they are not on the agenda. Reading of correspondence should be added to the agendas as a standard item. The minutes from the prior meeting are also to be read at the next meeting. It was suggested to use the same format as the town for creating the agendas for

the sanitary district meetings. It was noted, according to Robert's Rules of Order, decorum should be maintained at meetings. There shall be no references to personalities, no interruptions and no private conversations.

**Motion to adjourn** - A motion was made by Chad Fischer to adjourn the meeting at 8:09 p.m. The motion was seconded by Darrel Pagel and the motion carried with Fischer, Pagel, and Szela all in favor.

The next meeting is Monday, July 21, 2014

Recorded by Terry Malcheski.

*These minutes were typed on July 9, 2014. On July 7, 2014 the board members agreed via e-mail to change the July meeting date to July 14, 2014, due to a schedule conflict for the secretary. It was also noted the town board has changed their meeting date from July 14, 2014 to July 21, 2014. Changing the district meeting to Monday, July 14<sup>th</sup> will alleviate two town board bodies from meeting on the same night.*