

Little Suamico Sanitary District #1  
2015 Budget Hearing Minutes and Minutes of Monthly Meeting  
Monday, October 20, 2014 – 6:30 p.m.

The budget hearing was opened for public comments at 6:30 p.m. There wasn't any attendance by any public members, thus no comments on the proposed budget were received. The public hearing was closed at 6:38 p.m. The monthly meeting was called to order at 6:38 p.m. Present were: Chad Fischer, Darrel Pagel, Dave Szela, Ken Yost, Terry Malcheski, and Dennis Steigenberger from Cedar Corporation.

**Approve agenda for October 20, 2014 meeting** – A motion was made by Darrel Pagel to approve the agenda as presented for the October 20, 2014 meeting. There was no cause to change the sequence of the agenda or delete items from the agenda. The motion was seconded by Chad Fischer and the motion carried with Fischer, Pagel, and Szela in favor.

**Approve minutes from September 15, 2014 meeting** – Dave Szela made a motion to approve the minutes from the September 15, 2014 meeting as presented. The motion was seconded by Chad Fischer. The motion carried with Fischer and Szela in favor. Pagel abstained.

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

**Agenda Item #1/ Discussion, action, and approval of 2015 budget to include approval of tax levy for the December 2014 property tax bills and approval of sewer rate increase, if deemed needed, to assist with meeting operation expenses and debt obligation of the Little Suamico Sanitary District #1** – The draft of the budget was reviewed. The facility plan to address phosphorus removal will cost approximately \$30,000.00, but will be a three stage process. For the 2015 budget it was recommended to budget \$10,000.00.

It was noted there isn't an allocation on the budget for payroll taxes. The amount estimated for 2015 is \$2,500.00. The amount allotted in the proposed budget for repairs and maintenance will be decreased to \$27,936.00.

A tax levy of \$15,000.00 will again be needed to assist with payment of debt retirement. Dave Szela made a motion to levy a tax on property in the sanitary district to raise \$15,000.00. The levy will appear on the December 2014 property tax bills. The motion was seconded by Chad Fischer. The motion carried with Fischer, Pagel, and Szela all in favor. Resolution 10202014 is assigned.

The board recommended not making a change to the monthly sewer use fee at this time.

Dave Szela made a motion to accept the budget for 2015 with the following changes: Add \$2,500 for payroll taxes, add \$10,000.00 to address phosphorus removal, and decrease repairs and maintenance to \$27,936.00. The motion was seconded by Chad Fischer and the motion carried with Fischer, Pagel, and Szela in favor.

**Agenda Item #2/Update with regard to submission of the Facilities Planning Status Report Wastewater Treatment Plant Modifications Report to the WI DNR. Continued discussion with regard to request to WI DRN regarding calculation of median household income of the sanitary district. Any needed action by board** – Dennis Steigenberger reported the finalized *Facilities Planning Status Report for Wastewater Treatment Plant Modifications* was submitted to WI DNR. The DNR will calculate the median household income (MHI). The process is to complete a notice of intent and to apply for Environmental Improvement Fund (Clean Water) Loan by 12-1-14. Project costs need to be identified. A priority evaluation form also needs to be completed. Once the notice of intent and priority evaluation forms are submitted to WI DNR, they will then calculate the MHI of sanitary district. They rank and prioritize projects. To receive hardship money, the MHI needs to be 80% of the state MHI. Dennis will provide preliminary calculations at the November 17, 2014 meeting. Place on the agenda: Notice of Intent and Priority evaluation form for submission to WI DNR, discussion and action.

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**Agenda Item #3/DNR Inspection Report – Update from Dennis Steigenberger regarding submission of lift-station and mag meter data to Bruce Oman with WI DNR and any needed action by board** – There was not an update regarding the mag meter. Chad Fischer will submit to Dave Szela the data that was gathered.

**Agenda Item #4/Update from Dennis Steigenberger regarding purchase of computer for treatment plant and any needed action by board** – Dennis Steigenberger reported he spoke with a colleague about the computer at the treatment plant. They indicated adding another tower (desktop) computer would be fine. Two computers under one license. The cost via PJ Kortens is about \$3,500.00. A flat touch screen computer would be from Energenecs at a more significant cost of about \$8,500.00. Dave Szela made a motion to authorize spending \$3,500.00 with PJ Kortens to secure a new computer. The motion was seconded by Chad Fischer and the motion carried with Fischer, Pagel, and Szela in favor.

**Agenda Item #5/Maintenance and Operations Report -** The following was noted by Ken Yost:

- A lot of locates have been received from Diggers Hotline.
- There was a high water alarm on the 29<sup>th</sup> of September at the lift-station on the east end of Allen Road.
- Great Lakes cleaned Riverview and River St. The issue with the River St. sewer main involves a cast iron Tee connection encased in plastic at about 110' from the manhole. The cast iron is deteriorating and it may be why paper became clogged in it. Ken will talk further with Great Lakes about a solution to rectify the situation.
- On 10/6/14 the pump in the Allen Rd/Lilac Rd. lift-station was pulled for repairs. It is expected back about 10/21/14. Parts had to be ordered at a cost of about \$5,000.00. Vacuum, Pump, and Compressor is doing the work. The board recommended that Ken secure a price from Vacuum, Pump, and Compressor for a new pump, as there is a need to have a spare on-hand.
- Some fuses were replaced in the lift-station on Grosse R.
- A lateral was connected in Executive Circle.
- A sludge sample will need to be submitted in June 2015 for PCB testing. Heavy metal testing is needed in January 2015.
- More green paint for marking locates is needed. Chad Fischer will attempt to get a case from Oconto County.
- The printer ceased working at the treatment plant.
- A pump at the treatment plant could possibly be rebuilt as a back-up, but parts would most likely have to be machined as the impellers in the pump are no longer made. The board recommended to have Vacuum, Pump, and Compressor look at the pump and assess if it is worth it to rebuild it as a back-up pump, but the wiring capabilities of the lift-station will need to be assessed, as the pump is 20 hp. Ken will inquire of Vacuum, Pump, and Compressor and also Electrical Service Supplies if a 20 hp pump can be placed in a lift-station that is wired for 15 hp. If so, then Vacuum, Pump, and Compressor can assess the pump as to whether it could or should be rebuilt. At the November meeting the board recommended discussing acquiring a new pump for the Grosse Road lift-station to replace the remaining old pump.
- Ken reviewed flow data, BOD, Solids, and Ammonia measurements. All is good and within limits. Bruce Oman of WI DNR indicated an influent sample was missing, but Ken indicated this is not correct.
- Dave Szela indicated the small aluminum boat that is at the treatment plant belongs to him. He indicated he doesn't need it and could sell it to the sanitary district. No decision was made on this.

**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. Darrel Pagel indicated to compare prior year's electrical expense at the November meeting, as it has been about a year since three phase was installed at Grosse Rd.

**Agenda item #7/ Set next meeting date** – There being no conflicts for any members, the next meeting date will occur as normally scheduled, Monday, November 17, 2014 at 6:30 p.m.

**Agenda item #8/Motion to adjourn** - A motion was made by Dave Szela to adjourn the meeting at 8:03 p.m. The motion was seconded by Darrel Pagel. The motion carried with all in favor.

Recorded by Terry Malcheski.