

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, April 16, 2018 – 6:30 p.m.

The monthly meeting was called to order at 6:30 p.m. Present were: Chad Fischer, Dan Herzberg, Darrel Pagel, Ken Yost, Terry Malcheski, and George Thompson of Cedar Corporation. Present to discuss items with the board were Doug Allen and Troy Schaden.

Approve agenda for April 16, 2018 meeting – A motion was made by Chad Fischer to approve the agenda for the meeting. The motion was seconded by Darrel Pagel and the motion carried with Fischer, Herzberg, and Pagel in favor.

Approve minutes from March 19, 2018 meeting – Darrel Pagel made a motion to approve the minutes from the March 19, 2018 meeting as presented. The motion was seconded by Chad Fischer. The motion carried with Fischer, Herzberg, and Pagel in favor.

Reading of Correspondence: No correspondence.

Agenda item #1/Doug Allen - Obtain information regarding sewer connection for lot on Allen Road and any needed action by board – Doug Allen may sell approximately 1.5 to 2.0 acres on Allen Road. This lot is near the Little Suamico River and not near the main line on Allen Road. Doug inquired of the board if a structure is placed on this lot if they would be required to connect to the sanitary sewer. The board unanimously determined the lot discussed at tonight's meeting would not be required to connect due to the mainline is not accessible.

Agenda item #2/Discussion and action regarding the hiring/contracting of a plant operator to assume duties effective July 1, 2018, due to resignation of current plant operator – Troy Schaden, owner of Electrical Service Supplies, expressed interest in assuming the duties of plant operator. Troy currently has an operator license, but would need to take an exam for lagoons. It was noted an exam is available on May 2. The board discussed hiring versus contracting, as Troy already provides services to the sanitary district as a vendor. The district needs input from their insurance carrier with regard to hiring Troy as an employee. Dan Herzberg will contact the sanitary district's insurance agent to get his recommendations. This topic will carry forward to the May 21, 2018 meeting for continued discussion and possible action.

Agenda item #3/ Report of spring 2018 election results and any needed action by board – Darrel Pagel elected to six year term to end April 2028 – At the April 3, 2018 election, Darrel Pagel was reelected for a six year term. His term will expire April 2024.

Agenda item #4/ Maintenance and Operations Report and any needed action – Ken Yost provided the following report:

- There were some operational issues with one of the pumps in lift-station #4 due to a pair of children's underwear.
- Discharging at the plant began on April 2, 2018. The ammonia levels of the first two samples were within limits.
- The treatment plant has not been plowed since the last blizzard and Ken was unable to get in to assess the ponds, etc. He will need to obtain samples next week.

Agenda item #5/continued discussion and action with regard to analysis of flow data by Cedar Corp – No report for this meeting. Agenda item to carry forward to May 21, 2018 meeting.

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Agenda item #6/Phosphorus reduction and any needed action by board – George Thompson reported Nicole Krueger, WI DNR basin engineer, is working on the WPDES permit for LSSD#1. The proposed compliance schedule is: 9/30/18 have facility plan amendment, 6/30/19 plans and specifications, 9/30/19 initial construction. George will correspond back to Nicole that this is the planned schedule of the LSSD#1 and to confirm DNR understanding of this.

Agenda item #7/ Review and approve 2017 Annual Financial Report provided by Schenck, to include signing Management Representation Letter and Draft Approval Form. Any other needed discussion and action with regard to 2017 audit – Prior to tonight's meeting, the draft report of the 2017 annual audit was sent to all of the board members for their review. The draft reports were deemed to be satisfactory and Dan Herzberg signed the Management Representation Letter and Draft Approval Form. Terry will return the documents to Schenck via e-mail.

Agenda item #8/Approval of Expenditures - A checkbook register, noting all of the expenditures since the prior meeting, was provided to each board member. The expenses and register were reviewed. Invoices and bank statements were also made available for review. Darrel Pagel made a motion to approve the expenditures as outlined in the checkbook register. The motion was seconded by Chad Fischer. The motion carried with all in favor.

Adjournment of meeting - A motion was made by Chad Fischer to adjourn the meeting at 7:15 p.m. and the motion was seconded by Darrel Pagel. The motion carried with all in favor. The next meeting date is Monday, May 21, 2018 at 6:30 p.m.

Recorded by Terry Malcheski.