

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, June 17, 2019

The meeting was called to order at 6:30 p.m. Present were: Chad Fischer, Dan Herzberg, Terry Malcheski, Troy Schaden, and Dennis Steigenberger Cedar Corporation. Additional attendees: Douglas Allen, Keven and Renell Bartlett., Josh McGown, Regina Regal, and Dawn and Dave Zimmerman,

Approve agenda for June 17, 2019 meeting – A motion was made by Dan Herzberg to approve the agenda for the meeting. The motion was seconded by Chad Fischer and the motion carried with Fischer and Herzberg in favor.

Approve minutes from May 20, 2019 meeting – Chad Fischer made a motion to approve the minutes from the May 20, 2019 meeting as presented. The motion was seconded by Dan Herzberg. The motion carried with Herzberg and Fischer in favor.

Agenda Item #1/Discussion and any needed action regarding sewer service for a property on Lake St – Dennis Steigenberger reported the document titled, *Request for Building Sewer Stub Lateral* was sent to ORP Real Estate Holdings, LLC, the owner of parcel 0244415012 located on Lake St., for their review and signature. The signed document along with a check for \$900 (cost to Little Suamico Sanitary District for Cedar Corporation to seek bids) was received by the sanitary district. Dennis indicated Cedar Corporation will send proposals to area contractors for them to review the project requirements and to submit their bid to the sanitary district. Dennis will telephone Andy Selner to confirm time frame to have the project complete.

Agenda item #2/Continued discussion and any needed action regarding sewer service to East Frontage Road and deferred special assessments – Regina Regal, owner of property on East Frontage Road, is in the process of seeking a buyer for the property. There is a deferred special assessment of \$1150.00 per acre for costs associated with construction of the lift-station on East Frontage Road (south of County Highway S). The properties that can be serviced by the lift-station would be required to connect if any development occurs on them. The mainline would need to be extended to the north from County Highway S. A line extension would impact properties on both the east and west sides of the frontage road. An extension would proceed to the most northern edge of the property requiring the extension. Dennis Steigenberger drafted an estimate of what it could cost to extend the sewer from the existing line (just south to County Highway S) to Regina's property. It is estimated that approximately 4900' of sewer would be needed, with a maximum of 400' between manholes. The majority of the line could be constructed just west of the frontage road but some asphalt restoration would still be needed. A depth between 9 and 12' should be sufficiently deep to extend sewer into properties for future development. Dennis noted an estimated cost of \$600,000 to be shared by all property owners affected by the extension. The project requires approval by the WI DNR. It is estimated the approximate cost to each property owner is \$125.00 per foot (both sides of road). Dennis explained there are different methodologies for assessing special assessments (acreage, front foot, rooftop, etc). Each individual parcel to be serviced would require its own lateral. There is an existing building on one of the parcels owned by Regina and it currently has an onsite system. The existing building and onsite system could be used by a purchaser, but no new buildings, additions, or any changes to the existing structure could be made without the property being serviced by public sewer. The parties present at the meeting with interest in the property (Regina, Keven and Renell Bartlett, Dawn and Dave Zimmerman) will contact the sanitary district with an update if they will need the sewer extended to service any new construction or any changes to the existing building.

Agenda item #3/Discussion and any needed action regarding costs associated with bringing sewer service to 756 Lilac Rd – Josh McGown resides at 756 Lilac Road. His property, along with five other properties on Lilac Road, is not serviced by sanitary sewer. Josh is present at tonight's meeting to receive information on costs and process to have sewer extended to service his property. Dennis Steigenberger presented two options with costs of \$155,370.00 (sewer depth of 6.5' to 7') and \$93,640.00 (sewer depth of 5'). Dennis suggested doing a rooftop special assessment on the properties benefitted by the sanitary sewer extension. Josh will send an e-mail to the

sanitary district if he would like to proceed with the process to have sanitary sewer service extended to his property.

Correction/clarification approved at July 16, 2019 meeting: With regard to the two options noted above for extending the sewer, one option is to extend from the current southern end point on Lilac Road and pick up the additional homes on Lilac Road up to County J. This estimated cost is \$93,640.00. The second option is to further expand option 1 by also including the three to four homes on Lilly Rd (going north from County J) that aren't currently serviced by sanitary sewer and the estimated cost for this option is \$155,370.00.

Agenda item 4 /Interested party seeking information regarding deferred special assessment levied against property on Allen Rd. and any needed discussion and action – Doug Allen was present to inquire about the deferred special assessment on property he would like to purchase from William Allen. When the Allen Road sewer was extended in 1995, special assessments were levied on benefitted properties. A portion of William Allen's land was exempt due to farmland, but a lien for the special assessment on the farmland needed to be filed by the sanitary district. The lien was filed, but the deadline to file was missed due to miscommunication between the sanitary district's attorney at the time and a prior commissioner. To rectify this and still have the property bear the costs associated with extending the sanitary sewer on Allen Road, the attorney amended the Connection Charges section (7.10) (b) of the Sewer Use Ordinance/User Charge System. *Property connected to the wastewater collection system, which was previously exempt from special assessment or benefit reduction, will be levied a connection charge equal to what the special assessment would have been had the property not been exempt or benefit reduced at the time the previous special assessment was levied. The connection charge is in addition to the connection charge set forth in Section 7.10(a).* The district board determined if Doug Allen purchases any property from William Allen the special assessment (connection charge) is not due to the sanitary district unless the property is developed and connections are made to the sanitary sewer.

Agenda item #5/Maintenance and operations report and any needed action by board – Troy Schaden noted the following:

- The SCADA system will need to be replaced at a cost of about \$2,000. The computer screen on the wall in the building is not working, but Troy indicated its need is no longer applicable. It would cost about \$6,000 to replace. It was suggested to roll the replacement of the SCADA system into the plant upgrade that will be done for reducing phosphorus. PJ Kortens will do what they can with the system for now.
- PJ Kortens will perform annual calibrations of equipment.
- All of the lift-stations were cleaned out a few weeks ago. Some of the floats were changed. This fall the lift-stations on Lilac Road and the trailer park will be cleaned again.
- The influent sampler is not cooling very well, but because it is influent it is not really a cause for concern.
- The garage has been cleaned up and the board approved a new service and garage door to be installed.
- Troy is going to try treating the duckweed with chemicals. It was suggested to call WI Pond & Lake as they do spraying for \$750.00 per acre. Dan Herzberg will get their number and give to Troy.
- Troy noted the CMAR for 2018 needs to be submitted to WI DNR by June 30, 2019. The commissioners indicated a special meeting to approve the 2018 CMAR will be held on Tuesday, June 25, 2019 at 6:30 p.m. The clerk will post notice of the meeting within 24 hours of the meeting. The clerk will supply Troy with the data regarding electricity use and the depreciation account balance.
- It was noted by the end of 2020 the sludge in the pond has to be tested. Dennis will supply Troy with the name of a vendor.
- Troy will set-up televising of the lines. If sewer is extended on Lilac Road, it was suggested to televise Lilac Road prior to any construction.

Agenda item # 6/Phosphorus reduction/plant upgrade and any needed action by board - Dennis Steigenberger reported the design team at Cedar Corp is preliminary suggesting the building for the upgrade would be about 20' x 50' and fairly tall. The building placement and site needs to be determined, so a site visit with the electrical and process engineers from Cedar Corp will be done. A survey of the land will also be done. A meeting with Troy will

be arranged for the first week after July 4th. Dan Herzberg will attend also if he is able. The board requested a new SCADA, a new sampler, and repairs to the existing sand filter also are included in the phosphorus project costs.

Agenda item #7/Review draft of revised connection permits and any needed action by board – Dennis Steigenberger presented two options of changes that could be made to the current connection permit. The board was in favor of option #2. Dennis will bring back to the July meeting for final approval.

Agenda item #8/Discussion and any needed action by board regarding commissioner vacancy – Doug Allen expressed to the board he would be interested in serving as a sanitary district commissioner. Doug resides in the sanitary district as required by WI state statute. Dan Herzberg made a motion to recommend to the Little Suamico Town Board that Doug Allen be sworn in as a commissioner of the sanitary district to complete the term of Commissioner Darrel Pagel (term expires April 2024). The motion was seconded by Chad Fischer and the motion carried with Fischer and Herzberg in favor. Dan will contact the town clerk with the sanitary district's recommendation.

Agenda item #9/Approval of Expenditures and report from clerk and any needed action - A checkbook register of all of the expenditure from the last month was provided to each board member. The expenses were reviewed. Invoices and bank statements were also made available for review. Chad Fischer made a motion to approve the expenditures as outlined in the checkbook register. The motion was seconded by Dan Herzberg. The motion carried with all in favor.

The clerk (Terry Malcheski) reported the sale of Huntington Bank to Associated Bank has been finalized. Associated Bank supplied the sanitary district with all account information and needed supplies (checks, etc.). Terry will be gone from July 18 through July 31, 2019 and unavailable to conduct any issuance of permits. Terry will have limited access to e-mail, but can try to log on at times to monitor requests from title companies with regard to notifications of property sales.

Set next meeting date(s): The next meeting date is Tuesday, June 25, 2019 at 6:30 p.m., with the sole purpose of approving the 2018 CMAR for submission to WI DNR. The next regular monthly meeting will be held on Monday, July 15, 2019 at 6:30 p.m. A motion was made by Dan Herzberg to adjourn the meeting at 8:05p.m. and the motion was seconded by Chad Fischer. The motion carried with Fischer and Herzberg in favor.

Recorded by Terry Malcheski.