

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, July 16, 2019

The meeting was called to order at 6:30 p.m. Present were: Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski, Troy Schaden, and Dennis Steigenberger Cedar Corporation.

Approve agenda for July 16, 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 Allen, Fischer and Herzberg in favor.

Approve minutes from June 17, 2019 meeting – It was noted to clarify item #3/Lilac Road sewer extension: With regard to the two options for extending the sewer at estimated costs of \$93,640.00 and \$155,370.00, 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. Dan Herzberg made a motion to approve the minutes from the June 17, 2019 with this clarification. The motion was seconded by Chad Herzberg. The motion carried with Herzberg and Fischer in favor. Doug Allen abstained as he had not yet been appointed as a commissioner.

Approval minutes from June 25, 2019 special meeting to accept and approve submission of Compliance Maintenance Annual Report 2018 (CMAR) to WI Dept of Natural Resources – Dan Herzberg made a motion to approved the June 25, 2019 minutes as presented and the motion was seconded by Chad Fischer. The motion carried with Fischer and Herzberg in favor. Doug Allen abstained as he had not yet been appointed as a commissioner.

Correspondence Received: Dan Herzberg noted he is in receipt of an e-mail from Frank Nowak with regard to the management of surface water. Dan will respond back to Mr. Nowak that the sanitary district does not manage surface water.

An inquiry was received from a business known as Vintage Works with regards to making a connection to the sanitary sewer. Further discussion will be had at the August 2019 meeting.

A customer inquired about receiving a map of the sanitary district boundaries and service lines. The board clarified that maps can be sent at a cost of \$25.00. Terry Malcheski will telephone customer to confirm they would like a map at this cost.

Agenda Item #1/Continued discussion and any needed action regarding sewer service for a property on Lake St. – On June 20, 2019 Cedar Corporation sent Request for Proposal for Construction Services to contractors to have stub lateral installed and connection to the mainline sanitary sewer– Dennis Steigenberger reported bid packages were sent to five sewer contractors with responses due by July 11, 2019. Two contractors replied: DeGroot with a lump sum bid of \$7,200.00 and PTS with a lump sum bid of \$20,400.00. DeGroot indicated they would be able to begin the project plus or minus 10 days from September 1, 2019. PTS indicated they could begin the project on October 1, 2019. The property owner will sign the document awarding the project to the low bidder. Dennis Steigenberger will send the property owner *Contract for Building Sewer (stub lateral) Installation*. The fee for the inspector (district employee or engineering representative) to view the tap of the mainline and install lateral(s) will be \$200.00. The property will have a duplex constructed on it which will require two laterals and two grinder pumps owned and maintained by property owner. The district will need to be informed of the plumber/excavator completing the lateral installations and they will have to file necessary insurance (10 K bond and liability proof) with the district. Permit and connection fees will need to be collected as well. The property will have a connection

fee of \$5,600.00 (duplex – two connections @ \$2800.00). Chad Fischer made a motion to award the bid to DeGroot and the motion was seconded by Dan Herzberg. The motion carried with Allan, Fischer, and Herzberg all in favor.

Agenda item #2/Continued discussion and any needed action regarding extending sewer service to 756 Lilac Rd. – Request for extension submitted to LSSD #1 via e-mail on Jun 26, 2019 – Josh McGown has requested sewer service to his property at 756 Lilac Road. Josh was unable to attend tonight’s meeting. Dennis Steigenberger reviewed the process and it includes authorizing plans & specifications, bidding, and WI DNR approval. A preliminary resolution notifying the intent to levy special assessments will also need to be acted upon, which needs to be acted on before construction can begin. The district will also need to pass a final resolution levying special assessments and property owners affected by the levy can contest the special assessment and a hearing will have to be held if this occurs. Property owners have to prove the value increase to their property is less than the cost for the sewer. The board will act on the preliminary resolution to levy special assessments at the August 2019 meeting. The preliminary resolution sets hearing date and plans and specifications need to be presented at the hearing. Dennis noted there are programs through CDBG Housing and Rural Development are available that may provide assistance with costs of extending sewer, but individual property owners will need to inquire for themselves. At the August meeting, Dennis Steigenberger will provide a draft of the resolution for the board to review and confirm dates and times as well as the two options for extending the sewer: 1) south on Lilac Road up to County J and 2) south on Lilac Road up to County J and include homes on southern end of Lilly Road that are not currently serviced by sanitary sewer.

Agenda item 3 /Continued discussion and any needed action regarding sewer service to East Frontage Road and deferred special assessments – No action is needed at this time and this can be removed from future agendas until further inquiry is made by the property owner(s).

Agenda item #4/Maintenance and operations report and any needed action by board – Troy Schaden noted the following:

- Plugs and cords for connecting the emergency generator to the lift-stations will be acquired.
- The sewer lines on Lilac Road will be televised before any construction (extension) is started.

Agenda item #5/Phosphorus reduction/plant upgrade and any needed action by board – A site visit to the treatment plant with Cedar Corporation representatives was conducted. It is proposed to construct a 50x20 building with split phase block and a hip roof with an overhead door (appx \$1000) and side doors (appx \$380). Quotes will be obtained for placing vinyl siding on the discharge house. The SCADA system will be upgraded to permit remote communication.

Agenda item #6/Review draft of revised connection permits and any needed action by board – Dennis Steigenberger presented a draft of the permit with the changes suggested at the June meeting. Only permit #1 has any changes made to it. It is noted the permit now indicates that plans approved by the state (commercial buildings) need to be submitted to the sanitary district.

Agenda item #7/Discussion and any needed action by board regarding commissioner vacancy. Douglas Allen sworn in at July 15, 2019 town board meeting – On July 15, 2019 the Little Suamico Town board appointed Doug Allen as a commissioner of the Little Suamico Sanitary District to fill the vacancy created by the passing of Commissioner Darrel Pagel in February 2019. Commissioner Pagel was elected April 2018 and his term expires April 2024.

Agenda item #8/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.

Set next meeting date(s): Due to a schedule conflict for a board member, the next meeting will be held on **Tuesday, August 20, 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 all in favor.

Recorded by Terry Malcheski.