

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, August 20, 2019

The meeting was called to order at 6:45 p.m. Present were: Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski, Troy Schaden, and Dennis Steigenberger Cedar Corporation.

Approve agenda for August 20, 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 July 16, 2019 meeting – Doug Allen made a motion to approve the minutes from the July 16, 2019 meeting. The motion was seconded by Dan Herzberg. The motion carried with all in favor.

Agenda Item #1/Update and any needed action regarding sewer service for a property on Lake St. – At the July 16, 2019 meeting the board awarded contract to DeGroot – Dennis Steigenberger presented the agreement for all parties to sign (DeGroot and LSSD board). At bid time DeGroot indicated they would be able to begin work plus/minus 10 days of September 1, but now they indicate start time will likely be closer to the end of September. Dan Herzberg signed for the board and signature from DeGroot will be secured. Specifications were given to Troy Schaden as he will perform the inspection. A saddle is required for the mainline tap and this is specified in the contract. Dan Herzberg made a motion to approve the agreement/contract and the motion was seconded by Chad Fischer. The motion carried with all in favor.

Agenda item #2/Continued discussion and any needed action regarding extending sewer service to 756 Lilac Road; to include taking action on Preliminary Resolution to set hearing and levy special assessments. Dennis Steigenberger to present draft of resolution. Consideration will be given to a cost estimate that would include extending sewer to homes on Lilly Road that are not currently serviced. – A request for sewer to be extended on Lilac Road was submitted to LSSD #1 via e-mail on Jun 26, 2019 – Options for extending sewer service to 756 Lilac Road were reviewed. Option 1 would service six properties with an estimated cost of \$26,000 per property. Option 2 would include option 1 plus 4 additional properties with an estimated cost of \$25,000 per property and option 3 would include options 1 and 2 and an additional 2 properties on Lilly Road (total of 12 properties) with an estimated cost of \$25,500 per property. Dennis Steigenberger reviewed the special assessment process which includes action on a preliminary resolution declaring intent to exercise special assessment powers and conduct a future public hearing at which time the special assessment terms would be established. The property owners have a right to challenge the assessment. After the public hearing the final resolution is approved and published. The public then has 90 days to challenge via lawsuit in the county the properties are located. If there aren't any challenges, the board can authorize Cedar Corp. and DNR to review. After review and approval by DNR the bid process is conducted. It is estimated it will be at least August of 2020 before any construction will begin. However, the board can authorize Cedar Corp to do the plans now, which will shorten the process and provide timelier turnaround with regard to DNR final approval. The board concurred option #3 is the best option and the board is in agreement to have Cedar Corp prepare the plans. Dan Herzberg made a motion to proceed with option #3 (extend sewer service to 12 properties at an estimated cost of \$25,500 per property) and authorize Cedar Corp to the plans and specifications. The motion was seconded by Chad Fischer and the motion carried with Allen, Fischer, and Herzberg all in favor. Chad Fischer made a motion to approve; *Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.0703 Wisconsin State Statutes for the Costs of Installing Sanitary Sewer Main for the Extension on Lilac Road and Lilly Road located in the Little Suamico Sanitary District No. 1, Town of Little Suamico, Oconto County, Wisconsin* - The motion was seconded by Doug Allen and the motion carried with Allen, Fischer, and Herzberg all in favor. Resolution # 08202019-01 is assigned.

Agenda item #3/Maintenance and operations report and any needed action by board – Troy Schaden noted the following:

- Lift-station #3 had an operational issue and overflowed. PJ Kortens two lift-stations that were not sending signal out from the PLC. Vacuum Pump and Compressor pulled the #2 pump from lift-station #3. There were items hung up in the pumps. It was noted by the board that Sabel is the preferred vendor for work to be done on pumps. It has been determined the generator that Electrical Service Supplies has the capacity to operate at least one pump at the lift-stations.

Agenda Item #4/ Discussion and action with regard to duckweed removal at treatment plant - Costs associated with removing duckweed at the ponds are costly and the board tabled action on this at this time.

Agenda item #5/SCADA communication problems and recommendations as reported by PJ Kortens and any needed action by board - An e-mail from PJ Kortens with regard to the SCADA system was reviewed. The board determined upgrades to the lift-stations and SCADA system should be rolled into the phosphorus project financing. Troy will obtain an estimate from PJ Kortens. They had hoped to have it ready for this meeting, but they weren't able to.

Agenda item #6/Phosphorus reduction/plant upgrade and any needed action by board – Borings will be done at the treatment plant site to determine the presence of rock and it is estimated the cost will be about \$3k to \$4k. Cedar Corp will send bid proposals to vendors (PSI and ECS). The board authorized Dennis Steingenberger to contact the vendors with bid proposals and to send to the board members via e-mail for approval, as this can't wait for the September meeting. Elevations will also be measure for building and equipment placement. It was noted eye wash stations will also be needed in the building at the treatment plant, as well as a full wash shower. The preliminary plans for the building and storage tank(s) were reviewed. Dry pumps will be located in basement or outside if presence of rock doesn't permit basement, but the board agreed having a basement for storing the tanks inside is preferred. Options for building include having square footage to accommodate a large chemical tank of small chemical tank. The small tank option would require more frequent refilling, but the building to accommodate a large tank is estimated to cost an additional 120k more than a smaller building. The board agreed the smaller building with a small chemical tank is the best option as it has better present net worth value; the preference is to store the tanks indoors, and authorized Cedar to proceed with securing bids from vendors for boring.

Agenda item #7/Discussion and action with regard to proposed business in Executive Circle making connection to the sanitary sewer (Vintage Works – metal fabrication) – Vintage Works will perform design work for metal fabrication and will have six to eight employees, The board determined at this time not to meter the effluent from the building.

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. The clerk reported the computer in the office will need to be upgraded to Windows 10 or a new system will need to be purchased. The board authorized Terry Malcheski to purchase new computer desktop or laptop that has Windows 10.

Set next meeting date. The next meeting will be held on **Monday, September 16, 2019** at 6:30 p.m.

A motion was made by Dan Herzberg to adjourn the meeting at 8:37p.m. and the motion was seconded by Chad Fischer. The motion carried with all in favor. Recorded by Terry Malcheski