

Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, September 21, 2020

The monthly 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 of Cedar Corporation and Paul and Karen Nelson.

Approve agenda for September 21, 2020 – A motion was made by Chad Fischer to approve the agenda for the meeting. The motion was seconded by Doug Allen and the motion carried with Fischer and Herzberg in favor.

Approve minutes from August 17, 2020 – Chad Fischer made a motion to approve the minutes from the August 17, 2020 meeting as presented. The motion was seconded by Dan Herzberg. The motion carried with Herzberg and Fischer in favor. Doug Allen abstained.

Agenda item #1/Representatives from Vintage Works LLC will be present to discuss with the board sewer service for a commercial building to be constructed on parcel 024-172301422A12 Executive Circle – action may be taken – Paul and Karen Nelson were issued a permit to connect on the above noted parcel. All insurance documents have been received from the contractor that will connect the lateral. A check was received from the Nelsons for the connection and permit fees.

Agenda item #2/Phosphorus reduction/plant upgrade: WWTP Upgrades, Reactive Sand Filter System, Contract A-20 – review bids received on 9/10/2020 and possible award of contract”. Action on Resolution 09212020-01 titled, Authorized Representative to File Application for Financial Assistance from State of Wisconsin Environmental Improvement Fund; any other needed discussion and action – The bid opening was held on September 10, 2020 and bids from five contractors were received. Dennis Steigenberger reviewed the bid analysis. Staab Construction Corporation had the low overall bid at \$2,327,000 with an additional bid for \$9,300 for a new sampler. A one-time site visit for contractors was held prior to the bid opening and at the site visit it was determined the driveway on County S is not adequate for truck traffic. It was previously thought the driveway on County S would be used for construction traffic. The driveway off of County S would need upgrading to accommodate construction vehicle traffic, but after construction is completed this driveway will not be utilized much. It is better to upgrade the Fox Road driveway, which is used all of the time to access the treatment plant property. The bid includes \$110,000 to upgrade the driveway. The Fox Road driveway will serve as the access point for construction vehicles. However, the stability of the pond berms will need to be monitored to ensure construction vehicles are not getting too close to them. The contractor would like to start construction mid-October and get completed what they can before winter.

A motion was made by Chad Fischer to accept and execute; Section 005100 Notice of Award Contract A-20 - Staab Construction Corporation. The motion was seconded by Doug Allen. The motion passed with Allen, Fischer and Herzberg all in favor. Dan Herzberg signed the Notice of Award. The Notice of Award becomes part of the plans/contract and an authorized Staab representative will sign the document. It was noted if any permits are needed from Oconto County the sanitary district will secure those and pay any associated fees. Dennis noted Cedar Corporation requires the contractor to list all of their major suppliers and Dennis reviewed these with the board. Dennis also briefly reviewed the payment request and change order processes. Dennis noted after all parties have signed the contract a pre-construction conference will be held. This should be attended by Dan Herzberg and Troy Schaden. Dennis will facilitate setting the date for the pre-construction conference.

Action on Resolution 09212020-01 titled, Authorized Representative to File Application For Financial Assistance From State of Wisconsin Environmental Improvement Fund; any other needed discussion and action – Dennis Steigenberger presented this document to the board and a motion was made by Chad Fischer to execute the document. The motion was seconded by Doug Allen. The motion carried with Allen, Fischer, and Herzberg all in favor. Dan Herzberg signed for the sanitary district and the signature was attested by Terry Malcheski. Resolution

09212020-01 is assigned. Dan Herzberg also signed Clean Water Fund Program Cost Effectiveness Certification and Fiscal Sustainability Plan Certification forms.

Agenda item #3/Maintenance and operations report and any needed action by board – Troy Schaden reported the secondary pond is quite low. Troy opened the gate between the ponds and there seems to be an issue with the operation of the gate. All of the gates should be examined by Staab to ensure they're working properly. Next week will be the last week pond samples will be process by Oconto Utility. Going forward Badger Labs will pick up the samples from Oconto. Troy will contact Sabel Mechanical to have them look at the air release valve near the railroad tracks on County S. The County S lift-station was pumped by Stordeur as a precautionary measure when water was noted coming from the air release valve. Locates were received via Diggers Hotline for the Rustic Acres Mobile Home Park. The locates were for structures located within the park on private property. Dan Herzberg informed the contractor requesting the locates inside the mobile home park that this is private property, and the sanitary district is not the party to do the locating.

Agenda item #4/ 4. Discussion and any needed action regarding East Frontage Road and/or Lilly/Lilac Road sewer extensions – Item is temporarily on hold due to Covid 19 pandemic, but updates may be provided, or action taken – No update at this time. Plans and specifications for Lilly and Lilac Road will be sent to WI DNR.

Agenda item #5/Review draft of 2021 budget in preparation of adoption at October 19,2020 – action may be taken – A draft of the 2021 budget was presented for all of the commissioners to review. The budget will be adopted at the October 19, 2020 meeting.

Agenda item #5Review and approval of expenditures. Report from clerk and any needed action by board – A checkbook register noting all the transactions since the August meeting was presented to each commissioner for their review. Payments to vendors were reviewed. A motion was mad by Chad Fischer to approve all of the expenditures as noted in the checkbook register. The motion was seconded by Doug Allen and the motion carried with all in favor.

Set next meeting date: The next meeting will be Monday, October 19, 2020 at 6:30 p.m. This meeting will include the budget hearing and the adoption of the 2021 budget, tax levy, and sewer use fees. A motion was made by Dan Herzberg to adjourn this meeting at 7:40 p.m. and the motion was seconded by Chad Fischer. The motion carried with Allen, Fischer and Herzberg in favor. Minutes recorded by Terry Malcheski