

Little Suamico Sanitary District #1
Minutes of Monthly Meeting - Monday, November 16, 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.

Approve agenda for November 16, 2020 – A motion was made by Chad Fischer to approve the agenda for the meeting. The motion was seconded by Dan Herzberg and the motion carried with Allen, Fischer and Herzberg in favor.

Approve minutes from October 19, 2020 – Dan Herzberg made a motion to approve the minutes from the October 19, 2020 meeting as presented. The motion was seconded by Chad Fischer. The motion carried with Herzberg and Fischer in favor. Allen abstained.

Agenda item #1/Phosphorus reduction/plant upgrade update, including update on financing with CWF, interim financing with BMO Harris and any other discussion and action on items related to the WWTP upgrade – Staab Construction Corporation submitted the first payment request in the amount of \$59,589.70 for work performed thus far, which consists mainly of earth moving. Forms will be placed sometime in December and work will cease for the winter with a restart in March. Dan Herzberg made a motion to approve the payment request and to pay with funds from the sanitary district's operation and maintenance checking account. The motion was seconded by Chad Fischer and the motion carried with Allen, Fischer and Herzberg all in favor. Dennis Steigenberger indicated the new sampler will be installed in the next three to four weeks.

There isn't any further update at this time from the Clean Water Fund with regard to the loan for the project. With regard to interim financing, BMO Harris Bank submitted their commitment to provide 2,000K in interim financing. Dan Herzberg acknowledged and accepted the commitment by signature. It is hoped to have the interim financing loan documents for the December 21, 2020 meeting.

Agenda item #2/Lilly/Lilac Road and East Frontage Road sewer extensions - update and any needed action – No updates currently. The town hall is still closed to the public due to the pandemic.

Agenda item #3/Maintenance and operations report and any needed action by board Lilly/Lilac Road and East Frontage Road sewer extensions - update and any needed action – With regard to the letter from WI DNR dated August 26, Troy spoke with Laura from WI DNR and another WET test will be done. The Allen Road lift-station was having some power issues, but this may have been on the end of the power company. With regard to discharging there should be plenty of space in the primary pond. Troy indicated it appears the electrical pull box at the treatment plant may have been run over by a loader. Dennis will have Josh from Cedar Corporation oversee this.

Agenda item #4/Review and approval of expenditures and report from clerk and any needed action by board – A checkbook register noting all transactions since the October meeting was presented to each commissioner for their review. Payments to vendors were reviewed. A motion was made by Chad Fischer to approve all the expenditures as noted. The motion was seconded by Dan Herzberg and the motion

carried with all in favor. Terry Malcheski reported the delinquent sewer charges, in accordance with WI state statute, were submitted to Oconto County for collection via the property taxes.

Agenda item # 5/Discussion and action on Engagement Letter with CliftonLarsonAllen LLP for 2020

Audit – The district will have CliftonLarsonAllen LLP conduct the 2020 audit and prepare financial statements. The engagement letter was signed by Dan Herzberg.

Set next meeting date: The next meeting will be Monday, December 21, 2020 at 6:30 p.m. A motion was made by Dan Herzberg to adjourn this meeting at 6:55 p.m. and the motion was seconded by Chad Fischer. The motion carried with all in favor. These minutes recorded by Terry Malcheski