

**Little Suamico Sanitary District #1
Minutes of Monthly Meeting
Monday, January 16, 2023**

The meeting was called to order at 6:30 p.m. Present were Doug Allen, Chad Fischer, Dan Herzberg, Terry Malcheski. Attending via telephone, Brandon Strelow from Cedar Corporation. Absent: Troy Schaden

Approve agenda for January 16, 2023– Doug Allen made a motion to approve the agenda for the meeting. The motion was seconded by Chad Fischer and the motion carried with Allen, Fischer, and Herzberg (all) in favor.

Approve minutes from December 19, 2022– Chad Fischer made a motion to approve the minutes from the December 19, 2022, meeting as presented, and Doug Allen seconded the motion. The motion carried with Allen, Fischer, and Herzberg (all) in favor.

Agenda Item #1/Phosphorus reduction/plant upgrade including possible approval of payment request(s) and/or change request(s) from Staab Construction Corporation, execution of any needed documents for Clean Water Fund loan, and any other needed discussion and action by the board relative to this project – Brandon Strelow reported Staab has replaced the duct work in the basement, removed the stairway, ordered new stairs, and painting of walls is being done. Sump pumps in the basement still need replacing. Brandon has requested a schedule from Staab. The board indicated to perform a small start-up of the plant in April when discharging can begin again.

Agenda item #2/Lilly/Lilac Road and East Frontage Road sewer extensions. Update on status of project and any needed action by board. Review and possible action on implementing method/process of collecting deferred special assessments and any other needed action regarding Lilly/Lilac and East Frontage Road extensions – Brandon reported pipe installation on East Frontage Road was completed last week and testing of the system has been completed, but Cedar Corporation has not received the televising report yet. Restoration will be completed in spring. At the February meeting, a final pay request will likely be submitted by DeGroot. DeGroot is submitting payment request #3 for approval. Chad Fischer made a motion to approved payment request #3 and the motion was seconded by Doug Allen. The motion carried with Allen, Fischer, and Herzberg all in favor. Dan Herzberg executed signature on the payment request #3. The property located at 782 Lilac Road has sold and the title company has money in escrow for the special assessment. The property owner at 752 Lilly Road expressed some concerns regarding the lay of the stub lateral and how it affected his connection of his private lateral.

Agenda item #3/Discussion and possible action on maintenance and operations report from plant operator – Troy Schaden was unable to attend the meeting but provided the following update via Dan Herzberg: Sable Mechanical is assessing the pump size at the lift-station on Grosse Road. LW Allen addressed communication issues. The heater at the plant was inspected for issues. The valve at the treatment plant still needs repair and not sure if it is feasible to utilize a diver. It was suggested to obtain input from WI DNR. Brandon Strelow will contact WI DNR for suggestions. The 6" valve is still not sealing correcting and Crane Engineering was contacted again regarding this issue. Brandon reported Troy has input data for the renewal of the discharging permit with WI DNR. Cedar Corporation will finalize the application.

Agenda Item #4/Review 2023/2024 Consultive Services Agreement with Cedar Corporation and possible action by board – The Advisory Services Agreement for 2023/2024 was presented by Cedar Corporation. The advisory fee will remain the same at \$6,090.00 per year. Chad Fischer made a motion to accept the agreement and the motion was seconded by Doug Allen. The motion carried with Allen, Fischer, and Herzberg all in favor. Dan Herzberg executed signature on the document.

Agenda item #5/Review and approval of expenditures and discussion and possible action on report from clerk/secretary board – The expenditures were reviewed, and each member was supplied with the details of the expenditures that occurred since the last meeting. Chad Fischer made a motion to approve the expenditures and the motion was seconded by Doug Allen. The motion carried with Allen, Fischer, and Herzberg all in favor. The clerk reported work continues with Associated Bank to proceed with ACH transactions and credit cards, but the board expressed some concerns with security controls and keeping customer account information safe and indicated to halt this process for now. CLA Connect will perform the 2022 audit the week of February 20, 2023.

Agenda Item #6/Set next meeting date - Dan Herzberg made a motion to adjourn the meeting at 7:15 p.m. and the motion was seconded by Chad Fischer. The motion carried with all in favor. Due to scheduling conflicts for a board member, the next meeting is scheduled for **Wednesday, February 15, 2023**. Recorded by: Terry Malcheski -Clerk