Little Suamico Sanitary District #1 Minutes of Monthly Meeting Monday, April 15, 2024

The meeting was called to order at 6:30 p.m. by Dan Herzberg. Present were Chad Fischer, Dan Herzberg, Doug Allen, Terry Malcheski, and Brandon Strelow from Cedar Corporation. Troy Schaden was unable to attend the meeting.

<u>Approve minutes from March 18, 2024</u> – Chad Fischer made a motion to approve the March 18, 2024, meeting minutes as presented. A second to the motion was made by Doug Allen and the motion carried with Allen, Fischer and Herzberg in favor (all in favor).

<u>Approve agenda for April 15, 2024</u> – Doug Allen made a motion to approve the agenda for the meeting. The motion was seconded by Chad Fischer and the motion carried with all in favor.

Agenda item #1/Review April 2024 election results for commissioner of sanitary district and current board structure/terms. Possible action if needed – An election was held on Tuesday, April 2, 2024, and Douglas (Doug) Allen, Sr. was elected to serve a six-year term as commissioner. Doug satisfied all legal processes with the Little Suamico Town Clerk (issued oath of office). Doug's term will expire with the April 2030 election. A motion was made by Chad Fischer to maintain the status quo of the board positions and continue with Dan Herzberg to serve as President. The motion was seconded by Doug Allen and the motion carried with all in favor. Chad Fischer's term ends April 2026 and Dan Herzberg's term ends April 2028.

Agenda item #2/Maintenance and operations report: Update, discussion, possible action – Troy Schaden was unable to attend the meeting, but he did provide an update via e-mail. Snowstorm Cora didn't cause any issues for the district with regards to power outages, despite many in the area not having power for days. Flygt came to the plant and removed three pumps. One of the pumps, which was serviced by WI Pump, was never pumping correctly due to the tolerances weren't set correctly. One of the pumps should be back tomorrow and another very soon. It was suggested to have Flygt attest to the issues the pump had that WI Pump serviced in the event the district wants to pursue a resolution with WI Pump. Great Lakes televised the filter bed and all appears to be copacetic. Troy cleaned the dosing pump out in hopes this will improve the effluent. There was some sand and gravel in the line and it is suspected this is from the recent phosphorus reduction project, of which Staab was the contractor. Cedar Corporation discussed adding an aeration system, but this could be counter productive when the pond levels are low. Their wastewater team is investigating this concept. The district may want to consider sludge removal in 2025. There is approximately \$200K on deposit in the savings account to cover this expense. Dan Herzberg noted Troy is now certified for phosphorus removal.

<u>Agenda Item #3/East Frontage Rd. Discuss Letter Content Regarding Deferred Properties – Possible</u> <u>update from Attorney</u> – Brandon Strelow indicated he spoke with Attorney Gagnon, and he indicated the letter drafted by the district regarding the deferred special assessment on East Frontage properties owned by Jeffrey & Peggy VanLanen and Dennis Leja, is appropriate. The clerk will send the letter after she returns from vacation.

Agenda item #4/Regionalization Concept with Abrams Sanitary District #1 – Any updates and possible

<u>action</u> – The WI DNR indicated to Dan they would like a letter from the Little Suamico Sanitary District (LSSD) as to whether the district is willing to participate in regionalization with Abrams Sanitary District (ASD). The LSSD commissioners have concerns that the current ponds/treatment plant would not have the capacity to take effluent from ASD and ASD had also expressed to LSSD they would not pre-treat their effluent for phosphorus. A motion was made by Chad Fischer indicating the engineer is to advise WI DNR the LSSD doesn't want to participate with ASD in regionalization. The motion was seconded by Dan Herzberg and the motion carried with all in favor. Brandon Strelow will send a letter to WI DNR on behalf of LSSD.

Agenda item #5/ Review Sewer Use Ordinance/User Charge System and its application to commercial properties for determining RUE and possible action – The commissioners and the engineer reviewed the User Charge System document and it appears all restaurants/taverns currently utilizing the sanitary sewer service are correctly assigned the appropriate residential unit equivalents.

Agenda Item #6/Review and approval of expenditures. Report from clerk/secretary, report on 2023 audit and financial statements from CLA, and possible action by board – Each commissioner was provided an expense/checkbook register. The expenses that occurred since the last monthly meeting were reviewed. Chad Fischer made a motion to approve all expenditures and the motion was seconded by Doug Allen. The motion carried with all in favor. CliftonLarsonAllen (CLA) has completed the 2023 audit/financial statements, but the official statements weren't available for tonight's meeting. The financial statements/audit report will be reviewed at the May meeting. The clerk reported work continues with Packerland Websites to build a page for the LSSD and offer online credit card payments. For a minimal fee, customers will be able to pay online via credit card. It is hoped to have the service available for the second quarter 2024 invoicing cycle.

<u>Agenda Item #7/Set Next Meeting Date</u> – Due to a conflict for the clerk, the May meeting will occur on **Tuesday, May 14, 2024, at 6:30 p.m.** Chad Fischer made a motion to adjourn the meeting at 7:00 p.m. and the motion was seconded by Doug Allen. The motion carried with all in favor.

Recorded by Terry Malcheski