

**Little Suamico Sanitary District #1  
Minutes of Monthly Meeting  
Monday, September 16, 2024**

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

**Approve minutes from August 19, 2024** – Doug Allen made a motion to approve the August 19, 2024, meeting minutes as presented. Dan Herzberg seconded the motion, and the motion carried with Allen and Herzberg in favor. Fischer abstained.

**Approve agenda for September 16, 2024** – Dan Herzberg made a motion to approve the agenda for the meeting. Doug Allen seconded the motion, and the motion carried with Allen, Fischer and Herzberg (all) in favor.

**Agenda item #1/Maintenance and operations report: Update, discussion, possible action** – Troy Schaden reported additional televising and cleaning was done in Riverview Estates and Allen Road. Items found in the pipes included blacktop debris and a hitch from a tractor. The blacktop was at County J and Allen Road and was causing about a 90% blockage. Last month the WI DNR approved continuance of discharging to help gain space in the ponds. The first pond is still significantly high, but the other pond is down to spring levels. The valve at the treatment plant, which was opened by Michiels dive team, is slowly creeping shut. Troy will further investigate this. Troy reported a WET test is past due and will get this completed. He was not aware a WET test was needed, as the sanitary district does not have a current WPDES permit and Troy advised DNR representative, Laura, of this. Regarding the adjacent property that had trees cleared/trimmed from their property, the equipment has now been moved to their driveway and the party attempted a patch of the damage done to the treatment plant driveway. There are steel track marks across the driveway. Dan Herzberg will follow up with the property owner regarding the damage to the driveway.

**Agenda Item #2/Review and possible action on engineering contract to design and replace valve at treatment plant** – Brandon Strelow reviewed with the board the scope for replacing valves at the treatment plant. The board suggested some changes to the scope regarding the engineering/inspection fees and Brandon will bring revised scope to the October meeting. The suggested timeline for the valve work is design phase late winter and award bid early spring with a construction start of late summer/early fall 2025. The pond levels will need to get as low as possible.

**Agenda Item #3/Report from clerk/secretary: Report, review of expenditures, review draft of 2025 budget, review financial status with possible action** – 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 expenditures, and the motion was seconded by Dan Herzberg. The motion carried with all in favor.

As reported at the last meeting, there are properties from the recent sewer extensions on East Frontage, Lilac and Lilly Roads that still need to connect. A list of those properties was provided to Dan. One of the properties was granted a temporary holding tank by Oconto County. Dan will consult with Oconto County regarding this, and the district will review the ordinance and notify property owners of the need to make connection according to the ordinance. There is a property that did not have a stub lateral installed because they did not reply to the letter sent asking them to mark where they wanted the stub installed.

A draft of the 2025 budget was provided to each commissioner. Expenses for 2025 could include sludge removal, which the district has been allocating \$10,000 per year via the budget process. Additionally, the district will need to install new valves at the plant and the estimate of this is \$256,000. It was suggested to have a vendor visit the treatment plant and assess the sludge depth at the treatment plant. Some treatment plants use a biological/bacterial method for removing sludge and the cost of this is dependent on the size of the ponds. This

method may not be cost effective for our system. Consideration should also be given as to other needs at the treatment plant. A rate increase will be considered at the budget adoption in October. The last rate increase occurred in January 2019. An increase of \$5.00 per month would result in approximately \$29,000.00 additional revenue.

The clerk noted there has been an issue with credit card fees and deposit reconciliation. For example, if a customer makes a payment of \$165.00, they are charged a percentage above that to cover the fees assessed by the credit card vendor, thus the district should receive a net deposit of \$165.00, but often the net deposit is less than that amount.

**Set Next Meeting Date** – The next meeting will occur on Monday, October 21, 2024, at 6:30 p.m. Dan Herzberg made a motion to adjourn the meeting at 7:30 p.m. with a second by Doug Allen and all in favor.

**Recorded by Terry Malcheski**