

**Algoma Sanitary District #**  
**Regular Monthly Meeting**  
**Minutes January 8 – 6:01 p.m.**

- 1) Commission President Earl Lawrence, with Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Rose Mraz, and Ray Edelstein. Commissioner Alexander Irvine was excused.
- 2) Call to Order.
  - a) Earl noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
  - b) **Earl made a motion to approve the minutes as submitted from the regular monthly meeting on December 11, 2008/second-Mike/carried unanimously.**
  - c) Approve cash receipts & investments for sanitary and water.
    - i) Note any investment changes.
      - (1) Rose noted that there is 1 new investment and recommended depositing funds in a certificate of deposit at Associated Bank until April 23 at which time the funds may be needed for the bond payment.
    - ii) **Earl made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
  - d) Approve pending bills for sanitary and water.
    - i) **Mike made a motion to approve the pending bills with the addition of NTD/second-Earl/carried unanimously.** Earl questioned the manual checks and Rose indicated this is Workhorse's wording as ACH for payroll is interfaced with accounting.
- 3) Public Forum – Earl noted that there are no members in attendance from the public.
- 4) Director's Report.
  - a) Review of District statistics – given out previously.
    - i) Earl recommended to Kevin to add trend lines in his monthly report regarding targeted hookups for budgetary requirements. Kevin said he will work on this. Earl also would like 18 to 24 month rolling trends which could be indicated by quarter rather than monthly. There is no rush for this.
    - ii) Kevin met with an individual interested in our administrative building and will show him the building. Kevin is trying to spark interest in the building and is sending out a letter to some neighbors letting them know that the District will be moving and vacating the building the end of the year.
    - iii) The District lost a transformer at Brooks Lane Monday and repaired it.
    - iv) Great Lakes was here the last two days sealing some manholes, specifically the ones by Skipper Buds. The benches on the bases of the manholes are soft and may need to be relined. Kevin will try in house repairs prior to outside help. There's a leak on Oakwood Road which will also be repaired and cost about \$1,500.00.
    - v) The preconstruction meeting is scheduled for January 27 with The Selmer Company. The District will be purchasing some of the materials and supplies tax free and the District is in the process of setting up accounts with the vendors.
- 5) Report from Committees. – There were no meetings to report on.
- 6) Old Business
  - a) Resolution to increase the sanitary Contribution in Aid of Construction for each class of lots not requiring a future sewer main extension by \$739.00.
    - i) This item was included on the agenda to review and reaffirm that the motion made in December, resolution number 2008-12-2 to increase the sanitary Contribution in Aid of Construction for residential ]roperty, residential ABC and the base amount by \$739.00 applies to construction requiring extensions as well as hookups not requiring extensions. This was discussed and reaffirmed that all CAC's increased by \$739.00.
  - b) Discuss and act on awarding contract 3-2008 Witzel Avenue Utility Extension – Phase I based on bids opened December 9, 2008.
    - i) Kevin is requesting to delay awarding this until February or so in order to have discussions with developers and neighbors.
      - (1) Kevin met with Mr. Rusch regarding his subdivision off Fenzl Drive. They are aware that their subdivision needs to flow to the North towards the station in order for the District to go through their development. The water supply assessment was also discussed.
        - (a) Mr. Rusch is aware they also must obtain easements that the District may need to get to the Honey Creek Lift Station.
        - (b) The District's engineer was in attendance at the meeting also to discuss the extension with them. The District gave them until mid February to respond back to the District.
        - (c) Mr. Rusch will have a meeting with another developer in their area. They understand that they need to pay for the sanitary and water mains through their extension upfront as the District cannot cover the cost for this.
          - (i) The District would cover the Lift Station which would go into the CAC's.
      - (2) Kevin will mail a letter to the residents on Witzel near Thackery informing them of this project and to let them know that the gravity sewer could be extended 2 homes past Fox Valley Salvage going to the West in case they want to hook up to the municipal sewer. The District could extend the manhole from the end of Thackery down Witzel.

This would be the best timing for these homes as there will not be additional development near them and the cost would be more expensive in the future for a few homes. Kevin will contact them prior to the February meeting.

7) New business:

- a) Approve insurance carrier adjustments for liability, workers compensation, and automobile insurance.
    - i) There was discussion regarding insurance. Kevin had McClone compare insurance rates and the two that are being compared are General Casualty which the District uses currently and Cincinnati Life. General Casualty wanted to increase liability due to the new project while Cincinnati Insurance is only going up about \$3,000 higher than the previous year with some verbiage in the insurance from the Selmer Company. They needed verbiage on one of the insurance forms changed so the Contractor would waive the right of subrogation against the owners. With this verbiage, Cincinnati Life was willing to have the lower rate. General Casualty had the same option but would not lower their premium.
      - (1) Brian, with McClone, said both companies are reputable companies. The District already uses Cincinnati Life for the boiler insurance - equipment breakdown. Cincinnati Life is about \$16,000 lower than General Casualty.
      - (2) Brian gave Kevin, in writing, that both insurance companies are giving the same coverage in the policies.
      - (3) **Earl made a motion to go with Cincinnati Life and approved the insurance carrier adjustments for liability, workman's comp and automobile as well as the Umbrella Policy/second-Mike/carried unanimously.**
  - b) Discuss and act on what to do with the two wells located near our Honey Creek Lift station because the Wisconsin Geological and Natural Historical Society has completed their experimental arsenic study at this site.
    - i) There was discussion regarding the 2 wells and Kevin said the District never used these wells. Kevin said he asked the operators if they would use these wells, and they said they have no real need for the wells. There's a fire hydrant by Honeycreek so keeping either well would just be an expense.
    - ii) Earl asked if the Parks Committee would like these and Kevin indicated that the District could give them water if they ever wanted a skating rink. For a bubbler system, the Parks Committee would need to do testing on these.
    - iii) If these are abandoned, the Wisconsin Geological would pay for this. It would be less expensive for them to abandon the wells also as they have not used these currently. Mike agrees and said he does not see a reason to keep the wells. **The Commissioners concur with abandoning both wells.**
  - c) Approve purchase of a portable diesel powered lift station bypass pump not to exceed \$35,000. Kevin said last year \$10,000 was put aside and this year 25,000 for this portable lift station. Basically you put the suction into the wet well and you can bypass during a storm in case of a station catastrophically failed.
    - i) Kevin said the District rented these from Lincoln Contractors, Omro and Hyler Septic during the June emergency, but you can't guarantee relying on renting one during a catastrophically storm. Mike said the City's street Department owns a couple of these and it would be good to have one in case it is needed.
      - (1) Kevin obtained estimates for 2 comparable pumps that can handle 3" solids so they are made for this type of system. One comes in at \$21,060 which is very reasonable and no additional freight as it is made in Berlin. The one comparable is just about \$30,000 plus \$1,000 for freight. Both require additional hoses. They have similar warranties and both are diesel.
        - (a) Kevin said he is looking at this for the integrity of the system and said that on Monday when the Brooks Lane transformer went out the District was lucky to find a replacement transformer in Neenah or you would have had to do something like this.
        - (b) Kevin has Paul Dreis reviewing the pump curves for the less expensive pump to be sure the capacity is the same. **Earl made a motion to approve the purchase of a diesel powered lift station bypass pump not to exceed \$25,000/second-Mike/carried unanimously.**
  - d) Closed door meeting to discuss employee benefit matters.
    - i) **Mike made motion to go to closed door session/second-Earl/carried unanimously.**
  - e) Earl opened the meeting back up.
    - i) There was no additional discussion from closed session.
- 8) **Mike made a motion to adjourn/second-Earl/carried unanimously.**

Respectfully submitted:

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Rose Mraz, Office Manager

Approved:

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Earl Lawrence, President