

Algoma Sanitary District #
Regular Monthly Meeting
Minutes – March 13, 2008 - 6:00 p.m.

- 1) Commission President Earl Lawrence, with Commissioner Michael Gelhar present called the regular monthly meeting to order at 6:00 p.m. Also present were Ray Edelstein, Kevin Mraz, and Rose Mraz. Commissioner Alexander Irvine was excused.
- 2) Call to Order.
 - a) Earl noted that the District is using a tape recorder for the purpose of the minutes. No one else is using one.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting on February 17, as presented second-Earl/carried unanimously.**
 - c) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for March/second-Earl/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for March with the addition of Oshkosh Postmaster for \$369.00/second-Earl/carried unanimously.**
- 3) Public Forum
 - a) Mrs. Rost was in attendance. She is interested in the location of the sewer mains to the new Administrative Building and asked if new developments are going in. Kevin said he is still working on easements for the sewer mains and to date there has not been any developments or plats submitted to request service.
- 4) Director's Report
 - a) Review of District statistics
 - i) This was given out previously and there were no questions on it.
 - b) Correspondence
 - i) The District received the inorganic lab results back which again showed no detect for arsenic in the entry water at both well #1 & #2. Lead and copper results also came back with excellent low levels.
 - c) Status of 2008 projects.
 - i) Drinking water treatment facility #3 – no update other than what is on the agenda items.
 - ii) Water rate review by Public Service Commission – the District will submit the application for a rate change for 2008.
 - iii) Policy revisions requested by auditors for capitalization and sick leave.
 - (1) The auditors recommended having a written policy for capitalization and to expense smaller items. The auditors also recommend expanding on the sick leave policy for employees.
 - iv) Status of filling the vacant water/wastewater operator position. Kevin said that he interviewed a few applicants and is looking for a start date around the end of the month for a prospective employee. Kevin said jetting will be one of the first duties for the new employee and Earl and Mike agreed this would be a good way to learn the system.
- 5) Report from Committees
 - a) Water advisory council meeting. A meeting is tentatively planned for April 8. The district should be purchasing the land yet this month and then will be finalizing the site plans and would like to present the plans to the water advisory council. This would be mainly informational and would address issues prior to going to the Town for the site plan.
- 6) Old Business
 - a) Financial plan review with Ehlers which Dave Wagner put together. Dave has a family emergency and is unable to attend this meeting to discuss the cash flow schedules. Kevin said he is comfortable with the schedules. Kevin had Rose put together a couple of charts showing the District's debt compared to equalized value and one showing the ad valorem tax over the years. The commissioners appreciated the charts for the visual comparison.
 - b) The closing on the land purchase for water treatment facility #3 is set for March 21, 2008. The pending bill for this was approved.
 - c) Sanitary sewer route to water treatment facility #3.
 - i) Kevin is working with Sue, a land owner, who is discussing an easement with her lawyer. There are multiple family members involved in the decision. Kevin will call their lawyer to see if the lawyer has a timeline for planning in case it's a quick decision.
 - d) Audit for 2007.
 - (1) The office review is complete and the District should receive something on the 15th.

7) New Business

- a) Contract with a soil testing firm in relation to determining subsurface geologic conditions for the utility extension project.
 - i) MES turned in the lowest quote at \$4,999.50. The next quotes came in at \$10,450 and then \$12,600. The quote counts everything except a short portion of the sewer route as the District doesn't know where the sewer main will exactly be located yet. Kevin recommended awarding the bid to MES and said the District has worked well with them previously. MES will also look for rock so the District knows a cost up front. **Mike made a motion to award the soil testing to MES for the activities related to the preparation for facility #3/second-Earl/carried unanimously.**
- b) Grant a temporary construction easement to the Town of Algoma for Oakwood Road project. The town of Algoma is purchasing a larger right of way and their wider road would be in conflict with the district easement. The Town of Algoma will redo the ditches and the storm sewers that will go through the District's easements. Ray explained that the town needs to get into the District's easements to do what they need, and that they will not be moving anything of the District's. The Town would have to pay if something of the District's is damaged. Mike asked if the manholes will be in the roadway or still in the shoulder. Kevin said some that are close can be rotated slightly to stay out of the road. The District commissioners requested staff to inspect manholes and also televise this area after the work is completed. **Mike made a motion to grant a temporary construction easement to the Town of Algoma for the Oakwood Road project/carried unanimously.**
- c) Discuss and act on survey response from homes west of Horseshoe Road.
 - i) The District will be calling some home owners as the District didn't receive a response from everyone and there wasn't enough response to make a decision.
- d) Review proposals for office copier.
 - i) Rose told Earl it was helpful to discuss the purchase of a copier with the additional companies as he requested; however, their proposals came in higher. Rose said she obtained 5 proposals and Advanced Office Systems came in with the lowest bid for a Sharp digital copier. Rose said that Rhyme also quoted this copier; however their proposal is higher. This copier should work well for the District's current and future needs. Dan Mingus, owner of Advanced Office Systems offered a contribution of part of the cost for the new copier to the District; therefore his proposal came in the lowest. Mr. Mingus is also waiving up to \$740.00 of the cost for the service contract for the first year. **Mike made a motion to purchase the Sharp document system from Advanced Office Systems/second-Earl/carried unanimously.**
- e) Discuss requirements of the conditional use permit. Mrs. Rost was also interested in the conditional use permit from the County. Earl said the only item that is unique on the permit is the County requiring the District to offer various tests for drinking wells within a ¼ mile of the location. Specifically the County is requiring the District to obtain the services of a licensed drinking water well inspector to inspect and provide a written report of all drinking water wells within ¼ mile radius from where well #3 will be drilled. Kevin told Mrs. Rost that any property that intersects the radius will be offered the service which will be at the District's cost. The County said the testing is voluntary for the owners. Kevin said the District will send out a letter later this month offering owners the testing and also the option to opt out if they are not interested. The District will consider homeowners not responding as not interested but will try to obtain signatures from all affected owners. No verbal requests will be allowed. Mrs. Rost wanted to know if she would need to have her water tested for arsenic as she is only interested in the water level. Kevin said that the County is requiring all 3 tests if homeowners are interested and this will affect approximately 15 properties.
- f) Adjourn - **Mike made a motion to adjourn at 7:00 p.m./second-Earl/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President