

**Algoma Sanitary District #1**  
**Minutes – August 9, 2007 - 6:00 p.m.**

Commission President, Earl Lawrence with Commissioner Alexander Irvine and Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Also present was Kevin Mraz, Joel Edson, Rose Mraz, Ray Edelstein, Bonnie Reynolds, and Dave Wagner.

- 1) 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) **Alex made a motion to approve the minutes from the regular monthly meeting on July 12 and the special meeting on July 18 as presented/second-Mike/carried unanimously.**
  - c) **Mike made a motion to approve the cash receipts & investments for Sanitary & Water for July/second-Alex/carried unanimously.**
  - d) **Alex made a motion to approve the pending bills for August as presented/second-Mike/carried unanimously.**
- 2) Director's Report
  - a) Review of District statistics
    - i) Kevin went over the current status for the sanitary and water utility.
  - b) Correspondence
    - i) Status of 2007 projects.
      - (1) The commissioners said to send a reminder to Frank Tower in August as the sanitary contract with the City of Oshkosh is up for renewal in December and to send a copy to Mr. Wollangk, Mr. Kraft and Ray. These same people received the previous request.
      - (2) The commissioners agreed to send a fall flyer out in mid October.
      - (3) Kevin said the Town is working on the DAK property and mentioned that the District has no water line there. There is only a sanitary main there. Earl believes the owner will want water and Kevin said he could bore a main from the town hall. He is hesitant to do a lot of excavating through there due to the new road.
      - (4) Land acquisition for water treatment facility #3.
        - (a) The County application for a road was denied at this time due to the driveway approaches to the west of the site and the set back. Currently the property would be landlocked without road access but the County said they would approve a driveway and eventually there will be road access from another parcel when Horseshoe extends. The commissioners are comfortable with a driveway for the District's needs, but they want to consider future development in the area. Kevin will discuss this situation with the property owner as the owner was under the impression the future road would be located in the 66' land area. The District needs to be sure to have proper easements for future road right of way.
        - (b) The District needs to determine the best North/South sewer route to this parcel. One way would affect residents on Horseshoe. Kevin is proposing to send out a survey to affected residents to see if they want sewer and or water. It was decided that there is too much information that needs to get out for the initial letter. The commissioners will hold a workshop to discuss this in detail, and then hold a public informational meeting for affected residents.
- 3) Public Forum - Bonnie Reynolds is present to discuss her well abandonment credit – item 6 (l) (ii). No one else was in attendance.
- 4) Report from Committees –No meetings to report on.
  - a) There will be a water advisory meeting Tuesday, August 14 at 6:00 p.m; Madeline Gotkowitz will give a report on the arsenic study at the Honeycreek Lift Station site that she has been working on.
- 5) Old Business
  - a) Town of Algoma status of Algoma Sanitary District additions.
    - i) Joel said this is on Wednesday's agenda to set a date to get the property added.
- 6) New Business
  - a) Review Ehlers long term cash flow financial plan for Sanitary District.
    - i) Dave Wagner discussed the financial plan which he put together for sanitary and water.
  - b) Approve staff to make an additional principal payment on the Safe Drinking Water Bond.

- i) Dave said he talked to Mr. Brinson regarding the Safe Drinking Water loans and Mr. Brinson indicated that they would prefer that the District pays off higher interest rate loans before paying off their loans.
- c) Determine what to do with the remaining balance regarding Public Lands' loan #2.
  - i) The Commissioners decided not to take additional draws from this loan.
- d) Water utility investment plan for assessment receivables.
  - (1) Dave said the water utility has approximately 1.4 million in funds from prepaid assessments and recommended using this to pay off some loans in March, 2008.
  - (2) Earl asked Rose to look into short term investments and come back with recommendations at the next meeting. Joel said the local bank has CD's that he can cash at any time without penalties for the Town.
- e) Act on resolution 2007-8-1; approve hiring Strand to complete the Well Suitability Study for a quote not to exceed \$5,000.00.
  - i) Earl recommended doing this and Kevin said his only concern before hiring Strand was the road access. Kevin will meet with the seller regarding this. The County told Kevin that they would approve a driveway to the property.
  - ii) **Mike made a motion to approve resolution 2007-8-1 to have Strand do the well suitability study not to exceed \$5,000.00/second-Alex/carried unanimously.**
- f) Act on resolution 2007-8-2; proceed with certified survey map for Miller property with R.A. Smith not to exceed \$1,750.00.
  - i) Ray asked if the District is sure that the property is suitable or should the well suitability study be completed before doing the CSM. Earl said he is satisfied that Kevin did the preliminary study and the hydrology study with due diligence and everything is good to go forward. Kevin said the previous resolution gives the District the tool to go forward to the county. **Mike made a motion to approve resolution 2007-8-2 and proceed with the certified survey map for the land purchase/second-Alex/carried unanimously.**
- g) Act on resolution 2007-8-3; approve submitting conditional use permit to Winnebago County for water treatment facility #3.
  - i) Earl recommended going forward with this to obtain approvals prior to final purchase. **Alex made a motion to proceed with resolution 2007-8-3 to approve moving forward with the conditional use permit to Winnebago County for the water treatment facility #3/second-Mike/carried unanimously.**
- h) Set up interviews with engineering/architectural firms for designing water treatment facility #3/administrative facility.
  - i) The commissioners agreed that the District obtain proposals for the facility. The interviews will be held September 17 and 24.
- i) Act on resolution 2007-8-4; award bid to the lowest acceptable bid for Bellhaven – Fourth Addition.
  - i) The lowest acceptable bid was received from Don E Parker Excavating Inc. for the fourth addition to Bellhaven for the sewer and water extension in the amount of \$349,511.32.
    - (1) The District received the notice to proceed from Portside Builders, Inc. who is the developer and responsible party for this extension. Alex said this company worked in the District previously and did good work. **Mike made a motion to award contract 1-2007 to Don E. Parker Excavating/second-Alex/carried unanimously.**
- j) Ormand Beach sewer and water relocation developer's agreement.
  - i) The District received all the agreements and the District is just waiting for Dr. Bell to finalize his house plans.
- k) Act on resolution 2007-8-5; approve staff to proceed with setting up with Associated Bank the ACH draws for water bill collection.
  - i) Ray has reviewed the letter to be sent out and he is comfortable with this. Earl is wholeheartedly in support of this. **Mike made a motion to go forward with ACH draws for water bill payments/second-Alex/carried unanimously.**
- l) Well abandonment credit for:
  - i) Phil Coats - 1522 Valley Road. Mr. Coats previously submitted paperwork for this credit and called that he was unable to make the meeting due to work. His plumber submitted additional paperwork regarding the abandonment.
    - (1) Ray said he is ok with allowing the credit to Mr. Coats as it is consistent with previous credits allowed. It was documented that connection was prior to November 1, and the plumber documented that the pump was taken out. Earl recommended approving this credit on the condition that it is documented that he hooked up to the water system prior to the due date and his well was disconnected prior to the due date. It is documented from the plumber that the plumber did not complete the filling of the bentonite until May 12, 2007 as he was waiting for a rainy day, thus the delay was the plumber's error. **Mike made a motion to allow the credit to Mr. Coats as documented and explained/second-Alex/carried unanimously.**
  - ii) David & Bonnie Reynolds – 3466 Omro Road
    - (1) Mrs. Reynolds attended to request the well abandonment credit for her property. Mrs. Reynolds discussed that due to water on her property, they decided not to hook up to water and abandon their well until this spring.

- (a) She said they have to cross other property and she said there is standing water for 11.5 months a year. Joel agreed and said the town is working with her regarding the water problem.
- (b) There was no agreement in place prior to November 1, 2006 and no letter prior to November asking for an extension. Mrs. Reynolds said she wasn't aware she could request an extension. She said they didn't consider doing the work during the winter. Her estimate for the work was dated April 16, 2007.
  - (i) Ray said the commissioners will run into a problem if they grant this request and then where would the requests stop and recommended that the commissioners do not grant the abandonment credit as it is after the due date for abandonment credits. Kevin said extending the date could affect over 200 parcels which is 160,000 dollars. Ray said this amount is just too significant.
  - (ii) Ray said her well could have been abandoned in the winter, but would probably have cost them a little more.
  - (iii) Earl said he was looking for paperwork prior to November 1 and is not willing to extend the November 1 date. Mike and Alex agreed with Earl and there was no action taken.

m) Auditing Services

- i) Clifton Gunderson submitted their proposal for auditing services for the 2006 audit and it was decided to obtain additional proposals.
  - (1) Renee told Rose that there is a new accounting standard which has significantly increased the cost of audits.

n) Request for water service to 3936 Highland Shores Lane.

- i) The Commissioners decided on 2 options to obtain water service to this parcel.
    - (1) Have the owner talk to neighbors and see if they are interested in a water extension. This is the preferred choice.
    - (2) Put an extension to the house and the cost would be paid by the homeowner, approximately \$15,000.00. In this case, the District needs a fire hydrant at the end of the extension.
  - ii) The Commissioners decided not to do additional diagonal services in this area as it would cause a problem in the future with service laterals. One home received a diagonal water lateral due to it being new construction and there was no water service available.
- o) Go to closed door session to discuss staff employment and compensation matters.
- i) This is moved to August 27<sup>th</sup>.

**7) Alex made a motion to adjourn at 8:55 p.m. second-Mike/carried unanimously.**

Respectfully submitted,

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Rose Mraz, Office Manager

Approved:

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Earl Lawrence, President