

Algoma Sanitary District #1
Minutes – July 12, 2007 - 6:00 p.m.

Commission Secretary, Alexander Irvine, with Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Commissioner Earl Lawrence was excused from the meeting. Also present was Kevin Mraz, Joel Edson, Rose Mraz, Ray Edelstein and Philip Coats.

- 1) Call to order.
 - a) Alex 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 June 14 and the special meeting on June 27 as presented second-Mike/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water for June/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills for July as presented/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) Review of District statistics
 - i) The District's water consumption went up and some days used 520,000 gallons compared to about 180,000 gallons. The water bills will be sent out Friday. Kevin said the average water bill for the quarter was around \$105.00. There were 8 bills which seemed higher; therefore, the operators checked and it looked like there was new lawn sprinkling systems so these bills made sense.
 - b) Correspondence
 - i) Most of the correspondence received is included on the agenda.
 - (1) There was correspondence from Radio Company WRVM located in Suring. They called regarding renting some space on the tower, as they would like a repeater here. Kevin made a call to Powers, Michigan as they rent space for a repeater on their water tower to them. The water authority didn't have any concerns with them. If this proceeds, the District would need additional information.
 - (a) Wind studies would be required and the aesthetics would be looked into.
 - (b) Ray said the District needs to be sure the Utility Service Communications Company allows this. Mike asked if signals interfere with each other and Kevin said that the broadband and cell companies all have their own frequency. Ray said an advantage to having the Utility Service Communications Company is that they would deal with this.
- 3) Public Forum – Mr. Coats attended to discuss a letter he received from the District.
 - a) Mr. Coats said he received the final notice letter regarding being fined for not having his well permitted or abandoned.
 - i) Mr. Coats said that when he hooked up to the system last year that he was told by whoever came out that it wasn't a problem as the ground froze before his well could be filled up. Therefore, he is under the impression that he would still get his \$800.00 credit.
 - ii) Mr. Coats said his well abandonment was completed this spring right after the frost was out of the ground. He only has the homeowner copy of the abandonment and thought a copy was sent to the District. Rose told him the district did not receive it and without the copy that the District is under the impression that he still has his well.
 - (1) The well hasn't been used since the wires were pulled out 9/21 or 9/22 of 2006. Kevin told Mr. Coats that he is in what the District considers phase II construction and that he had until November of 2006 to obtain the credit. Mr. Coats said it was all disabled prior to November of 2006. Kevin said this is outside of a staff decision. Mr. Coats hooked up September 19, 2006. Kevin said his issue would be put on next month's agenda so the Commissioners can act on the issue after it is duly published.
 - (2) Mr. Coats said he is more worried about the \$500.00 daily fine indicated in the letter. The letter indicated that the District is giving him until August 1, 2007 to be compliant or the District will start to levy the fine. Mr. Coats said everything was taken care of and he will do whatever he needs to do to avoid the fine.
 - (a) Kevin assured him that because the District has the abandonment form now, this alleviates any concern of a daily fine. Phil Coats lives at 1522 Valley Road.
- 4) Report from Committees – No meetings to report on.
 - a) The district will have a Water Advisory meeting on August 14 at 6:00 p.m. at which time Madeline Gotokowitz will give a report on her findings from working for the Wisconsin Geologic Society hydrology studies.
- 5) Old Business
 - a) Resolution 2007-7-1 approving the elevated water tower rental agreement with Utility Service Communications Company, Inc.

- i) Debbie Sullivan with Utility Service Communications Company made the proposed changes and drafted what Kevin asked for. The latest version states the Utility Service Communications Company, Inc. will only enter into a licensed agreement with a telecommunications carrier after the tank owner has 48 hours to review said license agreement. Kevin asked her to change this to 1 week.
 - (1) Ray suggested 1 week as 48 hours is not enough time and said a week will work if Kevin as Director has the authority to approve the contracts. The District doesn't know when contracts will come in. Ray said he does not have a problem with recommending having Kevin ok agreements if the Commissioners are comfortable granting him the authority.
 - (a) This would give Kevin a week to look into the agreements and send out e-mails to the Commissioners and let everyone know and obtain input, but the contract wouldn't be subject to approval by the Commissioners per say. Kevin would have the authority; otherwise the time frame would have to be moved out to 60 days to have a quorum. Ray said the authority could be revoked if the Commissioners wanted to change it later, but then you have 1 week for the Commission approval. Ray said the District would know well in advance, as interested people will be out checking a month or 2 prior to agreements. They would need access to the tower and would have to sign the liability form to climb the tower.
 - ii) **Mike made a motion to grant resolution 2007-7-1 approving the elevated tower rental agreement with the Utility Service Communications Company, Inc. as amended/second-Alex/carried unanimously. Mike made a motion to grant Kevin, the Utility director, the authority to approve proposed leases arranged by Utility Services Communications Company, Inc./second-Alex/carried unanimously.**
- b) Ehlers and Associates.
- i) Next Wednesday a meeting is scheduled with them at 5:00 p.m.
 - (1) The Public Lands Loan will also be discussed. The District received a letter stating there is \$150,000.00 left that the District could draw and needs to notify them by August 14th. This would be at 5.5% for 20 years.
- c) Kim Hansen claim update.
- i) Kevin went in for the deposition on Monday. Brian Beisenstein from Curtis Law Office for the plaintiff questioned Kevin for 2 hours on this. There were 2 attorneys there on the District's side, Bill Wick for Omro, and Jim Herrick out of Fond du Lac who is representing the District's insurance company. Kevin said these attorneys were ecstatic with his replies.
 - (1) Kevin said the deposition was fairly easy as the District did no wrong so there was nothing to be concerned and upset about. Ray said he didn't hear from the defense attorneys yet but suspects the claim will go away that this is just another step in the process.
- d) Discussion and action on sewer user fee rate change.
- i) This topic will be on next Wednesday's agenda. The Commissioners said they didn't need any additional information. Alex asked Joel if he had questions and he said he is fine also.
- 6) New Business:
- a) Ormand Beach sewer and water relocation.
 - i) Mr. & Mrs. Bell signed all the developer agreements for this sewer revision. The existing sewer is in the current easement; there is a manhole where they want to construct a garage. The proposal is to move the easement and move the manholes. Kevin would like to have two 45-degree angles rather than three 90-degree angles and Pat will design it this way. The District will inform Mr. & Mrs. Bell of the cost prior to awarding the contract.
 - ii) Kevin will ask Jossart Brothers for a quote as the District has a contract with them yet. The other possibility is to get a 2nd quote from the company that wins the Bellhaven project. If these quotes do not work, then the District would have to bid the project out as it will cost over \$15,000.00.
 - b) Survey review for direct payment collections for Water Utility bills.
 - i) Staff has been looking into and following up with requests from residents for direct payments. There is a cost savings if you use ACH.
 - (1) Rose checked with the bank and they said it is safe to have customers give the District their account numbers.
 - (2) The survey which staff will include with water bills is only an indication of interest in direct payment and not an agreement. Quarterly statements would still be mailed out and residents would know which day the money will be taken out of their accounts.

(3) Ray suggested making it clear that this is a draw controlled by the bank and not an option for residents to pick the date. Ray said there should be a policy in case accounts have insufficient funds and the resident should pay any additional fees and time at the office.

(a) Rose said she can put a memo on the water bills showing the date that the District will use for the withdrawal.

c) Emergency tabletop planning exercise.

i) The District received a formal report after the tabletop exercise. The report includes comments from those present. There are some good suggestions included.

ii) There is also a matrix, which has good suggestions.

d) Land Acquisition for Water Treatment Facility #3.

i) Kevin met with Mr. & Mrs. Miller last week to see where they are with the offer to purchase. They were going to meet with their attorney for a final review.

(1) This will be discussed at the water advisory meeting also.

e) Schedule Water Advisory committee meeting for August.

i) This will be August 14th at 6:00 p.m. Madeline Gotokowitz will be attending to give a report on her hydrological findings.

f) Winnebago County tax lister dealing with A1 parcels.

i) The Town's attorney is working on giving the information to the town clerk to have this issue resolved. Bert knows that the District needs this corrected by the time of the tax roll in October and we believe he'll meet this deadline.

(1) Joel asked who was going to pay for this. Kevin said the District never received an invoice for this before. Joel said these are going back and correcting previous additions. Kevin believes Bert will have about 2 days time on this as he is gathering legal descriptions for this. Kevin said the District would have a cost if they originated from us.

g) Badger Meter

i) Their Representative, Phil, stopped in to discuss their meters as they are going to be running out of 700 series and updating to 800 series meters. With this comes an upgrade to their register. This new series also sends out a signal 1 time an hour which can be collected at the office rather than driving by. The District's current hand held collector cannot read the 800 series and the new version of the hand held was to cost \$3,500.00.

(1) Kevin told them to arrange something else, as this cost is not acceptable.

(a) Phil came back and agreed that if the District locks in the purchase of 200 meters, 100 now and 100 over the next year there would be no charge for the hand held. The cost of each meter will be \$135.00. The District's cost in August of 2006 was \$124.80 so this is an 8% increase. Even with the increase, the District is not paying the \$3,500.00. Kevin said the District would need to order meters soon anyhow.

(i) The meters the District is ordering will be 800 series. Mike asked how long the 700's have been out and Kevin said since 2000. Mike recommended getting the 800 series meters.

(ii) Currently it takes about 6.5 hours to drive by 4 times a year. As more territory is added it would take longer but it'll be years before the time increases drastically. The 800's still send the normal signal. The top register will be a little different. This cost comes out of assessments as it's built in the fees. There's been 47 meters installed this year already.

7) Alex made a motion to adjourn at 7:13 p.m. second-Mike/carried unanimously.

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary