

**Algoma Sanitary District #1
December 9, 2010**

Regular Monthly Meeting

- 1) Open Regular Monthly Meeting
- 2) Commissioner Mike Gelhar with Commissioner Alexander Irvine present and President Earl Lawrence via telephone called the regular monthly meeting for December to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Michael Claffey, and Rose Mraz. Joel Edson was absent. Todd Bethe was in attendance from the public.
 - a) Mike noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
 - b) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting on November 11/second-Earl/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments report for November for sanitary and water as submitted including the balance adjustments/second-Alex/carried unanimously.**
 - i) There were no investment changes. There were balance adjustments for Andrew & Kristina Cater to add \$12.11 for their 10% penalty on their past due water bill and write off \$0.38 for Henry & Debra Cade since they have moved and it would cost more to mail them a final bill.
 - d) Approve pending bills for sanitary and water.
 - i) **Alex made a motion to approve the pending bills for December as submitted/second-Earl/carried unanimously.**
 - (1) The bill from ITT Flygt for the mixer to stir up the grease at the Shorehaven Lift Station wet well does not include the electrical work involved with installing it. This cost will be an additional \$1K, and the work will be completed and the mixer operational in January 2011. There were various problems that led to the delay in having this machine here and installed, including the fact that it is only manufactured in Switzerland and someone there cut a 150' wire that comes with the machine into three sections before shipment instead of leaving it in one large piece as requested.
- 3) Public Forum – Todd Bethe is present, and he is here to talk about the issue in New Business 7e. The Commissioners have agreed to revise the agenda to discuss the item Mr. Bethe is here to discuss now.
- 4) Director's Report.
 - a) Review of District Statistics.
 - b) Correspondence
 - i) We received an e-mail today from Dave Wagner at Ehlers & Associates stating that interest rates are rising, but he still recommends proceeding with the re-financing and the bond issue.
 - ii) We have received from the DNR our CMAR report and we had a 4.0 rating, which is an A+. Jim Savinski has reviewed and approved it, so it is all taken care of.
 - iii) We received a letter from Betty at the Omro Sanitary District requesting a consolidation meeting again in January. The Omro Sanitary District Commissioners are not available to meet the second or fourth Thursday and the third Tuesday in January. Since there may be a replacement commissioner appointed next Wednesday at the Town of Algoma monthly meeting, the commissioners have decided to put off the meeting until February to allow time for a new commissioner to get up to speed on this issue.
 - iv) Kevin will be attending the Algoma town meeting on Wednesday December 15th and will notify everyone who they chose to appoint as the new commissioner to replace Earl Lawrence.
 - c) Status of 2010 projects.
 - i) Update of long range state of infrastructure facilities plan.
 - ii) Grouting and repairing of sewer mains. Manhole grouting was completed this summer and 138 manhole kits were used to seal the District's manholes, with each manhole requiring 1½-2 kits. We went from running the pump 1.6 hours per day before the repairs to 1.1 hours per day at Brooks Lane on each pump after the repairs. We ordered 200 more kits, and the bill for them was included in the pending bills which were approved earlier.
- 5) Report from Committees.
 - a) The District Advisory Council. Sue Drexler was appointed as the new Town of Algoma representative.
- 6) Old Business-None.
- 7) New Business.

- a) Appointment of replacement commissioner status. The Town of Algoma has posted the appointment and made December 3rd the last day to turn in applications. They received two applicants, Mark Thompson and Bob Nadolske. The town has scheduled the appointment for their next meeting on December 15th. Ray recommended having Earl prepare his resignation letter and have Kevin hand it to the town clerk, which would state that his resignation would be effective once presented to the town clerk. Kevin would do this upon seeing this appointment scheduled on the town's agenda and determining whether the town is prepared to appoint his replacement at that day's meeting. Ray advised that the town would not act to appoint a vacant commissioner until there is an official vacancy.
- b) Water Main Repair in the Town of Omro Sanitary District. The Town of Omro Sanitary District has discovered a broken water service in a farmer's field on Hayfield Drive. This leak is in the range of 30-45 gallons per minute. A graph was presented showing the flow before the valve was opened after flushing, after the valve was opened on November 8th, and then when it was closed again on December 2nd after the leak was located. The damage likely occurred a year earlier when the farmer ripped it out while plowing his field, but wasn't leaking because the valve was closed. The operators from the Algoma and Omro Sanitary Districts collaboratively were able to locate the leak. It is estimated that the amount of water lost was 1.3 Million gallons, and the bill to the Omro SD at \$3.23 per thousand gallons would be around \$4K.
 - i) The Omro Sanitary District knew about this issue but have yet to take care of fixing this water valve. We will have to estimate the amount of water lost due to this leak in order to bill the Omro Sanitary District for this lost water. Earl mentioned that we should bill like we have in the past for the amount of water going through the meter vault over and above the amount billed to their customers. The problem is that one of Omro's meters has not been calibrated in over 2 ½ years and the amount of water that is registered as having gone through it isn't always accurate. We should give them all the information that we have regarding this leak so they can be informed as to the amount of water lost because of it.
- c) Received audit agreement change order and permit for Hwy 21 sewer main/force main alignment project. The WI DOT has approved UA 302 (90% reimbursement) for \$125,436.20 and UA 106 (100% reimbursement) in the amount of \$324,827.67. This project is now ready to bid out to allow enough time to receive the bids so that the contract is ready to go when the DOT closes down that road in August of 2011 and should take around 11 days to complete. We will have one of our operators on site to make sure that the repair and construction are done according to the plans.
- d) Investment rates. Staff has prepared information regarding rates for money markets and CDs in the area. They recommend going with three banks to keep the amount invested at each one under the FDIC Insurance limit of \$250,000, would result in additional interest income of around \$2,500. **Earl made a motion to approve moving our money currently held at Associated Bank to be invested at Choice Bank, Anchor Bank, and Citizens First CU, according to the investment schedule presented/seconded Alex/passed unanimously.** We will have staff continue to monitor these rates and update them periodically to make sure we receive the best possible rate on our money.
- e) Act on delinquent sanitary hookup for citation at 3325 Witzel Avenue. The six month requirement to hook this location into the sewer line extension expired in March of 2010. There have been numerous contacts with Mr. Bethe after this deadline informing him that this is past due and needs to be completed. There have been numerous personal issues that have come up which have caused delays in completing this project in a timely fashion. Mr. Bethe has scheduled the excavation work to dig in the sewer line for Monday, December 13, 2010, and should be completed that same day. Straw has been laid down to help insulate the ground and keep it from freezing further. Diggers Hotline has been called and the locations of utility lines have been marked, further evidence that this work could be started soon. The sanitary permit has also been taken out and has been paid for earlier today. This matter has been turned over to the commissioners for a ruling on how to proceed. Per our attorney, staff and the commissioners are able to issue a citation, and each day that passes would constitute a new violation and an additional citation. It has been recommended to set a deadline for Mr. Bethe of December 23rd, 2010, to complete this project and have it pass an inspection by a District Inspector, otherwise a citation will be issued. The commission accepted this recommendation and the above deadline set for Mr. Bethe.
- f) Mike made a motion to go into a closed-door meeting in relation to employee matters. The meeting has been moved into a closed session at 7:05pm and Ray, Michael, and Rose have left the building.
 - 1) And, if this monthly meeting is Earl's last as a commissioner, everyone in attendance would like to thank him for his many years of service as the Sanitary District Commission President.

g) The meeting was opened back up and there will be no further action until the next month's meeting. The commissioners have satisfactorily completed Kevin Mraz's job review and will take formal action on a pay increase at the next month's meeting. Kevin will gather the salary information for a utility director from WI Rural Water, the GS Schedule, and the Oshkosh Superintendent to present to the Commissioners at the next meeting.

8) **Mike made a motion to adjourn at 8:27/second-Alex/carried 3-0.**

Respectfully submitted: _____
Michael Claffey, Accountant

Approved: _____
Alexander Irvine, Secretary