

**Algoma Sanitary District #1**  
**January 14, 2010**

- 1) Commission President Earl Lawrence with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting for January to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz.
- 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) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting on December 10/second-Mike/carried unanimously.**
  - c) Approve cash receipts & investments for sanitary and water.
    - i) Rose noted that the cash receipts and investments report is submitted prior to the audit for 2009; therefore, there could be changes. **Mike made a motion to approve the cash receipt and investment report as submitted/second-Alex/carried unanimously.**
  - d) Approve pending bills for sanitary and water.
    - i) Earl noted that the District has a section on pending bills to pay off contract 2 & 3 - 2008 in full as this will enable the District with a great opportunity to reduce the overall costs regarding the grant.
      - (1) Kevin explained that if the contracts are paid in full, prior to the closing for the grant, the program waives the requirement of the Davis Bacon act. This act requires you to pay Federal prevailing wage and would be costly. This is the last item the District has to check off for the grant.
      - (2) **Alex made a motion to approve the pending bills for sanitary and water as submitted/second-Mike/carried unanimously.**
- 3) Public Forum.
  - a) There were no members of the public in attendance at the meeting.
- 4) **Director's report.**
  - a) Correspondence.
    - i) Kevin received a letter from Kathy Larson, with Winnebago County, regarding the sign removal. The District is in compliance.
    - ii) The District held an Advisory Council meeting on Tuesday.
      - (1) Earl said that three of the four neighbors to the North of the District attended and presented the idea of a 12 to 14' tall noise barrier, to satisfy them, between the properties, preferably on the berm. Members of the council explained to the neighbors that a barrier that tall would not be allowed.
        - (a) The Advisory Council had considerable discussion regarding the new requests from the residents, and Bob Nadolske told them if they build something on their own property that they can go 6' tall without approval; whereas, if the District does anything, it must go to the site plan committee and county.
          - (i) Kevin said the District installed everything the way the Town's elected officials decided as a correct site plan and that the Winnebago County required the site to look like based on feedback from the residents. Now three neighbors are coming to meetings requesting alternatives.
    - iii) The District received the ARRA packet from the DNR and then notified the State Trust Fund Loan's Board of Commissioners that the District will be making a prepayment in February. The District was required to give a 30 day request. Rose will call in the morning to be sure they received the e-mail.
      - (1) The District's engineer, handling the closing, received a phone call from the DNR stating that as long as the District closes on the contract prior to the ARRA closing, that the District will be exempt from the Davis Bacon Act.
    - iv) Kevin said he contacted the Town of Omro and has been receiving some quotes for meter vault calibration which is required every two years. The Town of Omro will pay for calibration devices to insert into the meters.
    - v) The District received a request from 73 Wyldeberry for an extension on the safe well test for bacteria after hooking up to the water system. They requested until spring as their well is not turned on at this time. Kevin said he is comfortable with this as it is a District policy which set the 2 month time period.
      - (1) The DNR requests the two tests, but didn't specify the time frame. Kevin said he has no concern with this or he would present an alternative.
  - b) Status of 2010 projects.
    - i) Brooks Lane Project. – The District has the new pumps in the garage but is waiting for the mini casts units which monitor for moisture and over temperature. These will be installed in the spring.

- ii) The pumps for the Bellhaven Lift Station were ordered on the 2009 budget and will take about 5 to 6 weeks for shipping time.
    - (1) Waldwic Lane water main extension. The District received the bid plan set from the engineer. Staff looked through the plan and made several modifications and sent back to Strand to change.
      - (a) Earl asked what modifications, and Kevin said that Strand had some of the water main being bored in at 15' deep which would be fine for the contractor to install, but if the District would have to repair a water main leak at this depth, it would be costly. With the existing water mains, the minimum depth is 6' as anything less needs insulation.
        - (i) The District requested the depth to go closer to the sewer elevation. The conflict is that the sewer main is about 10' deep and without knowing the exact elevations of the laterals, it's hard to show where they want it on paper. In the contract, the District will have the contractor expose each lateral to be sure to avoid the sanitary laterals.
        - (ii) Some fire hydrant locations were modified from the plan. Kevin said when he and Dan drove the entire site; they noticed how the snow plows go and changed some hydrant locations to avoid having snow on top of the hydrants.
      - (b) Ray asked if any additional residents replied to participate and Kevin said not yet.
        - (i) Kevin said that his goal is to get the quote at \$12,000 per house prior to presenting to the residents again. Earl said \$13,000 may also work.
        - (ii) Kevin said the unfortunate part is that he is required to use the engineer's estimated opinion of probable costs and for Witzel, they estimated water and sewer coming in at 1.5 million and it came in at \$738,000 which was a large difference. Kevin said this is worth bidding.
      - (c) The bids will determine if the District continues.
  - iii) The exterior of the tower will be cleaned in the spring
  - iv) Mixer installation at Shorehaven. Kevin said the operators will work on creating an air operated mixer at the station. The District owns a 35 cubic foot per minute air compressor and Kevin wants them to figure out if something can work using this. This will be used to break up the grease at the station. The District has been hiring the grease removal to Hyler Septic yearly.
  - v) The operators sealed 200 manhole chimney seals in 2009.
  - vi) The District is looking at the co-location rental agreement for the elevated tower. The current rate agreed to is 1,450 monthly with a 2.5 annual escalator. The agreement is not set until they go through the town with the site plan review. There will be a generator building on site.
- 5) Report from committees
- a) There was a meeting on Tuesday with the Advisory Council.
    - i) The neighbors on Witzel also attended the meeting regarding several concerns.
      - (1) Earl said the neighbors are looking for a noise barrier and landscaping opportunities that will respond to their concerns in some manner. Earl said anything the District does needs to go to the Town site plan committee.
        - (a) The advisory members present told the neighbors that 12' barriers would not be allowed to go up.
        - (2) Kevin said he called Mrs. Leinweber today regarding her concern about lights and told her the District would remove the lights to the North this evening to see if it solves her concern. Kevin asked her to look at the lights this evening and call back tomorrow.
    - ii) Earl said it was a good meeting as it was not just the District staff discussing the neighbors' concerns.
    - iii) Open House
      - (1) The open house was discussed with a possible date in mid May.
    - iv) The stimulus funds the District is expecting were discussed.
    - v) It was discussed that the 3<sup>rd</sup> well was on line approximately 40 residential equivalent units prior to being required for supply and demand. The District needed this well operational for extra supply capacity at 900 residential equivalent units and the District is above 850.
      - (1) Today was the second time the third well was ran live into the system.
- 6) Old Business.
- a) There was no old business left open.
- 7) New Business.
- a) Authorize staff to contract with Baker Tilly, accounting firm to complete Federal Audit. This was quoted at \$2,000 a couple of years ago. Joel reminded the commissioners that Virchow Krause joined with Baker Tilly. Joel said he is comfortable to stay with the same auditor as there is something to be said about continuity. Rose will

obtain a quote for future audits from them and at that time the Commissioners will decide if they want additional quotes.

- b) The Federal audit was in the original quote from the existing firm and this agenda item is merely to address authorization to exercise this option. **Alex made a motion to authorize staff to institute the provision in the contract with Baker Tilly to contract for the Federal Audit if required/second-Mike.**
- 8) Approve sale of hydro pneumatic tank.
  - a) The cost to install this was around \$22,000 with the tank costing around \$15,000. The District received an offer, from an unknown company, to purchase this tank for \$8,000. Earl said he believes he knows who the client is and he suspects it could be his employer and due to this Earl is abstaining from the discussion. He does not know for sure if it is his employer or not.
  - b) Kevin explained his comfort level of selling this tank. Kevin said this is a 5,000 gallon tank, about 26' long and 6' tall. It compresses air and can push water back into the system. This was originally designed as backup to service the first 50 homes. Kevin said even if this is sold, that each well house has at least 8,000 gallons worth of space in an iron filtration tank to serve the same purpose. Currently there is sand taking up the space. In theory this could be filled up with compressed air and could be used like a hydro pneumatic tank if the tower went off line. The District has not used this hydro pneumatic tank since 2 months after it was put in.
    - i) The longer the tank is kept, the more it depreciates. Ray wanted to be sure the District does not need this.
      - (1) Kevin said he presented the idea of the iron tank being used in place to his operators and they agree it would work. Kevin said it's not the name of the tank, but can work.
    - ii) Mike asked how to get the tank out of the building and the cost for this. Kevin said this sale proposal says they would pay \$8,000 for the tank and agree to remove and ship at their cost.
    - iii) It was discussed to advertise this in other places. Kevin asked the Commissioners for a price that they would be comfortable with. **Mike made a motion to sell the hydro pneumatic tank for not less than \$8,000/second-Alex/Earl-abstained/carried 2.**
  - c) Discuss Witzel Avenue sewer hookup request.
    - i) The District sent letters to the residents on Witzel with a date of hooking up by March 11. There are 3 parcels not hooked up yet. One resident requested an extension to the end of April to allow him to have funds. The District took no action on this request. Kevin will check what the County specifies for a time frame. The Commissioners left the hookup date as indicated as Ray recommended leaving as is and keep after the residents to get hooked up prior to issuing citations. Earl said he does not believe that the Commissioners have authority to vary the date. One of the parcels affected is the foreclosed house which is vacant.
- 9) Other new business.
  - a) Alex wanted to discuss and asked if the Town was involved in the ponds that have been discussed in the paper lately. Earl said these are South of Oshkosh and not in the Sanitary District. The area is in the Town, but outside of the protected area of the Town. The District does need to watch the setbacks for contamination and Kevin said this is outside the well head protection area.
- 10) Adjourn.
  - a) Mike made a motion to adjourn/second-Alex.

Respectfully submitted: \_\_\_\_\_  
Rose Mraz, Office Manager

Approved: \_\_\_\_\_  
Earl Lawrence, President