

Algoma Sanitary District #1
Minutes – August 10, 2006

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting of the Algoma Sanitary District #1 for August 10, 2006 to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Rose Mraz. David Janssen, Tom Burke, and Tom Dreifuert were also present. Earl noted the use of a tape recorder for the meeting to assist in minutes. No one else is taping the meeting.
 - a) **Alex made a motion to approve the minutes of the regular monthly meeting for July/second-Mike/carried unanimously.**
 - b) **Alex made a motion to approve the cash receipts and investments report for water and sanitary for July/second-Mike/carried unanimously.**
 - c) **Alex made a motion to approve the pending bills for August/second-Mike/carried unanimously.**

- 2) Director's Report
 - a) Kevin made note of the following:
 - i) A project may be coming up on Leonard's Pt. Road regarding a sanitary connection for a parcel which may be sub-divided. The District needs to come up with the assessment cost.
 - b) The District is trying out a valve exerciser – This equipment will reduce fatigue, increase productivity, and could reduce an injury by the repetitive motion. Operators need to exercise the valves sometimes several times to keep them in working condition.
 - i) The DNR requires the District to keep track of the turns per valve. The District also will keep track of valves if they exceed 100 foot lbs torque and recheck a couple of times to be sure pressure is not increasing. The PSC requires yearly data on the number exercised and the total in the system and the number repaired.
 - c) Strand has responses to the questions sent to them jointly from the District and the Town of Omro. Kevin said he discussed the sewer ones with Paul Dreis and Paul would like to present the sewer and water answers in September to the Commission. It was decided to hold a workshop for this and then discuss the District's infrastructure report that Kevin is putting together. They tentatively chose August 31 as Earl, Mike Alex, and Joel said this time would work. Ray said he needs to know what is happening, but he cannot recommend anything.
 - d) The District adjusted floats at Brooks Lane and were real successful. The pumps were running about 2.5 minutes each run cycle and after the adjustments it is 4.9 minutes with each run cycle. This reduced the starts for each pump by 30 per day. This station was used as a trial site.

- 3) Public Forum –Dr. Janssen, Tom Burke, and Tom Dreifuert were in attendance to discuss Waldwic Lane.

- 4) Report from Committees
 - a) No meetings to report on.

- 5) Old Business
 - a) Assessment request for 2853 Shorehaven Court, Hosien S. Moghadam.
 - i) No action – Information not received from the Post office.
 - b) Audit Report and Determination of next years audit.
 - i) Clifton Gunderson sent the District a letter regarding the audit proposal. Joel said he called Renee to change the date of receiving reports to March 15 so paperwork is ready for the Town's annual report. Kevin said that the agreement shows a 10% penalty if they do not meet deadlines. Rose talked to Renee and they will also change the date for the PSC report to March 15.
 - (1) **Mike made a motion to approve Clifton Gunderson as the auditor for fiscal year 2006 for the Algoma Sanitary District #1 as outlined in the proposed contract with the modification of the report dates/second-Alex/carried unanimously.**
 - c) Hunters Court - 1st addition Sewer and Water Developer's Agreement to design.
 - i) There was discussion regarding the assessment for water – Gerry Mathusek (Hunter's Court) was assessed \$369,890.00 for his parcel. At the time of his assessment, he was assessed for his preliminary plat. The District didn't install his services at that time as Gerry did not have a final plat. The District received an easement from Gerry and installed water main corridor pipe in order to install the water main to the District's Water Tower.
 - (1) Kevin worked up the numbers for his assessment in 2005 dollars due to the change in his plat. The current bid prices from Jossart Brothers would do the work for about the same cost as in the original assessment. Ray asked if this plat was approved yet and Joel said the town hasn't approved the final plat yet. Joel said there is a deferred assessment on the parcel and Earl asked what the District does with the assessment on the parcel once the parcel is subdivided for the final plat. Ray said once the plat is approved, if the assessment is paid off, there is no problem. If the assessment is to be passed on, it needs to reflect an assessment for each parcel number. Ray recommended recording the assessment on the parcel for Hunter's Court and the Commissioners agreed to record this.
 - (2) It was agreed that no work is done for Hunter's Court until the Developer's agreement is signed.
 - (3) The District will discuss sewer to this plat in the future. You need to go through 3 parcels first. The District can gravity serve this parcel with sewerage flow and will not install a lift station.
 - d) Department of Transportation request for Conveyance of rights in land of Municipal Utility Facilities located in Public held lands required by Freeway Construction.
 - i) This is the item from last month that had different Project ID numbers. Since then, the DOT responded that the difference is because of the drawings, so this concern is removed. There is an audit agreement and map that goes with this conveyance. The exhibit agreement with the DOT shows that the District is including 11 items and includes the City of Oshkosh's telemetry allowance which will be directed to the City of Oshkosh, but the District wanted covered. The agreement shows all the sewer construction that will be created by the new Washburn route and shows it to be funded 100% due to the easement and the crossing under the Highway. Ray said this covers having the costs covered as the City of Oshkosh wouldn't take care of it. Kevin said the agreement is saving the District and the City lots of dollars.

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- ii) Earl said he didn't see the Force Main listed and Kevin said the Force Main doesn't have to be rerouted as it cascades into the manhole on the north side of 21 and will flow by gravity under highway 21 and be rerouted through the new 18" gravity sewer because it cascades into that upstream manhole. Earl asked Kevin to have the Force Main inspected when it is open and Mike and Alex agreed. Kevin said he will drain it back and verify the condition of the force main.
- iii) The exhibit going to the city shows the flow metering station and the electric service. Kevin said the District doesn't expect to see any cost for this. The design for the metering station is about 13' down. Kevin said he asked Strand to design an egress and ingress system as the District accesses this twice a week and this will assure safety measures in place to get in and out of the flow station.
- e) NTD's quote for phone/internet service
 - i) Kevin feels the District should change phone companies as there will be a savings. The proposal includes the pager, internet and phone service. The internet will be wireless to the building. With the normal calls the District makes, NTD's cost will be less.
 - ii) The District's Commissioners looked over the agreement and said no to a contract for 60 months. Rose said NTD said it would be less, but will get this in writing. Rose mentioned that the internet service may need to stay with a 3 year contract due to installation costs. **Mike made a motion to switch to NTD for a term not to exceed 12 months for phone service/second-Alex/carried unanimously.**
 - (1) There's no agreement with AT&T to cancel. This was checked, and AT&T had the City of Algoma's agreement misfiled under the District's agreement.
- 6) New Business
 - a) Waldwic Lane Water Main Extension – Decisions regarding this are deferred until the next agenda
 - i) Kevin told Dr. Janssen that he has a copy of the official plans which is available for him to take and look over. Kevin also gave him a draft staff proposal showing the assessment cost. The plans show the extension coming from Lake Breeze Road from Mrs. Williams and Mrs. Cleveland's property. Mrs. Williams will accept an easement and Mrs. Cleveland is willing to meet with Kevin regarding this. This will be bored in. This construction will help the District with a loop to have water pressure from both sides.
 - (1) There will be a fire hydrant on Mr. Burke's property and there will be 3 or 4 water services off this.
 - (2) Dr. Janssen asked if they can stay off Dr. Andreini's property to avoid having to assess them. Kevin said the District can stay off their property. Dr. Janssen said he will talk with the Andreini's as there are additional properties wanting water down from them. It requires more easements to get to the additional properties wanting water.
 - (3) Earl said the District needs to address the road issue and have a document which says the District is not responsible for repairs to the road. Kevin said that currently the majority of the construction will be bored in. The District may need 1 to 2 dump truck loads of gravel to backfill around the services and Fire hydrant and 1 mini hoe. Earl said he wants papers that the District is not responsible for the cost of any repairs and the affected homeowners will agree to pay for whatever happens. Kevin asked Ray what the homeowners need to give the District for this. Ray said once the Title Company figures out ownership of what part of the road and how far, this will tell the District what signatures are required. No one knows for sure who owns the lane. Dr. Janssen said he has an easement to the road but does not own the road. Ray said once ownership is determined the District can get the agreement.
 - (4) Kevin told Dr. Janssen that the District holds over about 30% of the cost for future construction costs and Earl explained that part is recouped through Fire Protection, water rates and future construction. Earl said that occasionally people ask for reimbursements out of future construction because they believe they pay for the full assessment.
 - (5) Kevin had the draft participation schedule for Dr. Janssen also where he can pay in full by November 1st or pay over 20 years.
 - (6) Dr. Janssen asked about the timeline. Kevin said that if all the easements are granted and all signatures in place by September 14, the work could begin this fall.
 - (a) The District would not get the additional properties until next year. The hydrant as planned will stay where it is and another permanent hydrant would be 600' east.
 - ii) Accept required water utility easements for extension.
 - (1) Deferred to next months agenda.
 - iii) Accept petition for water service and participation of water system special assessment form.
 - (1) Deferred to next months agenda.
 - b) Sunkist Road sewer extension request for final five homes not on District sewer service.
 - i) A homeowner called to discuss sewer for the homes remaining on Sunkist – nothing in writing yet. If all 5 homes go, this would be a normal length extension for manhole placement.
 - c) Change order to sub phase III contract to include watermain within our proposed water service boundary area outside of Town of Algoma under inter-municipal agreement.
 - i) This was for the Town of Omro's Sanitary District bids as they were going to throw out all the bids; the lowest bidder, Advance Construction reviewed their bid and it turns out that they miss bid an item and it was \$16,000 too high. This is logical as it was bid as a curb stop & price per foot of service so they reduced the item by the service so this reduces their contract about \$16,000 so now the Town of Omro Sanitary District will approve the contract. The District doesn't need to be concerned with this change order.
 - d) Water Security Discussion
 - i) Alex read several articles about water safety. Alex asked if the District is doing anything about this or thinking about this.
 - (1) Kevin said Alex had good questions and during the facilities infrastructure session, he will go into more details. Kevin said the latest quote he asked for was for a door alarm out at the water tower that will send a signal each time the door opens so you will know if something has entered the facility and you can call and get the sheriff out there to take a look at it.
 - (2) Earl said there are the fences out there.
 - (3) There was discussion regarding video cameras.
 - (4) Kevin said the District and the sheriff receive calls from neighbors if they suspect something.
 - (5) Ray recommended checking for cross connections at random as it's in the Ordinance.
 - (6) The District may start requiring a backflow preventer on new construction.

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- e) Zastrow Homes submitted letter – requesting District Assistance.
 - i) No action for District to take. This is an issue between property owners. No letter from District required.
 - f) Determination to purchase a third vehicle versus compensation or mileage reimbursements of personal vehicle usage.
 - i) This is Kevin’s request for support of his vehicle.
 - (1) Alex said he belongs to a state organization that reimburses people for mileage at the Federal level. He said this is a possible way for the District to reimburse for mileage. Earl said the EAA reimburses at the Federal level also. Joel said the University has a fleet of vehicles available and if not available reimburses at the Federal level. Mike said the City reimburses a few cents less than the Federal rate and that people have to keep track of their mileage.
 - (2) Kevin said a District owned truck would give recognition and homeowners would know who is present.
 - (3) The District’s insurance company prefers a company owned vehicle so they know what they are insuring.
 - (4) Kevin said he purchased his truck originally to get around to sites and off road to various locations as the District didn’t have a truck then.
 - (5) The commissioners are undecided as to what to do for sure. The Director’s vehicle wouldn’t need to be as large as the operator’s vehicles. There was no direct budget for a vehicle purchase in the 2006 budget. The Commissioners discussed reimbursing by mileage rather than an expense account. Ray said using a reimbursement for the next 3 or 4 months would give the District good numbers to look at and data to fall back on in the future. Vehicles would cost less come December and January.
 - ii) **Alex made a motion to reimburse at the Federal rate for mileage/second-Mike/carried unanimously.** This will be revisited during the beginning of 2007. In the meantime, Kevin is to track his mileage.
- 7) Mike made a motion to adjourn at 8:15 p.m./second Alex/carried unanimously.

Respectfully submitted,

Rose Mraz, Office Manager

Approved:

Alexander Irvine, Secretary