

Algoma Sanitary District #1
Minutes – February 8, 2007 - 6:00 p.m.

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

- 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 a recorder.
 - b) **Mike made a motion to approve the minutes from the regular monthly meeting for January second-Alex/carried unanimously.**
 - c) **Alex made a motion to approve the cash receipts & investments for Sanitary & Water/second-Mike/carried unanimously.**
 - d) **Mike made a motion to approve the pending bills as submitted/second-Alex/carried unanimously.**
- 2) Director's Report
 - a) The sewer on Washburn is started.
 - i) The metering manhole is in and the City and District both have an inspector overseeing the project.
 - (1) The manhole is 17' deep and Kevin is looking for a spiral staircase to install for safe access.
 - (2) The Commissioners discussed the injunction and decided to leave it pending; for now.
 - b) The District received estimates for emergency phone number contact information stickers for the meters. The Commissioners decided to go with the sticky labels per staff recommendation.
 - c) The calibration of well #1 water meters. Kevin said the operators listened to the entire water system and found 20 leaking hydrants which didn't take care of all the unaccounted water. Kevin was still puzzled over it and printed out the flow rate on the meters over a 1 year period. There is one which shows the flow for raw water and one after treatment. Theoretically, what goes through 1 should go through the other. Over a period of time, the difference has become 24 gallons per minute which means there is a calibration error between the 2 meters, plus Kevin believes the actual flow is lower than the lowest flow shown. The meters are guaranteed for 5 years so the cost to calibrate will be covered.
 - i) The District will also check if there is some scaling in the pipe which could be speeding up the velocity and losing calibration.
 - d) The yearly accounting audit field work is completed and the District is waiting for the results. The audit revealed that the District needs to discuss funding of sick leave. Employees can accumulate up to 160 hours.
 - i) Joel said this would be a restricted account and should be 100% funded and you would set it up at current salary and each year increase the balance as needed.
 - (1) Joel recommends setting up a separate account in the books and to see what the auditor recommends as they will need to put a statement in their notes.
 - (2) Ray said to perhaps budget for it and carry the amount over each year.
 - e) Financial condition of the District. Earl would like a monthly one page document showing where the District is at and he prefers graphs showing income and expense amounts. Kevin said staff will start putting some examples together.
 - f) Impact fees – There was discussion regarding the draft copy of the Public Facilities Needs Assessment Study which the Town of Algoma had Martenson & Eisele do. This study displays impact fees regarding various costs to include in the study. Joel said that park fees previously were levied against the lots, but this option has been eliminated so the Town needs a way to fund for future park development. Joel said so far this is just a study which the Town Board has not seen yet. The Commissioners asked Kevin to follow up on the study.
 - g) Ormand Beach may have some changes to the sewer but nothing formal yet.
 - h) The HMO results came in good and now Kevin is working to reduce the chemical ratio to save some cost.
 - i) There is a NIMS and ICS (National Incident Management System and Incident Command System) training on May 8 which would be good to attend and is free. The District's Director and Operators will go to this.
- 3) Public Forum – There are no members of the public in attendance.
- 4) Report from Committees – No meetings this month.
- 5) Old Business:
 - a) Update on claim from Kim Hanson.
 - i) Ray said everything is in good shape so far.
 - b) Waldwic Lane water easement
 - i) Pat is working on drafting the easement and will draw it up for sewer, water and storm.
 - (1) Kevin has a preliminary layout of the water mains which will be just off the south side of the road and will keep the 8' separation from the sewer.
- 6) New Business:
 - a) Request for water service on Oakwood Road South of the Algoma Town Hall.

- i) Nothing formal has been received. Kevin believes the person who had trouble hired a plumber to fix his problem. The District's timing wouldn't be a quick fix for this homeowner.
- b) Request for water service on Creek Side Drive.
 - i) A homeowner is going to talk with his neighbors to see if their interest for water has increased.
- c) Emergency response plan review.
 - i) The District is in the process of creating an emergency response plan. Earl mentioned that the County maybe would help with heavy duty earth moving equipment. Kevin will contact the county to discuss this.
 - ii) Kevin is breaking the plan into levels regarding how serious the emergency is and who to call at which level.
 - (1) Single home
 - (2) Up to 10 homes
 - (3) Greater than 5% of population served – Call in Commissioners for action and financing concerns. The Public Information Officer will be listed as the President of the District's Commission.
- d) Land Acquisition for water treatment facility #3 status.
 - i) Kevin is starting to meet with people owning property in the area where the District is interested in purchasing land. Kevin wants to explain what the District will be doing with the land so that homeowners can discuss this with their families.
- e) Lowe's site plan review for sewer connection.
 - i) Their site plan encompasses 13.8 acres. Kevin met with their architect and has received the plumbing calcs since their meeting.
- f) Community development and public relations discussion.
 - i) This topic is mainly for brainstorming.
 - (1) Kevin discussed possibly having a bulletin board for developers and land brokers to say what lots are available for sale in the Town so residents could stop and see what is available. This would need to be a public bulletin board and after further discussion decided it could require too much time and questions for the District.
 - (a) Ray said from a planning standpoint, if the developers were to digitize their plats; this could be linked to the District's web site.
 - (2) The upcoming parade. The District would like to hand out bottled water again and will talk with Gary Lerch about doing a joint venture rather than having the 2 of us handing out water separately. The Commissioners agreed this is good to do again.
- g) Review of the City of Oshkosh 30-year intergovernmental agreement.
 - i) Staff put together a letter to the City of Oshkosh regarding extending the contract with the City. The Commissioners discussed and approved the letter.
 - (1) **Mike made a motion to approve the exercising of the option to extend the agreement as provided on page 8 item 24 for a period of 10 years for the agreement between the City of Oshkosh and the Town of Algoma Sanitary District #1/second-Alex/carried unanimously.**
- h) Mike made a motion to go to closed door session to discuss staff / appointed / elected employment and compensation matters/second-Alex/carried unanimously.
- i) Commissioners were in agreement to go back to open session and complete one order of business which is the roll call for the motion with the City of Oshkosh. It was previously passed by vote and a roll call was completed - Mike – Yes, Alex – Yes, Earl – Yes. Motion passed with 3 Yes and 0 Nay's on February 8, 2007.
- j) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted, _____
Rose Mraz, Office Manager

Approved: _____
Alexander Irvine