

**Algoma Sanitary District #1**  
**August 11, 2011**

Regular Monthly Meeting

- 1) Open Regular Monthly Meeting
- 2) President Bob Nadolske with Commissioner Alexander Irvine and Commissioner Jim Savinski present called the regular monthly meeting for August to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, and Michael Claffey.
  - a) Bob noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
  - b) Approval of the minutes of the previous meeting. **Jim made a motion to approve the minutes for the regular monthly meeting on July 14/second-Alex/carried unanimously.**
  - c) Approve cash receipts & investments for sanitary and water. Jim asked if the District is required to keep a certain amount in the government investment pool. Kevin answered that he would give the Commissioners a copy of the District's investment policy that states the guidelines for investment options. Mike offered to find out if there is a minimum dollar amount that the District must keep in the government investment pool account. **Alex made a motion to approve the cash receipts & investments for sanitary and water/second-Alex/carried unanimously.**
    - i. Approve the balance adjustments. Mike explained the first balance adjustment was to write off the interest charges accumulated on an account because the bills were being sent to the wrong address. The second adjustment was to void Omro's June bill before re-posting it. **Jim made a motion to approve the balance adjustments report/second-Alex/carried unanimously.**
  - d) Approve pending bills for sanitary and water. **Alex made a motion to approve the pending bills for August as submitted/second-Jim/carried unanimously.**
- 3) Public Forum – No one was in attendance from the public.
- 4) Commissioner Statements. Bob asked to move next month's meeting to September 6 at 4:00 p.m. **Jim made a motion to approve the change of the monthly meeting date/second-Alex/carried unanimously.** Bob attended the storm water meeting on July 26. The Town's focus is a project in the Sheldon Drive and Oakwood Road area to cost \$1.35 million. The Sanitary District has offered to take over storm water management from the Town, but will not do so unless we have both the authority over and responsibility for how it operates. Joel stated that the first presentation on storm water management with the Town electorate will be on September 8. The water tabletop exercise is scheduled for August 25 at 9:00 A.M. We have received several responses for expected attendance and will continue to pursue more to attend. Jim complimented the accuracy and detail of the minutes submitted from the monthly meetings. He said they give a strong sense of what went on during the meeting. Also, the consolidation resolution was sent to the Town of Algoma attorney for his review and he has yet to respond. If we do not hear anything by the time of the next meeting, we will go ahead and finalize it and send it to the City of Oshkosh for their approval.
- 5) Director's Report.
  - a) Review of District statistics. Kevin wants to schedule an initial budget workshop with the Commissioners. This will allow them to go over a packet of information the District has established as perimeters to make sure we have enough cash reserve and other assets on hand to form the annual budget. This information will give the Commissioners assumptions that will need further discussion at a follow-up workshop. The initial budget workshop was scheduled on Wednesday, August 17 at 1:00 p.m. The final budget must be approved at the October meeting to have it published 30 days before the November 17<sup>th</sup> deadline. Kevin also wants to give the Commissioners a tour of the District's facilities so they can see what the District has to maintain, for evidence of any major capital improvements like generators and pumps, and to obtain a greater understanding of what the District does on a daily basis since over 80% of the District's infrastructure is below ground. This tour was scheduled on Monday, August 22 at 10:00 a.m.
  - b) Correspondence. McClone Insurance will send the District a 20% dividend from its workmen's compensation insurance for maintaining a good safety record. There have been no injuries or claims for the past year so Kevin is encouraged by that. Bob asked if the District was going to put it back into the insurance portion of the budget. Kevin answered that it would go back into total cash on hand. He tries to encourage the staff to stay in shape by organizing activities such as the bike-a-thon during the spring and rewarding employees upon completion.
  - c) Status of 2011 projects. The Olde Apple Acres water and sewer main project is complete. The District has invoiced the developer for the most recent pay request. There will be a final pay request sent to Midwest, but the rest has already been billed. We are waiting to receive the money from Midwest for everything that has been installed.
- 6) Old Business.
  - a) Discuss and act on requirements for residential well permit renewal. Ray carefully compared Section NR812 to the District's Ordinance. He explained that the overall intent of NR812 is consistent with the requirements of the Ordinance. The Ordinance's primary purpose is to insure that one's residential well is not harming the groundwater, their system, or their neighbor's system. Although NR812 does not specifically require a well inspection, there are several valid reasons for enforcing one, including upgrades performed on the well and the importance of meeting

current standards. He explained that existing well features may not meet the requirements of new construction, and if the well is not upgraded to meet them it must be abandoned. A possible solution Ray suggested is to modify the District's Ordinance if the Commissioners wish to do so. Kevin explained that when someone hooks up to municipal water, they are required to make sure their well is compliant with NR812. However, since the plumber is already on site, the resident may not see a direct cost since it is included in the cost of hooking up. They may not understand why this is necessary now because their relatively new well is still in good condition and the aquifer is being protected. However, if 25-30 years from now some of these houses get sold to new owners and none of these residential wells were inspected, major issues could develop. For instance, if the cap was knocked off and went unnoticed, inappropriate objects such as grass clippings and animals could get inside and contaminate the water. People with wells that do not use them for drinking purposes could also use them to dispose other liquids. This inspection requirement helps to protect those residents that use the aquifer for drinking water. This ordinance only affects people on the municipal water system that have multiple sources of water. Since everyone needs water to live, individual wells are not subject to this ordinance. When municipal water was first made available, the District offered an abandonment credit, which has since expired, to encourage residents to abandon their well. A possible solution would be to have the District hire one plumbing company to perform all the well pump inspections at a reduced cost with the well permit fee. The letter the District sent for its residential well permit renewal stated that new DNR regulations required this well inspection. Kevin explained that the email he received from Wendy of the DNR stated that residents should expect the District to implement this requirement on behalf of the DNR. Another letter from Town of Hobart stated that their residents were told that there will be a requirement that a plumber must inspect their wells. Jim Savinski stated that Jim Schedgick of the DNR could not back the requirement with the code. Jim Schedgick then said that it is not a DNR requirement, but a District requirement. Ray stated again that this is an optional ordinance that the District elected to enact and, unless it is repealed, the inspection will be required. Jim thinks we should modify the ordinance to remove this requirement unless the well is upgraded. He states that if there is something wrong with a residential well, it will be evident in the bacteriological sample results. Kevin states that, since this requirement has already been implemented, waiving it now would upset the people who have already complied with it. Bob concluded that the District will keep this topic on next month's agenda and discuss it again.

7) New Business.

- a) Schedule Budget Workshop. It was scheduled earlier in the meeting for August 17<sup>th</sup> at 1 P.M.
- b) Develop policy regarding the recent state changes allowing for the concealing and carrying of firearms. Kevin feels it is unsafe for employees to carry a gun while they are working for the Sanitary District and will look to insert language banning it into the employee handbook.
- c) Act on written request for water service to lot #8 on Cambria Court. The property owner of this vacant lot sent in a written request for water service for his proposed new rental property with multiple units. The District would have to install approximately 740 feet of water main to serve the entire cul-de-sac. A quote from Van Straten Construction estimated the total cost of this project at \$94,000, which included fire protection and two hydrants and would serve 12 parcels. After construction, well, and tower costs, the District would assess approximately \$10,800 per parcel, which could be payable over 20 years. The District would use cash on hand or obtain a bond to fund this project. The last time the District sent out the water service survey to Cambria Court, six parcels said yes, four said no, and three did not respond. Kevin is comfortable sending out the survey again because a majority of the responding property owners previously agreed. Most of these parcels are duplexes, but some of them are condos. A condo would require two services to that parcel so that each side could make the choice to hook up separately. A duplex would require one water line and one valve for each unit, reducing the cost. There is the potential for 24 new hookups if all of these residents take advantage of municipal water. Kevin will compile the letter and survey, send it to the commissioners, and mail it to the 13 property owners with the goal of getting a response from everyone contacted. The District needs a 70% participation level to proceed unless there is a health issue, but there is no indication of bad well water in that area at this time. Some areas of the District have to be flushed regularly to make sure the water is turned over, and the District may also need to flush the south end of Cambria Court if they choose not to hook up. **Jim made a motion to proceed with the process of making water service available to lot #8 Cambria Court/second-Alex/carried unanimously.**

8) **Jim made a motion to adjourn at 7:10pm/second-Alex/carried unanimously.**

Respectfully submitted:

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Michael Claffey, Accounting Manager

Approved:

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Robert Nadolske, President