

Algoma Sanitary District #1
August 20, 2009

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the meeting to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein, Rose Mraz and Joel Edson.
- 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) **Mike made a motion to approve the minutes as submitted for the regular monthly meeting on July 9, and the special meeting on July 17, 2009/second-Alex/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) **Alex made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
 - (1) There was a certificate of deposit due at Associated Bank on July 30 which was moved to a regular account and not renewed in case the funds are needed.
 - d) Approve pending bills for sanitary and water.
 - i) **Alex made a motion to approve the pending bills for sanitary and water/second-Mike/carried unanimously.**
- 3) Public Forum – There is no one from the public in attendance at the meeting.
- 4) Director's Report
 - a) Status of 2009 projects.
 - i) Most of the notes were included in the Director's report.
 - ii) Kevin said that Rose and Tina met with Live Wire to discuss an internal phone system yesterday and this coming Friday Bee Line will come and discuss phone systems.
 - (1) Earl asked if either organization allows you to plug in a phone separate from the phone system in case the server is down. Earl recommended talking to AT&T about systems they offer which staff will do.
 - iii) The Town Board approved the District's recommendation of a zoning request to B3 with a vote of 4 to 1 for our current administration building. This will go before the County next Tuesday evening.
 - (1) The Town of Omro requested mutual aid assistance with the District.
 - (a) Ray said that section NR811.11 (8) requires the existence of an emergency response plan. Ray said he put something short and simple together for Omro and they will look it over.
 - iv) The District received a call from U S Cellular looking for rental space on the tower. The person who contacted the District said she will put together 3 contacts and notify the District in 3 to 4 weeks.
 - (a) Kevin said with this woman contacting the District, it doesn't say much for the company trying to get renters on the Tower for the District.
 - v) Ray asked what was up with the easement for Lutheran Homes and Kevin said it has been recorded after the language changed as to what Ray requested.
 - (1) The District has the approval letter from the City of Oshkosh for sanitary to service Lutheran Homes.
 - (2) The petition for addition to the District for Lutheran Homes was at the Town's meeting this week and next month will be the public hearing.
 - vi) The commissioners recommended starting to plan for the open house for the new building as the District will be moving approximately November 18.
 - (1) The next water bills will go out the beginning of October and it was decided to include a flyer with the bills regarding an invitation to the open house.
 - (2) Earl said he would chair a committee for the open house. The District will preserve various pictures. Earl said the District can obtain volunteers to go through pictures.
- 5) Report from Committees. The Advisory council toured the site and this went good. Alex said they did actually walk the site and that the retention pond received interest and Kevin explained how it works.
 - i) The District will set up a meeting in September to discuss the open house.

- 6) Old Business.
- a) Waldwic Lane water main extension. Approve task order 09-05 authorization for design and bidding related services for Waldwic Lane water main extension.
 - i) The District is looking at trying to bore in most of the extension, so the scope of the project is to design it to be bored in. There will be excavations at every service and fire hydrant and any valve in between.
 - (1) The District is going to try to preserve as much of their road as possible.
 - ii) Kevin said he obtained the signatures for the easement, and Ray said to be sure that all signatures are obtained, as well as signatures from anyone having life estates. Kevin started the signatures 2 years ago and now the county needs each signature notarized so there will be leg work. Kevin said as long as everyone signed previously, it could be possible to obtain the signatures at the public hearing by having a notary present
 - iii) Strand wants \$7,500 to design the project and \$5,900 to bid it out. Kevin asked if it was worth doing this to obtain the total cost of the project. The Design portion of the project includes an estimate of probable cost.
 - (1) Alex said he is for designing the project currently as it is a valuable piece of property with Mike and Earl agreeing. Kevin said it would give a nice loop for the water system.
 - (a) Kevin said he previously told the residents that once the signatures were obtained for the easement, the District would seek out the bids for this.
 - (2) Kevin recommends having Strand do the design and obtain the probable cost which is included with the design portion of the task order. Kevin will have Strand take off the bidding portion of the task order. **Alex made a motion to approve the design portion of Strand task order 09-05, but not approve the bidding related services for Waldwic water main extension/second-Mike/carried unanimously.**
 - (a) Pat told Kevin previously that Strand would propose to design the project in late fall, bid out in December, and do the work in the spring. This schedule could also be beneficial to the residents.
- 7) New Business.
- a) Approve relocation and DOT reimbursement agreement for relocation of manhole 26.6 to a location approximately 50' west of the current location to be outside of the proposed HWY 41/21 off ramp intersection. This manhole was marked and was used for the house next to Mueller's that was razed.
 - i) Michels Materials dug through the District's sewer pipe. The District took photos showing that pipes were laying there and they kept on digging. The District found out the following Monday when there was a rain storm. Brooks Lane gave the District a high water level alarm so the operators went over there and found the break. The District now is looking to move the manhole about 50' to the West to have it out of the retaining wall that the DOT will be putting in.
 - (1) The DOT hasn't given the District the paperwork yet and said it may take months. The pipe is capped and Norm Mueller still has service to his garage so no one is without service.
 - (2) The District had Michels Materials come and clean out the sewer. It took them the better part of a day to clean it out as the first 30' was solid clay which finally broke loose and came out. After cleaning, they jetted and televised back to the District's lift station.
 - (a) About 50,000 gallons entered the sewer system.
 - (3) The DOT said they would reimburse 90% or 100% of the project, but the District cannot do the work prior to their paperwork or it wouldn't be reimbursed.
 - b) Review and award contract 1-2009 Lutheran Homes water and sewer extension.
 - i) All the bidders were pre-qualified. Kevin said he needs the agreement for the authorization to proceed from Lutheran Homes yet.
 - (1) **Mike made a motion to approve the awarding of Contract 1-2009, Lutheran Homes Oshkosh Utility Extension, to Tenor Pipeline Construction, Inc. for \$144,508 contingent on receiving the authorization to proceed from Lutheran Homes/second-Alex/carried unanimously.**
 - (a) Kevin appreciated the motion as he knows Lutheran Homes is trying to accelerate their schedule so it's good not to hold them up.

- c) Approve sending operation staff to a competent person training seminar for trenching and excavation safety.
 - i) Kevin said you need a competent person on site during excavation. This training will be held at the District office as the person doing the training brings everything necessary including a power point presentation. Kevin said they had this training a couple of years ago and this is a good refresher and good for the newer employees.
 - (1) Earl asked if this is in the training budget and it is, but Kevin said because it's \$1,000.00 he wanted the commissioners' approval first. **Alex made a motion to approve competent person training seminar for trenching and excavation safety for the District's operational staff as presented to be given by Alpha Terra Science here at the Sanitary District/second-Mike/carried unanimously.**
 - (a) Mike said that this company puts together a good hands on training program and after the initial training, they offer a yearly video which could be required training yearly. Mike said they explain soil consistency and what to look for. Earl said that he likes the idea of a yearly video so Kevin will check to see the cost of this.
 - (b) Ray said after this is completed, to send it over to the insurance agent and see if it gives the District a reduction.
- d) Storm water sewer service discussion of possible future services.
 - i) Earl said there are more and more issues coming up regarding storm water service and he would like the Town to know that the District is a viable service provider if there is a desire to implement this. Mike said this would be good for the Town and the District and Alex agreed. There was considerable conversation regarding storm water services that the District could provide.
 - (1) Kevin said residents are calling the District about issues.
 - (a) All the commissioners support that the District get involved if asked to do so.
 - (i) The District wants to be sure that Town Board members and those showing up at meetings know that the District is already a service provider and we could provide this service also. The Commissioners asked for a written report to be sent to the Town as to what is available from the Sanitary District and to offer our services in any way we can assist them.
- e) Budget workshop
 - i) The Commissioners gave staff a list of items to put together for discussion at next months meeting for a pre-budget discussion.
- f) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
 Rose Mraz, Office Manager

Approved: _____
 Earl Lawrence, President