

**Town of Algoma Sanitary District #1
Meeting Minutes – February 8, 2024**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioner Sue Drexler present called the regular monthly meeting for February to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Accounting Manager Mike Claffey, and Financial Utility Clerk Sara Gonzales. Commissioner Peter Cernohous and Attorney for the District Matt Parmentier were excused.
 - a) Mike noted the District is using a tape recorder for maintenance of the minutes.
 - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on January 11/second-Chad/motion carried unanimously.**
 - c) Approve balance adjustments. None.
 - d) Approve investment changes. None. Mike mentioned the District’s annual line of credit will be renewed on February 14 for the same amount as last year.
 - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for January as submitted/second-Chad/carried unanimously.**
 - f) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned staff proposes to pay the City of Oshkosh quarterly wastewater treatment invoice of \$143,369.70 in three parts. Kevin presented a copy of the bill and explained the City charged the volume of CCFs, including an amount for metered and unmetered customers that do not flow through a flow station, at the non-contractual rate of \$2.49/CCF. The agreed-to rate study wholesale rate is \$1.96/CCF. Two checks to cover \$139,664.86 at the two rates and a third check for \$3,704.84 covers the “Year End Adjustment (10/19/22 to 9/21/23) (adjustment for customers not included in Station Meter)”. The City did not explain or document how the last charge is calculated. The noncontractual rate was supposed to be in effect as of 10/1/2023. Chad stated the District needs an explanation for the charges on the invoice, and Mike added there are some items that need to be addressed. **Chad made a motion to approve the February pending bills and the January previous disbursements for sanitary and water less the City of Oshkosh invoice/second-Sue/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements. Sue commended staff for the good start to the 20-year water meter replacement project.
- 5) Director’s Report. Kevin submitted his report prior to the meeting and had nothing to add.
 - a) Review of District statistics. No discussion was had on this agenda item.
 - b) Correspondence. No discussion was had on this agenda item.
 - c) Status of 2024 projects. No discussion was had on this agenda item.
- 6) Old Business.
 - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh.
 - i) **Chad made a motion to go into closed session at 12:07 p.m. pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh/second-Sue/carried unanimously.** Herein occurred the closed session.
 - ii) **Chad made a motion to reconvene into open session at 12:59 p.m./second-Sue/carried unanimously.** No action was taken.
- The meeting reverted back to Agenda Item 2f) pending bills. **Sue made a motion to pay the City of Oshkosh invoice in three separate checks with a letter from Attorney St. Peter stating the District is paying under protest and, if it is deemed the District does not owe that amount, it will be refunded/second-Chad/carried unanimously.**
- 7) New Business.
 - a) None.
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 1:00 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

Michael Claffey, Accounting Manager

Approved:

Charles Hayes, President