

**Town of Algoma Sanitary District #1**  
**May 11, 2017**

Regular Monthly Meeting.

- 1) Open regular monthly meeting.
- 2) Commission President Jim Savinski with Commissioners Peter Cernohous and Chad Hayes present called the regular monthly meeting for May to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, District Accounting Manager Mike Claffey, District Attorney Ray Edelstein, and Utility Clerk Sara Gonzales.
  - a) Jim noted the District is using a tape recorder for maintenance of the minutes. No one else is using one.
  - b) Approval of the minutes of the previous meeting. **Peter made a motion to approve the minutes of the regular monthly meeting on April 13 with the changes as noted by Jim/second-Chad/carried unanimously.**
  - c) Approve cash receipts and investments for sanitary and water. **Peter made a motion to approve the cash receipts and investments for sanitary and water as submitted/second-Chad/carried unanimously.**
    - i) Note any investment changes. None.
    - ii) Note any balance adjustments. Mike mentioned the balance adjustments posted a \$231.75 refund for a duplicate sewer user fee payment, recorded a \$25 NSF fee for a bounced ACH payment, and removed a \$25.25 final read charge plus the late fee, for a total of \$231.50 for April. **Jim made a motion to approve the balance adjustments as submitted/second-Peter/carried unanimously.**
  - e) Approve pending bills and previous disbursements for sanitary and water. Mike mentioned the following information regarding pending bills:
    - The fourth quarter invoice from the City of Oshkosh was \$53,488.60 bringing the annual total for 2016 to \$172,922.49, or about \$0.87 per thousand (1k) gallons based on a total flow of 198 million gallons (MGs).
    - A replacement check to LW Allen for \$37,101 for the SCADA upgrades previously completed.
    - The check to Schenck SC for \$2,000 is the final invoice for the 2016 audit, barring an additional invoice for incidentals.
    - Staff revoked the request for a \$70.47 refund check to Arthur & Shawn Gold for a duplicate final water bill payment. The residents requested the District return the duplicate payment rather than deposit it and issue a corresponding refund.
    - **Chad made a motion to approve the May pending bills and the April previous disbursements for sanitary and water as submitted/second-Peter/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
  - Chad apologized for missing the meeting last month and stated he will be traveling for his job during the next few months. He also mentioned that he received the auditor's PowerPoint presentation last month.
  - Jim stated a resident inquired about installing a little library at one of the District's well houses. Kevin mentioned there are currently two in the community and there have not been any issues with them so he is fine with the District installing the unit by the road once it is built. Jim stated he would forward the Commission's approval and request that they contact Kevin to discuss the details.
  - Jim also noted the renewal of the treatment contract scheduled for discussion later in the agenda. He said the current contract is well structured, a short and concise nine pages, and meets the overall needs of the District. Kevin agreed stating there are also subsequent agreements with the City that address other items, including maps depicting future service territories.
  - Kevin explained the water permit and the water service installation and inspection process per Peter's request.
- 5) Director's Report.
  - a) Review of District statistics.
    - The District distributed 19 sewer and 19 water permits year-to-date.
    - There have been elevated sewer flows with the increased amount of rain this spring.
    - The Operators are jetting about 50,000 feet of sewermain this week, with Great Lakes televising approximately 25,000 feet of that. The District does not typically experience a lot of buildup since the Operators jet a section of the sanitary sewer system every five years. Westowne Avenue, which has a high concentration of fast food restaurants and experiences some grease buildup, is jetted every year for preventative maintenance.
    - The Spring Parade of Homes includes three homes in the District located in Olde Apple Acres, Bellhaven, and the Barony Subdivisions.
  - b) Correspondence.
    - A home builder had some rock blasted for the construction of a new home on Marquart Lane in the Barony Subdivision recently, and the District's on-site inspector found the District's lateral and sewermain were damaged, allowing about 30 gallons per minute of flow to enter the sanitary sewer system, which were repaired by an excavating company by 7:00 p.m. that day. The Operators jetted the main and removed the gravel and debris from the sewer system. The District then sent a bill to the home builder for the District's time and equipment used to perform this repair.

- The District hand-delivered a letter and invoice for a \$200 fine to the Olde Apple Lane property for the Ordinance violation of tampering with the District's manhole, which had not yet been paid as of this meeting. Ray explained that if it went unpaid, the District must go through the municipal citation process where it becomes public record and they are entitled to contest it. If the District decides to issue a citation, staff would have to go through the court system with the County. Prior to issuing the citation, he suggested the District call to find out the return dates and then go there to have it assigned a number. Kevin stated the sump pump discharge pipe was previously removed from the manhole and the rock was found about eight feet away, less than 24 hours after the District became aware of it.
  - Kevin discussed a water and sewer extension with a developer planning to start the CSM process on Hayden Drive. He is looking to divide a parcel they own into five lots, serving municipal sewer and water to four of them, and Kevin detailed the most conducive location to install a sewermain and watermain to serve these new parcels.
  - Kevin reviewed the lack of a loop for the watermain that serves Town of Omro residents and discussed what would occur if this watermain were to experience a break. The District reviewed the feasibility of installing a watermain from the water tower down to the Barony Subdivision within the next five to ten years to serve new homes, at a cost of approximately \$500,000, and explained the developments that would need to be added to the service area and begin construction at some point in the future to assist with the installation of that loop.
  - Chad stated he received some questions from residents on Harbor Village Drive regarding the timing of the road repairs, and Kevin stated those repairs should be completed within the next 60 days.
- c) Status of 2017 projects.
- Kevin stated the website project is moving forward, with a meeting scheduled with the website developer in the next couple of days to review the progression of the new website.
  - The District is looking to install a sewer lateral across North Oakwood Road to serve a vacant parcel the new owner plans to develop. Kevin explained the District would hire the contractor to excavate a portion of the road and install the proper material to match the existing fill. The Town plans to sealcoat the road once the lateral extension is complete so it will all look uniform.
- 6) Old Business. None.
- 7) New Business.
- a) Discuss and act on Resolution 2017-5-1 to approve the submission of the 2016 Compliance Maintenance Annual Report to the Wisconsin Department of Natural Resources. Kevin stated the District had all A's on the report this year and did not have to report any basement backups or sanitary sewer overflows (SSO's). **Jim made a motion to approve Resolution 2017-5-1 as presented/second-Chad/carried unanimously.**
  - b) Discuss and act on Resolution 2017-5-2 to renew the agreement for wastewater treatment services with the City of Oshkosh for an additional ten (10) year term. **Jim made a motion to approve Resolution 2017-5-2 as presented/second-Chad/carried unanimously.**
  - c) Discuss and act on the verbal requests for water service. There was no action taken on these items:
    - i) Lot 2 of CSM-5435, also known as Parcel #016-0330-02-01, located on Sand Pit Road 600' north of Leonard Point Road.
    - ii) 4401 Sand Pit Road, also known as Parcel #016-0333-24.
      - Kevin explained it would require a 1,300 foot watermain extension in order to serve both of these two parcels.
    - iii) Coordinate a potential water extension on Sand Pit Lane prior to the Town of Omro repaving the road. A watermain extension in this area would allow the District to create another watermain loop for the Town of Omro to minimize the disruption of water service in the event of a watermain break. The total estimated cost to complete this watermain extension is about \$550,000, or about \$10,000 per parcel to serve the existing homes on Sand Pit Lane, with an additional amount for the supply charge due upon permit application. Kevin will survey property owners on Sand Pit Lane and present the preliminary results at the next monthly meeting.
- 8) **Peter made a motion to adjourn the regular monthly meeting at 12:57 p.m./second-Chad/carried unanimously.**

Respectfully Submitted:

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Michael Claffey, Accounting Manager

Approved:

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James Savinski, President