

**Algoma Sanitary District #
Regular Monthly Meeting
Minutes January 8 – 6:01 p.m.**

- 1) Commission President Earl Lawrence, with Commissioner Michael Gelhar present called the meeting to order at 6:00 p.m. Also present were Kevin Mraz, Joel Edson, Rose Mraz, and Ray Edelstein. Commissioner Alexander Irvine was excused.
- 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) **Earl made a motion to approve the minutes as submitted from the regular monthly meeting on December 11, 2008/second-Mike/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes.
 - (1) Rose noted that there is 1 new investment and recommended depositing funds in the certificate of deposit at Associated Bank until April 23 at which time the funds may be needed for the bond payment.
 - ii) **Earl made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
 - d) Approve pending bills for sanitary and water.
 - i) **Mike made a motion to approve the pending bills with the addition of NTD/second-Earl/carried unanimously.** Earl questioned the manual checks and Rose indicated this is Workhorse's wording as ACH for payroll is interfaced with accounting.
- 3) Public Forum – Earl noted that there are no members in attendance from the public.
- 4) Director's Report
 - a) Review of District statistics – given out previously.
 - i) Earl recommended to Kevin to add trend lines in his monthly report regarding targeted hookups for budgetary requirements. Kevin said he will work on this. Earl also would like 18 to 24 month rolling trends which could be indicated by quarter rather than monthly. There is no rush for this.
 - ii) Kevin met with an individual interested in our administrative building and will show him the building. Kevin is trying to spark interest in the building and is sending out a letter to some neighbors letting them know that the District will be moving and vacating the building the end of the year.
 - iii) The District lost a transformer at Brooks Lane Monday and repaired it.
 - iv) Great Lakes was here the last two days sealing some manholes, specifically the ones by Skipper Buds. The benches on the bases of the manholes are soft and may need to be relined. Kevin will try in house repairs prior to outside help. There's a leak on Oakwood Road which will also be repaired and cost about \$1,500.00.
 - v) The preconstruction meeting is scheduled for January 27 with The Selmer Company. The District will be purchasing some of the materials and supplies tax free and the District is in the process of setting up accounts with the vendors.
- 5) Report from Committees. – There were no meetings to report on.
- 6) Old Business.
 - a) Resolution to increase the sanitary Contribution in Aid of Construction for each class of lots not requiring a future sewer main extension by \$739.00.
 - i) This item was included on the agenda to review and reaffirm that the motion made in December, resolution number 2008-12-2 to increase the sanitary Contribution in Aid of Construction for residential property, residential ABC and the base amount by \$739.00 applies to construction requiring extensions as well as hookups not requiring extensions. This was discussed and reaffirmed that all CAC's increased by \$739.00.
 - b) Discuss and act on awarding contract 3-2008 Witzel Avenue Utility Extension – Phase I based on bids opened December 9, 2008.
 - i) Kevin is requesting to delay awarding this until February or so in order to have discussions with developers and neighbors.
 - (1) Kevin met with Mr. Rusch regarding his subdivision off Fenzl Drive. They are aware that their subdivision needs to flow to the North towards the station in order for the District to go through their development. The water supply assessment was also discussed.
 - (a) Mr. Rusch is aware they also must obtain easements that the District may need to get to the Honey Creek Lift Station.
 - (b) The District's engineer was in attendance at the meeting also to discuss the extension with them. The District gave them until mid February to respond back to the District.
 - (c) Mr. Rusch will have a meeting with another developer in their area. They understand that they need to pay for the sanitary and water mains through their extension upfront as the District cannot cover the cost for this.
 - (i) The District would cover the Lift Station which would go into the CAC's.
 - (2) Kevin will mail a letter to the residents on Witzel near Thackery informing them of this project and to let them know that the gravity sewer could be extended 2 homes past Fox Valley Salvage going to the West in case they want to hook up to the municipal sewer. The District could extend the manhole from the end of Thackery down Witzel. This

would be the best timing for these homes as there will not be additional development near them and the cost would be more expensive in the future for a few homes. Kevin will contact them prior to the February meeting.

7) New business:

- a) Approve insurance carrier adjustments for liability, workers compensation, and automobile insurance.
 - i) There was discussion regarding insurance. Kevin had McClone compare insurance rate and the two that are being compared are General Casualty which the District uses currently and Cincinnati Life. General Casualty wanted to increase liability due to the new project while Cincinnati Insurance is only going up about \$3,000 higher than the previous year which some verbiage in the insurance from the Selmer Company. They needed verbiage on one of the insurance forms changed so the Contractor would waive the right of subrogation against the owners. With the verbiage, Cincinnati Life was willing to have the lower rate. General Casualty had the same option but would not lower their premium.
 - (1) Brian, with McClone, said both companies are reputable companies. The District already uses Cincinnati Life for the boiler insurance – equipment breakdown. Cincinnati Life is about \$16,000 lower than General Casualty.
 - (2) Brian gave Kevin, in writing, that both insurance companies are giving the same coverage in the policies.
 - (3) **Earl made a motion to go with Cincinnati Life and approved the insurance carrier adjustments for liability, workman’s comp and automobile as well as the Umbrella Policy/second-Mike/carried unanimously.**
 - b) Discuss and act on what to do with the two wells located near our Honey Creek Lift station because the Wisconsin Geological and Natural Historical Society has completed their experimental arsenic study at this site.
 - i) There was discussion regarding the 2 wells and Kevin said the District never used these wells. Kevin said he asked the operators if they would use these wells, and they said they have no real need for the wells. There’s a fire hydrant by Honeycreek so keeping either well would just be an expense.
 - ii) Earl asked if the Parks Committee would like these and Kevin indicated that the District could give them water if they ever wanted a skating rink. From a bubbler system, the Parks Committee would need to do testing on these.
 - iii) If these are abandoned, the Wisconsin Geological would pay for this. It would be less expensive for them to abandon the wells also as they have not used these currently. Mike agrees and said he does not see a reason to keep the wells. **The Commissioners concur with abandoning both wells.**
 - c) Approve purchase of a portable diesel powered lift station bypass pump not to exceed \$35,000. Kevin said last year \$10,000 was put aside and this year 25,000 for this portable lift station. Basically you put the suction into the wet well and you can bypass during a storm in case of a station catastrophically failed.
 - i) Kevin said the District rented these from Lincoln Contractors, Omro and Hyler Septic during the June emergency, but you can’t guarantee relying on renting one during a catastrophically storm. Mike said the City’s street Department owns a couple of these and it would be good to have one in case it is needed.
 - (1) Kevin obtained estimate for 2 comparable pumps that can handle 3” solids so they are made for this type of system. One comes in at \$21,060 which is very reasonable and no additional freight as it is made in Berlin. The one comparable is just about \$30,000 plus \$1,000 for freight. Both require additional hoses. They have similar warranties and both are diesel.
 - (a) Kevin said he is looking at this for the integrity of the system and said that on Monday when the Brooks Lane transformer went out the District was lucky to find a replacement transformer in Neenah or you would have had to do something like this.
 - (b) Kevin has Paul Dreis reviewing the pump curves for the less expensive pump to be sure the capacity is the same. **Earl made a motion to approve the purchase of a diesel powered lift station bypass pump not to exceed \$25,000/second-Mike/carried unanimously.**
 - d) Closed door meeting to discuss employee benefit matters.
 - i) **Mike made a motion to go to closed door session/second-Earl/carried unanimously.**
 - e) Earl opened the meeting back up.
 - i) There was no additional discussion from closed session.
- 8) **Mike made a motion to adjourn/second-Earl/carried unanimously.**

Respectfully submitted:

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

**Algoma Sanitary District #
Regular Monthly Meeting
Minutes - February 12, 2009**

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine and Michael Gelhar present called the meeting to order at 6:00 p.m. Also present were Kevin Mraz, Ray Edelstein and Rose Mraz.
- 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 from the regular monthly meeting on January 8, 2009/second-Alex/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes – none
 - (1) **Alex made a motion to approve the cash receipt and investment report as submitted/second-Mike/carried unanimously.**
 - 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.**
 - (1) Earl discussed Associated Bank's fee of 20 cents for each check deposited over 75 in a calendar month and said this was rather high. The Commissioners requested staff to obtain a fee structure from another bank.
 - (a) Rose said she did contact Community First C.U to see what they would charge regarding deposits and was told they charge 6 cents for each one over 100.
- 3) Public Forum – Earl noted that there are no members in attendance from the public.
- 4) Director's Report.
 - a) Review of District statistics. This was given out previously.
 - b) Status of 2008 projects.
 - i) Grant and financing applications.
 - (1) FEMA
 - (a) Construction projects were submitted for the Economic development and flood recovery study for the 3 pump upgrades, Leonards Lane Lift station and the bypass pump. The District will wait and see what comes of this.
 - ii) Discuss Water Treatment Facility #2 piping repairs response from insurance carrier.
 - (a) Ray said the certified letters went out on January 29th to Enders and Coenen. Joan Enders called Ray this week as she was not sure who was all involved.
 - (i) Ray recommended giving them 45 days to decide what to do. This will be back on the April agenda.
 - (b) Mike asked if this pipe could burst and Kevin said that it's not that major for something to happen quickly, but over time the pipe could get worse.
- 5) Report from Committees.
 - a) District Advisory Council. The District will set up a meeting for March 10 to discuss the new project and obtain feedback.
- 6) Old Business.
 - a) Discuss and act on awarding Contract 3-2008 for the Witzel Avenue Utility Extension - Phase I based on bids opened December 9, 2008.
 - i) Kevin said this project needs to be awarded to complete the facility project.
 - (1) There was discussion regarding switching from ductile to C900 pipe for a test plot. This would create a net deduction in the project of \$106,385.
 - (a) C900 pipe will be used from Witzel Avenue to the new facility property line with poly pipe services going across the street so that there is no section of copper in the road and there would be brass fittings used for the corporations. This water main material test may take a 20 year cycle to see the results.
 - (i) Mike asked if there were other test sites to look at. Kevin said that the Town of Omro has installed C900 pipe with copper lines connected to it from the main to the curb stops. Kevin said there was one piece of copper pipe removed under the road which had 3 or 4 pin holes in it, but it's hard to state if it was a bad piece of copper pipe, corrosion, or what created the quick deterioration.
 - (ii) Kevin said the District would have inspectors on site watching the pipe installed. The Commissioners said they are in favor of giving this a try. Ray said it would be going in for the cost savings, but primarily to see how the pipe works in this area over a sufficient amount of time.
 - (2) **Alex made a motion to award contract 3-2008 for Witzel Avenue Utility extension - phase I based on the bids opened December 9, 2008 to the low qualifying bid, Advance Construction, Green Bay, WI for a total bid of \$738,759.04 and also approve the change order for the change to C900 water main/second Mike/carried unanimously.**
- 7) New Business:
 - a) Consider approval of a petition for the addition of properties to the Algoma Sanitary District to be submitted to the Town of Algoma.
 - i) In order to keep moving on the utility project, the District is proposing to add all the residential parcels along Witzel Avenue, except agriculture property, into the Algoma Sanitary District boundary. Once the responses are returned to the

District, indicating a parcel owner does not want to be added to the Sanitary District, the District can take those parcels off the petition. Responses are due back by March 9 so these parcels can be removed before the petition goes to the Town Board at the Public Hearing on April 15.

- (1) Ray explained that the District needs to take action currently as the Town needs to receive this petition at their March meeting in order to set the public hearing in April. The District's final resolution for assessment must be after the properties are added to the Sanitary District.
 - (2) Earl asked Ray if the District can pass a resolution adding parcels today and then remove parcels without doing another action. Ray said the Commissioners can adopt the resolution directing staff to request a petition for addition on behalf of the District subject to the responses received from the residents. Ray said if there are some properties that do not respond by March 9, and are left in the petition, they will have an opportunity once it goes to the Town Board to say, I do not want to be in the District and Kevin will be at the meeting and will agree.
 - (a) Kevin said he discussed this with Attorney Wertch and he would prefer starting with all the parcels rather than one at a time or adding them later. Kevin said the homeowner's will have the ability to choose the option to not be added to the Sanitary District boundary in the mailing which will be sent out.
 - (b) **Alex made a motion to approve staff to petition the Town of Algoma to add the properties as outlined in Strand diagram 1-002.060 to the Algoma Sanitary District Boundary and also give staff the authority to remove any properties, prior to the final public hearing by the Town, who respond negatively in writing by March 9, 2009/second-Mike/carried unanimously.**
- b) Witzel Avenue Water and Sewer Extension Assessments.
- i) Discuss informational meeting held February 9th, 2009.
 - (1) There was a good turnout and Earl said the meeting showed that there will be a wide variety of responses.
 - ii) Review parcel list and map of potential assessments.
 - (1) Ray said the Commissioners need to determine what to do with the corner lots when sanitary sewer main is installed on both sides. Ray recommends averaging the frontage from both sides and base the assessment on this blended rate.
 - (a) Kevin said previously this type of extension has been completed by developers so this is a first.
 - (b) Ray said the assessment has to be reasonable and just on the circumstances of each case. Ray said if a homeowner knew for sure he was going to have service on one side or the other it would be simple. The commissioners discussed this and are willing to give the advantage to a homeowner hooking up immediately if they hook up on the short side. If there is no home there, you add the 2 sides and divide by 2. If the hook up is on the long side, it will be blended which also gives a reasonable and just cost to the parcel owner.
 - (c) **Mike made a motion to approve a policy for sanitary sewer service for a standard lot, less than 199.9', that for corners, the District will use a blended rate of the 2 sides when providing sewer service to both sides of the lot unless an existing resident chooses to hook up to the shorter side within 6 months, as the ordinance requires, then the District will entertain an assessment based on the shorter side footage for which they are hooking up to/second-Alex/carried unanimously.**
 - (2) Ray recommended not assessing the District's property but to keep track of the amount if the parcel is sold. It was also discussed that the consideration of the value of the sanitary hookup was negotiated for another parcel during the land sale; therefore, this amount was paid in advance by the consideration for the land purchase.
 - iii) Consider and establish dates, as appropriate, for acceptance of deferrals for special assessment response.
 - (1) **Alex made a motion to use March 9 as the date for acceptance of deferrals/second-Mike/carried unanimously.**
 - iv) Consider acceptance of the Engineers report plans and specifications.
 - (1) **Alex made a motion to accept the engineers report plans and specifications for the Witzel Avenue sewer and water assessments/second-Mike/carried unanimously.**
 - v) Consider adoption of preliminary resolution.
 - (1) **Mike made a motion to adopt the preliminary resolution 2009-02-01 for the Witzel Avenue water and sanitary sewer assessments and the notice of public hearing on March 12, 2009/second-Alex/carried unanimously.**
- c) Consider approval of task order 09-01 engineering agreement with Strand & Associates for the Witzel Avenue water and sanitary sewer extension in the amount of \$53,100.
 - i) **Mike made a motion to approve task order 09-01 with Strand & Associates for the Witzel Avenue water and sanitary sewer extension in the amount of \$53,100/second Alex/carried unanimously.**
- d) Discuss and act on allowing staff to contract with an excavation firm to repair sanitary main on Oakwood Road just north of Highway 21 in an amount not to exceed \$3,000.
 - i) The Commissioners agreed to make a pipe change as Kevin is concerned about just grouting because the pipe could continue splitting. This pipe was part of the original sanitary sewer system. **Alex made a motion to approve staff to contract with an excavation firm to repair sanitary sewer main on Oakwood Road just north of Highway 21 in an amount not to exceed \$3,000/second Mike/carried unanimously.**
- e) Consider hiring Strand & Associates to design and obtain approvals for the sewer extension near Thackery Drive at a cost not to exceed \$11,595.47.

- i) Earl doesn't want Strand to go forward and design this yet if the District is not going there. Kevin said the force main on Witzel costs \$21.50 per foot to install and this sanitary sewer extension would immediately eliminate some of this footage from the contract with Advance.
 - (a) Kevin said he cannot see the Highway Department ready for the District to be in the right of way much before March 9, and that verbally he can tell Advance to only install from the proposed Thackery extension manhole forward. Earl asked Alex and Mike to consider allowing him to make a judgment call based on the results received between now and March 9 which is before the next meeting. At this point, Kevin has nothing in writing saying which, if any, residents will pay for the extension.
 - (b) The critical part is that Advance has 45 days from the start to complete the project. With this change order, the District could allow extra days to complete. The City of Oshkosh, East Central and the DNR need to approve this extension. **Alex made a motion to allow the President of the Sanitary District to authorize the hiring of Strand & Associates to design and obtain approvals for the sanitary sewer extension near Thackery Drive at a cost not to exceed \$11,595.47 based upon the survey results received by March 9/second-Mike/carried unanimously.**
- ii) Mike asked if the District was going to call the people who do not respond. Kevin said the District will try but unfortunately several residents the District was trying to call have had their phones disconnected. Earl mentioned putting notes on the doors for people not responding.

Alex made a motion to adjourn/second-Earl/carried unanimously.

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President

**Algoma Sanitary District #
Regular Monthly Meeting - Minutes – March 12, 2009**

- 1) Commission President Earl Lawrence, with Commissioner Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:09 p.m. Also present were Kevin Mraz, Ray Edelstein Joel Edson and Rose Mraz.
- 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) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting on February 12, 2009/second-Mike/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes
 - (1) Rose noted that there are several certificate of deposits coming due.
 - (a) For water, two certificates of deposits are due. One is due March 13 and could be renewed for 30 days to obtain better interest and the other certificate of deposit is due April 23 which would be put in savings toward the bond payment due May 1.
 - (b) For sanitary, there's a certificate of deposit due March 13 and could be renewed for 60 days. Approximately 60,000 of the certificate may be needed for current pending bills.
 - (2) Bond principal and interest payments are due May 1 and will be wired out the end of April.
 - ii) **Mike made a motion to approve the cash receipt and investment report as submitted with the above recommendations/second-Alex/carried unanimously.**
 - 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.**
 - (1) The check for Virchow Krause will be held until the audit and PSC report are completed.
- 3) Public Forum – Earl noted that there are no members in attendance from the public.
- 4) Director's Report.
 - a) Review of District statistics. This was given out previously.
 - i) Kevin discussed a new chart he put together which shows water level readings from the District's 2 wells. The District has been required to take 4 readings of water level monthly. Readings are taken for static level (when the pump is not running) and pumping level (when pump is running).
 - (1) The chart shows that the water level has stayed pretty consistent even though the District started out pumping only 1,000 gallons a day in 2004 and currently pumps 173,000 gallons a day. The District has an air line which is used to read these measurements. This chart is mainly for maintenance but also has other good uses.
 - b) Correspondence – No additional.
 - c) Status of 2008 projects.
 - (1) The schedule from the Selmer Company was given out for the new project and shows the project should be completed around November 18.
- 5) Report from Committees.
 - a) District Advisory Council.
 - i) There was a good turn out including a town board and committee members at the workshop with many items being discussed. Following are a few of the items discussed.
 - (1) An update for the District's sump pump inspection program was given out. It was recommended to add this topic in the District's newsletter.
 - (2) Kevin said he discussed the District's road policy at the workshop and also with Dewey Nelson this morning so that the Town Board is aware that the District requires deposits when people cut into a road for water or sewer lines. The Town is in the process of setting up a road policy for utilities.
 - (a) With the District having a policy, we could be exempted from the Town's policy. Kevin explained that the District checks the road for settling after a year to prior to accepting the patch. If accepted, the deposit is returned except for a portion for administration and inspection costs.
 - (3) There was discussion regarding storm water management and what the town is doing about it. The members present thought it would be a good time for the town to set up a storm water committee as they hired a road supervisor.
 - (a) Kevin told the council that the District receives many calls regarding flooding and refers the callers to the Town as this is their responsibility. The District previously offered to do the storm water maintenance for the Town but was turned down.
- 6) Old Business.
 - i) Discuss Water Treatment Facility #2 piping repairs response from insurance carrier.
 - (1) Ray said Coenen's insurance carrier said they are not insuring the pipe repairs. Ray said the District could bring an action.
 - (2) Ray recommended that if the District is going to proceed to have a 3rd party come in and check the pipes. Kevin said the District had this already, but could obtain a 3rd party quote. Coenen Mechanical offered to fix this for approximately \$18,000. Earl said the District is not looking for money, but shouldn't have to pay for poor workmanship.

- (a) Earl said he is not happy with Strand regarding this. They are not saying the weld was done wrong probably because they were the inspector on site. Earl said there was no excuse to do a mistake with the welding as it is robotic welding and off the shelf equipment.
- (b) Kevin will obtain an outside estimate for the repair prior to next months meeting and was thinking of using the company that did well #1 as there are no leaks and it looks very professional. Kevin said he could also check with the mechanical contractor for well #3 as they will be in town and may be willing to do this at a reduced cost as there is not much mobilization.
- (c) Alex asked if the District can refuse to do business with Coenen Mechanical in the future and Mike asked if the District could even trust that Coenen Mechanical would correct the problem correctly with the problem they caused originally.
 - (i) Kevin said the quote from them is to go from stainless steel to ductile iron so it is prefabricated to fit with spacers.

7) New Business.

- a) Review and act on revisions to petition for addition of properties to be added to Algoma Sanitary District as submitted to the Town of Algoma.
 - i) Review responses to preliminary special assessment packet.
 - (1) The District Commissioners discussed the responses from the residents.
 - (a) Earl indicated that the properties wanting sewer near Thackery Road would be cost effective. The water line needs to be installed along the entire route; therefore, the commissioners agreed that those parcels that want water can receive it. The following decision was made regarding the petition for addition to the Sanitary District.
 - (2) The parcels on the North side of Witzel that are not interested in the utilities will be removed from the petition.
 - (a) The parcel wanting sewer on the North side of Witzel will be added to the District.
 - (b) The properties on the South side of Witzel not involved with the sewer line near Thackery will be left out of the District.
 - (c) For the properties on the South side of Witzel where the sewer line near Thackery Road would be installed it was decided to:
 - (i) Leave 3415 Witzel out of the District. They responded they are not interested in sewer or water.
 - (ii) The parcel at 3413 Witzel does not have road frontage; therefore was left out of the computation and will not be added to the Sanitary District.
 - (iii) The owner of 3437 Witzel did not respond even though they received several requests from the District; therefore this parcel will be added to the District.
 - (iv) The balance of the properties affected by the sewer line near Thackery Road will be added to the Sanitary District.
- b) Review and act on Task order 09-02 from Strand Associates for assistance with SDWL 2009.
 - i) Earl questioned why the District will be paying Strand \$13,000. Kevin said there are a number of forms and drawings which need to be completed to obtain the funding. Kevin said the District can save \$20,000 per year with the lower interest rate. This task order was discussed and in order to keep going it was discussed to accept the task order at a price not to exceed \$13,300 and also request from Strand the current fee schedule and an explanation of expenses, especially costs for computer and electronic communication, if this is time for e-mails it is ok, but not additional costs for each e-mail.
 - (1) **Mike made a motion to allow the President of the District to sign task order 09-02 if it is revised as requested to have the fee schedule, and add that it will not exceed \$13,300 and if it otherwise meets the satisfaction of the District regarding the proposed expenses/second-Alex/carried unanimously.**
- c) Discuss comments received during Public Hearing.
 - i) There was no one from the public at the Public Hearing.
- d) Review and act on working bank cost comparison.
 - i) Rose prepared a handout of banking fees from two financial institutions. The District is waiting to see if Associated Bank can reduce their costs. They replied today that they will be in touch with the District when they have their study put together.
 - (1) Rose contacted Community 1st C.U .and Choice Bank as they are in the area currently and also for the new location. Both institutions indicated they will have lower fees and higher interest rates on investments than Associated Bank. The Commissioners requested to contact West Pointe Bank also.
 - (2) Joel said it is the intangible's that you don't know about when considering changing financial institutions and that the Town will stay with Associated Bank.
 - ii) This will be put back on next months agenda.

8) Adjourn.

- a) **Mike made a motion to adjourn/second-Alex/carried unanimously.**

Respectfully submitted:

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

Algoma Sanitary District #
Regular Monthly Meeting - Minutes – April 9, 2009

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:01 p.m. Also present were Kevin Mraz, Ray Edelstein, and Rose Mraz.
- 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) **Alex made a motion to approve the minutes as submitted for the public hearing on March 12/second-Mike/carried unanimously. Alex made a motion to approve the minutes as submitted for the regular monthly meeting on March 12/second-Mike/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes
 - (1) Rose noted that there is a certificate of deposit due April 13 which will be needed for the bond payment on April 29. There is also a certificate due April 23 where approximately \$85,000 may be needed for bills and recommended renewing the balance for 30 days.
 - (2) Bond principal and interest payments will be wired out April 29, 2009.
 - ii) **Mike made a motion to approve the cash receipt and investment report as submitted including the recommendations/second-Alex/carried unanimously.**
 - d) Approve pending bills for sanitary and water.
 - i) Rose said the invoice included in pending bills for Davies for \$29,825.45 will not be paid until the Selmer Company approves the invoice for payment. **Alex made a motion to approve the pending bills for sanitary and water/second Mike/carried unanimously.**
- 3) Public Forum – Earl noted that there are no members in attendance from the public to address the commission.
- 4) Director's Report
 - a) Review of District statistics.
 - i) Kevin discussed a chart he keeps of water flows which is important and helps track unaccounted water. Staff watches the nighttime flows and these can indicate if there is a leak somewhere. The District purchased a listening device a couple of years ago which is used extensively to help find leaks.
 - (1) Staff listens to the fire hydrants with the device and you can hear a leak between these, and then you pressure test to find a leak and you trouble shoot the individual services from there. Staff just identified a leak on Nelson Drive which was repaired and brought the water flow back down.
 - a) This leak was on the homeowner's side; however, the leak was prior to their residential meter and therefore was a 17 gallon a minute leak of unaccounted water.
 - (2) Each quarter Kevin keeps track of accounted and unaccounted water. There will always be some unaccounted water and the district is well within the PSC requirements of unaccounted water which is 20%.
 - (3) The District also found a leak in Omro this morning – they had a 5 gpm leak that they were looking for.
 - (4) Kevin commended staff as he knew there was a leak and staff found and repaired it.
 - i) Kevin said he found it interesting that WE energies runs a water system elsewhere in Wisconsin that they are selling back to the village and the village is going to PSC for a rate hearing change which will lower their water rates. Due to WE energies being a taxpayer, water costs were higher than if the village ran the utility.
 - b) Correspondence.
 - i) The Fireman's parade is set for June 6. Kevin is looking to see who would like to be on the District's label to help save expense of doing water bottles.
 - ii) Tom Rusch stopped in this week to discuss an assessment on a parcel of his. He said that due to the fact that the Town put in a cul de sac, which Mr. Rusch believes is permanent, that his lot is not a benefiting property. Mr. Rusch asked if perhaps he could transfer the assessment to a different lot.
 - (1) Kevin said he explained to Mr. Rusch that the District's bonding is set up by the assessments levied.
 - (2) Ray said to find out first if this parcel will never be developed before starting the procedure for taking off the assessment
 - (a) Kevin said the paperwork from the Town does not say the cul de sac is permanent. Kevin believes the parcel can be developed in the future and Earl asked if the land was deeded to the Town. There is no action this month as it is not on the agenda.
 - iii) Sump pump inspection program.
 - (1) The District is down to around 200 homes to be inspected yet. The District has found non compliant sump pumps which have been fixed; therefore lowering flows.
- 5) Report from Committees – there was no meetings
- 6) Old Business
 - a) Discuss water treatment facility #2 piping repairs competitive quote review.
 - i) Kevin received a competitive bid to replace everything that the District would like to see replaced which is from Lee's. This company did well #1 where there has been no problems.

- (1) Their bid is for \$5,000.00 which will include demo of old pipes, 316 L material and all the installation. The District would have them do the complete repair and they indicated they do not do the robotic welds. The original contractor quoted much higher.
- (2) **Mike made a motion to have Kevin proceed with the repairs of the water treatment facility number 2 piping based on the quote received, not to exceed \$5,000.00/second-Alex/carried unanimously.**
 - (a) Ray said to keep the original materials.

7) New Business

- a) Review petition for addition of properties to be added to Algoma Sanitary District completed by the Town of Algoma.
 - i) Kevin said the properties have been added and are now under the District's jurisdiction now.
- b) Discuss and act on final resolution authorizing public improvement and levying special assessments against benefited property in the Town of Algoma, benefited by the Witzel Avenue Utility Extension. (Resolution No. 2009-4-1)
 - i) The District's spreadsheet shows the parcels that will have assessments levied against them. Earl asked if the parcel owners understand the assessments they will receive. Kevin said they do and that there was just one resident who did not respond at all.
 - (1) **Mike made a motion to approve the final resolution authorizing public improvement and levying special assessments against benefited property in the Town of Algoma, Winnebago County, Wisconsin as noted in the resolution number 2009-4-1/second-Alex/carried unanimously.**
- c) Discuss and act on developer's agreement with Lutheran Home's Development.
 - i) The neighbors are on board with the development. The owner's still need to go through planning and zoning so there could still be some contingencies
 - ii) Kevin will be meeting with them on April 20 so there's no developer's agreement to sign yet.
 - (1) Kevin said this is a good development for the District and is excited to see this type of project.
- d) Review and act on task 09-03, design services for Thackery water and sewer main extension.
 - i) The District previously approved to extend the water and sewer mains. This task order shows Strand's cost to design this extension. The task orders increased by exactly what the construction services are. Kevin said he is comfortable with the dollar values of the task order.
 - (1) **Alex made a motion to approve task 09-03 for design services for Thackery water and sewer main extension/second-Mike/carried unanimously.**
- e) Review and act on amendment 1 to task 09-01 pursuant to Technical services agreement.
 - (1) **Mike made a motion to approve amendment 1 to task order 09-01 for technical services from Strand/second-Alex/carried unanimously.**
- f) Review and act on working bank cost comparison.
 - i) Rose said the District contacted West Point Bank and talked to a lady there to receive a quote for banking services. Rose was told to e-mail everything to another gentleman at the bank and he would complete the paperwork for banking fee. There was no reply to date from them.
 - ii) Associated Bank was asked to come back with a study, but at this point, they came back with suggestions for lowering fees and not with the study showing what the savings would be.
 - iii) It was recommended to set up a workshop and have Community First Credit Union come and discuss their proposal to the District regarding banking fees prior to making a decision.
- g) Act on resolution declaring official intent to reimburse expenditures to the SDWL – 2009. (Resolution No. 2009-4-2) Kevin recommended that this resolution should not be acted on because this is to actually reimburse the cash on hand that was spent on projects. The cash flow schedule indicated to use \$800,000.00 of existing bond revenue from the water utility so the District does not want to receive this bank, and the District also is not looking to reimburse the \$1 million that the Sanitary utility will be spending on this. The cost of the project has not exceeded the 1.8 million yet, so the District isn't requesting reimbursement. The Commissioners agreed and did not pass this resolution to reimburse expenditures. The funds from the Public Lands loan will hopefully be reimbursed with the lower interest loan from the Safe Drinking Water Loan.
- h) The District broke the project into 2 sub projects: No. 1, the water and sewer on Witzel and No. 2, the administration building and well facility. Both were rated. The DNR decided both are fundable projects, but this does not mean that you will get funded. Next the dollar value will cascade down through the point system. By April 31, everything needs to be submitted to the DNR. The District needs an authorized representative for a point of contact to sign applications and other required information for the SDWL. Previously the contact was Earl. This person will need to sign the documents as the District proceeds through the safe drinking water loan program
 - i) **Mike made a motion to approve resolution number 2009-4-3 to authorize a representative to file applications for financial assistance from the state of Wisconsin Environmental Improvement fund for the Algoma Sanitary District #1, Town of Algoma, Wisconsin, with the authorized representative being Earl Lawrence/second-Alex/carried unanimously. Roll Call – Mr. Gelhar – aye, Mr. Irvine – aye, and Mr. Lawrence – aye.**
- i) Audit statement – Rose handed out the audit report and additional notes from the auditor. The auditor will attend a meeting to discuss and answer questions. The commissioners said to have this workshop the same day as the bank workshop.
- j) Review, discuss and act on offer to purchase Administrative Office.
 - i) There was discussion regarding the offer to purchase the District's existing administrative building.
 - (1) Discuss conditions.

- (a) Ray said there is a hold harmless condition (#1) that will need to change. This regards possible contamination from other parcels in the area which the District cannot guarantee forever. The Commissioners agreed they are willing to do the environmental check to say this is what is here, but not to be held responsible forever. Ray said this needs a point in time.
 - (b) There is an easement on the District's property which needs to be added to the offer. The District previously installed the water pipe for the District and Fire Department in the same trench. The Fire Department's pipe is completely on their property, however, the Sanitary District granted the Fire Department a 20' easement in case they ever have to dig up and repair.
 - (c) The date on the offer is November 1. The District has a November 18 substantial completion date for the new building. Kevin said the potential buyer is not in a rush; however, the District will change this date to mid November and if longer, include a rental amount in the case of unforeseen delays
 - (i) Kevin said there are liquidating damages to the contractor if not completed on time.
 - (2) Discuss offering price.
 - (a) They want the District to pay for the permits and Kevin said this is \$800.00 plus staff time to obtain. The Commissioners were ok with this.
 - (b) Kevin did an appraisal about a year ago and the offering price is reasonable.
 - (3) The Commissioners agreed to have staff proceed with a counter offer and make the above listed suggestions.
 - (a) Kevin said when this property is sold; it will become taxable property for the town, and will have a water and sewer fee giving additional revenue to the District also.
 - ii) This offer was found as Kevin said he talked to several people and developers who then talked to other people so this person was sent over to the District
 - k) Discuss and act on sending staff to Leadership Oshkosh program.
 - i) The cost is \$1,250.00. This was a requirement for one of Kevin's job duties for 2009. Earl recommended this and believes this will be a good help for both the District and Kevin.
 - (1) Kevin said he checked into this program a couple of years ago and also believes it will be beneficial to the District. This cost was included in the 2009 budget.
 - (2) The Commissioners are all in favor of having Kevin attend this.
- 8) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President

**Algoma Sanitary District #
Regular Monthly Meeting - Minutes – May 14, 2009**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:01 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson and Rose Mraz.
- 2) Call to Order.
 - a) Elect new Commission President, appoint Secretary, and appoint Treasurer
 - i) Mike recommended keeping the positions as they are currently and Earl and Alex agreed. **Mike made a motion to elect Earl Lawrence as President, appoint Alexander Irvine as Secretary, and appoint Joel Edson as Treasurer/second Alexander Irvine/carried unanimously.**
 - (1) Joel said that given the situation he is in with the Town of Algoma that he would resign if it is in the best interest of the Sanitary District.
 - b) Earl noted that the District is using a tape recorder for the maintenance of the minutes. No one else is using one.
 - c) Review Commission Guidelines
 - i) This was given out previously for review. There are no changes or revisions.
 - d) Review of Chapter 60.70 Wisconsin Statutes.
 - i) This was for informational purposes if there were any changes in Commissioners.
 - e) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting held April 9, 2009 and the special meeting held May 6/second-Mike/carried unanimously.**
 - f) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes
 - (1) Associated Bank automatically renewed a certificate of deposit on April 23 for 90 days. It would cost \$546.00 to cancel this certificate. Because of this renewal, the Water Utility will need to take a draw on the internal loan already authorized. The first draw will be for \$153,161.55.
 - (2) There is \$510,117.49 due at Associated today. Following the District's investment policy, these funds may be put in a money market to get a better interest rate for short term.
 - ii) **Mike made a motion to approve the cash receipt and investment report as submitted including the recommendations/second-Alex/carried unanimously.**
 - g) Approve pending bills for sanitary and water.
 - i) **Mike made a motion to approve the pending bills for sanitary and water/second-Alex/carried unanimously.**
- 3) Public Forum – Earl noted that there are no members in attendance from the public to address the commission.
- 4) Director's Report
 - a) Status of 2009 projects and additional notes not in the previous report.
 - i) Kevin had a telephone conference with the DOT today regarding the 100% financing of the costs due to the highway 21 relocation. This project has been moved to a later date and is expected to happen closer to March or April, 2012. The DOT asked Kevin to change his business and action plans to match this revised timeline. Previously it was scheduled as early this fall or next year.
 - (1) The DOT requested another copy of an e-mail that was sent a month ago so they could read it again. This had all the information they needed to show the District receives 100% financing.
 - ii) WPS for the Thackery Project for the sewer on Witzel
 - (1) WPS is going to relocate the gas pipe that's on the South side of the road closer to the telephone line and overhead wire which allows the District not to have to install the sewer between the gas pipe and a telephone cable. The existing pipe is an old steel pipe and WPS wants to put in a plastic pipe. This change is expected to be completed during the first 2 weeks of June. The District's contractor may start the beginning of June also.
 - iii) The quote for the 3 phase line from WPS for the new building came in at \$88,000 which is good news as it was estimated at \$105,000 last year. The District will have a credit on the contract.
 - b) The District is on schedule for the Administrative Building.
 - i) The Department of Commerce put the District's state approved plans in with the City of Oshkosh file, so the Town's inspector had trouble obtaining the plans at first. This created some major concerns from the building inspector's statements of shutting down construction which have been resolved.
 - c) Build America Bonds
 - i) The District has a quote from Quarles & Brady to be Bond council to apply for the Build America Bonds. The most important thing to note is that the District would only use this method to save money if the District doesn't get the Safe Drinking Water Loan.
 - (1) These bonds are an interest rebate that the Federal Government is currently giving. It states it's for the life of the bond, but any program can be changed by the Federal Government. They are providing 35% of the interest back and this rebate is unlimited. This would be a savings of \$66,000 the first year.
 - (a) The District can use the State Trust Fund Loan that we already have as long as a draw was not taken yet prior to applying (certificate of indebtedness). You do not have to issue new bonds. The District will look into this but prefers a lower interest rate loan.

- (i) Earl said that this bill passed Congress already, but the District is leery of the program. The government wants to get more money in the bond market. The District is not sure this program will be there for the full 20 year term.
 - (2) Mike asked if Kevin saw any draw backs or negatives from the Safe Drinking Water Loan that makes it look like the District may not get funding. Currently the District's project is being analyzed; but, there may not be enough funds available. There's approximately \$120 million in available funds; and the District is down the list at probably \$200 million, so unless some projects are pulled it doesn't look like the District is in the fundable range.
 - (a) Kevin said this was a good question as Strand didn't put in a Build America Clause in the contract and the Safe Drinking water Loan, for some of the reinvestment money, may require some of the Build America Products to be used. Kevin may need to go to the contractors to see what products meet this requirement.
 - ii) Sump pump inspection program
 - (1) There are about 250 homes that need to be inspected yet. About 2,000 were inspected. Kevin said this was a nice winter time project for the District.
- 5) Report from Committees.
 - a) There were no meetings to report on.
- 6) Old Business.
 - a) Review, discuss and act on offer to purchase Administrative Office.
 - i) Kevin requested approval to spend the money on the Winnebago County Zoning change permit at \$765.00 and also to the Town of Algoma for a Future Land Use map amendment at \$800.00. Kevin will request that the Town waive this amount.
 - ii) **Mike made a motion to approve staff to apply for the rezoning of 1220 Oakwood Circle and apply for the change to the future land use map as required for the cost incurred in the sale of the existing Administrative Facility/second-Alex/carried unanimously.**
 - b) Review and act on switching checking and savings financial institutions.
 - i) The Commissioners said that Community First C.U. put a good presentation together on this. The District will switch the checking and savings accounts for receipts. The District would open a new account and eventually close the current account. Earl recommended keeping both accounts open until after the 2nd quarter ACH has been completed. **Mike made a motion to approve staff to switch checking and savings to Community First Credit Union/second-Alex/carried unanimously.**
- 7) New Business.
 - a) Discuss and act on developer's agreement with Lutheran Home's development.
 - i) The District received the signed design agreement for this project to start. There will be one building with 30 units for an apartment style assisted living facility and two 10 unit buildings. The District's engineers will do the utility design. Lutheran Homes paid their CAC's and assessments for these facilities which were based on their acreage for phase I.
 - (1) Each building will have a separate sanitary lateral and water meter for billing purposes. Lutheran Homes is aware of the anticipated costs for sanitary and water service.
 - (2) Joel asked if Lutheran Homes went through the Town site committee yet. Kevin said that Hoffman knows about the requirements and did work with the previous clerk and that the Planning Committee is also aware of the project.
 - b) Discuss and act on Red Flag Rules.
 - i) There has been an extension to August to have a policy for this put together. Staff will put a policy together and have the auditor look it over and then present to the Commission.
 - c) Discuss and act on annual CMAR resolution.
 - i) **Alex made a motion to approve resolution number 2009-5-2 showing receipt of the DNR's CMAR report to the Algoma Sanitary District #1 which the commissioners have reviewed/second-Mike/carried unanimously.**
 - d) Discuss and act on 3449 Witzel Avenue request by Mr. Freiberg for \$800 well abandonment credit.
 - i) The Commissioners discussed the request from the homeowner on Witzel to be allowed the \$800.00 credit that was previously allowed to residents of other phases. The Commissioners were in favor of allowing this credit even though this credit was not taken into consideration previously. A homeowner requested this previously and Kevin asked him to send in a letter to the Commissioners requesting the credit.
 - (1) This credit is only allowed when the new lines are run in. If the assessment is paid in full, the homeowner will receive a check, if the assessment is paid over 20 years, the \$800.00 will reduce the assessment and lower yearly payments. Previously one year was allowed to residents due to the vast amount of construction and plumbers being busy, but it was discussed to use 6 months for this extension. **Alex made a motion to authorize an \$800.00 well abandonment credit for the newly serviced parcels on Witzel Avenue in 2009 as long they are connected to the system and the well is abandoned within 6 months and to be consistent with the existing policy on how the credits apply/second-Mike/carried unanimously.**
 - e) Review verbal assessment adjustment request by Tom Rusch regarding Parcel #002-3126 Lot #6 Algoma crossing due to installation of Cul-de-sac.
 - i) The Town put a cul-de-sac on Bison Point; however the road has not been dedicated to the town to this point. The Commissioners agreed that until the official action dedicating this to the Town is completed, the assessment will stay on the parcel. At this time, the parcel is considered buildable.

- f) Discuss and act on 1362 Conrad noncompliant sump pump discharge.
 - i) This home has 2 sump pumps in the house and the District's inspector found them to be in compliance when he inspected originally in December, 2008.
 - (1) The District was notified that the home had a fire; therefore, our inspector stopped to be sure that nothing harmful was entering the District's sewer system. At that time, the District's inspector noticed that the piping to both sump pumps has been changed and the sump pumps are both non compliant. The Commissioners agreed to issue a 1 day violation for \$500.00. Ray will obtain a citation form that will be processed through the Clerk's office with a court date to be sent to the homeowner.
- 8) **Mike made a motion to go into closed session pursuant to WI Stats 19.85 (1) (c) to discuss staff employment issues/reorganizing/job descriptions/review/and employment status changes/second-Alex/carried unanimously.**
- 9) **Mike made a motion to reconvene back to open session to take action upon matters discussed in closed session-second-Alex/carried unanimously.**
 - a) **Alex made a motion that the commission returned from closed session where employee issues were discussed and the Commissioners were provided information on a proposed employee action and that they were satisfied on the information provided and the appropriateness of the proposed action/second-Mike/carried unanimously.**
- 10) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
 Rose Mraz, Office Manager

Approved: _____
 Earl Lawrence, President

**Algoma Sanitary District #
Regular Monthly Meeting - Minutes – June 11, 2009**

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:01 p.m. Also present were Kevin Mraz, Ray Edelstein, Joel Edson, Rose Mraz and Dave Wagner.
- 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) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting held May 14, 2009 /second-Mike/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) Note any investment changes
 - (1) Rose said that there is a certificate of deposit due at Community First C.U on June 21. Part of these funds will be needed for the next draw for the internal loan and the balance could be invested in a new certificate.
 - ii) **Alex made a motion to approve the cash receipt and investment report as submitted including the recommendations/second-Mike/carried unanimously.**
 - d) Approve pending bills for sanitary and water.
 - i) There are several additional bills for owner purchased materials and Becky with The Selmer Company will have the official spreadsheet to the District tomorrow. The District is saving the 5% sales tax by purchasing the materials. **Mike made a motion to approve the pending bills for sanitary and water including the additional bills for owner purchased materials/second-Alex/carried unanimously.**
- 3) Public Forum – Earl noted that there are no members in attendance from the public to address the commission.
- 4) Director's Report
 - a) Status of 2009 projects and additional notes not in the previous report.
 - i) The CMAR is completed and the DNR said the District made excellent progress with the sump pump inspection program. No additional action is required from the CMAR.
 - ii) The DOT contacted the District today again regarding the costs for the Highway 21 revisions and said the construction will begin in 2012. Everything is 90 or 100% to be reimbursed. The total probable opinion of cost is \$443,000.
 - iii) The nighttime water usage between midnight and 3:00 a.m. has decreased since some repairs were completed. As leaks are repaired, you do see the reduction in flows.
 - iv) The District is getting closer to hooking up the Noebel's property.
 - v) Lutheran Homes paid their CAC and water assessments.
 - vi) Administrative office sale. – The zoning change will begin in August and the final decision in September.
- 5) Report from Committees
 - a) The commissioners recommended holding a meeting with the advisory council the beginning of July.
- 6) Old Business
 - a) Review loan program comparisons as submitted by Ehlers.
 - i) Dave Wagner attended the meeting to discuss various options that the District has regarding financing. Dave reminded the Commissioners that the District obtained the 4.75% rate on the existing loan from Public Lands by 1 day as the very next day it went to 5.5% and has stayed at that rate since.
 - (1) Dave said if the District can obtain the Safe Drinking Water Loan; this would be the best way to go as part of the loan is a grant. Kevin said the District will not know until July 1 if funds are available through this program.
 - (2) The new "All American Products", clause in the paperwork for the Safe Drinking Water Loans was discussed. The District bid the project before this clause was put in the contracts. Dave said if the District is eligible for this loan, you need to check the cost of the products.
 - ii) Dave said that because the District did not draw on The Public Lands Loan yet, that the District has the opportunity to go through a legal procedure that Quarles & Brady would help with by preparing the necessary paperwork.
 - (1) The Build America Program would give the District a rebate of 35% of the interest on the loans every year. This is an obligation of the U S Government and currently it says that this rebate would be good for the life of the bonds. However, the Government could default and not allow this for the life of the bonds.

- (a) Dave said that Quarles & Brady would charge a \$12,000 legal fee to complete the paperwork required to file for this program. Dave said the District would need to adopt resolutions to start the initial filing with the IRS showing the schedule of interest payments.
- (b) In the future, on each interest date the District would be reimbursed 35% of the interest payment. There is a filing required each year. Dave recommends contracting with a company that charges \$150.00 per year to do the necessary paperwork. This company would make sure that no one forgets to timely file the annual form to obtain the rebate.
- (2) Even if the Build American Bonds are canceled by the government in the future, the savings far exceeds the cost even in the first year.
- (3) Dave recommended approving the Q&B engagement letter, but to withhold the authorization to proceed until the District sees if funding is available through the Safe Drinking Water Fund.
- b) Review and act on Build America Bond proposal from Quarles and Brady.
 - i) **Alex made a motion to authorize the Utility Director to sign & submit the engagement letter with Quarles & Brady referencing their letter of May 11, 2009 pending Safe Drinking Water funding determination, but not to submit before July 1./second-Mike/carried unanimously.**
 - c) 1362 Conrad Street – The District’s operator checked this property again and said the sump pump is still not compliant. The property is still not occupied.
- 7) New Business:
 - a) Review and discuss proposed table of organization structure changes.
 - i) Kevin discussed the job description and workload for the District’s requirement for a new employee.
 - (1) The position will be for 22 hours with part time benefits. The District based the pay rate on stats from the Fox Valley Tech and Wisconsin Rural Water.
 - (2) The District will interview in July and hire in September.
 - ii) Rose said the Bodini Center offers various tests and the District could require a potential employee to take the tests. Mike said this is a good idea and the commissioners agreed.
 - b) Town road permit and deposit
 - i) The Town of Algoma has a new ordinance that was approved in April regarding road permits.
 - (1) This came up as a new home is being built on Country Meadow Court where they had to cross the road to hook up to the District’s sanitary sewer main. The owner paid the District’s required road deposit.
 - (a) The District keeps this amount for a year and then returns it (less cost of inspection) if the road was brought back to the current standard and did not settle.
 - (b) This owner was contacted and told he had to obtain the Town’s new permit and pay required fees there also.
 - c) Water system special assessment for 975 N. Oakwood Road; Parcel No. 002-0150-12.
 - i) The homeowner’s plumber was able to fix the well so water is not an emergency at the moment.
 - ii) It was discussed to send a survey and letter out to the residents in this area to see who else may want water service available. This will be put back on next months agenda.
- 8) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President

Algoma Sanitary District #
Regular Monthly Meeting - Minutes – July 9, 2009

- 1) Commission President Earl Lawrence, with Commissioners Alexander Irvine and Michael Gelhar present called the regular meeting to order at 6:02 p.m. Also present were Kevin Mraz, Ray Edelstein, Rose Mraz and Dave Wagner.
- 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) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting held June 11, 2009/second-Mike/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.**
 - d) Approve pending bills for sanitary and water.
 - i) The District will take the 3rd draw for the internal loan bringing it up to the \$1 million. Next month the District will need to start bonding to cover the bills; however, the District will hold off until September 2 for the first draw from Public Lands in order to avoid a payment until March, 2011. If you draw before September 1, you need to make a payment in March, 2010. **Alex made a motion to approve the pending bills for sanitary and water/second-Mike/carried unanimously.**
- 3) Public Forum – Kathy Chapman, a resident from Sheldon Drive, was in attendance.
 - a) Mrs. Chapman said she read the District’s newsletter and wanted to thank the District for the work being done to verify that sump pumps are compliant; she indicated this is very impressive. She said Sheldon Drive probably is one of the worst spots in the entire Town for flooding and she appreciates that the sump pumps are taken as seriously as the District is taking it. She said she had about 2’ of backup in their basement last year during the storm.
 - b) She wanted to know how the District relates to the Town Board in terms of authority and what is the situation for the folks as low as she is.
 - i) Earl said, in the newsletter, that Kevin gave an update about the sanitary sewers and not the storm sewers as the District does not have authority over the storm sewers. Earl said that during last summer’s storms, the City of Oshkosh backed up into the District; however, because of the action of the District’s staff, they prevented catastrophic backups. Aurora Hospital would have been one of the first to backup due to this, and this was prevented.
 - ii) Earl told her that the Sanitary District can take on storm sewers if the Town of Algoma would make a resolution giving this job to the District. To date, the Town has retained this authority. Earl said the Town had engineering studies completed by Strand, but have not implemented the plans and recommendations received. Mike said that Tim Black, in their Town newsletter, indicated that the Town may go forth with something.
 - (1) Earl said the District has looked into taking on the responsibility of doing storm water prevention for the Town, as we have staff and equipment available and offered our services, but was turned down. The District offered to do some work jointly when the water lines were put in n Sheldon, but that was also turned down.
 - (a) Earl said the project would increase taxes for residents which may be a reason the Town is keeping the authority. Earl said, as a resident in the Town, that it is frustrating to see the studies completed without implementation or action.
 - (b) Earl said it would cost approximately \$35.00 to \$50.00 more in taxes yearly for each resident for the District to implement this study. This cost will go up over time. There has not been detailed analysis completed yet as to the cost as it has not been offered to the District.
 - c) Mrs. Chapman said she had over \$10,000 in damage during the storm due to flooding and said that she has been complaining to the Town since 1989 and was told over the years that it is not their jurisdiction and later was told that they hired a group to analyze the situation which she said was another delay; and now that they have the results they said they would act on it, but to date nothing happened. She said she has not always had this problem, so the development over the years has caused this problem.
- 4) Director’s Report
 - a) Status of 2009 projects.
 - i) Kevin attended the Town’s Planning Commission meeting last evening. The committee approved the zoning change on the future lands map with a vote of 6 to 0 from industrial to commercial. The next step is the Town

Board's Public Hearing at that time the Town board will vote on the change to our parcel from the existing R1 to B3 zoning. The county specifically said this is the only zoning that works for a lawn care business.

- ii) The contractor on Witzel hit a fiber optic line that coincidentally AT&T was going to charge \$6,000 to move. Unfortunately the fiber optic was marked incorrectly – it was 22” off. They need to paint their marks within 18” and it was 4” off.
 - (1) So far Advance didn't receive any bills for repairing the fiber optic. The District will install all the water mains before this gets the final repair. So far AT&T transferred the line to another line and when the District is finished working, AT&T will move the line. Unfortunately when the fiber optic was originally installed, it was zigzagged across the right of way and was 8' below grade which is not within the zone of where the fiber optics should be. This location and markings are documented in the District's field notes.
- iii) The District has been working on a project to raise the manholes on Sheldon. The manholes have been under water so the District brought them up to grade. Joel Rasmussen was aware of what the District was doing and had no issues with it.
 - (1) Mrs. Chapman said the District's employees working on Sheldon were very polite to residents with questions and Kevin thanked her for letting the District know.
 - (2) One of the neighbors told staff that this may help with the backups and he was happy to see the work being done. One other neighbor called and was concerned that this was in the way of the flow line, but he was unable to attend tonight's meeting. Earl asked if there is still flow and Kevin said that what happens is that the culverts share the main restriction, but you still have more room for additional flow around the manholes.
 - (a) The town is aware of this and can look at their flow line and should be able to adjust their drainage if required. If necessary, another culvert could be put in next to the manholes.
 - (3) Earl said he noticed that on Witzel, at least one manhole was put in the middle of a driveway.
 - (a) Kevin said eh goal is to put manholes in driveways so the county's plows do not hit the manholes in the winter.
- iv) Grand and financing applications.
 - (1) The District received the SDWL data indicating the District's priority ranking was 56; and that unfortunately the District was \$18 million out of the fundable range. If projects drop out, the District could be in the fundable range. It could take a year to see if projects drop off and place us up in the eligible field.
- v) Earl asked about the crossover on Thackery and if it went well. Kevin said the road wasn't closed down until about 8:30 a.m. and then construction began and about 5:00 p.m. they were able to open up the road with hot asphalt actually paved back in the road. This is not the final repair as the District will go 50' in each direction to complete the repair and it will be milled out and the top layer will blend in. The District still needs to bore under Witzel for a home on the other side for sewer service.

5) Report from Committees.

- a) The District Advisory Council workshop had a good turnout. Alex and members of the advisory council attended this workshop which was held at the new site. Kevin gave a tour of the progress.
 - i) Alex said there was a lot of interest in the storm detention pond as they wanted to know how it works and settles out the sediment. Kevin explained that the rainwater from our site will be collected and there is a regulated outflow that releases the water out to Witzel. This pond slows the flow rate down and allows the suspended solids to settle out.

6) Old Business.

- a) Review and act on Build American Bond proposal from Quarles and Brady.
 - i) The Build American proposal was submitted to Quarles and Brady and they put together the resolution and other paperwork required for the program.
 - (1) **Mike made a motion to approve Resolution No. 2009-7-1 ratifying \$5,000,000 State Trust Fund Loan application and the Issuance of Certificates of Indebtedness to the State of Wisconsin Board of Commissioners of Public Lands; and Making Certain Covenants Relating to the Build America Bond Program/second-Alex.**
 - (a) **Roll call – Mr. Gelhar – aye, Mr. Irvine – aye, Mr. Lawrence – aye. Carried 3-0.**
 - ii) The District proposed to go with the company that Dave Wagner recommended for the \$150.00 annual fee for timely filing of the annual paperwork required to obtain the rebate. Dave indicated that this is a small cost to assure that all rebates are timely filed over the next 20 years.
- b) Update status of 1362 Conrad Street - sump pump citation.

- i) This homeowner paid the fine due to the citation for the sump pump discharge being changed. The homeowner paid the full bond amount of the fine and the District received \$284.00 after court and administrative costs. Kevin said it is not the dollar amount, just the fact that someone changed their sump pump after the inspection.
 - (1) This is probably the first citation issues in maybe 20 years. Ray said next time, the District will give a daily citation rather than 1 day only.
 - ii) This sump pump has been fixed and is compliant now.
 - c) Review survey results for North Oakwood Road - water main extension.
 - i) The District received 2 responses in favor and 3 not wanting to participate with a water extension. One owner chose not to participate due to the fact that they do not know how the DOT is going to change the Highway 21 intersection. Staff proposes not to do the extension at this time.
 - (1) There was further discussion by the commissioners regarding the individual homeowners that may need the water due to an emergency and how they could possibly receive water. Kevin said if this is the Commission wish; the District could do it. Originally the District was going to do all or none.
 - (a) Kevin said that there is a sewer main crack in the area that needs to be repaired and that he submitted it to Advance to see how much this would cost to be repaired. Earl asked if it was going to be relined, but Kevin said the pipe was installed in 1979 and it's about a 3' crack and approximately 13' deep, so it is better to cut out and put a new pipe in. Grouting is more expensive than digging and repairing.
 - (b) Kevin said the water could possibly be installed to the 2 homeowners requesting it at this same time. Kevin said a homeowner's plumber is still asking if the District can possibly do this. There would be approximately \$20,000 from the 2 assessments, and it may cost \$18,000 to do the work. The \$20,000 has to cover 2 supply assessments. Eventually when the other side is developed, the District would recoup the balance of the cost.
 - (i) Earl said to talk to the residents and see if the 2 homeowners are willing to go higher. Kevin said they really won't go higher from previous discussions with them
 - (ii) Ray said to see if the contractor would do it for \$18,000 less administrative costs and the commissioners agreed.
- 7) New Business.
- a) Water system special assessment for Parcel No. 002-2954 - Bellhaven Lane entrance. This is for the supply assessment for their sprinkler system which will be completed approximately July 13.
 - i) Kevin has the signed waiver of special assessment preliminary notices and public hearing.
 - ii) **Alex made a motion to approve the final assessment resolution authorizing public improvement & levying special assessments. (Resolution number 2009-7-2) affecting the Bellhaven Lane intersection, parcel number 002-2954-second/Mike-carried unanimously.**
 - (1) Kevin asked Ray if the District can publish this resolution with the Oakwood Road special assessments if Oakwood Road goes forward and Ray said that would be fine for cost savings.
 - b) Review and adopt the internal red flag rules policy.
 - i) Earl said the document is impressive and Ray, Mike and Alex agreed. Rose said she took Ray's advise and spent the time to look online for a policy and eventually found one specifically written for utilities that could be used and then tweaked to make it work for our District. The District's auditor looked over the policy and indicated the policy does not need any changes to it. Rose said, after talking with Kevin, there possibly should be one change to the policy regarding how often to change passwords. Currently it indicates monthly and this is probably too often. Mike mentioned going with 6 months and after discussion this was agreed upon.
 - ii) **Mike made a motion to approve the adoption of the red flag rule policy with the one amendment of changing the password from 1 month to 6 months/second-Alex/carried unanimously.**
- 8) Mike asked how the new banking is going. Rose said that she is very happy with Community 1st C.U. so far. Not everything is switched over yet.
- 9) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
 Rose Mraz, Office Manager

Approved: _____
 Earl Lawrence, President

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

Algoma Sanitary District #1
September 9, 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) **Alex made a motion to approve the minutes as submitted for the regular monthly meeting on August 20, 2009/second-Mike/carried unanimously.**
 - c) Approve cash receipts & investments for sanitary and water.
 - i) **Mike made a motion to approve the cash receipt and investment report as submitted/second-Alex/carried unanimously.**
 - 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 are no additional members of the public in attendance at the meeting.
- 4) Director's Report
 - a) Review of District statistics.
 - i) This was given out previously.
 - b) Correspondence.
 - i) The District received a letter from Kristine Timm, the Town Board member overseeing the Pathfinders project along Honeycreek. She sent a thank you letter for the water that the District supplied to the Pathfinders. Kevin said the District set up a hydrant for drinking water and for washing off as the Pathfinders were in and out of the creek during the cleanup process.
 - (a) Joel said that some residents in the area went in early and pre-cut some of the logs which helped the pathfinders.
 - ii) The District received a letter from Strand for task order 09-05 for the Waldwic Lane design. This is ready to be signed after the meeting as it was approved last month and is only for the design and probable cost.
 - (a) This is a not to exceed cost for the design.
 - iii) The District received a letter from a subsidiary of Ehlers. The Bond Trust Services Corporation sent a letter regarding a contract for a \$150.00 annual fee to have them submit the annual rebate paperwork for the Build America Bonds. Ray will look over the paperwork and Earl will sign when Ray is ok with the wording. Ray wants the "electronic fee" questioned to see if it is one time or yearly.
 - iv) Kevin met with an insurance carrier to get a comparable quote from the Wisconsin Town's Association. They came in less than our current carrier, but one of their class codes is different from our present carrier's which can account for the difference. The paperwork needs to be looked over prior to any change.
 - c) Status of 2009 projects.
 - i) The status was sent out previously.
- 5) Report from Committees.
 - a) Advisory Council.
 - i) There will be a workshop tomorrow to discuss an open house for the new Administration Building.
- 6) Old Business.
 - a) No old business at this time.
- 7) New Business.
 - a) Discuss N. Oakwood Road sanitary sewer main.
 - i) Kevin said there is fiber optics in the area which causes the repair to be expensive and more difficult.
 - (a) Kevin said that this repair would be better completed from the inside. Earl asked what criteria will be used to determine the best way to repair this leak.
 - (i) Kevin said there is concern to the damage of the road and going on private property is part of the decision. The decision between slip lining and grouting would be based on the price with grouting being the first choice. Kevin said he will check if they can guarantee that grouting can seal up the 8 foot stretch. This is the most feasible for cost and comes to \$5,000.00. Kevin said he needs a warranty first.
 1. Mike asked if the District ever had a grouting repair completed like this that lasted. Kevin said lateral inlets have been repaired this way, but not a stretch this long.

2. If the District needs to go with slip lining there will also be a mobilization fee for a 20 foot slip line and this comes to a cost of the repair up to \$7,500.

(ii) The District has used grouting many times before. Funds for this are available in the budget. **Alex made a motion to approve the repair of Oakwood Road sanitary sewer main up to a cost of \$7,500 as proposed/second-Mike/carried unanimously.**

b) Review budget status.

i) There was discussion about the status of the District and the Commissioners indicated several areas where they would like additional information at the budget workshop.

c) Set budget workshop date.

i) The Commissioners set September 30 for the workshop with October 7 as a possible alternate.

8) **Mike made a motion to adjourn-second-Alex/carried unanimously.**

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President

**Algoma Sanitary District #1
October 8, 2009**

- 1) Commissioner Alexander Irvine with Commissioners 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. Commissioner Earl Lawrence was excused.
- 2) Call to Order.
 - a) Alex 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 September 9, 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.**
 - d) Approve pending bills for sanitary and water.
 - i) Rose said the bond interest payments will go out the end of October.
 - ii) The Selmer Company may have several additional vendors approved for payment for direct purchases for this month over the \$45,410.00 received so far.
 - (1) **Mike made a motion to approve the pending bills for sanitary and water as submitted/second-Alex/carried unanimously.**
- 3) Public Forum – There are no additional members of the public in attendance at the meeting.
- 4) Director's Report
 - a) Review of District statistics.
 - i) Kevin said that with the budget work, there was not enough time to send a report out earlier this month.
 - b) Correspondence – No additional, other than correspondence included in agenda items.
 - c) Status of 2009 projects.
 - i) Water treatment facility #3
 - (1) Construction is moving right along; the garage doors, windows, and heaters will be put in tomorrow so they can get the moisture content down for painting and dry walling.
 - ii) Witzel water and sewer extension
 - (1) The lift station on Fenzl was started up and works. L W Allen came in yesterday to start installing the antennae to send a signal to the tower and the tower will send a signal to the building. It will work this way for all the stations.
 - (2) The water mains have been pressure tested and passed. The bacti tests are in process.
 - iii) The SCADA panel in the front office will be relocated out to the facility with the radio sending unit to a Tran's net radio. This is the biggest change.
 - (1) Mike asked if they are going to do this in one day and Kevin said that he put the red flags out yesterday in an e-mail so they all understand that once the SCADA is moved, they know that it must be operational by the end of the day, at least for all the high water alarms at all the stations. LW Allen is on the same page. One person said that it will take several days for the change and Kevin told them that will not work.
 - (a) They can do all the prep work ahead so the actual switch is completed in one day. They know that the sale of the District's property is November 18 and that is the District's goal to have the SCADA panel pulled out and relocated before November 18.
 - iv) The new building does not have locks yet, but this is being worked on.
 - v) Lutheran Home water and sewer extension.
 - (1) The water mains are installed and 100% safe and pressure tested. The bacti test was completed.
 - (2) Witzel Avenue should be paved tomorrow by Lutheran Homes. This needs to be completed prior to the 15th of the month.
 - (3) The sewer mains will be started on Monday off Bromfield and continue until completion with November 30th as the date the sewer extension needs to be completed.
 - vi) The other crossings on Witzel will be paved next week.
 - vii) Waldwic Lane water main extension.
 - (1) There was a letter containing the opinion of probably cost sent out and only 3 phone calls and 1 letter was received from the residents.
 - viii) Administrative office sale.

- (1) This is set for November 18. The District hired Stephanie at Assurance Title to complete the property transfers. She received all the paperwork and put the earnest money of \$500.00 into an escrow account. Kevin gave her Ray's name and she'll also contact Bill Manske, David Dodge's lawyer.
- (a) Ray will be gone the 18, but will look over the closing statements and the deed ahead of time.
- (i) Ray asked who is signing the document. Mike and Alex said they were fine with Kevin signing and Ray said the commissioners can authorize Kevin to sign the documents. The resolution for this will be on the agenda for November 12.
- 5) Report from Committees.
- a) There was no District Advisory Council since the last meeting.
- b) Earl Lawrence is heading up the open house committee.
- i) The tentative date for the open house needs to be changed as the contractor wants to do some construction start up on December 4 so the painting may not be ready for display by December 5.
- 6) Old Business:
- a) The 2009 user fee was \$262.75 and based on the entire benefit package going up 1.3% in the budget, the proposal was to present a sewer user fee that matches this. Increasing the current user fee by 1.3% will bring the fee up to \$266.17 per equivalent unit. Joel asked if this is the CPI and Kevin said the 1.3% is less than the CPI. **Alex made a motion to increase the sewer user fee to \$266.17 per equivalent unit/second-Mike/carried unanimously.**
- b) Review, discuss, and approve the 2010 preliminary budget for publishing.
- i) Rose said she and Kevin used the recommendations received at the budget workshop from the commissioners and revised the proposed budgets. The overall water budget increased by 0.23%. The sanitary budget decreased by 0.42%.
- (1) For the sanitary budget, the amount recommended to be used from retained earnings was lowered to \$31,441.81.
- ii) **Mike made a motion to approve the publishing of the proposed budgets and also set the public hearing for November 12, at 6:00 p.m./second-Alex/carried unanimously.**
- 7) New Business:
- a) Approve pump replacement for both pumps at Brooks Lane Lift station.
- i) Kevin said that at Brooks Lane, the replacement pumps will be 2.2 hp with N style impellers. These impellers have worked well for the District in the past. The output will increase to 176 gpm from the current 115 gpm. They do not make the smaller motors anymore and the 2.2 is the next smallest motor. The total price, including a mini cas, which checks for thermal overloads and leakage into the motor, is \$7,764.00. Kevin said he did place the order, but wanted approval prior to these getting shipped if the Commissioners agree with the purchase. The District was working with 1 pump. ITT Flyght was in the District working on Fenzl and after bargaining, agreed to install a temporary pump at Brooks Lane at no charge because they already had a lift here.
- (1) Mike asked if money was put aside for the pumps and Kevin said there was money. Kevin was going to purchase Bellhaven pumps first, but now it will be flip flopped and Bellhaven pumps purchased next year. **Mike made a motion to purchase the 2 pumps for Brooks Lane in the amount of \$7,764.00/second-Alex/carried unanimously.**
- b) Waldwic Lane preliminary assessment (resolution number 2009-10-1).
- i) In order to proceed with Waldwic Lane, the District needs to begin the preliminary resolution process.
- (1) Kevin said he sent out a letter regarding the opinion of probably cost to residents and received back three phone calls suggesting that the District divide the amount by affected parcels. One other resident called and said he is not interested in the water and will not be using it. In the letter sent to the residents last week the District asked them to submit a fair and equitable way to divide the assessments amongst themselves.
- (2) Ray asked Kevin where the District is getting the money to pay for the water mains to Waldwic. Kevin said the District will need to develop a bond or see if there are other bond revenues on hand. The water utility does not have the funds to do this without bonding. There is \$14,000 of contingencies in the opinion of probably cost.
- (a) Ray said it is fine to go forward with the preliminary resolution paperwork as drawn up at this time. Ray said there is no absolute one way of breaking down the assessment to the individual parcels. Each parcel will receive 1 assessment. If a parcel splits in the future, there will be additional supply assessments. There is one parcel on the end with approximately 30' of road frontage and Ray said the District is not locked into the breakdown and to let the others know that the assessment is broken

down by the number of affected parcels. Ray said it will be a small enough group so a court reporter is not necessary.

- (3) **Mike made a motion to adopt preliminary resolution 2009-10-1 declaring the Sanitary District's intent to exercise its police power pursuant to section 66.0703 of the Wisconsin statutes, to authorize the extension and addition of a water system: wells, well houses, mains, hydrants, valves, and appurtenances thereto; and levy special assessments upon certain property in the Algoma Sanitary District No. 1 benefitted by the improvements/second-Alex/carried unanimously.**

(a) The Public hearing was set for November 12, 2009 at 6:00 p.m. and will follow the budget hearing.

c) Discuss co-location rental agreement for elevated tower.

i) Kevin met with a wireless company and their customer who is interested in locating on the District's tower. This company had a surveyor and a couple of engineers out to look at the tower to verify what needs to be completed. They were impressed with how the tubes come through the floor so no welding needs to happen.

(1) Next week Kevin will climb the tower with them to look at the bracing which is already installed for antennae's.

(2) They will be sending a rental agreement to the District.

(a) Ray will look the contract over and want to make sure the District is held harmless by reason of their location of equipment from interference with any existing cells. Ray said it would be good to know how much room they are taking up.

(b) Kevin said he already talked to other communities to see how much rent they receive.

(3) This company also proposed that they would install a generator building at the base in case the power fails which could run on natural gas, propane or diesel. The District isn't interested in diesel and does not want an outside tank. Kevin will check what other communities have. The District also needs to check for vulnerability. Ray would like it set up so the District does not need to let them in.

(a) Mike asked if additional equipment will interfere with the cleaning of the tank in any way. Kevin said they will need to watch how they bring the pipes up as the District doesn't want any secured to the ladder. The District already has conduits going up with angle brackets.

ii) Prior to the District signing a contract with Utility Services, Kevin sent out a letter to numerous cell phone companies, to their acquisition department, to try and receive business, including U.S. Cellular.

iii) Kevin called Utility Services to see what they are doing to market the District's tower and asked if the District's tower is even on their data base because at first they didn't have it due to latitude and longitude. Utility Services has not sent us any prospective renters to date. There has been no response yet. They are also a maintenance company and the District did not sign up for this to date.

d) Act on Step II water rate structure.

i) When the District did the rate increase last year, the increase was completed in two steps rather than raising the costs in one step. The second step should be implemented when the new facility is complete. Based on this, Rose put together a possible motion that our facility is going to be completed in November and that the District would like to make sure the rates are submitted to PSC prior to January 1. The District will not prorate the bills as it wouldn't be cost effective to do so.

(1) Staff recommends implementing the rates approximately January 4, 2010. The PSC would like this information in writing as soon as possible.

ii) **Mike made a motion to authorize staff to inform the Public Service Commission that the substantial completion for the new Administration Building is planned for November 18, 2009. The new well, water mains, water treatment facility and administration building will be placed into service at that time. The District will not prorate; therefore the step II rates will be effective for service rendered on and after our next meter readings date which is approximately January 4, 2010/second-Alex/carried unanimously.**

8) Adjourn.

a) Alex made a motion to adjourn/second-Mike.

Respectfully submitted: _____

Rose Mraz, Office Manager

Approved:

Earl Lawrence, President

Algoma Sanitary District #1
November 12, 2009

- 1) Commission President Earl Lawrence with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting to order. 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 October 8, 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.**
 - d) Approve pending bills for sanitary and water.
 - i) Rose noted there was a typo on the report and the Selmer Company should read payment #9. **Mike made a motion to approve the pending bills for sanitary and water as submitted including this change/second-Alex/carried unanimously.**
- 3) Public Forum – There are no members of the public in attendance at the meeting. Kevin said he does expect a person representing a cellular company to arrive shortly.
- 4) Director's report.
 - a) Review of District statistics. This was given out previously.
 - b) Earl asked if Kevin had any additional information to add with all the activity going on.
 - i) Kevin said since Friday, some additional things did come up since it was sent out.
 - (1) There is a funding possibility for our District for the project on Witzel Avenue and the new Administration Facility Project. The District previously submitted for the American Recovery and Reinvestment Act Grant and the Safe Drinking Water Loan program; and just as recently as this last week, Linda Miller, the Financial Assistance Specialist with the Wisconsin Department of Natural Resources, started e-mailing Kevin and corresponding with the District's engineer.
 - (a) Kevin said that Linda is the head of the program for our area and the only reason that she would be contacting the District is that the Safe Drinking Water list has changed and the people above the District had projects that were not a go or that have been removed for some purpose.
 - (i) The District did move up the ladder and the funding is coming down toward our project. Currently, Linda is not able to confirm the dollar values that the District may be able to receive. However, Ed Brinson, from the Safe Drinking Water Loan did indicate, in a phone conversation, but no written confirmation at this time, that there could possibly be \$500,000 grant in the Recovery and Reinvestment Act.
 - (b) At this point in time, staff is feverishly going after obtaining this grant money and trying to get all the dollar values for our expenses to see how much it would cost for Ehlers, the District's financial advisor, Quarles & Brady, the District's legal advisor, and Strand, the District's engineer to put together the additional paperwork required.
 - (c) One of the costs that the District doesn't know yet is to see the difference in the Federal prevailing wage versus the Wisconsin prevailing wages. There has not been time to obtain the Federal wages yet for the contractors on the projects. The District paid the state wages, and needs to determine the difference between the State and Federal wages and possibly pay the difference.
 - (i) Kevin said he sent Linda Miller an e-mail that the District does want to seek the financing opportunity that she has available and is willing to do the additional paperwork for this; however, the District wants to be sure there are funds that would be committed to the District.
 - (ii) Kevin said he doesn't feel correct spending the District's money until some dollars are committed to the District. The District doesn't want to pay additional wages if the money is not available.
 - (d) Earl said that he and Kevin had a conference call on Tuesday with Dave Wagner and went through this. Dave indicated, and sent out an e-mail, that with the grant money in there to go for it. Without the grant money available, you may only save \$10,000, but with the grant money, there could be the opportunity for \$500,000 to \$600,000. The District needs to meet new rules and possibly change loans.

- (2) Earl said the District would need to invest about \$15,000 to complete the paperwork to see if the District can get a possible payoff of \$600,000. The Commissioners agreed this would be well spent and agreed to have Kevin go forward and try to obtain funds available.
- ii) Another communication that the District had was with a contractor on Witzel Avenue. The contractor wanted to bill the District for owner supplied granular material on the road. In the contract, the District was to supply 1,200 cubic yards of material. Kevin said he hired the county last year and had them bring in milling material. The contractor was submitting a change order for \$17.00 a cubic yard for all the material they thought the District didn't supply.
- (1) Kevin said he showed the contractor pictures of the county delivering the materials and the bill from the county. The contractor then didn't submit the change order. The District's camera paid for itself and saved thousands of dollars.
- 5) Report from Committees
- i) District Advisory Council. No meeting since last date.
- ii) Open House.
- (1) Earl said that he would like to postpone for a few months the open house. He indicated that it is tough right now between the holidays to plan this. It was agreed to have an open house in the spring.
- (a) The Commissioners decided to have a small gathering with the Commissioners and staff prior to next month's meeting at 4:30 for a walk through of the building.
- 6) Old Business.
- a) 2010 annual budget.
- i) Review, discuss, and adopt 2010 budget. Earl said he is happy with how the budget came together. **Mike made a motion to adopt the budget for the sewer utility for 2010/second-Alex/carried unanimously. Alex made a motion to adopt the budget for the water utility for 2010/second-Mike/carried unanimously.**
- 7) New Business.
- a) Waldwic Lane Water Extension.
- i) The District Commissioners held the Public Hearing for Special Assessments for Waldwic Lane just prior to this meeting.
- (1) Several residents at the Hearing indicated that if the cost for the water main extension is bid out and comes in lower than the opinion of probable cost from Strand that they would consider changing their participation choice from defer to participate.
- ii) Discuss next steps.
- (1) Approve staff to proceed with the design and public bidding of this project.
- (a) The Commissioners discussed proceeding with the design and bidding for the project. Kevin said that contract costs have been coming in lower than Strand's opinion of probable cost. **Mike made a motion to authorize staff to continue with the design and public bidding for the Waldwic Lane water main project/second-Alex/carried unanimously.**
- (i) Kevin said it would be late December before the bids could be received and then the Commissioners could act on these in January.
- (2) Approve staff to draw bond funds from Public Lands to finance the Waldwic Lane water main project. This draw needs to be completed by November 20, 2009 to maintain the same interest rate.
- (a) The Commissioners did not approve a draw on the loan at this time. Rose said that there could be a possibility of extending the date for the next draw on the existing bond for this extension. **Alex made a motion to authorize staff to contact the Commission of Public Lands to see if the District can extend the date of the current loan/second-Mike/carried unanimously.** If it cannot be extended, there will not be another draw.
- (3) It was decided to wait for the bids to come in prior to another correspondence to the residents on Waldwic.
- b) Discuss co-location rental agreement for elevated tower.
- i) Jim Winneman, attended the meeting to discuss a co-location agreement for one of his carriers. Jim works for a number of carriers, and attended the meeting to discuss the possibility of U S Cellular co-location and sharing the tower space. Ray and Kevin have been working with him.
- (1) Ray suggested having everyone read the documents and put the item back on the December agenda. Ray said the contract is a longer term than he would prefer and Jim said this is the term that they have been using with other utilities.

- ii) Kevin said he is concerned about the maintenance aspect of the contract. If they need to do welding. Kevin said he would like a statement regarding repainting.
 - (1) Jim said the District's tower was planned to have carriers and not have to weld. Jim indicated with the layout, that the 3rd carrier would need to run cables differently. They will be discussing how to hook up the wires so another customer can share the tower.
 - iii) Kevin said he is also concerned if there is a storm and the railing is bent and there are lost calls, who is liable.
 - (1) Jim said this would not be due to the District doing something wrong. Kevin asked what the remedy would be. Jim indicated this is an act of nature and not something the District caused.
 - iv) Alex questioned if U S Cellular is on the tower, does their signal interfere with others. Jim indicated that the signals do not interfere with each other.
 - v) **Alex made a motion to authorize staff to continue to develop a rental agreement and enter a right of entry agreement/carried unanimously.**
 - c) Authorize staff to sign closing documents at Assurance Title for sale of 1220 Oakwood Circle property.
 - i) Ray said it is fine to have Kevin sign the documents. Ray is looking over the legal paperwork and doesn't see that there would be large costs at the closing. **Alex made a motion to adopt resolution No. 2009-11-1 to authorize the Utility Director to execute all necessary documents to close on the sale of 1220 Oakwood Circle on November 17, 2009 and furthermore to authorize the Utility Director to spend such funds as necessary to finalize the closing/second-Mike/carried unanimously.**
 - d) Approve DOT agreement for payment for relocation of Municipal utility facilities located in public held land.
 - i) This is for the Brooks Lane area. The reimbursement is at 90% and amounts to about \$92,000 from Brooks Lane. The manhole needs to be moved to be out of the round-about area. This is not in an easement; therefore reimbursed at 90% and not 100%.
 - (1) **Alex made a motion to approve the DOT agreement for payment for relocation of Municipal utility facilities located in public land held related to the Highway 21 project 1120-11-75 (Breezewood Lane); which is in the Brooks Lane area/second-Mike/carried unanimously.**
 - e) Discuss and approve Strand's task order for DOT Highway 21 relocation.
 - i) Strand will develop a task order to get all these projects in a biddable format but Pat sent an e-mail on Tuesday that this may not be ready so this will be on next months agenda.
 - f) Discuss and approve income continuation insurance.
 - i) Kevin said this was included in the budget at \$2,000. This plan is through the Wisconsin Public Employer's Plan. Kevin said a short term disability with the basic plan allows coverage after 180 days and would cover you until you receive long term disability through social security. This would cost the District .25% of payroll. If employees want a different coverage, they can choose it at their own cost.
 - (1) Kevin said that employees presented the idea for this coverage as they cannot get their own short term disability at a decent cost. Kevin said he explained to employees that there is a certain piece of the pie that goes into wages and benefits and this would affect wages. Kevin recommended that the commissioners approve this for staff. **Mike made a motion to approve the establishment of income continuation insurance for full time employees/second-Alex/carried unanimously.**
 - g) Sewer user fee rebates.
 - i) Rose said there was one rebate received for a parcel on Omro Road from Mary Jean Irvine. The credit would be \$183.93. **Earl made a motion to approve the user fee rebate for Mary Jean Irvine for the parcel at 2725 Omro Road; the credit would be 183.93/second-Mike/Alex abstained/carried 2.**
- 8) Adjourn.
- a) Mike made a motion to adjourn/second-Alex.

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President

Algoma Sanitary District #1
December 10, 2009

- 1) Commission President Earl Lawrence with Commissioners Alexander Irvine and Michael Gelhar present called the regular monthly meeting for December to order. Earl noted that this is the first meeting at the District's new Administration Building. Also present were Kevin Mraz and Rose Mraz. Ray Edelstein and Joel Edson were excused from the meeting.
- 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) **Alex made a motion to approve the minutes as submitted for the budget hearing on November 12/second Mike. Mike made a motion to approve the minutes as submitted for the regular monthly meeting on November 12, 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.**
 - d) Approve pending bills for sanitary and water.
 - i) **Mike made a motion to approve the pending bills for sanitary and water as submitted/second-Alex/carried unanimously.**
 - e) Public Forum – There were two members of the public in attendance at the meeting.
 - i) Paula Rost & Sue Drexler were in attendance. Paula thanked the District for turning off the outside light when she called regarding the lights shining in her house recently. Paula said she attended this meeting to drop off a letter from 3 of the neighbors on Witzel Avenue. Several pointers from the letter follows:
 - (1) Paula said there is an exhaust fan that the neighbors hear during the night and would like to have it off in the evening.
 - (2) Paula said she brought along some pictures that she just gave Kevin showing water collecting along the tree line and she indicated that this could ruin the tree barrier that the District put in. She questioned where the water came from.
 - (3) Paula said the neighbors would also like the District to put into the budget plans for a noise barrier between their properties and the District's property in the coming year.
 - (a) Earl said the District would need meetings with the neighbors to see what could be put in and Mike and Alex agreed.
 - ii) Earl asked Kevin to comment on the water collection issue as this is new to him also.
 - (1) Kevin said this water was from the necessity to obtain two safe bacterial samples from the new water facility prior to turning the 3rd well into the mains for the live water system. Kevin said the District pumped water onto the parking lot surface which then went into the storm water collection which then filled up the pond and slowly went through the drainage swale as it was intended to do.
 - (a) Kevin said the District chose arborvitae as they are water loving type plants and hardy to water conditions and Kevin said these were chosen for this fact as well as for a barrier.
 - (2) Earl asked if this water was a one-time type of thing. Kevin said that after startup, at the other well facilities, the District did not have to "pump to waste" which is what the District was doing to clean the pipes and obtain safe samples. This was just the initial start up for the samples.
 - (a) Kevin told Mrs. Rost that this is the same type thing that the neighbors probably saw when the District was developing the well prior to the building going in to clean the sand out.
 - (b) Kevin does not see this as a recurring incidence and just one time. Kevin said with it being fall, there were leaves on the ground which slowed the movement down.
 - (i) Kevin said the District was pumping 550 gallons a minute and said there was water flowing for about a day.
 - (c) Mrs. Rost said the water was going onto the neighbors' property and Kevin disagreed and said that the water was on the District's property by the trees and Earl said the trees are 10 feet from the property line. Earl told Mrs. Rost that the District can prevent this type of water from happening in the future, but said that rain storms could fill up the swale which is beyond the District's control.
 - (3) Earl asked Kevin what he thought of barrier and when a meeting could be held. Kevin said the prohibitive fact is that you need to go through the site plan committee to do anything. Kevin said he could put trees in; but needs approval for any site plan changes. Sue agreed and said that they found out that you do need to go to the site Committee for changes.

- (4) Earl said to bring in Bob from the Town's Committee and see what can be done to think about it.
 - (a) Kevin said perhaps a taller tree planted between the arborvitaes and the property line 5 to 8' closer to the neighbor's property line would help. This could fill in the top as the arborvitaes fill in. There's a lot that can be done and Kevin said the District can go back to the site plan committee.
 - (b) It was agreed to try to set up water Advisory Meeting on January 12 at 6:00 p.m. if Bob is available.
 - (i) If paperwork is required for bonding, this could be completed at 5:30 p.m.
 - iii) Regarding the fan; Kevin said if the hum is continuous he knows which fan it could be. There's one that is continuous and two that go on and off. Perhaps a timer could be put in. Kevin will investigate to see what makes possible noises and said he would like Mrs. Rost to come outside and work with the District on this to find out which fan the neighbors hear.
- 3) Director's Report
- a) The statistics were given out previously.
 - i) Kevin said the blizzard affected the District in several ways, other than just the additional plowing. The heater went out at Leonards Lane, possibly due to the warmer weather previously and snow blowing in so that the humidity may have frozen a switch in position which caused a pump failure alarm.
 - (1) Kevin said that at 5:00 a.m. during the storm as he arrived early to work, he was surprised to see Mike, one of our operators, pulling in just ahead of him. Kevin said it was great that Mike was able to make it in for the alarm during the storm.
 - (a) Kevin said that within a couple of hours they identified the problem and took one of the ceramic heaters from the front office over there to heat the panel. Within 2 hours it was operational.
 - (i) L W Allen came in today and brought up a replacement 200 watt heater to replace the 100 watt heater that was there.
 - ii) Kevin said the front office does not heat up to temperature yet and they are working on it.
 - (1) Earl said there are base board type heaters for under desks which could replace the ceramic heaters.
 - b) Correspondence.
 - i) Kevin said the District moved the sign from our previous building and put it on our empty lot along Witzel St. to advertise where we are; however, the District received notice from the County to remove this which the operators will do.
 - (1) Kevin said the District needs to go through the site plan committee to put up a sign for our building.
- 4) Report from Committees.
- a) No report since the last meeting.
 - b) The open house is delayed for spring.
 - i) An open house and thank you for staff was discussed and Kevin said the workload for himself and staff is just too high to plan for this.
- 5) Old Business.
- a) Rental agreement on tower.
 - i) There were some revisions made and there needs to be one more change as a word was left off. The rental agreement currently is up to \$1,300 a month and will go up 2.5% a year. Ray has the agreement to review. Kevin will tell the company to go forward after the changes are made. Earl indicated it was agreed to go forward on this last month.
- 6) New Business.
- a) Authorize staff to proceed with obtaining ARRA funding.
 - i) Kevin said that staff has been busy with this and did obtain the DUNS number. Now the District has to comply with the Davis Bacon Act and pay Federal prevailing wages rather than state. The District needs to see which wages are higher.
 - (1) The Selmer Company wants \$10,000 to do the research to figure out how much is owed in wages. Kevin said the cost is reasonable. Earl said to possibly received 750,000 dollars he is ok to pay this.
 - (a) The District is in the fundable range and hopefully the amount drifts upwards. Kevin is comfortable with spending the money now with the document in hand indicating the District is in the fundable range.
 - (2) **Alex made a motion to have staff proceed to contract with the Selmer Company to identify the differences, if any, between the state and federal prevailing wages in order to meet the requirements of the Davis Bacon Act/second-Mike/carried unanimously.** Alex asked when this had to be done, and Kevin said he asked Linda Miller if it had to be done by January 27 and she said no, but the District needs to proceed with this. The commissioners agreed to do this sooner rather than later.

- (3) Accept legal statement from the attorney discussing rights in land. Ray drafted this and it was forwarded to Steve Kluesner and Linda Miller. Linda accepted this. Kevin said it was well written and showed the easements.
- b) Review budget status for yearend purchases.
- i) Earl made the new tables for the boardroom and they are great.
 - ii) Kevin's recommending to purchase the fax machine as an attachment to the current copy machine.
 - iii) Kevin asked about dedicating funds from the current budget for capital items to purchase an item in 2010.
 - (1) Earl said to see how the District can property account for this as Kevin is held to a Capital Budget and wants to postpone some purchases for next year.
 - iv) Approve purchase of salter attachment (1,570) for truck and a tapping machine (2,652). Kevin said this would tap ductile mains and will pay for itself with 3 services. Both were budgeted for. **Alex made a motion to approve the purchase of the salter attachment and the tapping machine/second-Mike/carried unanimously.**
- c) Task order for Strand to design sewer utility relocation plans that will be reimbursed by the DOT.
- i) **Mike made a motion to approve Strand task order number 09-06 for a lump sum fee of \$21,445 to design the sewer relocation for the DOT project/second-Alex/carried unanimously.**
 - ii) Midwest water industry expo.
 - (1) Mike discussed this with Kevin and requested reimbursement to attend the expo. This is a 2 day expo with vendors regarding water/wastewater industry. You attend presentations which includes vendor talks at various stands.
 - (a) Kevin is glad to see that a commissioner is interested in attending the expo. Kevin may want to have Mike talk to certain vendors. The room cost is \$99.00. Mike is requesting reimbursement for the expo, room, and mileage. **Earl made a motion to approve the expo fee, hotel, and mileage for Commission Gelhar to attend the 5th annual Midwest water industry expo provided the reservations are made by District staff/second-Alex. Roll call: Alex – yes, Earl – yes, Mike – abstained/carried 2-0.** Mike will bring back a form showing the mileage.
- 7) **Mike made a motion to go to closed door session/second-Alex/carried unanimously.**
- 8) **Mike made a motion to return to open session/second-Alex/carried unanimously.**
- a) **Mike made a motion to approve compensation level to step 10 for Kevin and to update the compensation chart to the current numbers as discussed in closed session/second-Alex/carried unanimously.**
- 9) Adjourn.
- a) Mike made a motion to adjourn/second-Alex.

Respectfully submitted: _____
Rose Mraz, Office Manager

Approved: _____
Earl Lawrence, President