

**Town of Algoma Sanitary District #1  
Meeting Minutes – March 14, 2024**

**Regular Monthly Meeting.**

- 1) Open regular monthly meeting.
- 2) Commission President Chad Hayes with Commissioners Peter Cernohous and Sue Drexler present called the regular monthly meeting for March to order at 12:00 p.m. Also present were Utility Director Kevin Mraz, Financial Utility Clerk Sara Gonzales, and Jon Strand of CBS Squared. Accounting Manager Mike Claffey and Attorney for the District Matt Parmentier were excused.
  - a) Chad noted the District is using a tape recorder for maintenance of the minutes.
  - b) Approve the minutes of the previous meeting. **Sue made a motion to approve the minutes of the regular monthly meeting on February 8/second-Chad/motion carried unanimously.**
  - c) Approve balance adjustments. None.
  - d) Approve investment changes. None.
  - e) Approve cash receipts & investments for sanitary and water. **Sue made a motion to approve the cash receipts and investments for sanitary and water for February as submitted/second-Peter/carried unanimously.**
  - f) Approve pending bills and previous disbursements for sanitary and water. **Sue made a motion to approve the March pending bills and the February previous disbursements for sanitary and water/second-Chad/carried unanimously.**
- 3) Public Forum. No one was in attendance from the public.
- 4) Commissioner Statements.
  - Sue stated she is proud of the District staff, the Director, and everything the District is doing.
- 5) Director's Report. Kevin submitted his report prior to the meeting and added the following item.
  - a) Review of District statistics. No discussion was had on this agenda item.
  - b) Correspondence.
    - Kevin considered it a huge honor on behalf of the National Rural Water Association to deliver an award to the City of Columbus, Wisconsin for winning the national water taste test competition in Washington D.C. against all 50 states and 35,000 utilities, which also provided him the opportunity to meet the Wisconsin Governor. He hopes to create a press release adding this accomplishment goes beyond having great tasting water, it's about providing continuous safe drinking water with uninterrupted service every day. These types of achievements require the entire team, from the Commissioners approving capital projects, clerks working with the customers, and operators keeping the system running efficiently.
  - c) Status of 2024 projects. No discussion was had on this agenda item.
- 6) Old Business.
  - a) Discuss and act on wastewater treatment agreement with the City of Oshkosh. Kevin stated he forwarded the most recent correspondence from the District's attorney to the Commissioners the previous day.
    - i) The Commission opted not to go into closed session pursuant to Wisconsin Statute 19.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Wastewater Treatment Agreement negotiations with the City of Oshkosh.
- 7) New Business.
  - a) Discuss and act on Resolution 2024-3-1 to declare official intent to reimburse expenditures from the proceeds of a future borrowing.
    - Kevin explained approval of this resolution allows the District to use cash on hand and combine all project expenses for the second water tower, such as design and land purchase, into a Safe Drinking Water Loan (SDWL). **Sue made a motion to approve Resolution 2024-3-1 to declare official intent to reimburse expenditures from the proceeds of a future borrowing/second-Peter/carried unanimously**
  - b) Discuss and act on approving Developer's Agreement – Authorization to Design with developer Eric Hoffmann for Pierce Lane.
    - Kevin explained this Developer's Agreement is to design the watermain along Pierce Lane, which the District has a verbal agreement with the developer to extend. The document was sent to the developer earlier in the week, but the signed agreement had not been received as of the time of the meeting. Kevin recommended approving it contingent upon receiving the developer's notarized signature. He added this will also allow the District to design an easement along lots 3 and 4 to extend the watermain south to Highway 21 for a future road crossing.
    - Sue asked if there were any issues with their previous development that would make staff consider adding something to the Developer's Agreement. Kevin stated Eric has been great to work with on several projects and does not anticipate any issues. He added lots 1-4 are already approved through a CSM so there should be no problem extending water, and sanitary sewer is already available. The developer is aware that the sewer Contribution in Aid of Construction (CAC) and the water supply charge would be due upon permit application.

- **Peter made a motion to approve the Developer’s Agreement – Authorization to Design with developer Eric Hoffmann for Pierce Lane contingent upon receiving the signed developer’s agreement/second-Sue/carried unanimously.**
  - c) Discuss and act on Task Order with CBS Squared, Inc. to design a watermain extension on Pierce Lane for developer Eric Hoffmann.
    - Kevin explained this task order is to begin the watermain design to serve lots 1-4. He spoke with the current owner of the property to the north who stated there is an accepted offer to purchase, but no closing date is scheduled. He also spoke to their realtor who was going to notify the buyer. This task order also allows CBS Squared to design an easement of 10 feet on either side between lots 3 and 4. The Commission agrees with staff’s recommendation to pursue a Highway 21 watermain crossing at this time as well.
    - **Peter made a motion to approve Task Order with CBS Squared, Inc. to design a watermain extension on Pierce Lane for developer Eric Hoffmann, including the Highway 21 crossing/second-Sue.** Sue asked how much more would it cost to design the additional 200 feet of watermain across Highway 21. Kevin explained the task order includes a design cost of \$31,500, which the District would pay \$8,095 for the easement to reach the highway, and \$10,300 for construction administration, for a total of \$41,800. He noted the Wisconsin Department of Transportation (DOT) permit application was already included in that cost. Jon of CBS Squared estimated it would cost another \$1,500 to design the highway crossing. **Motion was adjusted to not exceed \$33,500 for the design portion of the task order/carried unanimously.**
  - d) Discuss and act on Task Order with CBS Squared, Inc. to design a facility plan of a south elevated water storage tank.
    - Kevin explained the District submitted an Intent to Apply and filled out priority ranking to become eligible for SDWL funding. The plans and specifications, which also includes the engineering report, must be submitted with the application by June 30. Jon clarified this submission does not require construction. CBS Squared will work with District staff on financial information such as debt, cash on hand, etc. to include. **Sue made a motion to approve a Task Order with CBS Squared, Inc. to design a facility plan of a south elevated water storage tank. Motion seconded-Peter/carried unanimously.**
- 8) Adjourn. **Chad made a motion to adjourn the regular monthly meeting at 12:25 p.m./second-Sue/carried unanimously.**

Respectfully Submitted:

\_\_\_\_\_  
Sara Gonzales, Utility Clerk

Approved:

\_\_\_\_\_  
Charles Hayes, President