

**- PROPOSED MINUTES -****WAVERLY SANITARY DISTRICT**

January 13, 2009

District Office - N8722 County Rd. LP

The meeting was called to order at 8:30 a.m. by Commissioner Helein.

Present: Commissioner Helein (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator Van Zeeland (TGV)
Commissioner Samsb (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 12/09/08 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the December 2008 Preliminary Financial and Budget Comparison Reports did not occur. CMG will review of the Preliminary Reports for WSD's 2008 Audit preparation before the Reports are distributed to the Commission.

Invoices were approved for payment and checks were signed prior to the meeting.

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

**Appleton's Rate Review – CMG to report situation status**

**(Telephonic Public Hearing: 12/9/08 – 10:30 a.m.)**

CMG stated there has not been any contact from the COA since the 12/5/08 E-mail received from COA that CMG reviewed at WSD's 12/09/08 meeting.

WSD has a 90-day time frame from COA's rate effective date to apply to the PSC for a PWAC (Purchase Water Adjustment Clause) based on the COA's rate increase date to WSD.

**Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Amended easement receipt status**

SCM/WSD have not received contact/information regarding this situation since WSD's 12/09/08 meeting. SCM/CMG briefly reviewed the information received for/discussed at WSD's 12/09/08 meeting. An access easement will be required if this matter progresses. SCM is currently working on WSD's 1983 Right-Of-Way Easement amendment.

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**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****KC Service Inquiry – Waiver of Assessment status // General discussion**

SCM stated he has not received any additional information since WSD's 12/11/08 meeting. The Waiver of Assessment form has not been provided to KC for signature because KC has not submitted plans. CMG suggested the Waiver of Assessment form be sent to Dan Pociask as discussed at the 12/11/08 meeting.

**VHE II-5 (Warehouse Specialists) – Water main easement receipt status // General discussion**

SCM reported there is a water main easement for the extension as it currently exists. An easement and right-of-way will be required when the extension is complete. Warehouse Specialists has made application with the Calumet Co. Hwy. Dept. for one access to Midway Rd. located on the north east corner of its east property line. The TOH is supportive of the access request. If approved, this will be the site for WSD's future metering station. WSD will upsize the 8" main to a 12" main that will serve as WSD's 2<sup>nd</sup> water connection to COA. SCM anticipates the water main installation will begin again during spring 2009. The access issues and WSD's metering pit location should be resolved by that time. The right-of-way that Warehouse Specialists dedicated to the TOH has not been turned over to the COA because TOH is waiting until the various issues are resolved. US Express has made application for three driveway accesses to accommodate its proposed convenience center.

**OLD BUSINESS****- Water Sample Tests' Results**

RWK reported all five tests taken on 12/17/08 were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Force Main Connection – Meter station's current monitoring data discussion****- Menasha's written assurance of sampling suspension – Receipt status**

SCM stated NMSC's 12/08 invoice (outstanding) will reflect test results from LS#1's updated equipment. The flow data for LS #1 and LS #4 based on NMSC's 11/08 invoice is currently being reviewed. There is a 10% variance between WSD's measuring data and what WSD is being billed for in the TOM/COM's favor. A problem is suspected at LS #4. RWK will review the last 3-4 months' data. After the new equipment data is received, SCM will review the weekend BOD/solid suspension results to see if they correlate with sampling results taken during the week better than they did before LS#1's new equipment installation. If the flows are too high, WSD is being overcharged for BOD/SS.

CMG stated the COM's written assurance of sampling suspension remains outstanding.

**- Future Water Supply Connection (2<sup>nd</sup>) to Appleton – Future station's site acquisition status**

SCM stated the driveway access issues were discussed under the VHE II-5 (Warehouse Specialists) Agenda item. During SCM/Kaster's recent contact, Kaster informed SCM that Kaster/Mahn are once again willing to sell property to WSD for WSD's metering station if interest still exists.

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**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **2<sup>nd</sup> Addition to Woodland Hills – Project status report/Waiver of Assessment receipt status**  
SCM reported Hagens is proceeding with preliminary plats. Hagens is platting approximately 17-40 lots east toward Wieckert's old home and north toward Wieckert's new home. Hagens will proceed in the spring based on the economic conditions. SCM will provide another Waiver of Assessment for Hagens' signature and return.
  
- **Birling Court Extension (Andrysezyk) – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 12/09/08 meeting.
  
- **Lake Park Condominiums – Project status report**  
SCM reported Kaster/Mahn anticipate changing their development plans. They are considering other options rather than condos and public streets rather than private. Kaster/Mahn are communicating with Rennis and TOH regarding access issues.
  
- **Outagamie LLC Future Development – Project status report (18 acres)**  
**Location: North of Woodland Terrace and south of Manitowoc Rd.**  
SCM/WSD have not received contact/information regarding this project since WSD's 12/09/08 Meeting.
  
- **1<sup>st</sup> Addition – Lake Park Heights – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 12/09/08 Meeting.
  
- **Crestwood Subdivision – Location: Southside of Midway Road – Off Cottonwood Drive – Between Eternal Love Lutheran Church and Barker Farm Estates**  
SCM/WSD have not received contact/information regarding this project since WSD's 12/09/08 Meeting.

**NEW BUSINESS**

- **Establish the February Meeting Date – Tuesday, February 10, 2009 (8:30 a.m.) District Office**  
Tuesday, February 10, 2009 at 8:30 a.m. was established as the February meeting date/time. The meeting will be held at the District's office.

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**OFFICE REPORT** (Attachment #2, pp. 1-9)

CMG briefly reviewed the Office Report for those in attendance. All items reviewed are included in the attached Office Report.

**FIELD REPORT** (Attachment #3A, pp. 1-5 & Attachment #3B)

A Field Report was not submitted for meeting minutes' attachment.

RWK reported the TOH damaged a manhole located at Kernan/Manitowoc Rd. while plowing snow. Town Road Superintendent Kesler informed RWK the TOH would reimburse WSD for the manhole repair. CMG invoiced TOH for \$1,189.20 payable by 1/15/09.

WSD will soon begin this year's 10-year meter change program changing 156 meters during 2009.

Matt's Welding is in the process of making hose brackets and bins for hose storage for the 6" pumps, extending the hitch on the green pump, and fabricating a cord bin for the large generator.

WSD personnel recently cleared snow from a fire hydrant after a resident reported the snow covered hydrant located near her property. This was the only contact WSD received regarding snow covered hydrants.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION****Town of Harrison Meeting Change and Fire Dept.'s Request for Continued Use of WSD's Garbage Dumpster**

MLS stated the TOH will now hold one meeting per month, to be scheduled on the last Tuesday of each month, rather than scheduling two meetings per month as is current practice.

MLS reported TOH Fire Depts. have recently merged Fire Station #1 & #2. The merged Fire Dept.'s cleanup committee requests WSD's permission for continued use of WSD's dumpsters for its trash/recycling. The Commission agreed to permit the Fire Dept.'s continued use of WSD's dumpsters.

**Mail Delivery Received after Business Hours at WSD**

CMG reported WSD's mail is often received after business hours causing the mail to remain in the mailbox over night. This leaves the mail vulnerable to tampering. CMG spoke with Post Master on several occasions and the only solution suggested by the Post Master is that WSD rent a Post Office box for \$42.00 per year. WSD could retrieve the mail by 10:00 a.m. daily. LJF agrees WSD should utilize a Post Office box. MLS/WCH stated WSD should not rent a box. WCH stated he will retrieve the mail if received after hours. RWK/SCM suggested WSD explore purchasing an on-site mail box that locks with a standard key utilized by the mailman. Lake Park Villas utilizes a locked mail box for its mail delivery. SCM will provide CMG with Lake Park Villas' locked mail box information. CMG will explore the possibility of obtaining an on-site mail box that locks thru the Post Office.

Since there wasn't any other business to legally come before the Commission, LJF motioned/MLS seconded meeting adjournment.

Meeting adjourned at 9:10 a.m.

Submitted by Susan A. Hallock