

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

February 10, 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)
Engineer Martenson (SCM)	System Operator Dornfeld (DWD)
Office Mgr. Girdley (CMG)	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 1/13/09 Meeting Minutes was accomplished through LJF's motion and WCH's second. Motion carried 2-0.

Receipt acknowledgement and approval of the December 2008 and January 2009 Preliminary Financial and Budget Comparison Reports was accomplished through LJF's motion and WCH's second. Motion carried 2-0.

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

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS

Appleton's Rate Review – CMG to report effective date and the PWAC status

CMG contacted the COA to learn COA's rate increase was effective as of 1/1/09. WSD's quarterly invoices from COA will reflect a 1.92% increase for fire protection and a 5.98% increase for volume. The 6" meter charge remains unchanged.

CMG is in the process of applying to the PSC for a PWAC (Purchase Water Adjustment Clause) based on the COA's 1/1/09 rate increase and requested March 27, 2009 as the PSC's authorization date for WSD's rate increase.

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 1/13/09 meeting. The Amended 1983 Right-of-Way Easement (#4) remains outstanding.

KC Service Inquiry – Waiver of Assessment status // General discussion

SCM stated he provided the Waiver of Assessment form to Dan Pociask for signature. Pociask informed SCM he will retain the Waiver of Assessment form until Corporate approves the project.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED**VHE II-5 (Warehouse Specialists) – Water main casement receipt status // General discussion**

SCM stated the water main casement will be received after the water main installation is complete but before project acceptance occurs.

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

RWK reported all five tests taken on 1/13/09 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**

CMG reported COM's written assurance of sampling suspension has been received. The metering station's current monitoring data was not discussed.

- Future Water Supply Connection (2nd) to Appleton – Future station's site acquisition status

SCM reported SCM and RWK met with WSI Engineer Duane Fox on 2/9/09. Fox agrees the north east corner of WSI's property is a viable location for WSD's metering station. Fox obtained a \$15,000 estimate to upsize the 8" water main to a 12" water main that will connect to COA's 16" water main. Based on this meeting, SCM recommended WSD submit to VHE II-5 (Ben Haupt) a written offer to cover the cost up to \$15,000 for the water main upsizing, and also make an offer to pay \$30,000 for the meter site acquisition for a total cost of \$45,000. CMG noted the project was originally estimated to cost approximately \$40,000. After the access issues are resolved, WSD's metering station site will be finalized and the 12" water main will be extended to COA's 16" water main. SCM anticipates all access issues will be resolved at the same time. The Calumet Co. Hwy. Commission is currently disputing the number of applications made for access. Temporary internal access will be provided by WSI to WSD's metering station site, if necessary.

LJF motioned/WCH seconded WSD issue a written offer to VHE II-5 as recommended above. Motion carried 2-0. SCM will draft the main oversize/meter site acquisition offer for Commission review and approval prior to issuance to Ben Haupt.

SCM reported the COA provided WSD with its round-a-bout plans for Midway Rd. An existing WSD hydrant that will be located in the middle of the north bound lane of the proposed round-a-bout requires relocating. There will be a 9' insulation cover under the round-a-bout. However, changes in the existing grade will create only 4 to 4.5" insulation cover in some areas. SCM suggested WSD stub into the Kaster/Mahn property (DNR approval received to extend to Kaster/Mahn property) before the COA installs the road and 10' sidewalks slated for summer 2009. SCM recommended the Commission authorize SCM to generate a proposal and solicit bids that will include relocating the hydrant, insulating the water main where necessary, and stubbing into the Kaster/Mahn property.

LJF motioned/WCH seconded Commission approval for SCM to generate/bid out a proposal as stated above. Motion carried 2-0.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **2nd Addition to Woodland Hills – Project status report/Waiver of Assessment receipt status**
CMG reported WSD received the signed Waiver of Assessment from Hagens on 2/9/09. SCM reviewed Hagens' plans to construct a road from Gosling Way through the woods that will require an 800' water/sewer main extension. SCM recommended the Commission approve the 800' water/sewer main extension to allow plan submittal for DNR approval. SCM noted the sewer main extension also requires NMSC and ECWRPC approval.

LJF motioned/WCH seconded the Commission approve the 800' water/sewer main extension to allow plan submittal for DNR approval. Motion carried 2-0. CMG will issue the water/sanitary plan approval letter to Martenson & Eisele, Inc.

When market conditions improve, Hagens plans to extend the sewer from Gosling Way to a future cul-de-sac. A DNR permit will be required to cross a navigable water way. The sewer main currently located under Wieckert's garage will be relocated at that time.

- **Birling Court Extension (Andryszczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 1/13/09 meeting.
- **Lake Park Condominiums – Project status report**
SCM reported Kaster/Mahn continue to communicate with Rennis in an attempt to purchase the corner lot owned by Rennis.
- **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 1/13/09 Meeting.
- **1st Addition – Lake Park Heights – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 1/13/09 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 1/13/09 Meeting.

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NEW BUSINESS

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

OFFICE REPORT (Attachment #2, pp. 1-10)

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 maintenance work on the 4" pumps is complete. The 10-year meter exchange program for 2009 is approximately 50% complete. WSD recently experienced its yearly DNR inspection. The DNR representative recommended WSD improve its recordkeeping for hydrant and valve maintenance, perform a fire flow study, establish an Emergency Operations Plan, and generate a Cross Connection Control Ordinance. CMG stated WSD has its original Cross Connection Ordinance dating back to 1983, and requested the DNR provide an updated Ordinance if available.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**Secure Mail Box for District – General discussion/mail box selection/purchase authorization**

CMG distributed the secure mail box information received from the Menasha Post Office for Commission review before the 2/10/09 meeting. Available from U.S. Mail Supply located in Brookfield WI, the cost of the mail box is \$170, the in-ground box mount, \$78, and freight, \$37 for a total cost of \$285. The Commission agreed WSD will purchase the secure mail box from U.S. Mail Supply.

After Hours "On-Call" Status – discussion regarding the number of Operators required

RWK reported WSD currently operates with one field personnel on call. Due to confined space entry issues, two field personnel are required for after hours' response situations. Several possible second-person backup solutions were discussed, possibly utilizing other Districts for second-person backup. RWK requested Commission approval to pursue the on-call backup issue. The Commission agreed RWK should contact surrounding Districts to discuss the after hours response procedures utilized by other Districts. This topic will be discussed further at WSD's 3/10/09 meeting.

Yr. 2008 Financial Audit Engagement Letter – Discussion/acceptance/required signatures

CMG presented the 2008 Engagement letter and Letter of Understanding for Commission review, approval, and signatures.

LJF motioned/WCH seconded acceptance of the 2008 Audit Engagement Letter and Letter of Understanding received from Erickson & Associates. Motion carried 2-0. Required document signing occurred after the 2/10/09 meeting.

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OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED**Lift Station #4 Site for Lake Park Villas' Utility Building**

SCM/CMG reported Greg Keil recently informed WSD the COM is considering moving the Lake Park Villas utility building currently located near the silos to another location to allow for another buildable lot in LPV. One of the options being considered by the COM is possibly relocating the utility building to the District's LS #4's site. SCM will provide a LS #4 site plan to the COM per Keil's request. SCM doubts the LS#4 site is large enough to accommodate the utility building.

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

Meeting adjourned at 9:20 a.m.

Submitted by Susan A. Hallock