

**- PROPOSED MINUTES -**

**WAVERLY SANITARY DISTRICT**

April 14, 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 VanZeeland (TGV)
Commissioner Sambs (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Admin. Asst. Hallock (SAH)
Resident Jerry Lopas	Tracy Fluke – TOH Administrator

Approval/acceptance of the 3/10/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the March 2009 Financial and Budget Comparison Reports was accomplished through MLS' motion and LJF's second. Motion carried 3-0.

Receipt acknowledgement and approval of the 2008 Public Service Commission Report was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the 2008 Financial Audit was accomplished through MLS' motion and LJF's second. Motion carried 3-0.

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

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

**Clear Water Inspection Procedure – Completion prior to property ownership transfers in addition to meter change out period – every ten (10) years**

RWK reported RWK, Darboy representatives Pat and Josh, and TOH Administrator Tracy Fluke met 4/13/09 to discuss the Clear Water Inspection procedure and time requirements. Fluke provided a copy of the four-part Clear Water Inspection Form Prior to Transfer of Ownership currently utilized by Darboy. TOH shares the cost of the form with Darboy/Buchanan and will do the same with WSD. Fluke suggested WSD contact JP Graphics, Darboy's form provider, because Darboy's form would require only slight alteration to be utilized by WSD, for a possible cost savings to WSD. Darboy has been performing the clear water inspections for the TOH for one year. RWK stated WSD already performs most of the inspection criteria indicated on the form when WSD does a ten-year meter change out at which time a clear water inspection and cross connection check occurs. WSD personnel will complete the Clear Water Inspection form while doing the ten-year meter change outs as well as when ownership change occurs. Fluke requested the completed forms be submitted by WSD to TOH once per year at the end of each year. WSD will contact TOH immediately for follow up if Town issues are found. WSD needs to establish a home ownership transfer procedure to allow for inspections when home ownership change occurs. Fluke suggested WSD contact Darboy to question Darboy's inspection procedure when ownership change occurs.

**WAVERLY SANITARY DISTRICT**

April 14, 2009

Page 2

**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Amended easement receipt status**

SCM reported he has not received contact/information regarding this project since WSD's 3/10/09 meeting. Fluke stated, due to experiencing some stumbling blocks, Attorney Frassetto/TOH are still working through the process.

**KC Service Inquiry – Waiver of Assessment status**

Fluke stated KC is currently working with Town Planner Mommaerts and anticipates building will begin summer 2009. SCM stated when K-C proceeds with the project, Pociask will return the signed Waiver of Assessment form to WSD.

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

RWK reported all five tests, two taken on 3/4/09 and three taken on 3/18/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

**- Lift Station #4 – Meter station's current monitoring data discussion**

RWK reported Jim Peichl and MCO crew rewired the pumps the week of 4/6/09. The flow meters are now wired separately and are working correctly, to everyone's satisfaction. WSD provided WSD's pumping records to Peichl and WSD was recently billed accordingly.

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

SCM reported his main contact, Duane Fox, has been unavailable due to illness. VHE-II-5 would like to utilize WSD's influence to maximize VHE-II-5's leverage on TOH and Calumet Co. regarding access permit issuance issues between the Town/County. However, WSD does not have the leverage perceived by VHE-II-5. VHE-II-5 is ready to install the water main along the east side so SCM anticipates a reply to WSD's 3/17/09 purchase proposal soon. In the meantime, M&E submitted an approval application to the PSC for WSD's second connection to the COA, as well as an approval request to the COA for WSD's second connection to COA's water supply. VHE-II-5's response to WSD and the access permit issues are hindering this project.

**- Midway Road Water Main Extension – Project status discussion**

SCM reported this project was to start 4/13/09. However, COA's CAD file and what actually exists on Midway Rd. do not match because SCM presumes the manholes were staked utilizing the old plan, and the old plan does not include the round-a-bout. SCM anticipates the correct CAD file will be determined by the end of day 4/14/09 and project construction will begin 4/15/09.

**- VHE II-5 (Warehouse Specialists) – Water main easement to be received after installation – prior to project acceptance**

SCM stated the easement will be received after installation/before project acceptance.

**WAVERLY SANITARY DISTRICT**

April 14, 2009

Page 3

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)****- Woodland Hills Heights – Project status report**

SCM stated a very small wetlands located in a ditch to the east is an issue with the DNR, as well as Hagens' recent corporation name change/corporate officer change.

**Note:** The actual name and officer changes were not stated at the 4/14/09 meeting.

**- Birling Court Extension (Andrysezyk) – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 3/10/09 meeting.

**- Lake Park Condominiums – Project status report**

SCM reported Kaster/Mahn are continuing their attempt to purchase the corner lot owned by Reines. Kaster/Mahn are reconsidering condo development and will wait for market conditions to improve before progressing with this project.

**- Outagamie LLC Future Development – Project status report (18 acres)**

**Location: North of Woodland Terrace and south of Manitowoc Rd.**

SCM stated Ament sold all or part of this property to Van's Realty and Const. Van's is considering a joint plan with Habitat for Humanity for development. A new County Zoning Ordinance has been proposed to reduce lot sizes for Habitat sized lots. If zoning is approved, Van's will develop and Habitat will purchase a certain number of lots each year, perhaps five per year.

**- 1<sup>st</sup> Addition – Lake Park Heights – Project status report**

SCM/WSD have not received contact/information regarding this project since WSD's 3/10/09 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 3/10/09 Meeting.

**WAVERLY SANITARY DISTRICT**

April 14, 2009

Page 4

**NEW BUSINESS**

- **Establish the May Meeting Date – Tuesday, May 12, 2009 (8:30 a.m.) District Office**  
Tuesday, May 12, 2009 at 8:30 a.m. was established as the May meeting date/time. The meeting will be held at the District's office.
  
- **Establish Closed Session Date/Time – 2009 Wage Increases – Retroactive from 1/01/09  
– After Hours "On-Call" Procedure/Restitution**  
The Commission determined the Closed Session Meeting will be held Friday, 4/17/08 at 8:00 a.m. at the District's office.

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

CMG did not review the Office Report due to her absence at the 4/14/09 meeting.

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

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

RWK reported the frost has separated WSD's sign foundation. The facility parking lot's black top has numerous cracks needing repair and the black top should be sealed as well. SCM recommended Valley Seal Coat be utilized for repair/resealing. Fluke suggested contact with the TOH to inquire if TOH's crew would include WSD's black top work along with the Sherwood's projects, usually scheduled during May.

RWK reported PJ Cortland recently viewed LS #2 and #3 for proposed electrical updating discussed at prior meetings. Usemco is scheduled to view LS #2 and #3. A decision will be made after PJ Cortland and Usemco provide recommendations to WSD.

Manholes located on FL 2 were recently inspected by Dave Dodge, Adaptor Corp., Milwaukee, who recommended the manholes be dug out and manhole boots be installed due to the high water situation in this area.

Hydrant flushing is scheduled to start on 4/20/09, as published in the Post-Crescent 4/19/09, and will continue for approximately four weeks.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION****Secured Mail Box for District – Installation location discussion**

RWK stated the mail box will be installed as soon as the frost leaves the ground.

**WAVERLY SANITARY DISTRICT**

April 14, 2009

Page 5

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED****District Payment Drop Box – Written contact issued/Scheduled removal date status**

SAH stated CMG provided written notification to American Payment Centers regarding the 90-day contact requirement for service contract termination. When the mail box is installed, determination will be made whether the mail box can serve as a drop box and either the current drop box will be purchased from American Payment Centers or WSD will purchase another mailbox to be utilized as a payment drop box.

**Bi-Annual Contractor Pre-Qualifications (2009/2010) – Commission review/approval of Atlas Excavating, Inc. – rec'd 3/12/09**

SCM stated he reviewed Atlas Excavating, Inc.'s pre-qualification submittal and recommended WSD approve Atlas Excavating, Inc. for projects under \$500,000.

LJF motioned/MLS seconded Atlas Excavation, Inc. approval as stated above. Motion carried 3-0.

Note: Five (5) contractors did not respond to mailing.

**Uninsured \$1.4 Million Indicated in WSD's 2008 Audit.**

MLS expressed concern regarding the \$1.4 million not insured by the FDIC and suggested the money be deposited in different banks to allow the total amount be insured. The TOH recently did this.

MLS motioned/LJF seconded that WSD check into transferring the uninsured balance into different banks for insurance purposes. Motion carried 3-0.

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