

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT****March 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 VanZeeckland (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 2/10/09 Meeting Minutes was accomplished through LJF's motion and MLS' second. Motion carried 3-0.

Receipt acknowledgement and approval of the February 2009 Preliminary Financial and Budget Comparison Reports 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**Purchased Water Adjustment Clause (PWAC) – CMG to report status and PSC approval –
Rate increase effective March 27, 2009**

CMG reported WSD received PSC authorization on 2/18/09 to raise the water volume charge \$.18 from \$4.44 per 1000 gallons to \$4.62 per thousand gallons effective 3/27/09. The base service charges remain the same.

Rock II LLC (Waverly Beach Sports Bar) Road Reservation – Amended easement receipt status
SCM reported he recently provided the easement information to Steve Frassetto, the attorney representing Rock II LLC. Frassetto has not responded to SCM's contact. The easement was written to extend all the way across the Waverly Beach Bar property to South Oneida St. (FL #1) to reflect the 1983/1984 field decision during the original systems' installation.

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

SCM stated he provided the Waiver of Assessment form to Dan Pociask for signature. If 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 2/3/09 and three taken on 2/17/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

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OLD BUSINESS - CONTINUED**- Lift Station #4 – Meter station's current flow meter data discussion**

RWK reported he contacted Jim Peichl at MCO on 3/9/09 and was informed the flow meters have not yet been rewired. Peichl requested RWK provide WSD's pumping records to allow for recalculation for billing purposes until the flow meters' repair is complete.

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

SCM reported he recently met with the Town Planner/Chairman/Administrator to discuss WSD's proposed connection site and the best way of accessing the road. On 2/26/09 TOH provided written correspondence to WSD stating the Town Board approved WSD's request to cross Town property for placement of the water lines under future Midway Rd. The TOH plans to release the road right-of-way to WSI once the access issues are resolved. SCM requested TOH written approval to allow for water main construction before the access issues are resolved.

Per SCM's recent contact with WSI Engineer Duane Fox, Fox requested WSD submit a formal Purchase Proposal to VHE II-5. SCM recommended WSD submit a Purchase Proposal that states WSD will pay \$30,000 for the 10,000 sq. ft. parcel located on the north east corner of VHE II-5's property for WSD's water metering station as a separate parcel or a perpetual easement that has TOH/County approval with temporary access from VHE II-5's internal road system until permanent access becomes available from a future TOH road coming from Midway Rd. WSD will pay up to \$10,000 for the water main over sizing from 8" diameter to 12" diameter, as well as all meter station on-site development costs, record drawing costs, and construction observation costs. SCM will prepare the Purchase Proposal to be submitted on WSD's letterhead. VHE II-5 received bids from Dorner, Inc. and Don E. Parker Exc., Inc. for the water main upsizing. Parker submitted the lower bid which calculated WSD's contribution for main upsizing to be \$9765.25. Note: Record drawings/observation costs are anticipated to total \$12,000 - \$13,000.

MLS motioned/LJF seconded SCM prepare the Purchase Proposal for submittal to VHE II-5 as stated above. Motion carried 3-0.

**- Water Main Construction--Midway Road – Contract Award action by District Commission
Bid Opening: Monday – 3/9/09 (10:00 a.m.)**

Location: Martenson & Eisele, Inc.

SCM reported Roger Bowers Const. submitted the lowest bid of \$23,900 to install 370' of 12" water main with a short stub on Kaster's property and will include relocating WSD's fire hydrant approximately 200' east onto a 12' terrace area away from the intersection. A total of 11 bids were received, ranging from \$23,900 - \$49,795. SCM recommended WSD accept Roger Bowers' low bid of \$23,900.

MLS motioned/LJF seconded WSD accept Roger Bowers' \$23,900 bid for the Midway Rd. water main construction and hydrant relocation. Motion carried 3-0. (Attachment #2, pp. 1-4)

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OLD BUSINESS - CONTINUED

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

SCM/CMG stated this Agenda item refers to the 12" water main discussed above and serves as a reminder that the easement will be received after installation/before project acceptance.

- **Clear Water Inspection Procedure – Completion prior to property ownership transfers (Tabled at 10/14/08 meeting) versus meter change out period – every ten (10) years**
CMG reported TOH (Tracy Fluke) contacted WSD to question whether WSD has established a Clear Water Inspection procedure. The TOH received 50 Inspection reports from the Darboy Sanitary District for 2008. Fluke suggested WSD contact Darboy for assistance with establishing WSD's Clear Water Inspection procedure. The Commission agreed and instructed RWK to contact Darboy to invite a Darboy representative to WSD's 4/14/09 meeting.

Note: Clear water/storm water inspections policies, related Ordinances and forms received from Jerry Lopas regarding Ashwaubenon and from JoAnn Ashauer regarding Darboy Sanitary District were distributed 7/11/08 and 9/09/08 to WSD Commission and personnel for review and retention for future discussion.

GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **2nd Addition to Woodland Hills – Project status report/Waiver of Assessment receipt status**
CMG noted/SCM confirmed that 2nd Addition to Woodland Hills' name has been changed to Woodland Hills Heights. CMG stated the signed Waiver of Assessment from Hagens was received at WSD's 2/10/09 meeting. SCM stated the 800' water/sewer main extension plan has been submitted for DNR approval.
- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/10/09 meeting.
- **Lake Park Condominiums – Project status report**
SCM reported Kaster/Mahn continue to communicate with Reimes in an attempt to purchase the corner lot owned by Reimes. 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/WSD have not received contact/information regarding this project since WSD's 2/10/09 Meeting.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS) - CONTINUED

- **1st Addition – Lake Park Heights – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/10/09 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 2/10/09 Meeting.

NEW BUSINESS

- **Establish the April Meeting Date – Tuesday, April 14, 2009 (8:30 a.m.) District Office**
Tuesday, April 14, 2009 at 8:30 a.m. was established as the April meeting date/time. The meeting will be held at the District's office.

OFFICE REPORT (Attachment #3, 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 #4A, pp. 1-5 & Attachment #4B)

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

RWK reported Waterous is recalling hydrants manufactured between 1999 and 2004 because screws have been seizing up over time. Davies Water is in the process of pulling apart the affected hydrants to change the top threaded rod and to grease them at no charge to WSD because the hydrants are under warranty.

When WSD's DNR representative met with RWK recently, she requested WSD's fire flow information. WSD has never done fire flow testing on a system-wide basis. In the past, only random testing was done. SCM/RWK will identify the hydrants from which fire flow testing will be done.

Field personnel have rerouted the hydraulic lines on WSD's truck to eliminate hoses hanging along the sides of the truck. The truck box has also been painted.

The 2009 water meter exchange is nearing completion.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

Secured Mail Box for District – Receipt status/Installation scheduled for spring 2009

CMG report the secure mail box was received from U.S. Mail Supply and will be installed after the frost leaves the ground. The total cost was \$283.00.

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OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED**District Payment Drop Box – Drop Box rental service agreement versus buy-out discussion**

CMG reviewed the information provided to the Commission for review prior to the 3/10/09 meeting. WSD currently pays \$33.00 per month rental fee which includes maintenance and insurance. The drop box buyout amount is \$1355.00. The payment box was replaced 2/24/09 due to weathering. WSD can terminate its service agreement with a 90 day written notification to American Payment Centers. WSD could also purchase a second secure mailbox for \$283.00 to be utilized as a payment drop box as another option.

MLS motioned/LJF seconded WSD issue the 90 day contract termination written notification at this time. Within the 90 day notification period, the secure mailbox will be installed for mail delivery and determination can be made if a second secure mailbox could serve as a payment drop box. If not, WSD will purchase the newly installed drop box for \$1355.00. Motion carried 3-0.

After Hours "On-Call" Status/Restitution – General discussion

RWK provided his suggested Employee Emergency Response plan to the Commission for review prior to the 3/10/09 meeting. The Commission will review the plan submitted by RWK and discuss the plan further at a future meeting, possibly during the closed session to be scheduled to determine WSD's employees' 2009 wage increase.

Bi-Annual Contractor Pre-Qualifications (2009/2010) – Commission review/approvals

CMG reported the following Bi-Annual Contractor Pre-Qualifications have been submitted to WSD and were provided to the Commission for review prior to the 3/10/09 meeting. The 16 contractors listed below appear on WSD's 2007/2008 Pre-Qualification list. *One new contractor, Peters Concrete Co., also submitted the Bidders Proof of Responsibility information.

Advance Const., Inc.	Jossart Bros. Inc.
Carl Bowers & Sons Const.	Kruczek Const., Inc.
Roger Bowers Const.	PTS Contractors, Inc.
De Groot, Inc.	Robert Immel Exc., Inc.
Dorner, Inc.	Ronet Const. Corp.
Don E. Parker Exc., Inc.	Tom Van Handel Corp.
Don Hietpas & Sons, Inc.	Van Straten Const. Co.
Feaker & Sons Co., Inc.	Vinton Const.
*Peters Concrete Co. (Green Bay)	

LJF motioned/MLS seconded WSD pre-qualify the 17 contractors listed above. 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