

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

March 9, 2010

District Office - N8722 County Rd. LP

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

Present: Commissioner Helcin (WCH)	System Operator Krueger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZceland (TGV)
Commissioner Samb's (MLS)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 2/09/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the February 2010 Preliminary Financial and Budget Comparison Reports was accomplished with 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

Kimberly-Clark Add'l Building Water/Sanitary Service – RWK to report contact with KC re: Meter Station's (#2) operational status

RWK stated Dan Pociask has been notified that WSD is now utilizing Meter Station #2. Pociask has not informed RWK whether additional fire flow testing has been done since K-C's original fire flow tests taken during 2008. WSD's 2nd water connection to COA should increase K-C's fire flows due to the increased water pressure realized because both water connections will be utilized simultaneously.

Rock II, LLC (Waverly Beach Sports Bar) Road Reservation – Utility easement receipt and recording status

CMG reported the utility easement was received from SCM on 2/26/10 and was recorded on 3/2/10. Tracy Flucke (TOH) informed CMG that the Town conditionally approved Waverly Beach Sports Bar's Road Reservation Discontinuance Request based on Waverly Beach funding and installing a fence at the access point.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED

Service Availability – PJ's of De Pere LLC property: 18.9 acres (COM)

Location: North side of Hwy. 10/114 – East of Kwik Trip

CMG reported recent contact was received from a potential buyer questioning service availability for the property stated above. Greg Keil (COM) informed CMG approximately 1/3 of the property is buildable. CMG requested SCM review service feasibility/availability for Meeting Minutes documentation. Due to wetlands located within this 18.9 acre property, obtaining DNR approval to extend water main would be an issue. Water service could only be provided by boring across Hwy. 10/114 and connecting on the south side of the highway. Gravity sewer (preferred) could be utilized for sanitary sewer or a grinder pump with a pressure sewer connection to the force main could be installed. SCM will contact the potential buyer to question how much land is needed, the position/use of proposed building, driveway access, etc. and will provide the service availability information discussed above.

OLD BUSINESS

- **Water Sample Tests' Results**

RWK reported all five tests, two taken 2/8/10 and three taken 2/22/10, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

- **Water Metering Station (2nd) – Receipt status of final lien waivers//Final project acceptance**

CMG reported the final lien waivers were received 2/24/10. Final project acceptance can now occur with the exception of the minor grading around the metering station that will be done when weather permits.

LJF motioned/MLS seconded final project acceptance as stated above. Motion carried 3-0.

- **Meter Station Land Purchase**

**** Receipt status of Letter Report required satisfactions from BLC and VHE:**

1) **Assignment of Leases/Rents and Security Interest as disclosed in the financial statement**
CMG stated WSD received copies of the recorded Partial Release of Assignment of Leases and Rents; and, Release of UCC Financing Statements on 3/8/10. The original Documents were mailed to the Bank of Little Chute.

2) **Proof of 2009 property tax payment**

Written documentation of the 2009 property tax payment remains outstanding.

Note: VHE II-5 also was copied with these Documents.

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OLD BUSINESS – CONTINUED

- **Water Metering Station (1st) – Future above-ground building structure discussion**
SCM reviewed the information M&E compiled for the future above-ground water meter station. The water main running thru the building will be approximately 35-40 degrees during the winter and approximately 50 degrees during summer creating high humidity that will cause the pipes to sweat. SCM recommends the pipes be insulated in both meter stations. A minimum of two quotes will be solicited for insulating the water main for both meter stations. Liquid foam insulated 8" block will be utilized for wall construction. Installing furring on the interior walls and utilizing either rigid foam or fiberglass batt insulation is a further insulation option. However, due to the limited space (7' x 15'), this is not the best solution. SCM will investigate whether spraying insulation on the interior brick walls would be an option. Electric heating is planned for meter station #1. However, SCM will inquire whether a gas line is in the vicinity if the Commission would rather heat with gas. SCM reviewed the building layout and stated a foundation will be installed under the door stoop. SCM recommends after cutting holes in the roof of the ceiling to extend the water main above ground, the underground meter station be filled with sand. The COA will approve all piping.

For water meter station #2, SCM suggested insulating the pipes and monitoring the heating costs. If additional insulation is required, the west and south walls of water meter station #2 could be insulated utilizing furring and rigid foam or fiberglass batt insulation because there is nothing installed on the west and south walls, and the size of station #2 would accommodate this insulation method.

Note: SCM reported the COA was impressed the meter station #2 building and COA informed SCM that working with WSD was the best experience the City has had dealing with a utility district for water service connection.

- **Road Access Development Agreement – Final approval/Signature execution by Commission**
CMG reported Tracy Flucke (TOH) provided the original of the revised final agreement to WSD on 3/8/10. WCH's signature is required/was obtained for return to TOH. TOH will secure the remaining required signatures (VHE II-5 and Mr./Mrs. Uitenbroek). All involved parties are in agreement. SCM stated the agreement contains the Waiver of Consent to Special Assessments. This item was verbally discussed, but this is the first time the written document was provided. SCM stated WSD has 128' of front footage that will be used to calculate WSD's assessment amount if/when paved street is installed.

LJF motioned/MLS seconded final Road Access Development Agreement approval as presented. Motion carried 3-0.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM stated construction, water/sewer testing is complete, and final quantities, record drawings and safe water sample have been received. SCM will contact Bowers to question receipt of the remaining outstanding punch list items to allow for final project acceptance. The executed Waiver of Assessment was received on 2/9/09.

- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/9/10 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.

- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 2/9/10 meeting. The executed Waiver of Assessment was received from SCM on 9/12/06.

- **Outagamie LLC Future Development – Project status report (18 acres)**
Location: North of Woodland Terrace and south of Manitowoc Rd.
SCM stated that property owner Ament is in the process of refinancing the property loan and attempting to add a partner before proceeding with development. The signed Waiver of Assessment was received 1/24/06. **Note:** CMG stated this property's 2008 certified water main assessment remains unpaid. (The 2007 and 2009 certified assessments were paid in full.)

NEW BUSINESS

- **Establish the April Meeting Date – Tuesday, April 13, 2010 (8:30 a.m.) District Office**
Tuesday, April 13, 2010 at 8:30 a.m. was established as the April meeting date/time. The meeting will be held at the District's office. MSS will attend in SCM's absence.

OFFICE REPORT (Attachment #2, pp. 1-7)

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

- **Annexation/Assessment Payment Status Report: Wendy Bennett – W7096 Plank Rd
Menasha, WI 54952**
CMG reported WSD has not received contact/payment from Wendy Bennett since WSD's 2/9/10 meeting. The assessment will have to be paid in full when Bennett requests connection.

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

RWK reported Chuck Isham from Crane Engineering, Mark Schmidt from TOM UD, and RWK reviewed/discussed utilizing stainless steel valves to update the current corroded sewer force main valves. Isham will provide the cost of stainless steel valves to RWK before WSD's 4/13/10 meeting.

Hydro Designs and RWK recently performed 11 commercial cross connection inspections. Hydro Designs will return next month to continue the inspections and check on the minor problems discovered while performing the first inspections. WSD entered into a 2-year contract with Hydro Designs (cost: \$8880) to initially perform WSD's commercial cross connection inspections. The Commission agreed WSD will cover the costs to bring commercial connections into compliance for any problems discovered during the initial inspection. Commercial property owners will then be responsible for the required future bi-annual cross connection inspections and any costs relating to non-compliance situations found during future inspections. Commercial cross connection inspections are required every two years.

TGV reported year 2010 residential meter exchange/cross connection/clear water inspections are approximately 50% complete. Vacuum breakers were installed where required and some toilet overflows have been adjusted. WSD will return in approximately 2 weeks to the 5-6 homes where sump pumps were discovered draining into the sanitary sewer to confirm this violation was corrected. WSD will also keep a file for non-compliant properties and will return in approximately one year for a follow up inspection.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

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

Meeting adjourned at 9:15 a.m.

Submitted by Susan A. Hallock