

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT****September 14, 2010****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)	Office Mgr. Girdley (CMG)
Engineer Martenson (SCM)	Admin. Asst. Hallock (SAH)
Resident Jerry Lopas	

Approval/acceptance of the 8/10/10 and 8/25/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the August 2010 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**Sherwood's Water/Sewer System Information Request - (FL #12/#13 service)****-- Requested Information // Information return // Cost reimbursement - status report**

CMG reported all information requested from WSD regarding Sherwood's information request was provided to Schaff (McMahon) on 8/6/10 and has since been returned to WSD. WSD paid M&E's \$211.44 invoice issued to WSD for the report M&E provided to VOS, and WSD invoiced VOS on 8/16/10 for reimbursement. VOS (Friday) informed CMG that VOS' \$211.44 reimbursement to WSD will be issued by 9/17/10.

Wilz Court (Kohl) Water/Sewer Service**-- Assessment payment and connection status**

CMG reported Kohl has annexed into the District and the annexation has been recorded at Calumet Co. When Kohl contacts WSD and pays his assessment, the water/sewer connection procedure can occur.

South Coop Road Sanitary/Water Main Extension Project**-- Project status report/discussion**

SCM reported the bid opening is scheduled for October 1, 2010 at 10:00 a.m. at M&E's office. Advertisement for bids will appear in the Post Crescent as a legal notice on September 14 and September 21, 2010. After the bids are received and the contract has been awarded, the final assessment costs can be determined.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED**South Coop Road Sanitary/Water Main Extension Project - Continued****-- Project status report/discussion**

SCM suggested/Commission agreed to schedule a special meeting on October 5, 2010 at 6:00 p.m. at WSD'S office. This meeting will address the Public Hearing on special assessments, the Final Assessment Resolution adoption, and the Contract Award. SCM will prepare the reports for the assessment hearing and provide this information to CMG to allow a copy of the Notice of Public Hearing and related information to be mailed to affected residents at least ten days prior to the Public Hearing date. The Utility Permit has been applied for/reccived from the TOH. The TOH waived the \$1932.90 permit fee. The TOH's Erosion Control/ Stormwater Management Permit has been applied for/remains outstanding. WSD paid the \$225 permit fee, and SCM provided the final plans to TOH's Planner Mark Mommaerts. The TOH will allow WSD to open cut on Woodland Rd/Sugar Maple for the water main loop. This will be the only road excavation required. Boring will be utilized to install services under South Coop Rd.

Eisenhower Drive Extension**-- Ayers & Associates Contact – Status report**

CMG stated WSD/RWK received written contact dated 8/17/10 from the TOH's engineering firm Ayers & Associates, located in Groen Bay requesting information from WSD. RWK provided the requested water/sanitary mapping information to Ayers & Associates.

Lift Station #3**-- Status report of Pfefferle Management's (Jim Seefeldt) decorative fencing around the lift station**

RWK stated he met with Seefeldt to determine fence placement to allow for hydrant exposure and Lift Station maintenance access. The decorative fencing has been installed, completing this project.

OLD BUSINESS**Water Sample Tests' Results**

RWK reported all five tests, three taken 8/3/10 and two taken 8/17/10, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

Road Access Development Agreement – Fully executed document receipt status

CMG reported receipt of a copy of the signed document. The document is in the process of being recorded at Calumet County. When the fully executed and recorded document is received, this matter will be complete.

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OLD BUSINESS - CONTINUED**Water Metering Station (1st) – Above-ground building structure construction****-- Punch list completion status report**

SCM reported the gutter down spout splash blocks, the affidavit for compliance with prevailing wage, lien waivers, and the final pay request remain outstanding. The outstanding punch list items will be addressed at WSD's 10/12/10 meeting.

-- Graffiti vandalism/repair status report

CMG stated although the COM has not utilized the product, Dave Rodriguez from the COM recommended WSD try Elephant Snot based on COA's success with the product for graffiti removal. The Elephant Snot cost WSD \$381 for a five gallon pail. TGV reported the Elephant Snot along with pressure washing removed the graffiti at Metering Station #1. The metering station door was repainted 9/13/10.

Water Metering Station (2nd) – Minor restoration/grading status**-- Satisfaction discussion**

RWK stated his prior concerns have been resolved, and the restoration is complete.

Meter Station #2 Land Purchase**-- Receipt status of Letter Report required satisfaction from VHE:**

**** Proof of 2009 property tax payment – Receipt status**

CMG reported WSD received confirmation of the 2009 property tax payment from CJH on 8/11/10. Since the satisfaction is done on the original Letter Report, another Report is not required. This matter is complete.

General Construction Status (Individual Projects)**-- Woodland Hills Heights Final engineering reimbursement receipt status/Final acceptance (Conditional acceptance at the 7/13/10 meeting)**

CMG stated the final engineering reimbursement was received from Hagens on 8/27/10, completing the Commission's 7/13/10 meeting conditional acceptance. Final acceptance/project complete.

-- Birling Court Extension (Andrysczyk) – Project status report

SCM/WSD have not received contact/information regarding this project since WSD's 8/10/10 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 8/10/10 meeting. The executed Waiver of Assessment was received from SCM on 9/12/06.

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General Construction Status (Individual Projects) Continued**-- 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 8/10/10 meeting. The signed Waiver of Assessment was received 1/24/06.

NEW BUSINESS**-- Establish the October Meeting Date – Tuesday, October 12, 2010 (8:30 a.m.) District Office**

Tuesday, October 12, 2010 at 8:30 a.m. was established as the October meeting date/time. The meeting will be held at the District's office.

-- 8" Forcemain Damage/Repair – General discussion

SCM reviewed the information detailing the procedures discussed below that was provided for Commission review before the 9/14/10 meeting date. SCM explored the Insituform Pressure Pipe Liner method that relies on the integrity of the existing pipe for support. Because the existing 8" forcemain's deteriorated condition is the problem, this method is not feasible. The TT Technologies' pipe bursting followed by new pipe installation method appears feasible for forcemain replacement. The existing pipe is burst and disbursed into the surrounding soil and is simultaneously replaced with new HDPE (high density poly). WSD should consider upsizing the existing 8" forcemain to a 10" to allow an 8 1/2" diameter for the new forcemain. An existing 2002 easement is in place for forcemain replacement. An easement will be required to accommodate forcemain installation across the north east corner of the Kampo Enterprises LLC warehouse driveway. SCM will contact Kampo to request the easement. Approximately 300' of forcemain installation will be done utilizing the open cut method due to other existing infrastructure in the Deerfield Ct. area. The remaining forcemain will be installed utilizing the pipe bursting/new pipe installation method. The new forcemain will handle 160 psi. Normal pressure is approximately 20 psi. WSD will utilize one recently installed relief valve and salvage two relief valves for future use.

Per SCM's recent contact with Roth & Laabs at TOM UD, the TOM UD will approve the new forcemain installation if WSD does not exceed WSD/TOM UD's current agreement that allows up to 630 gallons per minute. WSD is currently at 580 gallons per minute for the current 8" forcemain. The 630 gallons per minute allowance should accommodate the 10" forcemain with an 8 1/2" diameter. SCM will request the required easement from Kampo Enterprises, obtain the information required to move forward with this project, and provide CMG with a cost estimate by the end of September 2010 for budget preparation. This will be a 2011 project.

Office Report (Attachment #2, pp. 1-17)

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

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Field Report (Attachment #3A, pp. 1-5 & Attachment #3B)

During the month of August, Hietpas repaired a valve located in the ditch on the end of FL #6, replaced and moved a hydrant and changed a curb stop located on Arnold Dr, and also changed a curb stop located at N9150 Johann Dr. Bolts were changed utilizing stainless steel bolts on three valves located on Old Hwy. Rd. and Ravine Ct. Speedy Clean is in the process of hydro-excavating/televising valves to allow WSD to view bolts to determine the bolts' condition and repairs required. This will be an ongoing project.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**Facility's 7/20/10 Hail Damage to Aluminum Vents – Claim submitted 8/6/10 (\$250 deductible)
and repair status report**

CMG reported WSD received the \$4334 insurance reimbursement, less the \$250 deductible, based on Boucher's \$4584 estimate to repair/replace the facility's damaged heating and air conditioning vents. The hail damage repair remains outstanding as of the 9/14/10 meeting date.

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

Meeting adjourned at 9:05 a.m.

Submitted by Susan A. Hallock