

- PROPOSED MINUTES -

WAVERLY SANITARY DISTRICT

January 12, 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)	System Operator Dornfeld (DWD)
Engineer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 12/08/09 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Due to year end work required for the 2009 Financial Audit, the Preliminary December 2009 Financial and Budget Comparison Reports were not issued for approval.

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

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS

Kimberly-Clark Additional Building Water/Sanitary Service – Project final acceptance

CMG reported this project is complete except for the manhole/chimney seal repair work confirmation.

--Receipt status of final engineering reimbursement

CMG reported the final \$951 engineering invoice was received 12/22/09.

--Manhole and chimney seal repair completion

RWK stated he will view/confirm whether the manhole/chimney seal repairs have been made after the 1/12/10 meeting.

MLS motioned/LJF seconded conditional project acceptance based on completion of the manhole/chimney seal repairs. Motion carried 3-0.

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

SCM reported he made contact with Attorney Frassetto the week of 1/4/10 and was informed the utility easement has been signed by Rock II LLC.

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

RWK reported all five tests, two taken 12/07/09 and three taken 12/14/09, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

- VHE II-5 Water Main Extension – Project final acceptance (based on easement receipt)

CMG stated SCM provided the 11/09/09 recorded easement to WSD on 1/4/10 satisfying the conditional approval accomplished at the 12/8/09 meeting.

- Meter Station Land Purchase**** Receipt status of recorded Partial Release of Real Estate Mortgage and Quit Claim Deed**

CMG stated the recorded Partial Release of Real Estate Mortgage and Quit Claim Deed remain outstanding. The CSM was recorded 12/10/09, and the water main easement has been recorded.

**** Receipt status of Letter Report**

CMG stated the Letter Report from Absolute Title remains outstanding since the Partial Release of Real Estate Mortgage and Quit Claim Deed have not been recorded.

Note: CMG provided the Partial Release of Real Estate Mortgage and Quit Claim Deed to Calumet County's Register of Deeds to be recorded on 1/13/10.

- Water Metering Station – Current construction status discussion

RWK/SCM did a preliminary final walk thru on 1/7/10. SCM reviewed the punch list provided to the Commission/Operators before the 1/12/10 meeting. SCM anticipates the check valve and gate valve will be received Friday 1/16/10. After the valves are installed, the system can then be flushed and a water sample taken. CMG presented RJM Construction's second pay request for \$44,769.50 that was received 1/11/10. SCM recommended WSD pay RJM's invoice, retaining \$5802.50, which is the value of the outstanding valves. The outstanding minor grading around the building will not be done until spring 2010.

LJF moved/MLS seconded WSD pay RJM's second pay request as stated above. Motion carried 3-0.

- Road Access Development Agreement – Status discussion

CMG stated the TOH addressed this issue at its 12/15/09 meeting. WSD has not been contacted by the TOH or received any additional information since WSD's 12/3/09 meeting. The preliminary draft has been approved by WSD. The final draft from the TOH remains outstanding.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)

- **Woodland Hills Heights – Project status report**
SCM stated infrastructure construction began 1/6/10. 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 12/08/09 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 12/08/09 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/WSD have not received contact/information regarding this project since WSD's 12/08/09 meeting. Amcmt's year 2008 water main assessment payment remains outstanding. The signed Waiver of Assessment was received 1/24/06.

NEW BUSINESS

- **Establish the February Meeting Date – Tuesday, February 9, 2010 (8:30 a.m.) District Office**
Tuesday, February 9, 2010 at 8:30 a.m. was established as the February meeting date/time. The meeting will be held at the District's office.

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

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 Wendy Bennett anticipates connecting her father's homestead during spring/summer 2010. Bennett's outstanding assessment reimbursement will be made during Feb. 2010. WSD will retain the assessment reimbursement from Bennett because WSD funded the facilities extensions in that area during the 1992 Stacker Plat project. Currently, interest is not accruing on Bennett's outstanding assessment reimbursement, and the Commission agreed to allow this at the present time.

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

RWK provided a generic Cross Connection Control Ordinance received from Hydro Designs for Commission review prior to the 1/12/10 meeting. The generic ordinance will require altering for WSD's use. A fee, if any, for refusing entry must be determined. Darboy charges \$25 per month for entry refusal. TOM does not charge a fee for entry refusal. If disconnection is utilized as leverage for entry refusal, the Ordinance would have to state this. RWK will determine the changes/additions required to personalize the generic Ordinance for WSD's use. The Ordinance will be altered to suit WSD's requirements to allow for adoption at WSD's 2/9/10 meeting. Hydro Designs would like to begin its cross connection inspection February 2010.

RWK provided a back flow preventer for Commission review and questioned whether WSD should install them, where required, at WSD's expense, when WSD personnel perform the required cross connection inspections simultaneous with the 10 year meter exchange program for residential connections. If the backflow preventers are installed by WSD personnel, the resident will be in compliance when their cross connection inspection is performed/documented by WSD. RWK estimates the yearly cost to WSD at approximately \$1000. The Commission agreed WSD will provide/install the backflow preventers, where required, when WSD performs the 10 year cross connection inspections for residential connections.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

WSD's Representative on NMSC – Appointment selection for three (3) year term: 1/01/10-1/01/13
CMG reported Roger Voigt contacted WSD to question WSD's appointment selection for the three year term stated above.

LJF motioned/MLS seconded WCH continue to serve as WSD's Representative at NMSC. Motion carried 3-0. CMG will issue written notification to MNSC that WCH was appointed to serve as WSD's representative at NMSC prior to NMSC's month-end meeting.

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

Meeting adjourned at 9:00 a.m.

Submitted by Susan A. Hallock