

**- PROPOSED MINUTES -****WAVERLY SANITARY DISTRICT****June 8, 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 Krucger (RWK)
Commissioner Fulcer (LJF)	System Operator VanZeelan (TGV)
Commissioner Sambs (MLS)	System Operator Dornfeld (DWD)
Engincer Martenson (SCM)	Office Mgr. Girdley (CMG)
Resident Jerry Lopas	Admin. Asst. Hallock (SAH)

Coop Road residents present:

Glenn & Sandra Kasten, N8831 Coop Rd., Menasha, WI 54952

Ron & Pat Fink, N8874 S. Coop Rd., Menasha, WI 54952

Suzanne Carter and son Tim Johnson, N8801 Coop Rd., Menasha, WI 54952

Ken Mader and Fran Mader

Approval/acceptance of the 5/11/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the May 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****Water/Sanitary Service Availability – South Coop Road – Preliminary cost estimate status**

SCM stated initial contact was received from Ken Mader for water/sewer availability for South Coop Rd. All Coop Rd. residents in attendance as well as two residents located south of the Carter property expressed interest in connecting to WSD. SCM reviewed the two estimates prepared by M&E: \$165,301.00 for sewer/water to Woodland with a water loop to Sugar Maple Way and \$107,555.00 for sewer/water to Mader and Stumpf driveways. These estimates do not include installation costs beyond the right-of-way line. Because these costs vary, the District does not attempt to estimate these cost figures. SCM reviewed the procedures utilized to exclude property from annexation. WSD will finance the project and will be reimbursed as residents connect. Residents were informed of WSD's \$975 connection fee, the TOH's \$1500 connection fee, and the fact residents will be responsible for costs to install water/sewer mains from the right-of-way line to their homes. CMG explained WSD's 5-year tax roll assessment payment plan, connection time frame, and well permit procedure for those who wish to retain their wells for non-potable use. The Coop Rd. residents expressed their desire to connect during 2010 if possible. SCM recommended TOH Planner Mark Mommactts be contacted and an annexation request be made to the TOH before the end of June. If the Town grants the annexation request by the end of July, the District could complete this project during 2010. The Commission agreed SCM will apprise Mommactts of the above situation before the Coop Rd. residents petition the TOH for annexation into the WSD.

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**COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED****Fire Lanes #12 & #13 Sanitary Sewer Service Availability – Sherwood's (McMahon) 6/2/10 add'l  
Contact regarding requested information  
(Financial responsibility – WSD vs. VOS)**

CMG stated Jennifer Schaff from McMahon Assoc. recently stopped at WSD to question why WSD has not responded to Sherwood's 3/26/10 information request. Due to ECWRPC's response to WSD's request to be involved if another study is done and WSD's statement of interest in serving the FL #12 and #13 area, SCM/WSD Commission assumed this was a "dead" issue. The Commission agreed CMG will provide written correspondence to Village Administrator Randy Friday to report Schaff's recent visit to WSD and to request financial commitment from VOS for all costs pertaining to compiling the information requested by VOS.

**Eisenhower Drive Extension – Receipt status of SCM's 5/19/10 water/sanitary service detail  
correspondence to the TOH and WSD**

CMG reported the Commission received copies of SCM's 5/19/10 correspondence for review before the 6/8/10 meeting date. The TOH has not responded to SCM's 5/19/10 correspondence provided to TOH/WSD detailing the water/sanitary service for future Eisenhower Dr. extension.

**Lift Station #3 – Status discussion regarding Pfefferle Management's (Jim Seefeldt) decorative  
fencing request, plan receipt, and on-site meeting to address access issues**

Seefeldt submitted the plan for the proposed decorative fencing to be installed around Lift Station #3 for Commission review before the 6/8/10 meeting date. The fencing is projected to be installed by October 2010. RWK stated Seefeldt will contact RWK to schedule an on-site meeting to discuss how best to leave exposed the hydrant located near LS #3.

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

RWK reported all five tests, three taken 5/4/10 and two taken 5/18/10, 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 Tracy Flucke (TOH) contacted WSD after WSD's 4/13/10 meeting to report the Town provided the executed document to Attorney Ben Haupt at VHE, for VHE's signature. As of the 5/11/10 meeting date, the document remained outstanding. CMG contacted Jennifer Weyenberg (TOH) on 6/7/10 to learn the document has not been returned to the TOH. The Town will contact Attorney Haupt to question the document's status and upon TOH's receipt, WSD will be issued a copy.

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**OLD BUSINESS - CONTINUED**

- **Water Metering Station (2<sup>nd</sup>) – Minor restoration/grading schedule**  
SCM reported RJM Const. will complete the outstanding restoration when the wet weather subsides. TGV stated WSD cut the long grass around Meter Station #2 on 6/7/10. RWK stated the Meter Station #2 blacktopping will be included in the bid for blacktopping at LS #4.

**Meter Station #2 Land Purchase****\*\* Receipt status of Letter Report required satisfaction from VHE:****-- Proof of 2009 property tax payment**

CMG stated written documentation of the 2009 property tax payment remains outstanding.

- **Water Metering Station (1st) – Above-ground building structure construction status report**  
Mary Jo Miller's status report was provided to the Commission/WSD personnel before the 6/8/10 meeting date. SCM stated the safety fence has been installed. The water pipe will be extended above ground on 6/10/10. Since 6/4/10, WSD's water is being supplied exclusively through Meter Station #2.

**GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS)**

- **Woodland Hills Heights – Receipt status of req'd project acceptance items/Project acceptance action**  
SCM/CMG stated all required project acceptance items have been completed/received except Bowers' Lien Waiver, the final walk through, and three outstanding engineering invoice reimbursements. Project acceptance will occur after the above items have been completed/received.
- **Birling Court Extension (Andrysczyk) – Project status report**  
SCM/WSD have not received contact/information regarding this project since WSD's 5/11/10 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 5/11/10 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/WSD have not received contact/information regarding this project since WSD's 5/11/10 meeting. The signed Waiver of Assessment was received 1/24/06.

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**NEW BUSINESS**

- **Establish the July Meeting Date – Tuesday, July 13, 2010 (8:30 a.m.) District Office**  
Tuesday, July 13, 2010 at 8:30 a.m. was established as the July meeting date/time. The meeting will be held at the District's office.
  
- **Year 2009 CMAR Resolution #2010-01 – CMAR review discussion and adoption of resolution by the Commission**

CMG stated before the DNR mandated 2009 CMAR report can be formally submitted on line, a resolution must be adopted by the Commission. Both sections – the Financial Management and the Collection systems received a grade of 4.0.

MLS/LJF motioned/seconded Resolution #2010-01 adoption to allow for formal CMAR submittal. Motion carried 3-0.

- **8" Forcemain Damage/Repair – Completed installation of stainless steel air release valves (5) and cost report**

RWK reported the air release valve installation went well. However, the 8" forcemain ruptured twice due to the spike in pressure (water hammer) created when reloading the forcemain after the valve installation. SCM stated the forcemain was checked by the contractor/RWK and it appears to be in good condition. SCM recommended a method for reloading the forcemain that would greatly reduce the pressure spike. This procedure was utilized/was successful when reloading the forcemain after repairs were completed. This information was documented and filed in WSD's Lift Station binder for future reference. WSD will restore the area by installing black dirt where erosion occurred and planting grass seed.

**Office Report** (Attachment #2, pp. 1-12)

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

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

RWK stated all field report issues were addressed under previous Meeting Agenda items.

**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION****WRWA \$250 Donation – Discussion/Commission authorization (RWK to report)**

RWK stated WRWA recently assisted WSD with locating water mains before the utility poles were replaced along Hwy. 10/114 during Spring 2010. A special tool utilized for locating plastic pipe and related training was provided by WRWA. Utilizing this tool saved WSD a great deal of money by eliminated the cost/need to hydro vac to locate the water mains.

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**OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED****WRWA \$250 Donation – Discussion/Commission authorization (RWK to report) - Continued**

RWK requested the Commission authorize a \$250 donation from WSD to WRWA for WRWA's equipment fund in gratitude for WRWA's training/tool use. RWK provided a written note of thanks to WRWA to be included with the donation check.

MLS/LJF motioned/seconded WSD make a \$250 donation to WRWA as requested above.  
Motion carried 3-0.

**District's 4<sup>th</sup> of July Holiday Hours – discussion//Commission approval**

Because the 4<sup>th</sup> of July Holiday falls on Sunday, the Commission approved WSD be closed Friday, July 2, thru Monday, July 5, 2010 in observance of the 4<sup>th</sup> of July Holiday.

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

Meeting adjourned at 9:40 a.m.

Submitted by Susan A. Hallock