

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT****July 13, 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)
TOH Chair Joe Sprangers	

Approval/acceptance of the 6/08/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the June 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 – Status discussion (FL #12/#13 service)**

CMG provided copies of all correspondence between WSD/Village of Sherwood to Sprangers before the 7/13/10 meeting. CMG also reviewed the information request history from the VOS's first contact to the 6/18/10 itemized listing received from Jennifer Schaff (McMahon Assoc). As of the 7/13/10 meeting date, RWK has not provided the requested information to Schaff, based on MLS's instructions not to respond until after the 7/13/10 meeting discussion. SCM recommended RWK provide copies of the systems maps and the lift station's pumping reports. SCM stated based on ECWRPC's response to WSD's 4/14/10 contact, nothing has changed since the October 2001 study conducted by McMahon Assoc. and cost shared by both the VOS and TOH that would place this area in either WSD or the VOS's sewer service planning area. The 2001 study concluded that a sewer extension from either WSD or VOS's system was not cost-effective and that this area should remain unsewered.

Sprangers expressed concern that Sherwood's information request/study came about because Sherwood anticipates receiving government stimulus money to assist with serving FL #12/#13. If stimulus money would allow the FL #12/#13 residents to connect at no cost, this would put Sherwood in an advantageous position to serve this area. Sprangers stated that approximately twelve FL #12/#13 residents responded to TOH's 4/22/10 written correspondence (copy to be provided to WSD) indicating none wanted to be in the VOS. SCM recommended, due to EC's current position, WSD not participate in VOS's study at this time.

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COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED**Sherwood's Water/Sewer System Information Request – Status discussion (FL #12/#13 service) - Continued**

If EC changes its position, because WSD did not participate in the study, WSD could request a delay to allow WSD to challenge the study. WSD has capacity to serve the FL #12/#13 area. Water service would not be an issue. However, due to light population, ravines hampering sewer installation, required lift stations, pressure servers, grinder pumps, etc., sewer service would be a challenging project for WSD. SCM will contact Eric Fowle at EC to express WSD's concerns and to question EC's position regarding VOS's proposed study. RWK will contact Schaff to report WSD's information is ready for retrieval.

South Coop Rd Residents & Wilz Ct Resident Annexation – Status report

CMG reported the Coop Rd. residents as well as Wilz Ct. resident Ron Kohl met the TOH's 6/28/10 annexation petition submittal deadline to request annexation into the Waverly Sanitary District. The annexation Public Hearing is scheduled for 7/27/10. CMG stated all TOH's assessments have been paid in full, and all residents are aware of the TOH's \$1500 connection fee. During the next week, M&E will survey the Bud Rusch property to determine how much of the Rusch property WSD can serve. SCM requested/-Commission agreed that when the 10" main is extended to Coop Rd, an additional 700' of 10" main will be extended from Spring Valley Rd. to Sugar Maple Way to prepare for future development.

Eisenhower Drive Extension – Status discussion

CMG stated TOH provided the engineering firm information to WSD. Sprangers stated this project is in the preliminary stage and that WSD should receive contact from Ayers & Associates located in Green Bay in the near future. W/S mains will be installed in the Eisenhower Rd. right-of-way.

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

RWK stated per his recent contact with Seefeldt that the fencing will be installed behind the hydrant located near Lift Station #3, and the North Shore Condo Maintenance Committee will be responsible for the fencing/installation costs.

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

RWK reported all five tests, three taken 6/15/10 and two taken 6/22/10, were determined as safe by the State of Wisconsin. (Attachment #1, pp. 1-5)

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OLD BUSINESS – CONTINUED

- **Road Access Development Agreement – Fully executed document receipt status**
Sprangers reported he recently contacted Attorney Ben Haupt's office to question the document's status. Haupt has not responded to Sprangers recent contact. As of the 7/13/10 meeting date, the fully executed document has not been provided to the TOH.

- **Water Metering Station (1st) – Above-ground building structure construction status report**
SCM reported the construction is near completion. The siding on the ends of the building, the underground utilities, the electrical, and the plumbing installation remain outstanding. Backfilling around the building will be done by 7/14/10. WSD has a one-year time frame to complete the landscaping. LJJ stated the landscaping could be done as early as the 1st week in August 2010.

- **Water Metering Station (2nd) – Minor restoration/grading schedule**
SCM stated per his recent contact with RJM Const. that the restoration work will be done as soon as the wet weather subsides. RWK/SCM stated their complete satisfaction with the piping insulation installed at Metering Station #2.

- **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.

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 for the final engineering receipt/reimbursement. SCM recommended conditional project acceptance based on the final engineering invoice receipt/reimbursement.

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

- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 6/08/10 meeting. The executed Waiver of Assessment was received from SCM on 12/13/07.

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GENERAL CONSTRUCTION STATUS (INDIVIDUAL PROJECTS) – CONTINUED

- **Lake Park Condominiums – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 6/08/10 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 6/08/10 meeting. The signed Waiver of Assessment was received 1/24/06.

NEW BUSINESS

- **Establish the August Meeting Date – Tuesday, August 10, 2010 (8:30 a.m.) District Office**
Tuesday, August 10, 2010 at 8:30 a.m. was established as the August meeting date/time. The meeting will be held at the District's office.

- **8" Forcemain Damage/Repair – Status discussion and current cost report**
RWK reviewed the problems that occurred in the 8" force main due to the air relief valve installation in the 10" force main that required shutting down the force main. Pressure spikes (water hammer) that occurred when reloading the force main caused the 8" force main to rupture. Surge suppressors were installed after the 8" force main ruptured four times following the air relief valve installation. SCM stated the force main pressure measures 20 psi. If there are no further surges, the force main should hold. The 8" force main was installed in approximately 1960. SCM reviewed some of the problems discovered when the surge suppressors were installed and offered possible explanations for the force main deterioration. WRWA has been contacted to assist in analyzing the force main's condition and reasons for deterioration. As of the 7/13/10 meeting date, WRWA has not responded to WSD's contact. CMG stated as of 7/8/10, the total cost for the 10" force main air release valve installation and the 8" force main repair work totals \$44,975.67.

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.

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

RWK reported the information requested by Amy Vaclavic (McMahon) for the NMSC I&I Study has been compiled and will be provided to Vaclavic. RWK would like to schedule a meeting with WSD/TOM/COM and NMSC to discuss billing charges and how they are determined to allow RWK a better understanding of NMSC's billing procedure.

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Field Report - Continued

Valley Seal Coat will reapply seal coat and patch WSD's parking lot where required before WSD's 8/10/10 meeting date. Absolute Asphalt will install/repair the blacktop at COA Meter Station #1 and #2, Lift Station #4, COM metering station, and at 200 Deerfield (force main repair area) in the near future.

Hietpas will repair a leaking water valve located across from Firelane #6 on the north side of Hwy. 10/114 and also a leaking hydrant located at Arnold Dr. when weather permits.

Within the month, Speedy Clean will jet WSD's sewer mains and televiser problem areas.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**Seasonal Employee (ATV) Hourly Wage – General discussion**

CMG reviewed ATV's work history. Because ATV will be a seasonal employee for quite some time, CMG suggested the Commission consider raising ATV's wage to \$11.00 per hour. ATV's current wage is \$10.13/hr.

MLS motioned/LJF seconded ATV's pay be raised to \$11.00/hr. retroactive to his 2010 season 6/7/10 start date. Motion carried 3-0.

Facility's June 2010 Fire Department Inspection – North door entrance/lock non-compliance

RWK reported during WSD's recent fire inspection, WSD's north employee entrance door was found to be in non-compliance with the fire code because it is locked during business hours and requires the deadbolt to be released before exiting the building. To be in compliance, the door should push open without releasing the deadbolt. RWK will investigate getting the door into compliance.

COM Issues

SCM stated a developer is discussing with COM possible residential development of 15-20 lots in Lake Park Villas located near the silo.

CMG stated Davel Engineering requested the As-Builts for the property where the new COM Fire Department will be located.

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

Meeting adjourned at 9:30 a.m.

Submitted by Susan A. Hallock