

- PROPOSED MINUTES -**WAVERLY SANITARY DISTRICT****May 11, 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 VanZeeland (TGV)
Commissioner Fulcer (LJF)	System Operator Dornfeld (DWD)
Commissioner Sambs (MLS)	Office Mgr. Girdley (CMG)
Engineer Martenson (SCM)	Admin. Asst. Hallock (SAH)

Approval/acceptance of the 4/13/10 Meeting Minutes was accomplished with LJF's motion and MLS' second. Motion carried 3-0.

Receipt Acknowledgement/Approval of the April 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 Inquiry – SCM to report additional contact from Ken Mader/Dan Stumpf**

SCM reported RWK and SCM recently met with Mader to further discuss water/sanitary service to Mader's homestead and other property on the east side of Coop Rd. as well as other properties located in the South Coop Road area. Dan Stumpf (deer farm property located on the east side) also expressed interest in connecting to WSD. The properties on the east side of Coop Rd. are located in the temporary hold status area. All of the properties on the east and west are within WSD's planning boundaries, but none are in WSD's boundaries and will require attachment to WSD. Mader/Stumpf are aware and agree they will pay installation costs initially (as acting developers) and will be reimbursed when future connections/development occur. Mader/Stumpf will approach surrounding neighbors regarding connecting to WSD. SCM will prepare a preliminary cost estimate for water/sewer extension to South Coop Rd. for South Coop Rd. property owners' review.

Fire Lanes #12 & #13 Sanitary Sewer Service Availability – General discussion regarding ECWRPC's 4/28/10 response

SCM/CMG reviewed the ECWRPC's 4/27/10 correspondence received in response to WSD's 4/14/10 correspondence to ECWRPC requesting WSD be involved if another study is done and indicating WSD's desire to serve FL #12 & #13 area. EC's response stated nothing has changed since this issue was last evaluated that would place this area in either WSD or the Village of Sherwood's sewer service planning area. The October 2001 study conducted by McMahon Assoc. and cost shared by both the VOS and the TOH concluded that a sewer extension from either WSD or VOS's system was not cost-effective at that time and therefore, the area should remain unsewered. A copy of ECWRPC's response to WSD was provided by EC to TOH and VOS.

WAVERLY SANITARY DISTRICT

April 13, 2010

Page 2

COMMUNITIES/CUSTOMERS/SERVICE CONCERNS - CONTINUED**Water/Sanitary Sewer Availability – Eisenhower Drive Extension – General discussion**

SCM reviewed WSD's water and sewer system maps indicating the location/size of existing water and sewer mains and indicated where extensions should occur in order to accommodate the future Eisenhower Dr. extension. A future Lift Station will be located west of the Hwy 114 overpass, ¼ mile east of Mt. Calvary School. The Commission authorized SCM to provide this information in written form to the TOH and requested a copy be provided to WSD. The TOH is anticipating the project to begin by Spring 2013. (Attachment #1, pp. 1-2)

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

TGV reported all five tests, three taken 4/19/10 and two taken 4/26/10, were determined as safe by the State of Wisconsin. (Attachment #2, 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 fully executed document to Attorney Ben Haupt at VHE. As of the 5/11/10 meeting date, the document remains outstanding. Tracy stated she will check on the agreement's status.

- Water Metering Station (2nd) – Minor restoration/grading schedule**-- Performance Insulation – Completion status of insulation project**

SCM reported some minor settling has occurred around the building. RJM Const. has been notified to complete the final punch list item of grading around the building.

SCM reported the pipe insulation at Metering Station #2 has been installed and stated Performance Insulation, Inc. did an excellent job. The valves could sweat during the summer months. However, SCM anticipates there will not be a problem. Receipt of the \$1850.00 invoice from Performance Insulation, Inc. is outstanding as of the 5/11/10 meeting.

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.

WAVERLY SANITARY DISTRICT

May 11, 2010

Page 3

OLD BUSINESS - CONTINUED**- Water Metering Station (1st) – Above-ground building structure update discussion:**

- * **Bid Opening Held – Thursday – 5/06/10 @ M&E – Five (5) bids received**
SCM reviewed the five bids received for the Metering Station #1 upgrade and recommended WSD accept Miron Construction's \$55,454.00 bid, the lowest bid received by \$10,000.00.
- * **Contract Award Action by District Commission**
MLS motioned/LJF seconded WSD accept Miron Construction's \$55,454.00 bid. Motion carried 3-0.
- * **City of Menasha's landscaping Plan Approval – CMG to report**
CMG submitted WSD's landscaping plan to the COM on 4/26/10. COM's Plan approval letter was received on 4/30/10. The landscaping will be installed after the 7/31/10 projected project completion date. Note: Landscape completion is required by the COM one year from the approval date.

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 Carl Bowers and Sons' lien waiver, the sewer jetting/televising video, the final walk thru and valve check that will be done after the street grading is complete, and final engineering invoice(s) reimbursements. SCM informed Hagens Development that permits will not be issued until the outstanding items have been received and project acceptance has occurred.
- **Birling Court Extension (Andrysczyk) – Project status report**
SCM/WSD have not received contact/information regarding this project since WSD's 4/13/10 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 4/13/10 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 4/13/10 meeting. The signed Waiver of Assessment was received 1/24/06. SCM anticipates this project could begin during 2010.

WAVERLY SANITARY DISTRICT

May 11, 2010

Page 4

NEW BUSINESS

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

Office Report (Attachment #3, 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 WSD has not received contact/payment from Wendy Bennett since WSD's 4/13/10 meeting. The assessment will have to be paid in full when Bennett requests connection.

Field Report (Attachment #4A, pp. 1-5 & Attachment #4B)

TGV reviewed United Rentals' proposal, provided for Commission review before the 5/11/10 meeting, listing information/costs for three used Magnum MLG-25 generators for Lift Station back up use. The quoted prices include 6 months of United Guard Warranty, an on-site test, generator cart, as well as generator delivery. Unit 752892, with a rebuilt engine, costing \$6700, is the generator that is able to maintain LS #4 operations when required and is preferred by RWK. Field personnel tested WSD's smaller generator at LS #5 and determined it will support LS #5 in an emergency as well as WSD's facility.

MLS motioned/LJF seconded that WSD purchase Unit 752892 generator for \$6700. Motion carried 3-0.

Spring hydrant flushing has been completed utilizing WSD's new flushing box built by WSD personnel. The flushing box worked very well. One complaint was received from Buksyk at W6523 FL8 due to water that drained into his garage when hydrant flushing occurred in his neighborhood. Some hydrants located along the lake shore are turning tight. Penetrating oil was applied when the hydrants were recently flushed and will be applied again during the 2010 fall season in an attempt to loosen the hydrants.

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

CMG reported John Anderson (FL #2) contacted WSD to report approximately three years ago he purchased a home in foreclosure located at W7052 Plank Rd. east of the Leo Huelsbeck property that is currently utilizing a well/septic system. Anderson expressed interest in connecting to WSD and was informed the property will require annexation into the District, and Anderson will be responsible for front footage assessment reimbursements. Anderson will petition the TOH for annexation and will pay the assessments before connection occurs. WSD's water/sewer mains are located on the south side of the street that will require boring for facilities connection. Anderson will contact the TOH regarding any permit/-connection fees due to the TOH. CMG alerted SCM of an omission of property in WSD's boundaries. Property address is W7038 Plank Rd. and was annexed to WSD 6/14/01. The omission error was discovered while pursuing Anderson's service inquiry. SCM will correct on the next map update.

WAVERLY SANITARY DISTRICT

May 11, 2010

Page 5

OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION - CONTINUED

CMG reported Jim Siefert from Pfefferle Management contacted WSD to request permission to install decorative fencing around Lift Station #3 located near North Shore Condos to shield the LS from condo occupants' view. Pfefferle Management manages the North Shore Condos. Siefert will submit a plan to WSD for Commission review, and an onsite meeting with RWK will be scheduled during May 2010 to assess access concerns and restrictions. Further discussion will occur at WSD's 6/8/10 meeting. The fencing is projected to be installed by October 2010. Bushes do not do well at this location due to the LS's close proximity to the road.

LJF requested WSD personnel remove the dying arborvitaes located near WSD's flag pole. Liquid weed killer will be applied to WSD's lawn during the week of May 17, 2010 and WSD's flower pots will also be planted.

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

Meeting adjourned at 9:25 a.m.

Submitted by Susan A. Hallock