

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**March 19, 2015**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 9:05am by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Systems Operator Van Zeeland	(TGV)
Commissioner Bartlein	(JJB)	Systems Operator Dornfeld	(DWD)
Consultant Fulcer	(LJF)	Office Manager Girdley	(CMG)
Consultant Sambs	(MLS)	Admin Assistant Weir	(PMW)

Harrison Planner Mark Mommaerts

Commissioner Kasten arrived at 9:10.

3) **APPROVAL/ACCEPTANCE OF 2/19/15 MEETING MINUTES:**

MOTION (JJB<sup>1</sup>/DRB<sup>2</sup>) to approve minutes. Motion carried 2-0.

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

4) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- Harrison apartments Maintenance Garage Service: MOTION (JJB<sup>1</sup>/DRB<sup>2</sup>) to approve connection for maintenance garage service without a connection fee. Motion carried 2-0. Commissioners viewed the maintenance garage at different times prior to the meeting.
- Manhole Damage by City of Menasha: RWK reported COM has repaired the manhole and WSD will work with COM to help prevent these occurrences in the future.
- Future Lift Station: Harrison Plan Commission will consider Comprehensive Plan update at their April meeting.
- Lakeview Stormwater Pond: Pond construction is completed with plantings and some final grading to be done this spring/summer.

5) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 2/9/15 were determined safe by Clean Water Testing. Report on file.

6) **OLD BUSINESS**

- 2013 Wisconsin Act 25-Municipal Customer Privacy Bill and Senate Bill 517 Act 274-Tax Roll Certification of Unpaid Utility Bills: Nothing new to report.

7) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**

- Sonny drive Extension: MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to extend sanitary sewer and water main on Sonny Dr. Motion carried 3-0.

8) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**

- Harrison Apartments: Final walk-thru and punch list will be completed in spring.
- Harrisville Place: Conditions were met. MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) for final project acceptance for Harrisville Place. Motion carried 3-0.
- Oak Park Place: RWK reported televising and pressure testing being done this week.
- Ponds of Menasha – Phases 2 & 3: Possible final acceptance in April.

9) **NEW BUSINESS**

- Next meeting is Thursday April 16, 2015 (9:00am) at District Office

10) **OFFICE REPORT:** CMG reported one new residential connection in February compared to seven last February. WI DOT plans to place a target 'X' marking on WSD property or on the adjacent road for aerial surveying. Report on file.

11) **FIELD REPORT:** RWK reported meter change-out program is nearly completed. WI Rural Water Assn convention is next week in Green Bay.

12) **OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION**

- Year 2015/2016 Contractors Pre-Qualification: CMG reported 16 of 26 contractor pre-qualifications received as of this meeting and a reminder will go out to those outstanding.

13) **CLOSED SESSION – The Waverly Sanitary District Commission will convene into closed session pursuant to Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to go into closed session. Roll call vote: JJB-aye, DLK-aye, DRB-aye. Motion carried. Commissioner J Bartlein left at 10:10.

14) **ADJOURNMENT:** MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to adjourn. Motion carried 2-0. Meeting was adjourned in closed session at 11:40am.

Submitted by Penny M. Weir  
Administrative Assistant