

MEETING MINUTES
WAVERLY SANITARY DISTRICT
January 22, 2015
District Office - N8722 County Rd. LP

1) **MEETING WAS CALLED TO ORDER** at 9:00am by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Van Zeeland	(TGV)
Commissioner Kasten	(DLK)	Systems Operator Dornfeld	(DWD)
Commissioner Bartlein	(JJB)	Office Manager Girdley	(CMG)
Consultant Sambs	(MLS)	Admin Assistant Weir	(PMW)
		M&E Engineer Mike Siewert	(MSS)

3) **APPROVAL/ACCEPTANCE OF 10/30, 11/04 AND 12/11/14 MEETING MINUTES:**

MOTION (DLK¹/JJB²) to approve minutes. Motion carried 3-0.

4) **PRELIMINARY DECEMBER 2014 FINANCIAL/BUDGET COMPARISON REPORTS:** Held over until next meeting.

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

5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- Manhole Damage by City of Menasha: CMG reported manhole has been repaired by COM with WSD providing manhole riser.
- Acct #0340 (Bodway Property) Water/Sewer Service: Water will be turned on when requested by property owner.
- Future Lift Station: Waiting on Harrison's written authorization to proceed.
- Lakeview Stormwater Pond: Spring completion expected.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** TGV reported five samples taken on 12/10/14 were determined safe by Clean Water Testing. Report on file.

7) **OLD BUSINESS**

- 2013 Wisconsin Act 25-Municipal Customer Privacy Bill and Senate Bill 517 Act 274-Tax Roll Certification of Unpaid Utility Bills: CMG stated she emailed PSC and waiting to hear back.
- City of Menasha Appeal Case No. 13-CV-189: At a meeting between COM, TOH and VOH on Jan 14 City of Menasha filed a motion with Court of Appeals requesting 60 day adjournment.

8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS** - None

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

- Harrison Apartments: CMG reported only one outstanding invoice remains. Final walk-thru and punch list will be completed in the future.
- Harrisville Place: MOTION (JJB¹/DLK²) to conditionally approve/accept the project. Motion carried 3-0. Conditional approval requires hydrant flags, televising sewer mains with written report and video and reimbursement of engineering costs.
- Oak Park Place: Nothing new to report.

- Ponds of Menasha – Phases 2 & 3: Sewer and Water for phase 2 under construction.
- Old Highway Rd (Tim Wittmann): Property has scheduled closing in February with no immediate plans to connect.

10) **NEW BUSINESS**

- Next meeting is Thursday February 19, 2015 (9:00am) at District Office

11) **OFFICE REPORT:** CMG shared email from resident complementing staff's professional manner during inspection and meter change. She reported there were 80 residential connection permits and five commercial connection permits end of December compared to 81 residential connection permits at end of December 2013. 2015 Mileage rate increased to .575 per mile. Report on file.

12) **FIELD REPORT:** TGV reported meter change out program is progressing well with about 80 completed of the 210 property owners contacted by mail earlier this month.

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

- Year 2015/2016 Contractors Pre-Qualification: Contractor Pre-qualifications will be mailed out end of January.

14) **CLOSED SESSION – The Waverly Sanitary District Commission will convene into closed session pursuant to WI Stats 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is not likely to become involved. *Complaint filed against Waverly Sanitary District by the City of Menasha (Case No. 13-cv-189).***

MOTION (JJB¹/DLK²) to go into closed session. Roll call vote: DLK-aye, JJB-aye, DRB-aye. Motion carried. Staff was updated regarding complaint against WSD.

15) **ADJOURNMENT:** MOTION (JJB¹/DLK²) to adjourn. Motion carried 3-0. Meeting was adjourned in closed session at 9:50am.

Submitted by Penny M. Weir
Administrative Assistant