

MEETING MINUTES
WAVERLY SANITARY DISTRICT
December 11, 2014
District Office - N8722 County Rd. LP

AMENDED

1) **MEETING WAS CALLED TO ORDER** at 10:00am 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 Sambs	(MLS)	Office Manager Girdley	(CMG)
Consultant Fulcer	(LJF)	Admin Assistant Weir	(PMW)
Travis Parish - Harrison Manager		Engineer Martenson	(SCM)

3) **APPROVAL/ACCEPTANCE OF 11/13/14 MEETING MINUTES:**

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

4) **APPROVAL/ACCEPTANCE OF OCTOBER & NOVEMBER 2014 FINANCIAL AND BUDGET COMPARISON REPORTS:** MOTION (JJB¹/DLK²) to approve October & November 2014 Financial/Budget Comparison Reports. Motion carried 3-0.

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

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

- Firelane 9 (Acct#2560) Sanitary Sewer Backup/Cleanup Invoice dated 10-6-14: CMG reported bill from DeDecker Cleaning was forwarded to Speedy Clean.
- Acct #0340 (Bodway Property) Water/Sewer Service: Commission felt COM needs to contact VOH to work out special assessments on the property. MOTION (DLK¹/JJB²) to turn on Jim Bodway's water. Motion carried 3-0. RWK will contact Bodway with decision.
- Future Lift Station – Neenah-Menasha SSA Hold Area Designation Removal: Harrison will send WSD letter requesting service be extended to the area.
- Lakeview Stormwater Pond: Spring completion expected.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 11/11/14 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: Nothing to report
- City of Menasha Appeal Case No. 13-CV-189: COM Court of Appeals Brief received 11/12/14 and WSD Court of Appeals Brief received 12/5/14. There is no required timeline for the ruling.

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

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

- Harrison Apartments: CMG reported only one outstanding engineering reimbursement remains. Final walk-thru and punch list will be completed in 2015.

- Harrisville Place: SCM reported water/sewer construction complete but waiting on record drawing, lien waiver, walk-thru and safe water sample.
- Oak Park Place: CMG reported connection fees were paid. Project is under construction.
- Ponds of Menasha – Phases 2 & 3: SCM reported sewer/water has been constructed for phase 3.
- Old Highway Rd (Tim Wittmann): Off agenda until spring.

10) **NEW BUSINESS**

- Next meeting is **Thursday January 22, 2014** (9:00am) at District Office
- Additional Authorized Check Signer: Penny M. Weir, Admin Asst: MOTION (DLK¹/JJB²) to approve. Motion carried 3-0.

11) **OFFICE REPORT:** CMG reported there were 78 residential connection permits and five commercial connection permits end of November compared to 76 residential connection permits at end of November 2013. Report on file.

12) **FIELD REPORT:** RWK reported COM plow hit manhole because pavement around it sunk and city feels WSD should repair road but WSD believes road maintenance is responsibility of municipalities. Staff will request representative from COM to attend next meeting to discuss this.

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

- Year 2014 Budget Adjustments and 2015 Budget Amendments: MOTION (JJB¹/DLK²) to approve three budget adjustments for 2014. Motion carried 3-0.

14) **CLOSED SESSION – The Waverly Sanitary District Commission will convene into closed session pursuant to WI 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. *Discuss employee wages, compensation and employee insurance premiums.*** MOTION (JJB¹/DLK²) to go into closed session. Roll call vote: DLK-aye, JJB-aye, DRB-aye. Motion carried.

Pursuant to section 10.85(2) of WI Stats the Commission may return to open session for action on the closed session: MOTION (JJB¹/DLK²) to go into open session. Roll call vote: DLK-aye, JJB-aye, DRB-aye. Motion carried. Employees will receive 1.5% wage increase and pay 7% of insurance premiums.

15) **FINAL 2015 BUDGET REVIEW, DISCUSSION AND ADOPTION:** MOTION (DLK¹/JJB²) to approve/adopt 2015 budget. Motion carried 3-0.

16) **ADJOURNMENT:** MOTION (JJB¹/DLK²) to adjourn. Motion carried 3-0. Meeting was adjourned at 12:10am.

Submitted by Penny M. Weir
Administrative Assistant