

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**February 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	(TGV)
Commissioner Kasten	(DLK)	Systems Operator Dornfeld	(DWD)
Consultant Sambs	(MLS)	Office Manager Girdley	(CMG)
Consultant Fulcer	(LJF)	Admin Assistant Weir	(PMW)
		M&E Engineer Mike Siewert	(MSS)

Commissioner Jerry Bartlein was absent/excused.

3) **APPROVAL/ACCEPTANCE OF 1/22/15 AND 2/4/15 MEETING MINUTES:**

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

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: RWK reported second manhole damaged by snowplow will be repaired by COM in near future.
- Acct #0340 (Bodway Property) Water/Sewer Service: Water has been turned on.
- Future Lift Station: Nothing new to report.
- Lakeview Stormwater Pond: Nothing new to report.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 1/14/15 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 new to report.
- City of Menasha Appeal Case No. 13-CV-189: Nothing new to report.

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

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

- Harrison Apartments: CMG reported we received final reimbursement of engineering costs. Final walk-thru and punch list will be completed in spring.
- Harrisville Place: Conditionally approved at last meeting. Televising was done and video was received. Remaining conditions to satisfy are hydrant flag installation and reimbursement of engineering costs.
- Oak Park Place: Nothing new to report.
- Ponds of Menasha – Phases 2 & 3: Nothing new to report.

10) **NEW BUSINESS**

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

11) **OFFICE REPORT:** CMG reported one new residential connection in January compared to three last January. DNR Equipment Replacement Fund was funded for a total of \$97,960. Report on file.

12) **FIELD REPORT:** RWK reported meter change-out program is nearly completed and final letter went out to those still needing to respond.

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

- Year 2015/2016 Contractors Pre-Qualification: CMG reported seven contractor pre-qualifications received of 26 mailed end of January.

14) **ADJOURNMENT:** MOTION (DLK<sup>1</sup>/ DRB<sup>2</sup>) to adjourn. Motion carried 2-0. Meeting was adjourned in closed session at 9:30am.

Submitted by Penny M. Weir  
Administrative Assistant