

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**May 14, 2015**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 8:00am by President Bartlein.

2) **PRESENT:**

President Bartlein	(DRB)	Systems Operator Krueger	(RWK)
Commissioner Kasten	(DLK)	Office Manager Girdley	(CMG)
Consultant Sambs	(MLS)	Admin Assistant Weir	(PMW)
		Engineer Martenson	(SCM)

Commissioner Jerry Bartlein was absent/excused.

3) **APPROVAL/ACCEPTANCE OF 4/16 AND 4/30/15 MEETING MINUTES:**

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

4) **RECEIPT ACKNOWLEDGEMENT/APPROVAL/ACCEPTANCE OF THE 2014 FINANCIAL AUDIT:**

MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to approve 2014 Financial Audit. Motion carried 2-0.

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

- Menasha Utilities Service Acquisition of District's Lift Station #4 Property: CMG stated the PSC will hold a public hearing and will decide which utility will provide electricity to the property. COM will be responsible for cost of public hearing.
- Lake Park Sportz Zone/Property Purchase Inquiry Discussion: CMG reported Jeff Pistone was notified that WSD is not interested in selling any land at this time.
- Acct #132 Undocumented Additional Water Line/Sanitary Lateral: The property owner's now deceased father may have had a verbal agreement with the developer of an adjacent subdivision for the installation of the service lines. Staff will inform the property owner that because the service lines connect to WSD's established and accepted mains the water line is private beyond the curb stop and sewer line is private beyond the main.
- Lakeview Stormwater Pond: Nothing new.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 4/14/15 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.

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

- Sonny Drive Extension East of Black Oak – Review Bids/Award Contract: SCM reported bids were opened May 12 at M&E. MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to award bid to Roger Bowers Construction. Motion carried 2-0. Roger Bowers Construction was low bidder at \$155,494.15 which includes \$68,660.75 for Harrison storm sewer project.

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

- Harrison Apartments Phase I, II & III: SCM reported final walk through possibly completed in July.
- Oak Park Place: SCM reported water has been turned on. This is a private service and can come off the agenda.

- Ponds of Menasha – Phase 3 – Project acceptance: MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to accept Ponds of Menasha Phase 3 project (Chrystella Dr). Motion carried 2-0.
- Ponds of Menasha – Phase 2: Nothing new.

**10) NEW BUSINESS**

- Next meeting is Thursday June 11, 2015 (8:00am) at District Office

**11) OFFICE REPORT:** CMG reported 14 residential and one commercial connection in April compared to 20 residential and no commercial last April. WSD received copy of City of Menasha's reply brief on May 1 and now waiting for Court of Appeals to render a decision. Report on file.

**12) FIELD REPORT**

- Spring Valley Road Revised As-Builts: RWK reported that after the subdivision's originally design was approved many of the lots were reconfigured through certified survey maps changing the location of many laterals creating the need to revise the as-builts.

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

- Waverly Sanitary District Facility Lawn Maintenance: Waiting on signed contract.
- WE Energies Electric Easement/Final Exhibit: Has not yet been received.
- TID Reimbursement Request: Will be discussed later.
- Future Lift Station: CMG reported receipt of Harrison's comprehensive plan amending ordinance and lift station construction request and resolution. SCM reported East Central Wisconsin Regional Planning Commission's hold on the sewer service area will be lifted at their June 10 Facility Committee meeting and he will send a letter to bring service through a small area outside WSD sewer service area but within the planning boundary for approval at same meeting.

Commission recessed at 8:45am until arrival of Harrison representatives at 9:00 for additional discussion of Future Lift Station: MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to recess. Motion carried 2-0.

Meeting reconvened into open session at 9:00am.

Additional Persons Present: Harrison Manager Travis Parish, Harrison Village President Jim Salm, Harrison Village Trustees- Kevin Hietpas, Lou Miller, Joe Sprangers and Pete Stier, M&E Engineer Mary Jo Miller

SCM updated the group regarding ECWRPC's intent to lift hold area at June 10 meeting. This lift station is sized to serve an area to CTH N and would have downstream capacity issues if expanded beyond CTH N. Zirble Drive is currently outside WSD sewer service area and an amendment will be necessary if service is to be provided. Harrison will contact property owners on Zirble Drive to determine interest for service. Property from Bud Rusch for the lift station location needs to be deeded to WSD. The agreement between Harrison and Waverly provides authority for Waverly to administer assessments.

**14) ADJOURNMENT:** MOTION (DLK<sup>1</sup>/DRB<sup>2</sup>) to adjourn. Motion carried 2-0. Meeting was adjourned at 9:45am.

Submitted by Penny M. Weir  
Administrative Assistant