

MEETING MINUTES
WAVERLY SANITARY DISTRICT
June 11, 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)	Systems Operator Van Zeeland	(TGV)
Consultant Sams	(MLS)	Systems Operator Dornfeld	(DWD)
Engineer Martenson	(SCM)	Office Manager Girdley	(CMG)
		Admin Assistant Weir	(PMW)

Commissioner Jerry Bartlein was absent/excused.

3) **APPROVAL/ACCEPTANCE OF 5/14 AND 6/2/15 MEETING MINUTES:**

MOTION (DLK¹/DRB²) to approve. Motion carried 2-0.

4) **RECEIPT ACKNOWLEDGEMENT/APPROVAL/ACCEPTANCE OF THE 2015 JAN – MAY FINANCIAL STATEMENTS AND BUDGET COMPARISONS:**

MOTION (DLK¹/DRB²) to approve. Motion carried 2-0.

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

- Menasha Utilities Service Acquisition of District's Lift Station #4 Property: CMG stated the PSC acknowledged receipt of Menasha Utilities' request.
- Acct #132 Undocumented Additional Water Line/Sanitary Lateral: RWK spoke with property owner who will work directly with developer regarding responsibility for pond maintenance.
- Lakeview Stormwater Pond: Harrison engineer will contact the contractor responsible for finish grading on area north of WSD building around the tree line because area can't be mowed with regular equipment.

6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** RWK reported five samples taken on 5/19/15 were determined safe by Clean Water Testing. Report on file.

7) **OLD BUSINESS**

- 2013 Wisconsin Act 25-Municipal Customer Privacy Bill: Nothing new to report.
- Senate Bill 517 Act 274-Tax Roll Certification of Unpaid Utility Bills: WI Rural Water Assn has provided detailed instructions for tax roll certification.

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

- Sonny Drive Extension East of Black Oak – Review Bids/Award Contract: SCM reported contracts are signed. Project will proceed when Harrison completes stripping topsoil. The July 17 completion deadline may need extension.
- Future Lift Station: SCM reported East Central Wisconsin Regional Planning Commission lifted hold at June 10 Facility Committee meeting and granted easement to bring service through a small area outside WSD sewer service area but within the planning boundary.

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

- Harrison Apartments Phase I: SCM reported final walk through will be completed after roads/driveways constructed in gravel state.
- Harrison Apartments Phase II & III: Construction complete but waiting on some required items.
- Ponds of Menasha – Phase 2: Acceptance expected when Villa way is constructed in gravel state.

10) NEW BUSINESS

- Next meeting is Thursday July 23, 2015 (8:00am) at District Office.

11) OFFICE REPORT:

- TID Reimbursement Request: CMG reported request was submitted to Harrison and payment expected by end of month.
- 2012 Outstanding Special Assessment Payments: CMG reported two outstanding assessments will be paid at end of month.
- CMG reported 17 residential and one commercial connection in May compared to 33 residential and no commercial last May.

12) FIELD REPORT

- Spring Valley Road Revised As-Builts: RWK reported revised as-builts are in process.
- Disposal of District's 1993 Dump Truck: RWK reported the truck can be taken to Outagamie Auction being held 6/27/15. Consensus of the commission was to proceed using auction.
- RWK reported WSD received a good report from DNR after recently completed three-year Sanitary Survey.

13) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

- Waverly Sanitary District Facility Lawn Maintenance: RWK reported he believes fertilizer has been applied.
- WE Energies Electric Easement/Final Exhibit: CMG reported copy is expected by end of year.
- Culvert Disposal – General Discussion: Commissioner Kasten will pick up used culvert today.

14) ADJOURNMENT: MOTION (DLK¹/ DRB²) to adjourn. Motion carried 2-0. Meeting was adjourned at 8:35am.

Submitted by Penny M. Weir
Administrative Assistant