

**MEETING MINUTES**  
**WAVERLY SANITARY DISTRICT**  
**May 12, 2016**  
**District Office - N8722 County Rd. LP**

1) **MEETING WAS CALLED TO ORDER** at 2:30pm 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)
Engineer Martenson	(SCM)	Billing Clerk Weir	(PMW)

Others in attendance: Harrison Manager Travis Parish

3) **APPROVAL/ACCEPTANCE OF 4/14/16 AND 5/05/16 MEETING MINUTES:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve both minutes. Motion carried 3-0.

4) **DECEMBER 2015 FINANCIAL STATEMENTS AND BUDGET COMPARISON:** Postponed until next meeting.

5) **RECEIPT ACKNOWLEDGEMENT/APPROVAL/ACCEPTANCE OF THE 2015 PUBLIC SERVICE COMMISSION ANNUAL REPORT:** MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve the 2015 Public Service Commission Annual Report. Motion carried 3-0.

6) **RECEIPT ACKNOWLEDGEMENT/APPROVAL/ACCEPTANCE OF THE 2015 FINANCIAL AUDIT:** MOTION (JJB<sup>1</sup>/DLK<sup>2</sup>) to approve the 2015 Financial Audit. Motion carried 3-0.

7) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**

- Sportzone Remodel/Addition Proposal: Commission attended Village of Harrison 5/10/16 meeting to hear Sportzone's presentation. Expansion is contingent on their receiving grant money from Fox Cities Convention & Visitors Bureau. Village of Harrison voted to sponsor the grant application and to obtain an appraisal of the Waverly Sanitary District land north of the tree line. MOTION (DLK<sup>1</sup>/JJB<sup>2</sup>) to approve Village of Harrison getting an appraisal. Motion carried 3-0.

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

9) **OLD BUSINESS:** Employee Wage Study Concerns – Status of contact with Patrick Glynn: CMG sent him an email 5/12/16 requesting supporting documentation.

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

- Future Lift Station #6 – Project discussion: SCM reported they will begin contacting land owners in the base north-south sewer/water corridor for permission to do survey and wetland delineation work on their land. Meeting scheduled with Dave Wagner of Ehlers 5/17/16 to develop a plan that can be presented to the village board and district commission.

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

- 2<sup>nd</sup> Addition to Woodland Hills - Gosling Way Court status report: SCM reported sewer/water completed and tested. Waiting for street construction, staff walk thru, safe water sample results, lien waiver and final quantities and costs. Final approval possible at June meeting.

- Woodcrest Heights Drive – Status report: SCM reported sewer approval is back from DNR but waiting on water approval. Hagens plans to request a permit for one of these lots in the near future. SCM believes there should be no problem with issuing a permit at this time.
- 1<sup>st</sup> Addition Lake Park Heights – Status report: No plans submitted yet.

**12) NEW BUSINESS**

- Next meeting scheduled for Thursday, June 9, 2016 (2:30pm) at District Office.

**13) OFFICE REPORT:**

- Sonny Drive 2nd Extension – TID reimbursement status report: CMG sent Harrison a request 5/11/16 totaling \$173,582.43.
- North Shore Apartments – Additional quantities/costs information request status: This item is referring to Phase II of the project. SCM will inquire for additional quantities and costs
- Wieckert Issue Engineering Reimbursement Request – Status report: Reimbursement request totaling approximately \$2300 for engineering costs from Nov 2013 to Nov 2014 was sent to Hagens Realty.

**14) FIELD REPORT**

- RWK reported hydrant flushing should be completed by early next week.

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

- Replacement of current tape-based backup with disc-based backup: Current backup capacity has been exceeded. Consensus of Commission was to upgrade the hardware & software backup system at \$919.00.
- Workstation backup protection: Current backup only covers the server's shared drive and backup of individual workstations is recommended. Consensus of Commission was to establish workstation backup with an annual cost of \$275.00.
- Workhorse Software Receipting System: Staff requested this additional software for more secure receipting practices for cash payments. Consensus of the Commission was to add receipting software at \$1000.00 with no annual support cost.
- Wisnet.com, LLC-New website design proposal: Upgrade to the website provider/structure has been requested for more efficient maintenance. An additional quote will be provided at the next meeting.
- Commission requested WiFi be added in the building.

**16) ADJOURNMENT:** MOTION (JJB<sup>1</sup>/DRB<sup>2</sup>) to adjourn. Motion carried 3-0. Meeting was adjourned at 3:15pm.

Submitted by Penny M. Weir  
Billing Clerk