

MEETING MINUTES
WAVERLY SANITARY DISTRICT
June 9, 2016
District Office - N8722 County Rd. LP

- 1) **MEETING WAS CALLED TO ORDER** at 2:30pm by President Bartlein.
- 2) **PRESENT:**

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|-----------------------|-------|------------------------------|-------|
| 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) |
- 3) **APPROVAL/ACCEPTANCE OF 5/12/16 MEETING MINUTES AND 6/1/16 CLOSED SESSION MINUTES:** MOTION (DLK¹/JJB²) to approve 5/12//16 minutes. Motion carried 3-0. Closed session minutes are not complete.
- 4) **2016 FINANCIAL STATEMENTS AND BUDGET COMPARISON:** Postponed until next meeting.
- 5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**
 - District Property Appraisal: Nothing new to report.
- 6) **MONTHLY WATER SAMPLE TESTS' RESULTS:** TGV reported five samples taken 6/16/16 were determined safe by Clean Water Testing. Report on file.
- 7) **OLD BUSINESS:** Employee Wage Study Concerns – Status of contact with Patrick Glynn: CMG is in the process of contacting the listed utilities/municipalities to collect the data.
- 8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**
 - Future Lift Station #6: SCM reported he and Harrison representatives met recently with Dave Wagner of Ehlers to discuss financing options. A Certificate of Authorization from the PSC for a water main will only be needed if three miles or more of 8" water main is built.
 - Proposed Sewer Service Swap: Sewer service swap is on hold.
 - Utility District #3: These utility districts are Harrison's utility districts for tax roll purposes. Utility District #1 is comprised of Waverly Sanitary District, Utility District #2 is comprised of Darboy Sanitary District and Utility District #3 will be for Lift Station #6 and has not been created.
- 9) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**
 - 2nd Addition to Woodland Hills - Gosling Way Court status report: SCM reported all requirements have been met except the final engineering reimbursements and recommended conditional approval based on the final engineering reimbursements being paid. Commission questioned if there was an easement to extend sewer/water lines into the adjacent property located in the Town of Harrison. SCM stated that the sewer/water was designed to extend through to the adjacent land with lines stubbed in just short of that property but the city would not allow the developer to provide an easement on the final plat to allow services to extent through. MOTION (DRB¹/JJB²) to postpone approval for further investigation. Motion carried 3-0.
 - Woodcrest Heights Drive – Status report: SCM reported sewer and water have been approved by DNR but waiting on safe water sample, etc.
 - 1st Addition Lake Park Heights – Status report: Waiver of Assessment has been received but no plans submitted yet.

10) NEW BUSINESS

- Next meeting scheduled for Thursday, July 21, 2016 (2:30pm) at District Office.

11) OFFICE REPORT:

- Sonny Drive 2nd Extension – TID reimbursement status report: TID reimbursement has been paid in full.
- North Shore Apartments Phase II: Everything has been received except the safe water sample and an easement for sewer and water.
- Wieckert Issue - Engineering Reimbursement Request – Receipt status: Reimbursement totaling \$2302.25 for engineering costs from Nov 2013 to Nov 2014 has not been received.
- Permits up 61% from May 2015 with 29 new connections compared to 18 connections last year.

12) FIELD REPORT

- RWK reported the district's lawn care needs to be addressed for this year and commission okayed RWK to go ahead with second lowest bidder from last year if costs will be within \$200 of last year's quote. JJB will cut the grass on north end of property. Hydrant painting will be done by Waverly staff this year. Sewer jetting by Speedy Clean is scheduled for next week.

13) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

- Resolution No. 2016-01, Series 2016 – 2015 Compliance Maintenance Annual Report (CMAR): MOTION (JJB¹/DLK²) to adopt Resolution 2016-01. Motion carried 3-0.
- Website design proposals: Waiting on proposals.
- WiFi has been installed.

14) ADJOURNMENT: MOTION (DRB¹/JJB²) to adjourn. Motion carried 3-0. Meeting was adjourned at 3:05pm.

Submitted by Penny M. Weir
Billing Clerk