

MEETING MINUTES
WAVERLY SANITARY DISTRICT
August 4, 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 Sams | (MLS) | Office Manager Girdley | (CMG) |
| Engineer Mike Siewert | (MSS) | Billing Clerk Weir | (PMW) |

Others in attendance: Harrison Manager Travis Parish and Developer Mike Hagens

- 3) **APPROVAL/ACCEPTANCE OF 7/21/16 MEETING MINUTES:** MOTION (DLK¹/JJB²) to approve minutes. Motion carried 3-0.
- 4) **2016 FINANCIAL STATEMENTS AND BUDGET COMPARISON:** In progress.
- 5) **COMMUNITIES/CUSTOMERS/SERVICE CONCERNS**
- City of Menasha 2nd Addn to Woodland Hills (Gossling Way Ct) easement agreement discussion: Attorney John St Peter reviewed and approved revised language for an easement in the outlot. MOTION (DRB¹/DLK²) to table final project acceptance. Motion carried 3-0.
 - Developer Mike Hagens – request for water on at Lot 95 2nd Addn to Woodland Hills: MOTION (DLK¹/DRB²) to approve turning water on only for Lot 95 on Monday August 8. Motion carried 3-0.
- 6) **MONTHLY WATER SAMPLE TESTS RESULTS:** RWK reported samples will be taken mid-month and reported at next meeting.
- 7) **OLD BUSINESS**
- Employee Wage Adjustment – CMG reported the adjustment would be reflected on next week's payroll.
 - Wage Study Research Discussion: Commission agreed to move RWK's position to the control point in the wage tier. Wages will be review again in October for 2017.
- 8) **DISTRICT'S REPAIR/MAIN EXTENSION/MODIFICATION PROJECTS**
- Future Lift Station #6: Harrison will meet again with Dave Wagner from Ehlers to develop financing plan.
 - Utility District #3: Nothing new to report.
- 9) **GENERAL CONSTRUCTION STATUS (INDIVIDUAL DEVELOPER FUNDED PROJECTS)**
- 2nd Addition to Woodland Hills - Gosling Way Court - Final project acceptance status report: Discussed under item 5.
 - North Shore Apartments-Phase II: Nothing new to report.
 - Woodcrest Heights Drive – Status report: Nothing new to report.
 - 1st Addition Lake Park Heights – Status report: Nothing new to report.

10) NEW BUSINESS

- Next meeting scheduled for Thursday, September 1, 2016 (2:30pm) at District Office.

11) **OFFICE REPORT:** CMG reported permits are up 17% from last year. Exempt Computer Aid payment of \$27 was received.

12) FIELD REPORT

- RWK reported sewer cleaning was completed without issue. Hydrant painting going well with plans to paint approximately 50 hydrants per year. Operators will be testing newer technology listening equipment provided by Wisconsin Rural Water that is used to find underground water leaks.

13) OTHER BUSINESS TO LEGALLY COME BEFORE THE COMMISSION

- Website design proposals: Questions were clarified and quote from Infinity Technology was recommended for approval. MOTION (JJB¹/DLK²) to approve contract with Infinity Technology. Motion carried 3-0.
- Computer Workstations and Laptop Quotes: MOTION (JJB¹/DLK²) to get laptop and desktop computers. Motion carried 3-0. Laptop w/MS Office & Antivirus \$1174.00. Desktop w/MS Office & Antivirus \$1389.00.

14) **ADJOURNMENT:** MOTION (DLK¹/JJB²) to adjourn. Motion carried 3-0. Meeting was adjourned at 3:20pm.

Submitted by Penny M. Weir
Billing Clerk