

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1  
MINUTES**

**April 14, 2010**

Commissioner Gerard called the meeting to order at 4:30 p.m.

Present: Commissioners Gerard, Ciesielski, and Hinz  
Absent: None  
Also Present: Bob Kabitzke, Auditor; Lynn Tamblyn, WRCSD; Jeff Bratz, WRCSD; Duane Erickson, Operations Superintendent; and Debbie Nelson, Administrator

Hinz motioned to approve the minutes from the March 10, 2010 meeting as printed, seconded by Gerard. Ciesielski opposed as he does not feel it is correctly stated that he approved the December 09, 2009 minutes under protest. Two in favor, one opposed. Motion carried.

Report from WRCSD: Lynn Tamblyn and Jeff Bratz appeared to explain the proposed changes by the Wisconsin DNR regarding compliance with phosphorus limits. Tamblyn feels this could result in a \$7,000,000 investment which, after obtaining a loan for this amount, would cost approximately \$500,000 per year resulting in a 55% increase in their budget. This would be a cost burden that the majority of municipal systems could not afford without the assistance of grant money. Tamblyn strongly suggested the Commissioners attend one of the meetings or voice their opinion via internet link listed on the e-mail he provided.

Tamblyn addressed the WRCSD Ordinance to Amend Article V of the User Charge System Ordinance and the 2008 Sewer User Charge Study. Discussion ensued regarding both. In addition to the connection fee a buyer or developer would pay the WSD to construct on vacant land, WRCSD would also impose a \$2,750 connection fee. Tamblyn explained that since these properties have not paid into the capitalization of the plant it would help keep their rates down. Tamblyn wanted to get the Commissioners opinion to report back with and by a show of hands they are unanimously in favor.

Kabitzke explained the 2009 audit and answered questions. Administrator Nelson provided Kabitzke and the Commissioners with the Cash on Hand reports from December 2009-March 2010 expressing concern over the decreasing funds. There was a loss of \$80,000 from 2008-2009, and a loss of \$14,000 from January-March 2010. Kabitzke stated that if the district does not begin collecting connection fees by the end of 2010 the unrestricted funds would be depleted and a user fee increase would be necessary. This item will be revisited in September.

Gerard motioned to accept the annual "Red Flag Policy", seconded by Hinz. All in favor. Motion carried.

Gerard motioned to keep connection fees at the current rates that became effective April 09, 2008, seconded by Hinz. All in favor. Motion carried.

Administrator Nelson explained the next agenda item, Clarification of Commissioner Salary. Nelson stated that in 2001 the President's pay was increased by \$100 over the amount paid to the other two Commissioners. In May 2009 a letter was sent to the Town Board requesting that the \$100 premium being paid to the President be eliminated. However, in April 2005 the Commission President's pay had been changed by the Town Board to \$5,000 per year which, in turn, effectively decreased the President's premium from \$100 per meeting to \$83.34 per meeting. So there is no additional confusion on this issue going forward, it was brought to the Town's attention so it could modify the language of the adopted motion or otherwise properly identify that all three Sanitary District Commissioners' salaries be equalized at \$3,999.96 each per year. The town board made such motion at their April 12, 2010 meeting.

Monthly O&M Report:

- Erickson stated they found four (4) leaks which were taken care of.
- Discussion ensued regarding the procedure for razing properties and capping the sewer. Particular reference was made to the razing of a house at 7519 N. Tichigan Road and the subsequent problems the contactor had with capping the sewer which in turn affected the property located at

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7520 N. Tichigan Road. It was decided that Erickson will compile all expenses incurred by the district and write a letter to the contractor requesting re-imbursement.

Administrator Comments:

- Our Accounts Clerk, Kelly Crawford, has been hired as a part time R.N. at St. Luke's Hospital. Kelly will continue to work at the district in addition to continuing her education to obtain her bachelors degree.

Correspondence consisted of:

- WRCSD Agenda & Minutes

The Administrator explained the M&I Account Analysis that is being provided to the district each month showing the monthly savings of fees being waived.

Gerard brought up a bill in the amount of \$267 submitted by Erickson for his stay at the Days Inn while attending the Rural Water Conference in March. Gerard feels that when an employee asks to attend a conference or seminar the total amount be presented to the commission for approval. In this case the seminar was approved, but then bills were submitted for re-imbursement of the motel and mileage.

Accounts payable were approved on a Ciesielski/Hinz motion. All in favor. Motion carried.

Ciesielski motioned to adjourn at 6:03 p.m., seconded by Hinz. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator