

**Commissioners Meeting**  
**Wednesday August 10, 2011**  
**6:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

<b>Commissioners Gerard, Santaga, &amp; Block, Administrator Nelson, Operations Superintendent Nelson</b>
<b>Operations Assistant Ignatowski, Accounts Clerk Thompson</b>

**AGENDA**

**Public Appearances**

- Lynn Tamblin, Western Racine County Sewerage District (WRCSD)

**Minutes of Previous Meeting(s)**

**Report from Western Racine County Sewerage District (WRCSD)**

**Old Business**

- Discussion and Possible Action Regarding Grant Services
- Discussion and Possible Action Regarding Replacement of Server
- Re-visit the Implementation of Properly Addressing Commissioners, Administrator, Operations Superintendent, Operations Assistant, and Accounts Clerk (Name Calling)

**New Business**

- Request for Administrator Nelson to Attend Civic Systems 11<sup>th</sup> Annual Symposium
- Set Preliminary Budget Meeting & Budget Hearing
- Discussion and Possible Action Regarding Eliminating the District Owned Grinder Pumps

**Operations & Maintenance Report (O&M)**

**Treasurer Report**

**Correspondence**

- WRCSD Agenda & Minutes

**Administrator Comments**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Commissioners Meeting**  
**Wednesday July 13, 2011**  
**6:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

<b>Commissioners Gerard, Santaga, &amp; Block, Administrator Nelson, Operations Superintendent Nelson</b>
<b>Operations Assistant Ignatowski, Accounts Clerk Thompson</b>

**AGENDA**

**Public Appearances**

- Lynn Tamblin, Western Racine County Sewerage District (WRCS D) Representative; Attorney John P. Macy, Arenz, Molter, Macy & Riffle, S.C.; Bob Kabitzke, Auditor

**Minutes of Previous Meeting(s)**

**Report from Western Racine County Sewerage District (WRCS D)**

**Old Business**

- Presentation of 2010 Audit
- Discussion and Possible Implementation of Commissioner Duties
- Discussion and Possible Action Regarding Grant Services
- Discussion and Possible Action Regarding Replacement of Server
- Discussion and Possible Acceptance of Agreements, Services and/or Purchase of Software Modules Related to Online Bill Payment & E-mailing of Bills

**New Business**

- Introduction of Attorney John P. Macy, Molter, Macy & Riffle, S.C.
- Commissioner Gerard's Report on Meeting with County Executive Ladwig Regarding Vacant WRCS D Position
- Discussion and Possible Action Regarding CD Maturity
- Commissioner Code of Conduct

**Operations & Maintenance Report (O&M)**

**Treasurer Report**

**Correspondence**

- WRCS D Agenda & Minutes

**Administrator Comments**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Commissioners Meeting**  
**Wednesday June 08, 2011**  
**6:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

- Lynn Tamblin, Western Racine County Sewerage District (WRCSD) Representative; Bob Kabitzke, Auditor

**Report from Western Racine County Sewerage District (WRCSD)**

- Discussion and Possible Action Regarding Replacement of WRCSD Representative

**Old Business**

- Discussion and Possible Replacement of Legal Counsel
- Discussion and Possible Implementation of Commissioner Duties
- Discussion and Possible Acceptance of Agreement with eZone Secretarial Services, LLC for Grant Services
- Discussion and Possible Replacement of Server

**New Business**

- Implementation of Properly Addressing Commissioners, Administrator, Operations Superintendent, Operations Assistant, and Accounts Clerk
- Discussion & Possible Re-Appointment of Treasurer and Appointment of Secretary
- Presentation of 2010 Audit
- Resolution 1103 Accepting the 2010 Compliance Maintenance Annual Report (CMAR) with the Wisconsin Department of Natural Resources NR 208
- Discussion and Possible Action Regarding Money Owed to District from the Town of Waterford for Municipal Building Insurance
- Discussion and Possible Action Regarding Obtaining a Certificate of Insurance from the Town of Waterford
- Discussion and Possible Action Regarding Billing the Town of Waterford for Maintenance Issues

**Operations & Maintenance Report (O&M)**

**Treasurer Report**

**Correspondence**

- WRCSD Agenda & Minutes

**Administrator Comments**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**NOTICE OF SPECIAL MEETING**

There will be a Special Meeting of the Town of Waterford Sanitary District Commission on Monday May 16, 2011, at the Town of Waterford Sanitary District Office, 415 N. Milwaukee Street, Waterford, Wisconsin at 8:00 a.m. for the following purpose:

- Appointment of Interim Commissioner

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Posted this 13<sup>th</sup> day of April 2011**

**Commissioners Meeting**  
**Wednesday May 11, 2011**  
**7:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

- Lynn Tamblin, Western Racine County Sewerage District (WRCSD) Representative; Gary Hansen, The Diamond Group; Jerry Ignatowski

**Report from Western Racine County Sewerage District (WRCSD)**

**Old Business**

- Discussion and Possible Replacement of Legal Counsel
- Discussion and Possible Action Regarding Commissioner Absenteeism
- Discussion and Possible Action Regarding Commissioner Identification

**New Business**

- Discussion and Possible Implementation of Commissioner Duties
- Election of President
- Appointment of Secretary & Treasurer
- Discussion and Possible Acceptance of Agreement with eZone Secretarial Services, LLC for Grant Services
- Discussion and Possible Acceptance of Agreements, Services and/or Purchase of Software Modules Related to Payroll Direct Deposit, ACH Payments to Vendors, Online Bill Payment, E-mailing of Bills and Document Management
- Discussion and Possible Replacement of Server

**Operations & Maintenance Report (O&M)**

**Treasurer Report**

**Correspondence**

- WRCSD Agenda & Minutes

**Administrator Comments**

**Account Payables**

**Adjourn to closed session to discuss personnel matters. This notice is in conformance with S.S. 19.85 (1)(c). Following such deliberation, the Commission will meet in open session after proper public notice to decide what action should be taken with regard to said personnel matters.**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

## **NOTICE OF SPECIAL MEETING**

There will be a Special Meeting of the Town of Waterford Sanitary District Commission on Tuesday April 19, 2011, at the Town of Waterford Sanitary District Office, 415 N. Milwaukee Street, Waterford, Wisconsin at 8:00 p.m. for the following purpose:

- Discussion and Possible Action Regarding Purchase of Truck
- Discussion and Possible Action Regarding Hiring of Summer Help
- Discussion and Possible Action Regarding Change of Time for Monthly Commissioner Meeting

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Posted this 18<sup>th</sup> day of April 2011**

**Commissioners Meeting**  
**Wednesday April 13, 2011**  
**4:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

- Lynn Tamblyn, Western Racine County Sewerage District (WRCSD) Representative

**Report from Western Racine County Sewerage District (WRCSD)**

**Old Business**

- Discussion and Possible Replacement of Legal Counsel

**New Business**

- Discussion Regarding Possible Reimbursement of Electrical Permit Fee Paid to Town of Waterford Building Inspector for Grinder Pump Hook-Up at 4417 Waterford Drive
- Discussion and Possible Action Regarding Request from Commissioner Hinz to Waive the Late Fee (Penalty) from his 1<sup>st</sup> Quarter Sewer Payment
- Review & Approve "Red Flag Policy"
- Review Connection Fee Rates
- Discussion and Possible Action Regarding Commissioner Absenteeism
- Discussion and Possible Action Regarding Commissioner Identification
- Discussion and Possible Action Regarding Change of Time for Monthly Commissioner Meeting

**Operations & Maintenance Report (O&M)**

**Public Comment**

**Correspondence**

- WRCSD Agenda & Minutes

**Administrator Comments**

**Treasurer Report**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Ken Hinz, President**

**Commissioners Meeting**  
**Wednesday March 09, 2011**  
**4:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

- Lynn Tamblyn, Western Racine County Sewerage District (WRCSD) Representative

**New Business**

- Discussion Regarding District Website

**Old Business**

- Discussion and Possible Replacement of Legal Counsel
- Employment Terms for Accounts Clerk Position

**Public Comment**

**Operations & Maintenance Report (O&M)**

**Administrator Comments**

**Correspondence**

- WRCSD Agenda & Minutes

**Report from Western Racine County Sewerage District (WRCSD)**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Ken Hinz, President**



**Commissioners Meeting**  
**Wednesday February 09, 2011**  
**4:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

- Lynn Tamblyn, WRCSD Representative

**New Business**

- Discussion and Possible Action Regarding Maturity of Two (2) Certificates of Deposit
- Employment Terms for Operations Assistant Position
- Employment Terms for Accounts Clerk Position
  - \* Letter of Resignation – Kelly Crawford, Accounts Clerk

**Old Business**

- Discussion and Possible Replacement of Legal Counsel

**Public Comment**

**Operations & Maintenance Report (O&M)**

**Administrator Comments**

**Correspondence**

- WRCSD Agenda & Minutes
- John Kuderski

**Report from Western Racine County Sewerage District (WRCSD)**

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Ken Hinz, President**

**Commissioners Meeting**  
**Wednesday January 12, 2011**  
**4:30 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

**AGENDA**

**Minutes of Previous Meeting(s)**

**Public Appearances**

Lynn Tamblin, WRCSD Representative, Chief Tom Ditscheit

**Report from WRCSD**

**New Business**

- Resolutions Determining Rates for Class A, Class B & Metered Users
- Janitorial Service Review & Possible Replacement
- Legal Counsel
- Response to Bill Gerard's Newsletter

**Old Business**

**Public Comment**

**Monthly O & M Report**

**Administrator Comments**

**Correspondence**

- WRCSD Agenda & Minutes

**Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

**Ken Hinz, President**