

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

July 13, 2011

Commissioner Gerard called the meeting to order at 6:30 p.m.

Commissioners Present: Commissioner Gerard, Commissioner Santaga and Commissioner Block
Commissioners Absent: None
Also Present: Administrator Debbie Nelson; Operations Superintendent Norm Nelson;
Western Racine County Sewerage District (WRCS D) Representative Lynn
Tamblyn; Bob Kabitzke, Auditor; and John P. Macy, Attorney

Commissioner Gerard moved to agenda item Introduction of Attorney John P. Macy, Molter, Macy & Riffle, S.C. Attorney Macy introduced himself, explained his experience, how their firm handles clients and their needs, answered questions and provided a Letter of Engagement.

Commissioner Gerard resumed the order of the agenda with the Minutes of Previous Meeting(s). Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the Commission Meeting minutes dated June 08, 2011 as printed. All in favor. Motion carried.

**Report from Western Racine County Sewerage District (WRCS D):
Presented by Lynn Tamblyn**

WRCS D Representative Tamblyn did not have anything to report. Commissioner Gerard questioned WRCS D Representative Tamblyn if he was aware of a decision being made on the vacant representative position with WRCS D Representative responding he did not. Commissioner Gerard discussed the meeting he attended with Racine County Executive Ladwig regarding this matter.

Old Business:

Auditor Bob Kabitzke explained the 2010 audit and answered questions.

Commissioner Santaga presented and explained "Officer Duties" which outline the responsibilities of the commissioner positions. Motion made by Commissioner Block, seconded by Commissioner Santaga to accept the "Officer Duties". All in favor. Motion carried.

Commissioner Block reported after contacting Pam Belden, Director of the Village of Waterford Public Library, and Rebecca Ewald, Administrator for the Village of Waterford, she was informed they both do their own grant writing. Director Belden explained because grants are in a format given by the foundation, in her opinion there is not any reason to pay someone a lot of money to procure one. Discussion ensued with Commissioner Gerard and Commissioner Block agreeing to meet to further discuss grant writing. Motion made by Commissioner Santaga, seconded by Commissioner Block to table this issue to next months meeting.

Commissioner Santaga stated he was not able to obtain the opinion on the server replacement in time for tonight's meeting; however he will contact Administrator Nelson when he does and a special meeting will be held.

Online bill payment and e-mailing of bills was revisited. Paperwork was reviewed and discussion ensued regarding fees versus benefits. Also discussed was having the quarterly billing cards highlighted where a message could be placed. Motion made by Commissioner Santaga, seconded by Commissioner Block to continue the current billing practice with the placement of a highlighted area and message on the billing card with the intent of periodically re-visiting this issue in the future. All in favor. Motion carried.

New Business:

Commissioner Gerard stated he already reported on the highlights of the meeting with County Executive Ladwig earlier in the meeting.

Motion made by Commissioner Gerard, seconded by Commissioner Santaga to renew Certificate of Deposit #6 with M&I bank. All in favor. Motion carried.

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Commissioner Gerard explained why he placed the next item “Commissioner Code of Conduct” on the agenda, however due to the recent replacement of Commissioners he no longer feels it is necessary to implement. Motion made by Commissioner Gerard, seconded by Commissioner Santaga not to proceed with implementing a Commissioner Code of Conduct. All in favor. Motion carried.

Monthly Operations & Maintenance Report (O&M):
Presented by Operations Superintendent Norm Nelson

Operations Superintendent Nelson stated they have completed adjusting twenty-four (24) manholes in the last two weeks.

Lift station 14A is being converted next Thursday to 3-phase electric.

Commissioner Gerard explained the problems the District incurred with the recent manhole work and that he will be writing a letter to the Town stating in the future a contract along with a drawing of the area being done must be received prior to the commencement of work.

Treasurers Report:

Commissioner Block presented and explained a report she receives on a monthly basis from the Village of Waterford Library Board. This report is available in Caselle, which is also the District’s software provider. Motion made by Commissioner Block, seconded by Commissioner Santaga to implement this report and have it be part of the monthly Treasurer’s Report. All in favor. Motion carried. Further discussion ensued regarding the set-up of the report. Motion made by Commissioner Block, seconded by Commissioner Santaga to withdraw the motion until further research can be done. All in favor. Motion carried.

Correspondence consisted of:

- WRCSD Agenda & Minutes

Administrator Comments:
Presented by Administrator Debbie Nelson

Administrator Nelson reported the 2nd quarter billing cards were sent out keeping Accounts Clerk Thompson and herself very busy receiving and entering payments. Resident’s dropping off their payments have been asked whether they would like to provide an e-mail address if they had not already done so with 44 willing to and 16 that either don’t have a computer or are not interested.

Administrator Nelson thanked WRCSD Representative Tamblyn for providing the information used as reference in the letter to Racine County Executive Ladwig and felt there were many good reasons given as to why the District should receive a second representative.

Informed the Commissioners the May and June Cash on Hand reports were in their packet.

Accounts Payable:

Motion made by Commissioner Santaga, seconded by Commissioner Block to approve the accounts payable. All in favor. Motion carried.

Motion made by Commissioner Gerard, seconded by Commissioner Santaga to adjourn at 8:25 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator