

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

June 13, 2012

Commissioner Gerard called the meeting to order at 6:00 p.m.

Commissioners Present: Commissioners Gerard, Santaga and Block
Commissioners Absent: None
Also Present: Administrator Debbie Nelson; Operations Superintendent Norm Nelson; Jerry Ignatowski, Operations Assistant; Emily Thompson, Accounts Clerk; WRSCD Representative Lynn Tamblyn; Tracy Ouellette, Waterford Post; and Town of Waterford Residents

Announcement

Commissioner Gerard announced to all present that the Commission intends to convene in closed session pursuant to 19.85(1)(c) Wis Stats , “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”, specifically each individual employee of the District including the District Administrator Nelson, the District Operations Superintendent Nelson, the Accounts Clerk Thompson and the Operations Assistant Ignatowski.

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the Commission Meeting minutes dated May 09, 2012 as printed. All in favor. Motion carried.

Motion made by Commissioner Block, seconded by Commissioner Santaga to approve the Commission Meeting minutes dated May 30, 2012 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.

Old Business:

Discussion & Possible Action Regarding Responsibility for Future Costs Related to District Owned Grinder Pumps will be table to next month. No action taken.

Commissioner Block reviewed the survey conducted by Administrator Nelson explaining other municipalities either don't have an expenditure policy or they are all over the board, however she did have a conversation with Lori Peternell, the Village of Waterford treasurer, who said they have a very detailed budget which they abide by eliminating the need for an expenditure policy, purchase orders, etc. This item will be tabled to next months meeting giving Commissioner Block a chance to talk with Peternell in more depth.

Commissioner Gerard spoke with Frank Price and agreed to extend the time limit to the end of June for Price to complete insulating the municipal building. No further action taken.

New Business:

Discussion ensued regarding inaccurate information that is circulating regarding the District's financials and how to get the factual information to the users. Commissioner Santaga felt anyone can make a request to see the financials and would like to see the budget and monthly treasurer's report on the website. Commissioner Block agreed with placing the budget on the website but voiced concern that people viewing it may not understand some of the items. Commissioner Gerard was in favor of placing the budget on the website and felt if someone had a question they could contact the office. The commission would like to see information placed on the website correcting misleading and inaccurate information. Motion made by Commissioner Santaga, seconded by Commissioner Block to put the budget and treasurer's report on the website. All in favor. Motion carried.

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

Motion made by Commissioner Santaga, seconded by Commissioner Block to have a time period on a monthly basis for district comments and questions that the commissioners can take note of and respond to as an agenda item at the next months meeting. All in favor. Motion carried.

Operations Superintendent Nelson explained the 2011 CMAR report and answered questions regarding the replacement fund. Motion made by Commissioner Santaga, seconded by Commissioner Block to accept Resolution 1206 Accepting the 2011 Compliance Maintenance Annual Report (CMAR) with the Wisconsin Department of Natural Resources NR 208. All in favor. Motion carried.

The Commissioners agreed to suspend the order of the agenda to finish the regular business before moving to closed session.

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

Operations Superintendant Nelson attended the Rural Water seminar and priced adjusting rings. He plans to purchase two (2) at \$1,000 each this year to use towards the forty-four (44) he will need to purchase next year for the Hwy. 164 project.

Treasurer's Report:

Commissioner Block didn't have a treasurer report this month however the April and May Cash on Hand Reports were available.

Correspondence consisted of:

- WRCSD Agenda & Minutes

**Administrator Comments:
Presented by Administrator Debbie Nelson**

Administrator Nelson has been working on software programming in anticipation of the 2nd quarter billing.

Accounts Payable:

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

Commissioner Gerard moved to agenda item Discussion & Possible Action on motion to convene into closed session pursuant to 19.85(1)(c) Wis Stats , "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.", specifically each individual employee of the District including the District Administrator Nelson, the District Operations Superintendent Nelson, the Accounts Clerk Thompson and the Operations Assistant Ignatowski. ROLL CALL VOTE and resumed the order of the agenda.

Motion made by Commissioner Block, seconded by Commissioner Santaga to convene into closed session pursuant to 19.85(1)(c) Wis Stats , "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.", specifically each individual employee of the District including the District Administrator Nelson, the District Operations Superintendent Nelson, the Accounts Clerk Thompson and the Operations Assistant Ignatowski. Roll call vote: Commissioner Block, aye; Commissioner Santaga, aye; Commissioner Gerard, aye. All in favor. Motion carried. Meeting adjourned to closed session at 6:32 p.m.

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

Motion made by Commissioner Santaga, seconded by Commissioner Block to reconvene into open session at 7:45 p.m. All in favor. Motion carried.

Motion made by Commissioner Gerard, seconded by Commissioner Santaga to have the commission write a letter of support for their employees addressing issues that have become public. All in favor. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner Block to adjourn at 7:47 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator