

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

December 12, 2012

Commissioner Dickinson called the meeting to order at 6:09 p.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga
Commissioners Absent: None
Also Present: Debbie Nelson, Administrator; Norm Nelson, Operations Superintendent, Christopher Schultz, District Attorney, Bob Hankel, District Attorney, Bob Kabitzke, District Accountant, Pat Bogumil, Waterford Post, and residents of the Town of Waterford

Public Comments

None.

Announcements

None.

Minutes of Previous Meeting(s)

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve the Commission Meeting minutes dated November 07, 2012, and the Special Commission Meeting minutes dated November 28, 2012 as printed. All in favor. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

None.

Old Business

1. *Discussion and possible action regarding legal action against Frank Price, F.C. Price Corporation for failure to insulate the municipal building per plans and specification for Project Number 98P86. (DD)*

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to officially table this matter. All in favor. Motion carried.

2. *Discussion and possible action regarding selection of health care provider, plans and options for WSD employees in 2013. (DD)*

Commissioner Dickinson received a letter dated January 11, 2013 from Gary Fox, State of Wisconsin Department of Employee Trust Funds, stating there will not be a surcharge applied to the rates as the risk and experience of the employee group is similar to the average of the program.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that the District shall make a contribution toward health insurance premiums of qualified employees beginning January 01, 2013 based on the premium for the United Health Care plan described as W4-4/RX OB, with the employees, in the case of Debbie Nelson and Norm Nelson, making a combined contribution of \$65.00 per month. The District intends to convert the health insurance coverage of qualified employees on or about April 01, 2013, to the State of Wisconsin Employee Trust Fund Health Care Program, with the District contributing 88% (eighty-eight percent) of the premium based on the etf plan guidelines for a single or family plan as applicable, provided if 2 (two) or more qualified employees are family members and are eligible for coverage, said contribution shall be limited to 88% (eighty-eight percent) of the premium for family coverage in total for said employees. Assuming there is compliance with federal and state law, if a non-qualified spouse has health insurance available provided by another employer, family coverage shall not be available for that spouse. The term 'qualified employee' shall be further defined by the District in 2013. The commission agrees, and hereby directs Administrator Nelson to 1) notify United Health Care that the District will convert from the current plan (WE-B / RX K4) to W4-4/RX OB effective January 01, 2013 and, 2) prepare

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Wisconsin State resolution known as 'A Resolution For Inclusion Under The Wisconsin Public Employers' Group Health Insurance Program' confirming the commission's selection of State Program option #4 as defined in the Wisconsin Public Employees Non-Medicare Benefits Program Options (PO) effective January 01, 2013. All in favor. Motion carried.

New Business

1. *Discussion and possible action regarding WSD general insurance policy. (DD)*

Motion made by Commissioner McNeiley, seconded by Commissioner Santaga to table this matter. All in favor. Motion carried. Administrator Nelson was directed to call Steffen's Insurance and as a courtesy let them know this matter is being tabled with the intent of the current policy automatically renewing.

2. *Discussion and possible action regarding transfer of certain funds from Unrestricted to Restricted Funds. (DD)*

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to transfer \$99,086.29 from the money market account to the LGIP #1 account. All in favor. Motion carried.

3. *Discussion and possible action regarding changes to WSD retirement benefits offered to employees. (DD)*

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to revise its contributions to the employee retirement program as follows: Effective January 01, 2013 the District shall match the employee's contribution into the retirement program, an amount up to 4.5% (four and one-half percent) of qualified employee's gross income. Should an employee elect to contribute more than 4.5% (four and one-half percent) of income, no additional District matching contributions will be made. The maximum contribution shall be limited by the retirement program rules. Contribution to the retirement fund by any employee is strictly voluntary. All in favor. Motion carried.

4. *Discussion and possible action regarding Employee Contract between the Town of Waterford Sanitary District No. 1 and Sanitary District Administrator including, but not limited to, contract renewal/non-renewal, wages, retirement benefits, insurance benefits, and status going forward. (DD)*

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that: 1) The commission confirms that Debbie Nelson's contract titled 'Employee Contract Between the Town of Waterford Sanitary District No. 1 and Sanitary District Administrator' will not be renewed and will terminate as of January 01, 2013. Notice was previously provided of the commission's intent to take the action of non-renewal in the commission's letter of July 20, 2013, per the written contract between Debbie Nelson and the District. 2) Should Debbie Nelson accept the District's offer, Debbie Nelson work is as an at-will employee at her current hourly wage and revised benefits, with the understanding the position may be eliminated or modified depending on what, if any, decisions the District Commissioners may make concerning the re-organization of the District. The District emphasizes that Debbie Nelson's employment is at-will and there is no guarantee her current position or the at-will position she assumes will continue. 3) Revised benefits for the at-will employment of Debbie Nelson, if she should accept the District's offer, provided she remains a qualified employee, will include retirement benefits with the District matching the employee's contribution up to 4.5% (four and one-half percent) of gross income per the District matching program, capped at the retirement program's maximum. 4) The District shall make a contribution toward health insurance premiums for Debbie Nelson, in accordance to the previously passed motion regarding health insurance. All in favor. Motion carried.

5. *Discussion and possible action regarding At-Will Employment Terms and Requirements of Operations Superintendent with Town Of Waterford Sanitary District No. 1 including, but not limited. to at-will renewal/non-renewal, wages, retirement benefits, insurance benefits, and status going forward. (DD)*

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Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that: 1) The District shall continue the at-will employment of Norm Nelson effective January 01, 2013, at the same hourly rate as 2012 with revised benefits, provided he remains a qualified employee. 2) There may be a re-organization of the District that would affect Norm Nelson's current at-will job assignment, work responsibilities, and position. 3) The District shall make a contribution toward health insurance premiums for Norm Nelson, in accordance to the previously passed motion regarding health insurance. 4) Revised benefits for the at-will employment of Norm Nelson will include retirement benefits with the District matching the employee's contribution up to 4.5% (four and one-half percent) of gross income per the District matching program, capped at the retirement program's maximum. All in favor. Motion carried.

6. *Discussion and possible action regarding employment of Operations Assistant with Town of Waterford Sanitary District No. 1 including, but not limited to, work, wages, retirement benefits, and status going forward. (DD)*

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that: 1) The District shall continue the at-will employment of Jerry Ignatowski effective January 01, 2013, at the same hourly rate as 2012 with revised benefits provided he remains a qualified employee. 2) There may be a re-organization of the District that would affect Jerry Ignatowski's current at-will job assignment, work responsibilities, and position. 3) Revised benefits for the at-will employment of Jerry Ignatowski will include retirement benefits with the District matching the employee's contribution up to 4.5% (four and one-half percent) of gross income per the District matching program, capped at the retirement program's maximum. All in favor. Motion carried.

Operations & Maintenance Report (O&M)

1. None

Treasurer Report

1. November Expenditures with Comparison to Budget Report
2. November Cash on Hand Report

Correspondence

1. WRCSA Agenda & Minutes

Administrator Comments

1. None

Account Payables

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to accept the account payables. All in favor. Motion carried.

Adjournment

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to adjourn at 6:49 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator