

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

January 09, 2013

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

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga
Commissioners Absent: None
Also Present: Debbie Nelson, Administrator; Norm Nelson, Operations Superintendent; Bob Hankel, District Legal Counsel; Tom Hincz, Town of Waterford Supervisor; Pat Bogumil, Waterford Post; and residents of the Town of Waterford

Public Comments

None.

Announcements

None.

Minutes of Previous Meeting(s)

Motion made by McNeiley, seconded by Santaga to approve the Commission Meeting minutes dated December 12, 2012, and the Special Commission Meeting minutes dated December 14, 2012 and December 18, 2012 as printed. All in favor. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

Tamblyn reported due to the decrease in flows and haulers disposing waste, WRCSD is increasing their rates 10.3% effective April 2013. This will increase the current rate of \$2.52/1,000 gallons to \$2.78/1,000 gallons.

Old Business

None.

New Business

1. *Discussion and possible action regarding any payroll withdrawals including but not limited to health and deferred compensation (e.g. 457(b)); topics to include but are not limited to process, procedures, scheduling, and/or payroll deduction authorization forms (DD)*

Dickinson presented two (2) payroll deduction forms he developed with the help of Attorney Hankel, one for health insurance and one for the 457(b) deferred compensation plan. Motion made by Santaga, seconded by McNeiley to accept both forms and put them in use immediately. All in favor. Motion carried.

2. *Discussion and possible action regarding any restructuring, reorganization including but not limited to those internal to District, and/or limiting the number of hours the office is open for customer service, any opportunities working with the Town of Waterford on a Utility District, update of discussions with the Town of Waterford pursuant to Utility District, and/or discussions with other districts and/or municipalities, and Staff assignment of preparing surveys, time studies, reports, and other tasks to identify workloads and efficiencies to facilitate evaluation of opportunities and potentially take action on them. (DD)*

Dickinson said the town has voted at a recent meeting to become engaged in the exploratory process of having the sanitary district become a utility district. Dickinson explained discussions he and town board supervisors have had with the Village of Rochester, Town of Dover, and Town of Liberty Grove in Door County and why these municipalities were chosen. Hincz stated the town board has assigned board supervisors to work jointly in the exploratory investigations of how a utility district works, whether there would be cost savings, and the positives and

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negatives for each entity. Hincz also said the board requested an update on this matter at their upcoming meeting on Monday. As potential cost saving measures, Dickinson would like to explore decreasing the hours the district office is open for customer service, perhaps such as the town building inspector which Hincz stated are Monday and Wednesday from 8:00 a.m. to 11:00 a.m., and further suggested cutting some services offered to residents, such as notarizing documents. Dickinson would like the employees to prepare a survey of what tasks they do daily, weekly, monthly, quarterly, and yearly and stressed this survey would be prepared as time provides since daily operations take precedence. Dickinson commented to staff he would look at any other internal savings that they may want to propose. Dickinson suggested having customers log in when they visit the office and would like to know the time burden that is placed on staff; however Santaga and McNeiley felt a tick-mark system would work better and not overload Nelson during an already busy time. Jerry Ignatowski, Operations Assistant, had a completed task survey he handed to Dickinson.

3. *Discussion and possible action regarding any outsourcing of work, contracting with third parties, process for obtaining pricing, bids or budgetary estimates, identification of outsourcing opportunities, prioritization of outsourcing opportunities, and Staff assignments for preparing time studies, surveys, obtaining/providing reports, or any other collection of data necessary to identify and/or evaluating efficiency improvement opportunities. Such outsourcing topics to consider include but are not limited to LS grass cutting; vacuum truck operations; LS and grinder pump servicing; and book keeping, billing, payroll, accounts payable, accounts receivable, and any other accounting functions. (DD)*

Dickinson recognized the time that goes into the bookkeeping functions and would like to look into outsourcing the same. McNeiley said he would like everything, both office and operations, to be outsourced. Dickinson asked for authorization to have discussions with outside entities regarding outsourcing. Motion made by Santaga, seconded by McNeiley to authorize Dickinson to go out and identify some candidates, request information from them, and then compile a scoping document. All in favor. Motion carried.

4. *Discussion and possible action regarding future scheduling of any ad hoc committees, or regular meeting, to facilitate efficiency initiatives which may include but not limited to the committee on restructuring or reorganization of District and/or work with the Town of Waterford on a Utility District, and/or outsourcing of work. (DD)*

Dickinson led the discussion regarding the monetary value of the district's equipment versus selling the equipment and outsourcing the work. Norm reminded the Commissioners of the operational manuals that were set-up by the engineers prior to the start-up of the district in 1988 outlaying the district would have two service trucks, a vacuum truck, two generators, two men, etc. Dickinson said the commission is looking to reinvent the district. McNeiley agreed to research grinder pump servicing. Motion made by Santaga, seconded by McNeiley to do a study on the vacuum truck, grass cutting, lift station and grinder pump servicing. All in favor. Motion carried.

5. *Discussion and possible action regarding scheduling Highway 164 project and/or the LS Telemetry project. (DD)*

Discussion ensued regarding the Highway 164 project and the lift station telemetry. Norm stated on December 21, 2012 the main operations computer crashed due to a lightning surge, a new computer and software is on order, and the majority of the \$15,720 will be covered by insurance. Dickinson signed the proposal from Altronex Control Systems.

6. *Discuss and possible action regarding reducing quarterly user fee including but not limited to timing, process, and amount. (DD)*

Santaga felt that in light of Tamblyn's announcement that WRCSD will increase their rates by 10.3% the district may not be in the position to lower rates. Santaga questioned Debbie on her thoughts regarding a user rate reduction. Debbie did not recommend a reduction as operational costs do not decrease, WRCSD rates increasing with flows being low due to the drought so when the flows increase more gallons will be processed at a higher rate, and considering past history; the rates being \$85.50/quarter when the district began in 1988, then were decreased to \$75/quarter, the \$50,000 tax levy was eliminated, and the rates were again lowered to \$66/quarter for ten years. During this time the WRCSD rates increased along with operation costs which eventually caused the rates to increase

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significantly. Tamblyn reiterated these concerns adding the previous commissioners decided to lower the rates instead of using common sense and not lowering them which would have left the district in a good financial position. Dickinson asked this item remain open for future discussion.

7. *Discussion and possible action regarding any reports to be prepared and presented for review during monthly Commissioners' meeting including but not limited to Staff wages, withdrawals and deductions, over time, comp time, vacation time, etc. (DD)*

Dickinson wants to design a spreadsheet, without employee names, of employee overtime, compensation time, and vacation time. Santaga said wages would not be necessary as the commission is aware of what the employees make, however it would be beneficial to see the overtime and compensation time which would show work overages. Motion made by Santaga, seconded by McNeiley to have Dickinson develop a spreadsheet including these items which will be given to Debbie to distribute to the other commissioners. All in favor. Motion carried.

Operations & Maintenance Report (O&M)

None

Treasurer Report

McNeiley presented the December Expenditures with Comparison to Budget Report. Motion made by Santaga, seconded by Dickinson to accept the Treasurer's Report. All in favor. Motion carried.

Correspondence

1. WRCSA Agenda & Minutes

Administrator Comments

None

Account Payables

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

Adjournment

Motion made by Santaga, seconded by McNeiley to adjourn at 7:23 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator