

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

January 17, 2013

Commissioner Dickinson called the special meeting to order at 8:00 a.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga
Commissioners Absent: None
Also Present: Debbie Nelson, Administrator

Public Appearances:

None.

Old Business

Commissioner Dickinson requested a motion to move the 1st item under Old Business to the end of the agenda. Motion made by Santaga, seconded by McNeiley to move the 1st item on the agenda to the end. All in favor. Motion carried.

- 2 *Discussion and possible action regarding purchase of certain LS Telemetry equipment. (DD)*

Motion made by McNeiley, seconded by Santaga to replace computer equipment that was damaged and submit a claim to the insurance company. All in favor. Motion carried.

New Business

1. *Discussion and possible action regarding Certificate of Deposit ending in 6123 scheduled to renew 01/23/2013. (DD)*

Motion made by Santaga, seconded by McNeiley to move the money from this Certificate of Deposit into the Local Government Investment Pool (LGIP) with the intent of reviewing the cash situation and future expenditures. All in favor. Motion carried.

2. *Discussion and possible action regarding assignment of Commissioners to 'liaison position' by District functional responsibilities. (DD)*

Dickinson explained each town supervisor has a functional responsibility such as the police department, DPW, and office. Due to the numerous activities the commission is taking on he would like to have each commissioner take on an area of responsibility as the liaison person. Motion made by McNeiley, seconded by Santaga to have McNeiley be the liaison for the office/administration functions, Dickinson be the liaison for the operational functions, and Santaga be the legal liaison along with projects from time to time including at this time the lift station telemetry, computers, and Highway 164 project. All in favor. Motion carried.

3. *Discussion and possible action regarding employee life insurance. (DD)*

Dickinson referred to the etf handout "How to Become a Participating Employer Under the Wisconsin Public Employers' Group Life Insurance Program" further confirming the District is eligible to participate in this program. Dickinson stated although he does not want to act on this today, he would ask the Commissioners to read through the handout so action can be taken at the next meeting.

Old Business

Dickinson returned to the first item on the agenda.

1. *Discussion and possible action regarding any outsourcing of work, contracting with third parties, process for obtaining pricing, Staff preparation of time studies/surveys/reports all pursuant to any tasks including*

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*but not limited to LS grass cutting; vacuum truck operations; LS and grinder pump servicing; and bookkeeping, billing, payroll, accounts payable, accounts receivable, and any other accounting functions.
(DD)*

Dickinson compiled several spreadsheets and he would like staff to record the duties they each perform daily, weekly, monthly, quarterly, and annually to assist in the outsourcing work. The target date for completion is February 15, 2013.

Account Payables

None.

Adjournment

Motion made by Santaga, seconded by McNeiley to adjourn at 9:05 a.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator