

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

**February 14, 2013**

Commissioner Dickinson called the meeting to order at 8:30 a.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga  
Commissioners Absent: None  
Also Present: Debbie Nelson, Administrator; Attorney Christopher Schultz, District Legal Counsel;  
Lynn Tamblyn, Vince Klemko, and Jeff Bratz, WRCSD; and a reporter from the  
Waterford Post

**Public Comments**

None.

**Announcements**

None.

**Minutes of Previous Meeting(s)**

Motion made by Santaga, seconded by McNeiley to approve the amended Commission Meeting minutes dated January 09, 2013, and the Special Commission Meeting minutes dated January 17, 2013. All in favor. Motion carried.

**Report from Western Racine County Sewerage District (WRCSD)**

Tamblyn introduced Klemko and Bratz stating they are here to answer any questions on the WRCSD agenda item.

**Old Business**

1. *Discussion and possible action regarding District provided group life insurance plan. Discussion to include but not limited as to possible participation in the Wisconsin Public Employers' Group Life Insurance Program, possible plan options to select from, District contribution level toward monthly premiums, Employee contribution level toward monthly premiums. Included is the possibility of District to take action on a resolution to participate in the State group life insurance plan. (DD)*

Dickinson explained the Wisconsin Public Employers' Group Life Insurance Program that includes both part-time and full-time employees. Motion made by Santaga, seconded by McNeiley to enroll in the Wisconsin Public Employers' Group Life Insurance Program with the District paying the premium to insure up to \$15,000 of coverage per employee, the employee participation is voluntary with the District meeting the minimum requirements of the plan. Santaga and Dickinson in favor. McNeiley opposed. Motion carried.

Motion made by Santaga, seconded by McNeiley to ratify the Resolution as set forth in the Wisconsin Public Employers' Group Life Insurance Program to participate in the same. Santaga and Dickinson in favor. McNeiley opposed. Motion carried.

2. *Discussion and possible action regarding possible outsourcing of work, in particular accounting functions such as book keeping; quarterly user fee billing; payroll, accounts payable, accounts receivable; and any other accounting functions. Discussion shall include but not limited to the development of a bid document, or a request for proposal, or requesting vendor presentations, or other procedures or processes in which to obtain alternate vendor ideas/methods, and various pricing options for this work. This is a follow up to previous discussions on the same topic.(DD)*

Dickinson stated since the commission has agreed to pursue the outsourcing of work per bid, he would like discussion, input, and direction on how to proceed from concept to a request for proposal. Motion made by

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McNeiley, seconded by Santaga for Dickinson to work with Attorney Schultz in researching the outsourcing of administration and a draft of a bid document to present to the commission. All in favor. Motion carried.

3. *Discussion and possible action regarding monthly reports to Commissioners pertaining to Staff wages, benefits, vacation, overtime, comp time, etc. In particular to review, comment, edit and possibly approve use of a supplemental staff compensation report to the 'previous monthly accounts payable' report presented and approved during monthly meetings. (DD)*

Dickinson prepared a report showing base hours worked, overtime hours, and if the overtime hours are paid or banked as compensation time that would be used by non-salaried employees. Motion made by Dickinson, seconded by Santaga to utilize the presented form. All in favor. Motion carried. Dickinson asked McNeiley to pursue this with the staff.

4. *Discussion and possible action regarding the LS Telemetry project. In particular, review and discussion about routine visits to lift stations and whether the LS Telemetry project scope should be expanded reduce the frequency of visits in order to control costs. (DD)*

Dickinson asked Santaga to follow-up with Norm and whomever else he would need to talk to see if there are ways to reduce the amount of what he feels are "routine visits" to lift stations by using a video camera or by some other means.

**New Business**

1. *Discussion and possible action regarding the February 7, 2013 tour of WRCSD (previously noticed). Discussion to include but not limited to observations made and information gathered during the tour, and whether any further District action is necessary regarding WRCSD or District operations; WRCSD billing rates, processes, methods or procedures; or other cost control opportunities pertaining to sewage processing. In addition, discussion and possible action regarding opening a dialog with other neighboring sewage treatment facilities regarding interest in, and budgetary pricing for processing District effluent. (DD)*

Dickinson presented and explained documentation including graphs he prepared titled "Gallons" "Amount" "Rate" "Amount @ \$2.78" and "Rolling 4Q @ \$2.78". It was determined the graphs were inaccurate due to the numbers used being in error. Discussion ensued. Dickinson will begin attending the WRCSD meetings and try to influence what is happening. Dickinson would like to begin "shopping" treatment plants in neighboring communities and exploring if they would be interested in the District's business. Motion made by Santaga, seconded by McNeiley to authorize Dickinson to go to Wind Lake's board to nose around. All in favor. Motion carried.

2. *Discussion and possible action regarding the number of and the location of posting places for District meetings, which are in addition to the posting at the Waterford Municipal Building and notice send to the Waterford Post and other news media. (DD)*

Dickinson would like to eliminate posting in the three current posting locations recommending a notice be posted at the town hall and provided to the newspaper. Santaga motioned to accept this recommendation, however Administrator Nelson questioned whether the motion was to publish in the Waterford Post or only provide them with a notice as that would not comply with the state statute. Attorney Schultz questioned the current policy as he was under the impression notices were already being published in the newspaper. Santaga's motion died. Motion made by McNeiley, seconded by Santaga to table this matter to next month so further legal research can be done. All in favor. Motion carried.

3. *Discussion and possible action regarding re-scheduling the March Commissioner Meeting. (DD)*

Dickinson explained he will be out of town for the March Commissioner Meeting. Motion made by Santaga, seconded by McNeiley to have Dickinson circulate alternative dates for the March Commissioner Meeting. All in favor. Motion carried.

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**Operations & Maintenance Report (O&M)**

None

**Treasurer Report**

*1. January Expenditures with Comparison to Budget Report*

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

*2. December Cash on Hand Report*

Motion made by McNeiley, seconded by Santaga to accept the 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 10:29 a.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator

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

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Lynn Tamblyn, Vince Klemko, and Jeff Bratz, WRCSD; and a reporter from the  
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**Public Comments**

None.

**Announcements**

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**Old Business**

5. *Discussion and possible action regarding District provided group life insurance plan. Discussion to include but not limited as to possible participation in the Wisconsin Public Employers' Group Life Insurance Program, possible plan options to select from, District contribution level toward monthly premiums, Employee contribution level toward monthly premiums. Included is the possibility of District to take action on a resolution to participate in the State group life insurance plan. (DD)*

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Motion made by Santaga, seconded by McNeiley to ratify the Resolution as set forth in the Wisconsin Public Employers' Group Life Insurance Program to participate in the same. Santaga and Dickinson in favor. McNeiley opposed. Motion carried.

6. *Discussion and possible action regarding possible outsourcing of work, in particular accounting functions such as book keeping; quarterly user fee billing; payroll, accounts payable, accounts receivable; and any other accounting functions. Discussion shall include but not limited to the development of a bid document, or a request for proposal, or requesting vendor presentations, or other procedures or processes in which to obtain alternate vendor ideas/methods, and various pricing options for this work. This is a follow up to previous discussions on the same topic.(DD)*

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8. *Discussion and possible action regarding the LS Telemetry project. In particular, review and discussion about routine visits to lift stations and whether the LS Telemetry project scope should be expanded reduce the frequency of visits in order to control costs. (DD)*

Dickinson asked Santaga to follow-up with Norm and whomever else he would need to talk to see if there are ways to reduce the amount of what he feels are "routine visits" to lift stations by using a video camera or by some other means.

**New Business**

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Dickinson explained he will be out of town for the March Commissioner Meeting. Motion made by Santaga, seconded by McNeiley to have Dickinson circulate alternative dates for the March Commissioner Meeting. All in favor. Motion carried.

**Operations & Maintenance Report (O&M)**

None

**Treasurer Report**

3. *January Expenditures with Comparison to Budget Report*

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

4. *December Cash on Hand Report*

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

**Correspondence**

2. *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 10:29 a.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator

**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 1<sup>st</sup> item under Old Business to the end of the agenda. Motion made by Santaga, seconded by McNeiley to move the 1<sup>st</sup> 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.

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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 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



**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)**

Tamblын 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.

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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 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)*

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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 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**

3. WRCSD 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,

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

Debbie Nelson  
Administrator