

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

April 03, 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 and Lynn Tamblyn, WRCSD

Public Comments

None.

Announcements

None.

Minutes of Previous Meeting(s)

Motion made by Santaga, seconded by McNeiley to approve the Commission Meeting minutes dated February 14, 2013 as printed. All in favor. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

Tamblyn did not have anything to report.

Old Business

1. *Discussion and possible action regarding upgrading computer, back-up system for computers, and telephone technology (RM & DD)*

Dickinson referred this item to McNeiley who reported that after speaking with the District's attorney the Commission needs to do a back up of the computer system. McNeiley explained someone will come in from an outside firm to perform this back-up which would provide all the information needed of what reports are generated and the frequency to provide to bidders (referencing the outsourcing administration). Santaga questioned if this was information as to what we require of our system with McNeiley responding "exactly". Motion made by McNeiley, seconded by Santaga to have an outside agency come in to do the back-up and have a report generated for bidding purposes only. All in favor. Motion carried. Dickinson asked McNeiley to take care of this expeditiously. Administrator Nelson requested this item be placed on the agenda, but was not asked for her comments and concerns.

New Business

1. *Discussion and possible action regarding 2012 District audit. (DN)*

This item will be addressed at the next meeting.

2. *Discussion and possible action regarding Citizens Bank of Mukwonago CD notice #232956124. (DD)*

Administrator Nelson explained there are two Certificates of Deposit that need action to be taken as they are no longer earning interest, however since Dickinson only placed one Certificate of Deposit on the agenda it is the only one that can be acted upon. Motion made by Santaga, seconded by McNeiley to move Certificate of Deposit 232956124 to LGIP #1 until such time there is an interest rate worthwhile. All in favor. Motion carried. Certificate of Deposit #232956125 will be discussed next meeting.

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

3. *Discussion and possible action regarding Highway 164 construction. Including but not limited to an update from Norm Nelson and Jeff Santaga regarding schedule, commissioner support required, and other matters pertaining to the project. (DD)*

It was previously known Norm would not be in attendance for this meeting and will possibly be out of town for the next meeting; therefore Santaga will contact Norm and report back next meeting.

4. *Discussion and possible action regarding employee life insurance, including but not limited to temporary extension of current life insurance coverage. (DD)*

Dickinson explained the life insurance with etf would not be available until July 01, 2013 leaving the employees without life insurance. After having Administrator Nelson contact Broker Resources she found the life insurance could be continued through the interim on a monthly basis. Motion made by McNeiley, seconded by Santaga to continue with Broker Resources until etf takes effect. All in favor. Motion carried.

5. *Discussion and possible action regarding employee payroll withdrawal form for life insurance coverage. (DD)*

Motion made by Santaga to accept the presented Employee Payroll Deduction Authorization Form. McNeiley would like to have a date added to the corner of the form. Santaga withdrew his motion. Motion made by McNeiley, seconded by Santaga to accept the Employee Payroll Deduction Authorization Form with the addition of the date to the bottom corner of the form. All in favor. Motion carried.

6. *Discussion and possible action regarding potential restructuring & Outsourcing, including but not limited to progress update, future ad hoc meeting schedule, data needed to complete the RFP. (DD)*

Dickinson explained at last week's Ad Hoc Meeting Regarding Potential Restructuring & Outsourcing the Request for Proposal (RFP) and Scope of Work was discussed, edited, and revised. Dickinson is in the process of incorporating the changes made during the meeting into a revised RFP. The Scoping of Work has not changed. Dickinson explained the timeline, and when it will need to be turned over to the lawyers who will take the Commissioner's decisions and put them into a document that is legal and proper. The bonds and other issues will also need legal help. Dickinson wanted placed on the record that the information provided regarding the employee's job descriptions was not what the Commissioner's were looking for to help them outsource the employee's jobs and was not acceptable. Administrator Nelson made a recommendation of how to supply the Commission what it is apparently looking for that would also provide the most accuracy, however Dickinson stated that it was not acceptable either and feels that what McNeiley presented earlier in the meeting is the only way to achieve what the Commission wants to do. It was agreed there will be Ad Hoc Meetings regarding potential restructuring and outsourcing every Wednesday morning at 8:00 a.m. until further notice to keep this rolling.

Operations & Maintenance Report (O&M)

None

Treasurer Report

1. *February Expenditures with Comparison to Budget Report*
2. *March Expenditures with Comparison to Budget Report*
3. *January Cash on Hand Report*
4. *February Cash on Hand Report*

Dickinson questioned why there was not an employee payroll detail. McNeiley, who is in charge of this, would like to hold off on this report until everything else settles to see if it is still needed. Motion made by McNeiley, seconded by Santaga to accept the reports. All in favor. Motion carried.

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

Correspondence

1. *State of WI – Department of Employee Trust Funds*
2. *WRCSA Agenda & Minutes*

Administrator Comments

1. *Annual District Audit*
2. *Continental Western Group Audit*
3. *January and February Payments from Tax Roll Received from Town of Waterford Treasurer*

Administrator Nelson explained her comments and answered questions on the same.

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 9:07 a.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator