

**Commissioners Meeting**  
**May 08, 2013**  
**6:00 p.m.**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

<b>Commissioners Dickinson, McNeiley, and Santaga, Administrator Nelson, Accounts Clerk Thompson</b>
<b>Operations Superintendent Nelson &amp; Operations Assistant Ignatowski</b>

**AGENDA**

**Public Appearances**

- Lynn Tamblyn, Western Racine County Sewerage District (WRCSD)

**If a commissioner or staff member requested an agenda item it will be followed by their initials, Dan Dickinson (DD), Ricky McNeiley (RN), Jeff Santaga (JS), Debbie Nelson (DN) and Norm Nelson (NN) and they will introduce the issue(s) associated with it, provide supporting information, and recommend a course of action.**

**Public Comments**

This is a meeting of the Waterford Sanitary District Commissioners in public for the purpose of conducting the District's business and is not to be considered a public community meeting. At the beginning of each meeting Commissioners will receive limited information from District residents and property owners, but no action can be taken. For any specific agenda item, at the discretion of the Commission, the public may be allowed to provide comments on those agenda items.

**Announcements**

**Minutes of Previous Meeting(s)**

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

**Old Business**

1. Discussion and possible action regarding computer system contracting. (RM)
2. Discussion and possible action regarding a reduction in quarterly user fee. (DD)
3. Discussion and possible action regarding Highway 164 construction. Including but not limited to an update from Norm Nelson and Jeff Santaga regarding schedule, budget, commissioner support required, and other matters pertaining to the project. (DD)
4. Discussion and possible action regarding District computers, software, hardware and backup systems and procedures. Including but not limited to authorization for a third party to have certain computer administrative rights required to facilitate 'cloud like' backup capabilities, what vendor(s) to utilize for all or parts of work or supply, confidentiality agreement and other guidelines for vendor to follow, procedures throughout the process, or other matters pertaining to computers and/or third party involvement. (DD)

**New Business**

1. Discussion and possible action regarding certain District financial reports. Including but not limited to transfer of funds between restricted and unrestricted funds to confirm them to the 2012 auditors report. (DD)
2. Discussion and possible action regarding a proposed District computer use policy. Including but not limited to policy; ownership and access to files, email internet access; no expectation of privacy; email

confidentiality; electronic mail tampering; personal electronic equipment; or other matters pertaining to this policy. (DD)

3. Discussion and possible action regarding District RFP #050813 to provide a turn-key business solution for accounting, customer billing and customer payment processing, payroll and benefits, and other book keeping function. Including but not limited to approval of an RFP document to obtain proposals for interested third parties, modification to the document, procedures throughout the process, or other matters pertaining to the RFP. (DD)
4. Discussion & possible action regarding building security. (RM)
5. Discussion & possible action regarding staffing levels. (RM)
6. Discussion & possible action regarding Red Flag Policy (DN)
7. Discussion & possible action regarding connection fees (DN)
8. Discussion & possible action regarding renewal of Pitney Bowes contract (DN)
9. Discussion and possible action regarding election of president (DN)
10. Discussion and possible action regarding appointment of secretary and treasurer (DN)

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

1. Hwy 164 manholes.

#### **Treasurer Report**

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

#### **Correspondence**

1. WRCSO Agenda & Minutes

#### **Administrator Comments**

1. None

#### **Account Payables**

**Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Waterford Sanitary District No. 1 at 262-534-4646, with as much advance notice as possible.**

Agenda was written and approved 05/06/2013 by President Dan Dickinson prior to posting.

E-mail & posed agenda 05/06/2013, Town of Waterford Town Hall (outside), Tichigan Lake Civic Center (outside), Ron's Service Station (inside), emailed to newspaper, Lynn Tamblyn (WRCSO)