

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

April 10, 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

Public Comments

None.

Announcements

None.

Minutes of Previous Meeting(s)

Motion made by Santaga, seconded by McNeiley to approve the Commission Meeting minutes dated April 03, 2013 as printed. All in favor. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

Tamblyn was not in attendance.

The Commissioners agreed to move to agenda item #1 under New Business.

New Business

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

Kabitzke explained the 2012 audit/annual report and answered questions. Motion made by Santaga, seconded by McNeiley to accept the audit as presented. All in favor. Motion carried.

Dickinson resumed the original order of the agenda.

Old Business

1. *Discussion and possible action regarding upgrading computers and telephone technology (DD)*

Administrator Nelson explained the difficulties employees are having doing their jobs with the District's antiquated computer system. This issue has been discussed since last year with a band-aid fix until money could be budgeted in 2013. McNeiley stated this is now a crises situation. Santaga stated the server's hard drive is completely full and that is why the network is locking up. Administrator Nelson is to contact Gary of the Diamond Group to get a price on a new server and any other components needed and what his availability is to install the same. Motion made by Santaga, seconded by McNeiley to give Dickinson the discretion to approve up to \$20,000 to replace the server and whatever else is needed after conferring with Administrator Nelson. All in favor. Motion carried.

2. *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)*

McNeiley presented an eQuote in the amount of \$565.60 from Glassen Consulting & Automation, LLC to perform a one time Backup of Caselle water utility data, the shared documents from the main server, and work with the SCADA support company to backup that system to an external hard drive. McNeiley explained that with the information obtained from this back-up along with the DNR site showing the reports that are District generated all the information will be available for outsourcing purposes so there will not be surprises for anybody. Discussion

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ensued whether Caselle is proprietary software and how to view the data. Administrator Nelson questioned if any confidential information will be accessed by Glassen and if there is a confidentiality contract with him or anyone else who may view it. The Commission did not feel this was necessary. Motion made by Santaga, seconded by McNeiley to accept the eQuote and allow McNeiley to proceed with notifying Curtis Glassen. All in favor. Motion carried.

New Business

2. *Discussion and possible action regarding Citizens Bank of Mukwonago CD notice #232956125. (DD)*

Motion made by Santaga, seconded by McNeiley to take the money from CD #232956125 and put in LGIP #1. All in favor. Motion carried.

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)*

Santaga spoke with Norm regarding this project and in his absence reported the District's expense will be a little higher than anticipated due to manhole repairs being made while the project is underway instead of waiting until they fail and having to open the highway. In the long run, this will be cost saving. No action required.

Operations & Maintenance Report (O&M)

None

Treasurer Report

None

Correspondence

None

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 6:37 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator