

Commissioners Meeting
June 12, 2013
6:00 p.m.
Town Hall Meeting Room
415 N. Milwaukee Street, Waterford, WI

Commissioners Dickinson, McNeiley, and Santaga, Administrator Nelson, Accounts Clerk Thompson
Operations Superintendent Nelson & Operations Assistant Ignatowski

AGENDA

Public Appearances

- Lynn Tamblyn, Western Racine County Sewerage District (WRCSO)
- Joe & Jean Maney, 28840 Beach Drive
- Chris Schultz, Law Offices of Michael F. Dubis SC
- Bob Hankel, Law Offices of Hankel, Bjelajac, Kallenbach, Lehner & Koenen, LLC
- 'TBD' Department of Transportation representative
- 'TBD' Department of Transportation representative

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.

Announcement:

Commissioners will discuss a letter dated May 22 from Attorney Paul Bucher. Following the discussion commissioner may go into closed session pursuant to Wis. Stat. § 19.85(1)(g) for the following purpose: Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation, including, but not necessarily limited to, litigation regarding personnel matters and the points raised in the May 22, 2013 letter, in which the district may become involved. After said item is concluded, the Commissioners shall close the closed session and reconvene in open session to potentially act upon matters discussed in closed session and close the meeting.

Minutes of Previous Meeting(s)

Report from Western Racine County Sewerage District (WRCSO)

Old Business

1. Discussion and possible action regarding a possible reduction in quarterly user fee. Such discussions may include, but not limited to amount, timing, and process for said possible reduction. (DD)
2. 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. Discussion shall also include a potential claim by the Wisconsin DOT and potentially by one or more contractor(s) for delay of project and/or additional cost of materials. Attendees from the DOT and one or more contractor(s) is possible. (DD)
3. 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, computer plans going forward, or other matters pertaining to computers and/or third party involvement. (DD)

4. 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)
5. Discussion & possible action regarding building security. (RM)
6. Discussion & possible action regarding staffing levels. (RM)
7. Discussion & possible action regarding Red Flag Policy (DN)

New Business

1. Discussion & possible action regarding sewer main being too close to well at 28840 Beach Drive (Account #14-050-000)
2. 2012 CMAR Report (NN)
3. In accordance with Wis. Stat. § 60.77, The Town Sanitary District No. 1 of the Town of Waterford, Racine County, Wisconsin gave notice of its requests for proposals in response to RFP #050813 on May 8, 2013 for a turn-key business solution for accounting, customer billing and customer payment processing, payroll and benefits, and other book keeping function. Said notice stated sealed responses to the RFP would be opened June 12, 2013. The Commissioners will open each of the RFP responses. Commissioners will discuss the proposals and potentially take action on the procedure for evaluation the proposals including, but not limited to hiring an independent consultant to assist Commissioners evaluate the proposal, set dates and times for further evaluation, the process for evaluation, and any further process, procedures or actions necessary for an expedient review, evaluation and recommendation. At this meeting no specific action will be taken to approve or disapprove any proposal, nor will the Commissioner take action whether to proceed with contracting. (DD)

Operations & Maintenance Report (O&M)

1. L.S. Maintenance
2. Manholes – Channel Road

Treasurer Report

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

Correspondence

1. WRCSA Agenda & Minutes

Administrator Comments

None

Account Payables

- Discussion of letter dated May 22, 2013 from Attorney Paul Bucher
- Following consideration of the above, the Commissioners shall go into closed session pursuant to Wis. Stat. § 19.85(1)(g) for the following purpose: Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation, including, but not necessarily limited to, litigation regarding personnel matters and the points raised in the May 22, 2013 letter, in which the district may become involved.
- After said item is concluded, the Commissioners shall close the closed session and reconvene in open session to potentially act upon matters discussed in closed session and close the meeting.
- Adjournment

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 06/06/2013 by President Dan Dickinson prior to posting. E-mail & posed agenda 06/07/2013, Town of Waterford Town Hall (outside), Tichigan Lake Civic Center (outside), Ron's Service Station (inside), emailed to newspaper, Lynn Tamblyn (WRCSA).