

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

**May 08, 2013**

Commissioner Dickinson called the meeting to order at 6:03 p.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga

Commissioners Absent: None

Also Present: Debbie Nelson, Administrator; Attorney Christopher Schultz, District Legal Counsel

**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 10, 2013 as printed. All in favor. Motion carried.

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

Tamblyn was not in attendance.

**Old Business**

1. *Discussion and possible action regarding computer system contracting. (RM)*

Motion made by Santaga, seconded by McNeiley to move this item to number 4. All in favor. Motion carried.

2. *Discussion and possible action regarding a reduction in quarterly user fee. (DD)*

Discussion ensued. Motion made by Santaga, seconded by McNeiley to defer this item to next month. 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, budget, commissioner support required, and other matters pertaining to the project. (DD)*

Norm explained they have begun replacing manholes starting on the north end of Hwy 164 by Washing Caldwell school and working their way south. Norm further explained when the sewer was originally installed the manholes were built by Cretex which is no longer in business so he ordered adapters to fit the old manholes. Many man hours were being used trying to get them to fit so Norm contacted County Materials to provide what was needed, however the materials are more costly than originally anticipated. There are twenty-three (23) manholes in total, however to replace the eleven (11) between Pine and Beach is estimated to cost \$90,000 above what was budgeted. Norm presented pictures and explained that instead of using compacted backfill when the manholes were originally installed, whatever was dug out of the hole was again used as the fill causing the budgeted amount to be spent on compacted backfill. The cone sections have been together so long that instead of being able to save them, they are being cut apart and junked. Norm asked the Commission for direction on what to do with the eleven (11) manholes; either do a complete replacement now or if one of the manholes were ever to fail the District would have to obtain a bond from the State to cut their road to do the repair. Motion made by Santaga, seconded by McNeiley to increase the budget not to exceed \$100,000 to allow Operations to replace the existing manhole structures. All in favor. Motion carried.

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- 1 &4: Discussion and possible action regarding computer system contracting. (RM)  
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)*

Dickinson referred to an email Administrator Nelson forwarded to him from Gary Hansen of the Diamond Group in which he presented his recommendations for fixing the District's computer issues. Dickinson followed-up with a telephone call to discuss his recommendations at which time Hansen referred to the computers as "frail". Dickinson contacted Curtis Glassen of Glassen Consulting & Automation LLC who offered the solution of backing-up the computer system to the cloud, however with the current computers being antiquated and unstable this can't happen. Dickinson summarized his discussions with Hansen as being more about hardware and Glassen more about backing up to the cloud. Santaga questioned the frailty of the current computers as past discussions have been based on replacing them. Dickinson said there are two separate issues. First, the internet connection needs to be stabilized, second Glassen would provide a price for what the daily back-up would cost, and lastly every three to four days he would run a report to verify files are not corrupt and are being backed-up. Santaga questioned Dickinson about the computers with Dickinson stating after Glassen would complete the three steps they could look at the computer hardware to get more modern operating systems. Dickinson had a prepared written motion he asked Santaga to make. Motion made by Santaga, seconded by McNeiley to approve Curtis Glassen to work on District internet connection including working with District internet provider, and to resolve district hardware and software issues in such a way as to stabilize functionality of District internet connections and performance. Further, to authorize Curtis Glassen to have certain computer administrative rights necessary to provide automated backup of the District server and/or other district computers to the 'cloud' over the internet. Upon stabilizing the District internet Curtis Glassen will be authorized to access the District server remotely but only as necessary to provide District with pricing both initial and monthly for automated backup to the cloud. Dan Dickinson is given the authority to approve expenditures up to the previously approval limit of \$20,000, but if greater than \$5,000 publishing requirements will be reviewed. Dan Dickinson is authorized to approve Curtis Glassen to begin automated system backup services to the cloud and to have remote access to the server to set up backup capability, to perform the work necessary, and monitor backup performance. Commissioners further authorize and instruct the Administrator to assist and cooperate with Curtis Glassen. Dickinson is authorized to work with legal counsel and potentially others to put into place certain agreements and procedures to ensure data security including but not limited to a Non Disclosure Agreement, computer use agreement, and others necessary by law or otherwise deemed appropriate. Upon completion of the backup project, Dickinson is authorized to continue working with Curtis Glassen to ensure computer hardware and software remain stable until such time a more permanent solution is decided. All expenditures throughout capped by the original previously approved \$20,000 limit and subject to applicable publishing requirement. Discussion continued with Santaga noting with the computers currently operating on Windows XP which is no longer supported by Microsoft they will not be backed up to the cloud as they are security prone.

**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)*

Motion made by Santaga, seconded by McNeiley to move this item to the Treasurer Report. All in favor. Motion carried.

- 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)*

Dickinson explained he did not pursue this policy because of any issues or improprieties. Santaga added it is common in the workplace. Motion made by Santaga, seconded by McNeiley to disclose this policy to all employees and when/if an employee handbook is put together this would be included. All in favor. Motion carried.

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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)*

Motion made by Santaga to authorize Dickinson to work in conjunction with Administrator Nelson on publishing.....Dickinson interrupted and handed Santaga a written motion he asked Santaga to make, therefore Santaga's original motion died. Motion made by Santaga, seconded by McNeiley to approve RFP #050813 as presented to the commissioners on this day with edits, updates and corrections made since the May 1, 2013 ad hoc meeting, and to make it available to any potential vendor for the purpose of obtaining a proposal. Commissioners further instructs Administrator Nelson to 1) post RFP #050813 in the 'Documents' section of the District website, 2) place an informational statement at the top of the home page stating 'Turn-Key Business Solution RFP #050813 may be downloaded from the Documents section', and 3) deliver for publication the notice of the request for proposal as prepared by general legal counsel in the Waterford Post, with all said to be completed by the end of the business day on May 9, 2013. Dickinson noted he made several edits to the RFP after the last ad hoc meeting. All in favor. Motion carried. The RFP and Public Notice were signed by the Commissioners.

4. *Discussion & possible action regarding building security. (RM)*

McNeiley requested security cameras be placed outside of the building and a motion camera inside the shop for after hours due to the large amount of capital inside. Motion made by Santaga, seconded by Dickinson for McNeiley to do some investigating of our grounds and confer with Norm to come up with something to present next month for consideration. All in favor. Motion carried.

5. *Discussion & possible action regarding staffing levels. (RM)*

McNeiley stated this item is directed to the operations department as Norm is busy with the Hwy. 164 project, vacations, maintenance and grass cutting. McNeiley questioned whether Norm needs additional help. Norm explained the seasonal worker from last year will not be available this year and he could definitely use the help. In addition to the items McNeiley mentioned there will also be upcoming work on town roads. Motion made by Santaga, seconded by McNeiley for Norm to come back next month with a proposal for an assistant to help in the operations department. Discussion ensued regarding a worker that could help with more than maintenance. Santaga modified his motion, seconded by McNeiley if in the interim, because a month might be pushing it, Norm finds someone that meets the needs of the District before the next meeting he let the Commissioners know and there will be a special meeting so they can act upon something quicker if they need to. All in favor. Motion carried. Dickinson stated this person should be a seasonal worker to eliminate paying unemployment compensation.

6. *Discussion & possible action regarding Red Flag Policy (DN)*

Administrator Nelson explained this policy is to be reviewed annually. Dickinson had some questions since Glassen Consulting & Automation LLC will be accessing the District's computers. Motion made by Santaga, seconded by McNeiley to move this item to next month's agenda so the Commissioners can properly revisit this with possible edits. All in favor. Motion carried.

7. *Discussion & possible action regarding connection fees (DN)*

Discussion ensued. Motion made by Santaga, seconded by McNeiley to maintain the rates as is. All in favor. Motion carried.

8. *Discussion & possible action regarding renewal of Pitney Bowes contract (DN)*

Motion made by Santaga, seconded by McNeiley to authorize Dickinson to sign the contract. All in favor. Motion carried. Dickinson signed the contract.

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- 9. *Discussion and possible action regarding election of president (DN)*
- 10. *Discussion and possible action regarding appointment of secretary and treasurer (DN)*

Motion made by Santaga, seconded by McNeiley to nominate the officers that are currently in their office for the next year; Dickinson-President, Santaga-Secretary, and McNeiley-Treasurer. All in favor. Motion carried.

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

Norm mentioned the 9” of rain caused the flow to increase.

**Treasurer Report**

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

Dickinson addressed Item #1 and questioned Administrator Nelson why the two (2) Certificates of Deposit that came due were not shown in the LGIP account on the March Cash on Hand Report. Nelson and Santaga explained the transfer was done in April and will reflect on the April Cash on Hand Report. Dickinson stated he called the District’s auditor, Bob Kabitzke, with a question regarding the difference between the Annual Report and the Cash on Hand Report and was told it was the interest from the Certificate of Deposits. After further discussion Dickinson is still confused and asked Administrator Nelson to contact Kabitzke for an explanation and report back next month.

**Correspondence**

- 1. 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 7:36 p.m. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson  
Administrator