

Commissioners Meeting
July 10, 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 (WRCSD); Attorney Christopher Schultz, District Legal Counsel; Jim & Jean Maney; James Graff

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 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 claim by a contractor of Wisconsin DOT for delay of project. (DD)
2. Discussion & possible action regarding sewer main being too close to well at 28840 Beach Drive (Account #14-050-000)

New Business

1. Discussion and possible action regarding James Graff's request to waive penalty fees (Account #26-084-010) (DN)
2. Discussion and possible action regarding transfer of funds between accounts for special projects including but not limited to transferring funds from restricted to non restricted funds. (DD)
3. Discussion and possible action regarding LS telemetry, computer equipment and support, phone system and phone system dial up equipment. Discussions will include but be limited to project scope, schedule, cost, validity of past bids and proposals, to contract for services or self-perform, and other aspects of the project.
4. Commissioners will discuss responses to RFP #050813, and the evaluation of responses prepared by the District's consultant. Commissioners will also discuss various ancillary topics that together affect the

potential savings including but not limited to reducing the number of days the office is open to customers; changes in administrative staffing levels, employee job descriptions; organizational structure; employee compensation; certain bill issuing and bill payment policies (e.g. payment due date, convenience fees, partial period payment, etc.); and other matters that in combination with discussions regarding outsourcing affects the overall cost saving opportunities. After discussion the aforementioned, Commissioners will:

- a. Discuss and possibly take action on reducing the number of days and/or hours the office is open to customers
- b. Discuss and possibly take action on whether to actively engage one of the respondents to RFP #050813 including but not limited to action to engage any respondent, selection of respondent, selection of District's negotiation team, general District guidelines for negotiation, and any other items deemed appropriate pursuant to this phase.
- c. Discuss and possibly take action on changes to administrative staffing levels, employee job description, organizational structure and compensation, and other processes relative to this topic.
- d. Discussion and possibly take action on process, procedures, or other items pursuant to the overall RFP process that arise from the aforementioned discussions.

Operations & Maintenance Report (O&M)

None

Treasurer Report

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

Correspondence

1. WRCSO Agenda & Minutes

Administrator Comments

1. Discussion and possible action regarding who shall be given District keys.

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 07/03/2013 by President Dan Dickinson prior to posting.

E-mail & posed agenda 07/03/2013, Town of Waterford Town Hall (outside), Tichigan Lake Civic Center (outside), Ron's Service Station (inside), emailed to newspaper, Lynn Tamblyn (WRCSO)