

# Minutes of Special Commissioners Meeting

July 24, 2013

6:00 p.m.

Town Hall Meeting Room

415 N. Milwaukee Street, Waterford, WI

**Commissioners present: Dickinson, Santaga, McNeiley**

**Also Present:**

- Attorney Christopher Schultz, District Legal Counsel;
- Jim Filicetti, KJ Tax & Accounting
- Debbie Nelson

Commence open meeting 6:00 p.m.

**District Business**

1. Commissioners will engage in final review, negotiation and edits, and then possibly take action on a three (3) year agreement with renewal provisions, between District and KJ Tax & Accounting, LLC pursuant to District RFP #050813 and KJ Tax & Accounting, LLC proposal #1150. Said RFP and proposal speaks to potential outsourcing of District book keeping and accounting functions.

*Santaga motioned to adopt the services agreement as edited and execute the agreement along with Mr. Filicetti with the plan to have a clean copy of the exact agreement to be executed on or before the next meeting. Second by McNeiley. Vote unanimous in favor of motion.*

2. Commissioners will discuss and possibly take action on giving Staff authorization and instructions for giving KJ Tax & Accounting access to certain District records, should KJ Tax be hired.

*McNeiley motioned pursuant to the agreement between KJ Tax and WSD I motion to the extent necessary for performing its work under the agreements KJ Tax is authorized to have access to District information including but not limited to customer billing and payment records, payroll and benefits, accounting, bank records, computer/software/programs/data passwords, and all other necessary and related information. Staff is authorized and specifically directed to cooperate with and assist KJ Tax in any way deemed necessary by KJ Tax including but not limited to access to any and all District records, bank records, computer systems and facilities, providing and/or setting up District computer/software/program/data passwords, bank deposit passwords and routing information and access to bank records, and all other necessary and related information. Staff shall not impede progress or refuse requests of KJ Tax and shall not be absent without proper authorization by Rick McNeiley and if not available then Jeff Santaga or Dan Dickinson. Violations shall be treated as insubordination. Second by Santaga. Vote unanimous in favor to motion.*

3. Discuss and possibly take action on reducing the number of days and/or hours the office is open to customers.

*Santaga motioned to contemplate, pursuant to having KJ Tax taking care of book keeping and accounting portion of administrative duties that District aims for 16 hours per week with the timing of transition to coincide with the discovery and education phase by KJ Tax within probably 60 to 90 days. Second by McNeiley. Vote unanimous in favor.*

4. 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.

*No action taken. Santaga suggested Dickinson develop a proposal and present to the Commissioners at a later date.*

5. Discussion and possibly take action on employee request for payout of accrued benefits.

*Discussion included reference to language specific to policy for payout of accrued sick time and input by legal counsel. Motion by McNeiley that the District not pay out accrued sick time except in the case of leaving employment or death. Second by Santaga. Vote unanimously against payment. Santaga added this does not mean payment should not be made when allowed, and consistent with policy.*

Adjourn 7:00 p.m.

*Motion by Santaga, second McNeiley. Vote unanimous to adjourn.*

Respectfully submitted,  
Dan Dickinson  
President  
July 24, 2012