

Commissioners Meeting
September 11, 2013
6:00 p.m.
Town Hall Meeting Room
415 N. Milwaukee Street, Waterford, WI

Commissioners Dickinson, McNeiley, and Santaga
Operations Superintendent Nelson & Operations Assistant Ignatowski

AGENDA

Public Appearances

- Lynn Tamblyn, Western Racine County Sewerage District (WRCSD)
- KJ Tax

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), 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. (DD)
2. Discuss and possibly take follow-up action as necessary on Key Agreement for District keys. (DD)
3. Discuss and possibly take action on Custom Grading agreement for Hwy 164. (DD)
4. Discuss and possibly take action on any activities, procedures, policies, issues, update, etc., pursuant to the transition of KJ Tax. Items to be covered include, but are not limited to, office procedures, office hours open to the public, issues arising during the transition and solutions to them, adopting electronic check authorization, changes to bank signature cards and electronic funds transfer actions required, adopting a \$0 payroll account a \$0 merchant service account, Cassel conversion, Delinquent Customer letters, Office Keys and Key Policy implementation, Phones & Email, Electronic Filing, paper records cataloging, WSD Credit Card, Monthly financial reports by KJ Tax, Procedure manual development, 2Q13 Billing, Customer payment process (mailed, PSN, EFT, etc.), and other topics that may come up as a result of the discussion. (DD)
5. Discuss and possibly take action on staffing levels and sources of staffing resources following prior temporary coverage steps taken. (DD)
6. Discuss and possibly take action on request by KJ Tax for early release of payment due to higher payroll, and potentially compensating KJ for unplanned excess hours. (DD)
7. Discuss and possibly take action on purchase of KJ Tax work flow documentation offering. (DD)

8. Discuss and possibly take action on employee handbook, including but not limited to process for moving forward with its development. (DD)

New Business

1. Discuss and possibly take action on 2014 budget including, but not limited to modifying the budget as drafted, approving for publication, or other actions necessary for compliance. (DD)
2. Discuss and possibly take action on LS Telemetry proposals, including but not limited to data requests to contractors who responded, acceptance or rejection of proposals, process for moving forward, or other matters that may develop as a result of discussions of the proposals. (DD)

Operations & Maintenance Report (O&M)

Norm Nelson

Treasurer Report

1. July & August Expenditures with Comparison to Budget Report
2. July Cash on Hand Report

Note: Due to transition some reports may not be available at this meeting, review at a future meeting.

Correspondence

1. WRCS D Agenda & Minutes

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 09/10/2013 by President Dan Dickinson prior to posting.

E-mail & posed agenda 09/10/2013, Town of Waterford Town Hall (outside), Tichigan Lake Civic Center (outside), Ron's Service Station (inside), emailed to newspaper, Lynn Tamblyn (WRCS D)