

Approved Minutes
Waterford Sanitary District #1
Commissioners Meeting
September 11, 2013 @ 6:00 pm
Town Hall Meeting Room
415 N. Milwaukee St., Waterford, WI 53185

Commissioner Dickinson called the meeting to order at 6:00 p.m.

Commissioners Present: Commissioners Dickinson, McNeiley, and Santaga

Commissioners Absent: None

Also Present: Norm Nelson, Operations Superintendent

Public Comments: None

Announcements: None

Minutes of Previous Meeting(s)

Motion made by Santaga, seconded by McNeiley to approve the Commission Meeting minutes dated August 6th and August 14, 2013 as printed. Voted unanimous in favor. Motion carried.

Report from Western Racine County Sewerage District (WRCSD) - None. Tamblyn was not in attendance.

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)

Nelson indicated that they are done with everything including the manholes. No formal action needed.

2. Discuss and possibly take action on Key Agreement for District keys. (DD)

Signed key forms were given to McNeiley with a request by Dickinson to complete the agreements with other employees. No formal action needed.

3. Discuss and possibly take action on Custom Grading agreement for Hwy 164. (DD)

Santaga indicated that the next step would be to approve. Will need a red-lined finished project before it can be brought to Lisa Johnson. Nelson will be emailed the agreement and follow-up. No formal action needed.

4. Discuss and possibly take action on any activities, procedures, policies, issues, 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)

Fillicetti indicated that there needs to be procedures and policies in place regarding bills and the approval process for payments. Fillicetti will work with McNeiley to have a procedure for next month meeting. Discussion regarding electronic signature. Dickinson noted that this was approved last month. Fillicetti explained the \$0 payroll and 0\$ merchant service and would like to see implemented. The \$0 merchant services will help KJ monitor fees, etc. and enable them to report to the commission. McNeiley, as treasurer, will work with KJ. No formal action taken. Fillicetti indicated that he would like to be able to review all emails as he believes some bills are coming in via email that may have been missed. It was noted that the procedure manual development is coming along as is billing. Current office hours are currently working well. No formal action taken on this issue. Dickinson reported that the

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bank card signatures needed to be updated. Cards were signed at meeting. Fillicetti noted that they are working on the Cassel conversion but may not be fully implemented until the 4th quarter 2013 or the 1st quarter 2014. McNeiley will work with Fillicetti in regards to the customer delinquent letters. Discussion regarding the key safe. Dickinson noted that he is having a difficult time locating what they need. Fillicetti noted that the current system is fine and sees no reason to change. Dickinson stated that was fine but wanted another set of keys made and maybe placed in a safety deposit box. McNeiley to review.

5. Discussion and possible action on staffing levels and sources of staffing resources following prior temporary coverage steps taken. (DD)

It was noted that Emily can continue to cover the hours at least until the end of the year. Her school schedule will be changing in 2014. Dickinson noted that he would like to hire someone to start getting them trained. Fillicetti noted that there are matters that arise that he doesn't know the procedure. Dickinson indicated that is why they need a procedure book. Dickinson stated that this is why he would like to hire someone with a start date in October so that they can begin training. Santaga motioned that a job description to be placed on Craigslist and maybe to start reviewing applicants next meeting, seconded by McNeiley. All in favor. Motion carried.

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)

Santaga motioned to an early release and payment of \$3,000 for KJ Tax, seconded by McNeiley. All in favor. Motion carried. Dickinson reminded KJ to keep track of all excess time.

7. Discuss and possibly take action on purchase of KJ Tax work flow documentation offering. (DD)

Fillicetti explained process of sharing documents through this system. He noted that it is secure and HIPA compliant. Dickinson questioned what would happen to all the information stored in the event of a disaster. Fillicetti noted that there would be a disaster recovery system. Santaga motioned that the commission move forward, purchase and install e-FileCabinet, seconded by McNeiley. All in favor. Motion carried.

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

Dickinson reported that he had been working on a handbook but it is not in any format as of yet. Dickinson would like to meet with McNeiley and collaborate. Dickinson will notice a meeting when a date has been set.

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)

Dickinson presented a preliminary budget for review. It was noted that there would be an 11% savings if the contingency funds are removed. Dickinson made some changes to the WRCSD figures. Nelson has noted that WRCSD could be looking at an increase of 6-8%. Discussion regarding connection fee revenue. This figured was lowered from \$6800 to \$3400. Santaga motioned to approve the budget with changes as discussed for publication, seconded by McNeiley. All in favor. Motion carried.

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 discussion of the proposals. (DD)

Only one proposal was received, B & M Technical (Katie Gruber). It was noted that the current system is out of date. Discussion of various aspects of the proposal. Nelson will receive a contract once there is approval. Santaga motioned to accept the bid/proposal subject to review of contract, seconded by McNeiley. All in favor. Motion carried.

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Operations & Maintenance Report (O&M)

Nelson indicated that he had nothing further to add to the report.

Treasurer Report-

Not available at time of meeting McNeiley to work with Fillicetti so commission has one for next month.

Correspondence

1. WRCSD Agenda & Minutes- not available at time of meeting.

Account Payables

Not available at time of meeting.

Motion to adjourn at 7:40 p.m. by Santaga, seconded by McNeiley. All in favor. Motion carried.

Respectfully submitted,

Tina Mayer, interim secretary