

**Town of Waterford Sanitary District No. 1  
Commissioners Meeting  
Wednesday November 13, 2013 @ 6:00PM  
Town Hall Meeting Room  
415 N. Milwaukee Street, Waterford, WI**

Commissioners Present: Dickinson, McNeiley, and Santaga

Also Present: Operations Superintendent Nelson and Jim Filicetti – KJ Tax and Accounting

Unofficial/Unapproved Minutes

Meeting called to order at 6:00 p.m. by Commissioner Dickinson.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve unofficial minutes of October 9, 2013 Regular Monthly Commissioners' Meeting at 5:01 p.m. No one opposed. Motion carried.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to authorize transfer of \$17,800 from General Fund to Reserve Fund to cover repayment of borrowed funds for Highway 164 and LS Telemetry projects at 6:12 p.m. No one opposed. Motion carried.

**Under Old Business**

1. Discuss and possible action regarding process for taking meeting minutes including the possibility of recording and later transcribing meeting minutes, procedure, purchase of digital recorder, etc. Possible action may also include changing the day of the month and time of day form meetings to coincide with in-house resources. (DD)

Discussed possibility of purchasing digital audio recorder for the purpose of recording meetings for transcribing at a later time. Commissioner Santaga would test this system prior to its use if purchased by the District.

Motion made by Commissioner McNeiley, seconded by Commissioner Santaga to approve purchase of digital audio recorder and adapter at 6:07 p.m. No one opposed. Motion carried.

2. Discussion and Update on LS Telemetry project, and possibly take action on items that may arise from the discussion. (DD) Summary provided by Operations Superintendent Nelson.

**Under New Business**

1. Discuss and possible action on December 2013 meeting date due to commissioner one-time unavailability. (DD) No action taken, meeting will take place as scheduled.
2. Discuss and possible action regarding transfer of funds from general funds to the reserve fund for repayment of money utilized for special projects, and to be consistent with the 2013 budget previously adopted. (DD)

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to authorize transfer of \$17,800 from General Fund to Reserve Fund to cover repayment of borrowed funds for Highway 164 and LS Telemetry projects at 6:12 p.m. No one opposed.

3. Discuss and possible action regarding authorizing the administrative assistant to 1) sign checks, 2) have access to the WSD safety deposit box at the bank, 3) bonding and, 4) other bank authorizations deemed appropriate as a result of the discussions. (DD)

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to authorize the District's administrative assistant to act as a co-signer of checks at 6:14 p.m. No one opposed. Motion carried.

4. Discuss and possible action regarding elimination of certain bank transfer options (sometimes called ACH) as a form of quarterly fee payment. (DD) Tabled by Commissioner Dickinson for more review and analysis.
5. Discuss and possible action regarding miscellaneous expenses, cost containment, and other items that may evolve from the discussion. (RM) Commissioner McNeiley offered to meet with Operations Superintendent Nelson to review operational expenses. Mr. Filicetti stated that his efforts are coming along regarding the documentation and reporting of expenses, receipts, and reporting of operational expenses that he summarized as "internal controls".

#### **Operations & Maintenance Report (O&M) Nothing new to report**

#### **Treasurer Report Reported by Commissioner McNeiley**

Expenditures with Comparison to Budget Report(s)  
Cash on Hand Report(s)

#### **Account Payables**

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve accounts payable as presented at 6:37 p.m. No one opposed. Motion carried.

#### **Adjournment**

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to adjourn at 6:38 p.m. No one opposed. Motion carried.