

**Official/Approved Minutes
Town of Waterford Sanitary District No. 1
Commissioners Meeting
Wednesday February 12, 2014 @ 6:00PM
Town Hall Meeting Room
415 N. Milwaukee Street, Waterford, WI**

Commissioners Present: Dickinson, McNeiley and Santaga
Also Present: Operations Superintendent Nelson, Accountant Jim Filicetti, Waterford Post Writer Dave Fidlin, Resident Jim Graff
Meeting called to order at 6:00 p.m. by Commissioner Dickinson

Commissioner Dickinson opened comment from the Floor

Comments from Resident Jim Graff

Mr. Jim Graff expressed concerns regarding not receiving WSD postcard bills

Commissioner Dickinson stated this was not on the agenda and said it can be put on next month's agenda. He suggested Jim Graff provide any documentation he has prior to the meeting so that some answers can be provided to him at the meeting. Mr. Graff accepted the offer and will be on the March meeting agenda.

Minutes of Previous Meeting

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve minutes of January 8, 2014 Regular Monthly Commissioners' Meeting as presented. No one opposed. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

No report from WRCSD. Minutes from WRCSD 12.17.13 meeting were provided to review.

Under Old Business

1. 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. Cold weather is delaying progress. Telemetry system is 50-60% complete. No new board action was requested.

New Business

1. Conflict of interest in matters related to 'Personally Yours'. Santaga law firm has represented these related companies. (JS)

Commissioner Santaga stated his law firm has represented these related companies so he will not comment or vote on anything as it relates specifically to this customer.

2. Discuss and possible action on rate structure for all classes of services. (DD)

Commissioner Dickinson stated there are some metered customers that are seasonal usage which result in no revenue for the district. In these situations the district is not even covering the cost of reading the meters or any fixed cost. He consulted with Ruekert Mielke who provided a quote to conduct a complete sewer rate structure analysis and recommendations for WSD so the rate structure is fair across all our residents. The quote provided will not exceed \$2500 but does not include updating our sewer rate ordinance. Ruekert Mielke could assist in updating our rate structure within our current 2006 ordinance which would probably not exceed \$500. Updating our sewer rate ordinance with resolutions that have been made should be considered so that the WSD website can be updated accordingly.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that Ruekert Mielke conduct a complete sewer rate structure study, not to exceed \$2500, for the Commissioners review for the purpose of dividing the cost fairly across our residents. No one opposed, motion carried.

3. Discuss and possible action regarding issues arising from 4Q13 billing. Discussion and possible actions necessary to facilitate the conversion of the billing/accounting system including but not limited to billing format, payment options, customer notification, and other topics evolving from the discussion. (DD)

Jim Filicetti stated that 4Q13 paper bills did go out on time. As far as PSN is concerned, PSN did not reflect that the bills were uploaded so Jim contacted Caselle and PSN who did not get back to him until 1/17/14 to say the file upload was not done. He asked that this be done immediately since the due date was 1/20/14. The balances were posted but no emails went out notifying customers that they had a bill due until 1/22/14. Jim indicated that paper postcard bills were sent to all customers so that each customer did get notification of their bill. About 70 residents were affected by this and he is asking for the Commissioner's direction on how to handle these customers who did not have email notification to pay their bill on time. Jim Filicetti stated we will not be using the current system beginning April 1, 2014 and that moving forward this process will be seamless with Intuit through Quick Books. We have no contract with PSN and we have a consulting contract with Caselle for the purpose of the Quick Books conversion. Commissioner Dickinson suggested that residents that opted to go paperless and expected to receive an email notification be waived any late fees incurred for 4th qtr, 2013. (Commissioner Dickinson Notation: About 70 customers who were affected by the PSN situation requested, via the on-line system, to discontinue receiving paper postcard bills and receive only email notification (ie: paperless). No other customers were affected, and all customers received paper postcard bills.)

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that the residents that opted to go paperless and expected to receive an email notification to pay their bill be waived any late fees incurred for 4th qtr, 2013. No one opposed, motion carried.

Jim Filicetti stated there are approximately 40 residents currently paying their quarterly bill through ACH that are currently drafted from their checking accounts on the 17th of the month. These account for less than 2% of the district's customers. This is a relatively inexpensive method payment for the District with the exception of insufficient fund situations and residents that have sold their properties but have not notified the District. Jim's suggestion is that the District no longer offers ACH method of payment for residents. Commissioner Dickinson suggested this be a motion to phase ACH out and determine how to phase out systematically.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that the District phase out the ACH method of payment and discuss at the next meeting phasing out over 1 to 2 quarters at the latest. No one opposed, motion carried.

Commissioner Dickinson directed attention to the letter Jim drafted notifying customers of the new billing. He stated a packet will be given to the Waterford Post so they have an opportunity to put something in the paper if they choose to. The goal will be to encourage the residents to pay their bill through less costly methods to the District. Commissioners are all in agreement that the letter to the residents regarding the change in billing will be done prior to April 1st billing.

4. Discuss and potentially act on computer and IT upgrades. (DD)

Commissioner Dickinson stated that current computers run slow and new programs are not compatible with current operating systems. Current internet connection is not adequate to support the offsite data processing and systems. TDS/DSL is the current system. It was approved in 2013 to have Glassen Consulting to perform a survey of our current system. There are some items that Commissioner Dickinson feels should not wait until the next meeting. Commissioner Santaga expressed concern, since systems are currently running in XP and Microsoft will not support XP beginning in April there could be security issues. The immediate goal is to move to having Norm and Jerry to have i-pads equipped with wireless 4G WI-FI so they're able to track their jobs in the field and see pump readings from home.

Today Commissioner Dickinson is looking for a motion to have the internet connection upgraded to Time Warner Cable and to purchase 2 heavy duty i-pads for Norm and Jerry so Jim can begin installing the job reporting system and bill.com.

Motion made by Commissioner Santaga, that the District has \$15,000 budgeted for IT improvements and with the discretion of the Commissioner's review of the Glassen quote and staying in line with KJ Tax's motion to get us in the 'cloud' we move forward to make the upgrades necessary and give Commissioner Dickinson authorization to upgrade the internet (most likely to Time Warner Cable) and authorization to purchase 2 heavy duty i-pads for the Operations Superintendent and Operations Assistant so they can have real time data. Seconded by Commissioner McNeiley.

Commissioner Dickinson amended Commissioner's Santaga's motion, by clarifying that the acquisition would be through Advanced Office Solution, not KJ Tax and that Commissioner Dickinson has authorization to purchase computers up to the \$15,000 budget we have allotted. Seconded by Commissioner McNeiley. No one opposed motion to amend Commissioner Santaga's previous motion carried. Dickinson called for a vote on Commissioner Santaga's previous motion as amended by Dickinson. Commissioner Santaga's motion, as amended by Dickinson. No one opposed, motion carried.

The last item of business related to computer upgrade is Commissioner Dickinson stated there are two versions of the Operations Superintendent's At Will Agreement included in the Commissioner's packets. One Agreement states that the Operations Superintendent will submit to the employer daily work slips as a condition precedent to payment of wages etc. However, in that copy the words 'Operations Superintendent' were crossed out. In the second agreement, reference to the Operations Superintendent requirement to complete daily work slips did not exist. Dickinson also said the minutes of a meeting in 2011 indicate a motion was made to remove the requirement to fill out daily work slips. With the creation of the on-line job reporting system it will be necessary to have work slips filled out which will be done electronically moving forward.

Motion made by Commissioner Dickinson, seconded by Commissioner McNeiley that as a condition of employment of WSD and condition precedent to the payment of wages all staff will submit to the employer daily work reports in either paper form or electronic form detailing hours, operations

performed and other as necessary, any prior wording to the contrary is now null and void. No one opposed, motion carried.

Operations & Maintenance Report

Norm stated they are bringing 6 more bases and grinder pumps into stock. He also stated – knowing that this was not on the agenda and it cannot be acted on – there was a discrepancy on WDC contributions since July which Jim Filicetti is aware of and is handling.

Treasurer Report

Jim Filicetti is working on making the monthly financial reports easy to understand. He also stated that the auditor will be coming on 3/4/14 and he will need some time from the Commissioners to help with completion of the 2013 audit. An updated asset appraisal should be done in the near future.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve accounts payable. No one opposed. Motion carried.

Adjournment

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to adjourn at 7:50 p.m. No one opposed. Motion carried.