

Approved Minutes
Town of Waterford Sanitary District No. 1
Commissioners Meeting
Wednesday March 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, Resident James Graff
Meeting called to order at 6:03 p.m. by Commissioner Dickinson

Announcements

Commissioner Dickinson opened with request for motion for signature authorizations to be completed for access to the Safety Deposit Box at the bank.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to sign authorization forms to give Jill Hoffmann permission to access the safety deposit box. No one opposed. Motion carried.

Minutes of Previous Meeting

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to approve minutes of February 12, 2014 Regular Monthly Commissioners' Meeting as presented. No one opposed. Motion carried.

Report from Western Racine County Sewerage District (WRCSD)

No report from WRCSD.

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. No new board action was requested.

New Business

1. Discuss and possible action regarding billing issues presented by resident James Graff (DD)

Mr. Graff outlined the history of him not receiving paper bills and having late fees incurred. He asked for assurance that moving forward he will receive paper bills and that all late fees are waived. Commissioner Dickinson outlined his communication with PSN who stated that on March 20th, 2012, Mr. Graff opted out of paper statements. No errors on the part of WSD were detected.

Motion made by Commissioner Dickinson, seconded by Commissioner Santaga that, through no fault of the Sanitary District, Mr. Graff's late fees will be waived. No one opposed. Motion carried.

2. Discuss and possible action regarding new billing form, customer informational letter, and user fees including return check fee, credit card convenience fee, and potentially others. Update by KJ Tax and necessary action resulting from the update. (DD)

Commissioner Dickinson asked for discussion on charging a fee for returned checks as WSD has no statute supporting a fee charge.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that the District charges the customer a returned check fee.

Commissioner Dickinson motioned to amend Santaga's motion to include the District charge the customer a \$15 returned check fee, seconded by Commissioner McNeiley. No one opposed, motion on the amendment carried.

Dickinson called for a vote on the now amended motion by Santaga which now includes a charge of \$15. No one opposed, motion as amended carried.

Dickinson discussed the need for a 'convenience fee' when using a credit card for quarterly payment. He explained if everyone paid by credit card it would put upward pressure on WSD costs, resulting in upward pressure on user fees by as much as 3%. Dickinson did not want to encourage customers to pay by credit card, then later have this result in user fee rate increase. The discussion died by failure of a motion.

3. Discuss and possible action regarding missed employee deferred compensation plan contributions. (DD)

Commissioner Dickinson stated that it was brought to KJ Tax's attention that from June 2013 until January 2014, funds were not sent for the employee deferred compensation plan. Because of this there were missed interest earnings on the employee's plans during this time frame.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley that for those employees who missed opportunity for gains in interest on their deferred compensation plan the District cover the missed interest making the employee whole.

Commissioner Dickinson motioned to amend Commissioner Santaga's Motion that for those employees who missed opportunity for gains in interest on their deferred compensation plan for the months not paid the District will make them whole by paying 6% annual interest to their accounts. Seconded by Commissioner Santaga. No one opposed, motion carried.

Dickinson called for a vote on the now amended motion by Santaga which now includes earnings of 6%. No one opposed, motion on the amended motion carried.

4. Discuss potential early termination of Pitney Bowes postage meter contract. (DD)

Dickinson explained the postage meter is no longer needed with KJ doing the book keeping. He outlined the early termination fees and savings.

Motion made by Commissioner Santaga, seconded by Commissioner McNeiley to opt for the cost to terminate our Pitney Bowes postage meter contract. No one opposed. Motion carried.

Operations & Maintenance Report

Norm stated there has been one pressure sewerage break. Otherwise, normal operations as usual.

Treasurer Report

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 6:45 p.m.
No one opposed. Motion carried.*