

**Approved Minutes**  
**Town of Waterford Sanitary District No. 1**  
**Commissioners Meeting**  
**Wednesday June 11, 2014 @ 6:00PM**  
**Town Hall Meeting Room**  
**415 N. Milwaukee Street, Waterford, WI**

Commissioners Present: Dickinson and McNeiley

Commissioners Absent: Santaga

Also Present: Operations Superintendent Nelson, Legal Representative Chris Schultz, 2 residents Lynn Tamblyn, WRCSD & Jim Filicetti, KJ Tax

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

**Minutes of Previous Meeting**

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to approve minutes of May 14, 2014 Regular Monthly Commissioner's Meeting as presented. No one opposed. Motion carried.*

**Report from Western Racine County Sewerage District (WRCSD)**

Report from WRCSD included in Commissioner's packets to review.

**Old Business**

1. Discuss and possible action regarding LS Telemetry and potential Commissioner support resulting from discussions. Confirm project is on schedule to complete in June as reported in April. (DD)

*Norm reported they are still working with WE Energies & estimate completion to be by end of August.*

2. Update by KJ Tax on accounting, billing, and other book keeping matters and possibly take action by commissioners regarding policy, specific accounts, etc., in support. (DD)

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to waive late payment fees for approximately 40 customers who were unable to pay their April bill online. No one opposed. Motion carried.*

*Jim reported there is good progress being made in having weekly update meetings.*

3. Discuss and possible action regarding inspection and relining of manholes decaying with age. Norm to prepare a document defining scope, schedule and cost, and to prepare a bid document since \$50,000 cost exceeds statute limit of \$25,000 for bidding. (DD)

*Norm's stated there are 2 reputable contractors that do this type of work; Visu-Sewer & Great Lakes TV & Seal. His recommendation is to repair the worst seven manholes this year. Visu-Sewer has already provided a quote (based on vertical feet) & Norm will email Great Lakes to get their quote so we have 2 RFQs on file for the record. Norm recommended we go with the Visu-Sewer quote to get on their work schedule by September.*

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to accept the quote of \$17,484.00 from Visu-Sewer. No one opposed. Motion carried.*

4. Discuss and possible action and reaffirmation of commissioners authority to hire, fire, set rate and terms of full time, part time and emergency need employees. (DD)

*Commissioner Dickinson provided and walked through a Hire & Termination draft policy that he is proposing to put in place so that the proper steps are in place moving forward.*

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to accept the WSD Hire & Termination Policy as presented to the Board. No one opposed. Motion carried.*

## **New Business**

1. Discuss and potential action regarding WSD 'Draft' rate study. Discussion and actions may include, but not limited to, study findings, initial customer impact on rates as drafted, potential modifications to the study, potential move to create a resolution to adopt the study, anomalies identified in current billing practices and potential corrective action, and other rate and billing topics that may arise from these discussions. (DD)

*Commissioner Dickinson walked through the WSD draft rate study. Current rates were based on UCE=1 residential customer. There are fixed & variable components that were identified. Metered customers were reviewed in detail to find that their current billing rate is only covering about 50% of the fixed component in our costs. To keep our revenue neutral our fixed charge customers (99.74%) would see a 1% reduction in cost & metered customers (0.26%) would see a 35-40% increase in cost.*

*Moving forward KJ Tax will be billing all metered customers a minimum of 1 UCE = \$118.50.*

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to proceed in developing a Resolution & Implementation Plan around the May 19, 2014 WSD User Rate Study. No one opposed. Motion carried.*

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to reimplement Wisconsin Ordinance, Section 306, subject to legal review, to be effective for 2<sup>nd</sup> quarter 2014 billing. No one opposed. Motion carried.*

2. Discuss and potential action on a general user fee reduction. (DD)

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to authorize creation of a resolution for a general reduction on fixed rate of 2%, separate from the rate study, to be implemented in 3<sup>rd</sup> quarter billing. No one opposed. Motion carried.*

3. Discuss and potential action regarding who may be the 'customer of record'. These discussions may include, but not limited to, who is ultimately responsible for user fees and other charges, who may receive customer account information if not the customer of record and authorization for same, transfer of delinquencies to Racine County, and other topics that may arise from these discussions. (DD)

*Commissioner Dickinson will prepare a resolution regarding 'customer of record' to review at the next Commissioner's meeting. He will also prepare a document stating that WSD will continue providing assessment letters to title companies, banks and property management companies.*

4. Discussion and potential action regarding building security (DD)

*Commissioner McNeiley will revisit this with Norm and report back at next meeting.*

5. Discussion and potential action regarding records retention (DD)

*This is being tabled until the next meeting.*

6. Discussion and potential action regarding automatic payment to WE Energies (DD)

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to authorize KJ Tax to set up automatic payment with WE Energies. No one opposed. Motion carried.*

7. Discussion and potential action regarding EFC (Electronic File Cabinet) (DD)

*Commissioner Dickinson stated that EFC is up and running efficiently for 6 months. Norm will be trained on it so he can begin filing important documents into EFC.*

8. Resolution Accepting the 2013 Compliance Maintenance Report (CMAR) with the Wisconsin Department of Natural Resources NR208 (NN)

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to approve the Resolution 1401 accepting the 2013 Compliance Maintenance Report (CMAR) with Wisconsin DNR. No one opposed. Motion carried.*

## **Operations & Maintenance Report**

### **Treasurer Report**

*Motion made by Commissioner McNeiley, seconded by Commissioner Dickinson to approve Account Payables. No one opposed. Motion carried.*

### **Adjournment**

*Motion made by Commissioner Dickinson, seconded by Commissioner McNeiley to adjourn at 7:40 p.m. No one opposed. Motion carried.*