Official Approved Minutes
Town of Waterford Sanitary District No. 1
Commissioners Meeting
Wednesday, May 13, 2015 @ 8:00 a.m.
Town Hall Meeting Room
415 N. Milwaukee Street, Waterford, WI

Commissioners Present: Dickinson, Santaga
One person in attendance: Bob Kabitzke

Meeting called to order at 8:00 a.m. by Commissioner Dickinson

Announcement
Commissioners plan to discuss performance of public employee(s). After the discussions the Commissioners may go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of discussing employee performance. The review will include employees of the operations and accounting functions of the District.

Prior to normal business the District will listen to the presentation of the 2014 annual audit by Bob Kabitzke from Scrima, Kabitzke and Co., S.C. Followed the presentation there will be discussion and possible action which may include approval of the audit.

Minutes of Previous Meeting

Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to approve minutes of April 8, 2015 Regular Monthly Commissioner's Meeting as presented. No one opposed. Motion carried.

Old Business

1. Update by KJ Tax and possible action resulting from those discussions (DD)

   No update

2. Discussion and possible action pursuant to DOT complaint of WSD work completed on Highway 164 during 2014 renovation including, but not limited to, possible Memorandum of Understanding with DOT (DD)

   Commissioner Dickinson stated we are still waiting for the DOT to respond.

3. Discussion and possible action pursuant to review and possible adoption of Employee Handbook (DD)

   Commissioner Santaga stated this is a very thorough, well done handbook and benefit matrix which is easy for employees to understand. It reads clearly that the handbook is not a contract.

Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to adopt the WSD Employee handbook as presented to the Commissioners and this as a handbook revision of May 13, 2015. No one opposed. Motion carried.

4. Discussion and possible action pursuant to Employee Benefits including, but not limited to, comprehensive review and recommendations (DD)

   Commissioners reviewed the benefit matrix spreadsheet in the Commissioner's packet which represents the benefits for present full time, proposed full time, proposed permanent part time & proposed temporary full or part time. Dickinson said the proposed full time benefits apply only to new hires. Any changes to full time employees would be taken up at a later date. Changes to part time and temporary employees would go into effect immediately.

   Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to adopt the the proposed full time, proposed permanent part time and proposed temporary full or part time benefits as set forth in the spreadsheet in the May 13, 2015 Commissioner's meeting packet. No one opposed. Motion carried.

   Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to put on the agenda for next month's Commissioner's meeting to discuss the transition portion and possibly adopt the transition portion of the benefits matrix. No one opposed. Motion carried.

5. Discussion and possible action pursuant to standard best practices review (DD)

   Commissioner Dickinson has met with B & M Technical Services. They will provide us with a document that will outline step by step what happens in N-1, N-2 scenarios. The cost for this is $900. They will provide steps to how to transfer telephone calls and how to set up the protocols. We should have something next month to review and possibly vote on.

New Business

1. Presentation of the 2014 annual audit by Bob Kabitzke from Scrima, Kabitzke and Co., S.C. Following the presentation there will be discussion and possible action which may include approval of the audit. (DD)

   Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to approve the 2014 annual audit. No one opposed. Motion carried.

2. Discussion and potential action pursuant to possible change in Email provider (DD)

   Commissioner Dickinson stated WSD is having issues with the current provider for email.

   Motion made by Commissioner Santaga, seconded by Commissioner Dickinson that parallel with the existing TDS email we set up an account for gmail just for intra WSD emails and track this for several months to see if we're still having issues and if we're not consider making this transition permanent.. No one opposed. Motion carried.

3. Discuss and possible action pursuant to recodification of District Ordinance (DD)

   Motion made by Commissioner Santaga, seconded by Commissioner Dickinson that authorizes

Commissioner Dickinson to incur costs for WSD up to $4000 to go through the process of recodification examining both the legal and mechanical language of our code ordinances. No one opposed. Motion carried.

4. Discuss and possible action pursuant to refund of sewer user fee for 7433 Peterson Ct (DD)

Customer's contractor filled out a capping report retroactive to November 2014 and we will be reimbursing the customer for sewer fees incurred after the capping took place. No formal action was required.

Operations & Maintenance Report

Nothing to report

Treasurer Report

Nothing to report

Report from Western Racine County Sewerage District (WRCSD)

Commissioners vote to adjourn to closed session:

Commissioners plan to discuss performance of public employee(s). After the discussions the Commissioners may go into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of discussing employee performance. The review will include employees of the operations and accounting functions of the District

Motion by Santaga to go into closed session, seconded by Dickinson. Roll call vote: Santaga, yes. Dickinson, yes.

Return to open meeting at 9:25 a.m. while in closed session:

Motion by Santaga to return to open session, seconded by Dickinson. Roll call vote: Santaga, yes. Dickinson, yes.

Discussion and possible action on items discussed during the closed session.

There is no action being taken at this time.

Adjournment

Motion made by Commissioner Santaga, seconded by Commissioner Dickinson to adjourn at 9:45 a.m. No one opposed. Motion carried.