

**TOWN OF WATERFORD SANITARY DISTRICT NO. 1
MINUTES**

March 10, 2010

Commissioner Gerard called the meeting to order at 4:31 p.m.

Present: Commissioners Gerard, Ciesielski, and Hinz
Absent: None
Also Present: Lynn Tamblyn, WRCSD; Jim Schilling, Elder Care Cottages of Wisconsin; Duane Erickson, Operations Superintendent; & Debbie Nelson, Administrator

Gerard referenced the minutes from the December 09, 2009 meeting which were held over due to a disagreement in verbiage asking Ciesielski if he had listened to the tapes per direction and come up with any decision. Ciesielski stated he spoke with Attorney Geary and told him he had not listened to the tapes and did not intend to. Ciesielski told Geary he is the district's attorney and he should handle the minutes as he would see fit. Gerard stated approval of the minutes is not something that Geary can make a decision on. Discussion ensued regarding several other suggestions for approving the minutes. Gerard motioned to approve the minutes from the December 09, 2009 as printed, seconded by Ciesielski under protest. Two in favor, Hinz abstained due to absence. Motion carried.

Hinz motioned to approve the minutes from the February 10, 2010 meeting as printed, seconded by Ciesielski. All in favor. Motion carried.

Report from WRCSD:

- Tamblyn handed out the WRCSD final flow figures from 1991-2009. Discussion ensued.
- Tamblyn discussed the five (5) year permit that WRCSD is currently preparing for renewal of their license with the DNR and several items that probably will affect their costs.
- Tamblyn explained the WRCSD commission is currently working on a "connection charge ordinance" which would charge an owner of vacant land to connect to the system upon decision to build. This would apply to properties within the district and an annexation fee to those outside the district. Gerard asked if there has been any discussion regarding expanding the district to include entire parcels instead of partial parcels. Tamblyn explained the district would have to request the town to initiate the process of requesting the district be expanded. Gerard would like to take that initiative.

Gerard brought up the Commissioners Code of Conduct that was discussed at the previous meeting and asked Hinz and Ciesielski if they had thought any further about it or had any comments. Hinz stated he is aware commissioners follow the state statutes, Ciesielski had nothing to add. Gerard referenced the handouts "Understanding Wisconsin's Ethics Law" and "Complying with the Ethics Laws" which Ciesielski provided and discussed at the (May 10, 2005) meeting when Hinz became a new commissioner. Gerard explained that although in different verbiage, the context is the same as there are standards by which a sanitary district commissioner should abide by. Gerard would like to revisit this item again next month.

A letter from SEWRPC was received stating they will adjust their boundaries to incorporate parcel #12-017-000 in its entirety into the WRCSD boundaries. Peter Muth of Ruckert-Mielke sent a letter to the district stating a review of the sanitary sewer portion of The Elder Care Cottages of Wisconsin has been successfully completed and met with their approval. An acceptable Letter of Credit has not been supplied; therefore the agreements cannot be signed. Jim Schilling stated he intends to obtain the necessary LOC tomorrow from the bank and upon doing so will give it to Administrator Nelson, along with the executed Personal Guarantee and Subordination Agreement. Gerard motioned to approve and sign the Developers Agreement, Sewer Easement Agreement, and letter to WRCSD for the Elder Care Cottages of Wisconsin development upon an acceptable Letter of Credit being supplied, seconded by Hinz. All in favor. Motion carried.

Gerard motioned to layover the 2009 audit to the next months meeting, seconded by Hinz. All in favor. Motion carried.

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Monthly O&M Report:

- Erickson supplied two (2) quotes for the installation of three (3) windows in the district garage doors. The quotes obtained were from Joe Wilde Company, Inc. in the amount of \$1,767 and Rinderle Door Co. in the amount of \$1,221. Discussion ensued. No action taken at this time.

Administrator Comments:

- A personalized birthday card along with a \$25 gift card to Macy's was sent to Fran Koukol.
- Nelson thanked Gerard for donating a new stove to the district for their kitchen.

Correspondence consisted of:

- WRCSA Agenda & Minutes

Hinz questioned the A/P to B&M Technical Services with Erickson explaining it is for the two (2) pumps for LS 1 which is in the process of being changed over to three phase. Gerard said he is interested in working along with the administrative department to research and apply for a grant to upgrade and update the infrastructure by supplying the remaining lift stations with three phase. In doing so the lift stations would be cheaper to operate, would require less energy from WE Energies, and in turn be less expensive for the users. Accounts payable were approved on a Hinz/Ciesielski motion. All in favor. Motion carried.

Ciesielski motioned to adjourn at 5:47 p.m., seconded by Hinz. All in favor. Motion carried.

Respectfully submitted,

Debbie Nelson
Administrator