

**TOWN OF CABLE SANITARY DISTRICT #1**  
**REGULAR MEETING MINUTES**  
**MARCH 18, 2020**

President – David Popelka  
Treasurer – Robert Flowers  
Secretary – Jeannie Dixon  
Operator – Chris Johnstone

1. **Call to Order** - The Regular Meeting of the Town of Cable Sanitary District #1 was called to order at 3:10 p.m. on March 18, 2020 at the Sanitary District office. Present were David Popelka, Robert Flowers, Chris Johnstone and Jeannie Dixon.
2. **Minutes** – Minutes of the February 12, 2020 meeting were presented by Jeannie Dixon. Following review and with no corrections, Bob Flowers made a motion to accept and approve the meeting minutes as presented, with second by David Popelka. Motion carried.
3. **Treasurer's Report** - The monthly Treasurer's report, including Peoples Bank monthly statements dated 2/20/20 and 2/28/20, was presented by Bob Flowers. Account balances listed below are current to February 28, 2020. Following review and discussion of the reports, David Popelka made a motion to receive the reports into the record as presented. Motion was seconded by Jeannie Dixon and subsequently carried unopposed.

Debt Retirement #9707786	\$ 2,592.64
Equipment Fund #9707824	\$ 3,169.74
O&M Account #154421	\$16,601.40
Backup Debt Retirement #23690	\$70,000.00
Contingency Fund #23691	\$40,000.00

**4. Financial Actions**

Monthly accounts payable reports for February Group 2 in amount of \$2,593.52, February Group 3 in amount of \$1,271.74 and March Group 1 in amount of \$608.42 totaling \$4473.68 were presented for payment by Bob Flowers. Following review and discussion, Jeannie Dixon made motion to approve expenditures and pay invoices as presented. Motion seconded by Bob Flowers and was approved.

**5. Operator's Report**

- Chris has continued to seek information on repair of the hayfield sprinkler heads. The closest dealer is in Plainfield, Wisconsin. Estimated cost for repair kits is \$400.00 per head(have 30 heads) and for additional \$95.00 each they will test and rebuild the head. Turn around time would be about 2 weeks. We need heads back and ready to use by July 1. We would prefer not to do all 30 heads at once, but rather stretch out over time. If repair was done in groups of 10 the estimated cost is \$5,000 - \$6,000. Chris will look into shipping costs and also come up with realistic number of how many of the heads need to be repaired this year.
- Chris will get the monthly summarized hauler reports to Ron Gran.

## **6. Correspondence**

- WRWA District annual meeting notice received announcing cancellation of annual meeting due to Corona virus.
- Received WRWA Guidelines Manual. Has been given to Chris Johnstone.
- Special District Boundary Change form received from the Wis Dept of Revenue. President Popelka will complete form stating our boundaries have not changed and return to DOR.
- Notice of Environmental Fee received from DNR. Confirmed that numbers are accurate and given to Chris Johnstone to respond.
- Received Quickbooks notice regarding online updates. No action taken.

## **7. Old Business**

- Jeannie Dixon gave update on Hauler Discharge Verification form revision. Estimate from Advance Printing, Hayward for set up and printing of 1,000 two-part carbonless forms with pad top is \$131.00 + tax. It is agreed by consensus to proceed with ordering the forms. Jeannie will take care of communicating with printer and pick up the forms when complete.
- Draft standard monthly meeting notice/agenda for public posting was presented by Jeannie Dixon. Following review and discussion, Bob Flowers made a motion to approve the notice as presented which was seconded by David Popelka and subsequently passed. Jeannie will take care of submitting the generic form for posting on the Town website and will post hard copy of notice at the 3 public locations throughout town. Agendas for meetings that address special issues or public hearings will be posted separately.
- The final Annual Statement of Budget requested by the USDA has been completed by accountant Ron Gran, based on draft submitted and approved at February meeting. Jeannie will take care of submitting the final completed report to the USDA, Spooner Office.
- The contract with Kevin Rasmussen for management of the hayfield needs to be finalized and signed. President Popelka will follow-up.
- President Popelka will perform audit of property listings/district accounts and report back at next meeting.

## **8. New Business**

- President Popelka continues to work with the USDA on the online grant application for the Telemark project and new receiving station tank. From feedback he is getting, it appears that we are good candidates for the search grant.

**9. Closed Session** – Bob Flowers made motion at 3:55 pm to enter a closed session in compliance with WI Statute 19.85(1)(f). This motion was seconded by Jeannie Dixon and carried. Following closed session discussion David Popelka made motion to adjourn closed session and rejoin open session meeting at 4:05 p.m. This motion was seconded by Jeannie Dixon and carried. There were no actions to be taken as a result of the closed session.

**10. Next Meeting** – The next meeting of the Town of Cable Sanitary District #1 is scheduled for Wednesday, April 8, 2020 at 3:00 p.m. at the District Office.

**11. Adjournment** – President Popelka adjourned the meeting at 4:10 p.m.

-Minutes respectfully submitted by Jeannie Dixon, Secretary