

**TOWN OF CABLE SANITARY DISTRICT #1
MEETING MINUTES
NOVEMBER 9, 2022**

1. Call to Order - The regular meeting of the Town of Cable Sanitary District #1 was called to order at 4:00 p.m. on Wednesday, November 9, 2022 at the Sanitary District office. Present: David Popelka, Robert Flowers and Jeannie Dixon.

2. Minutes - Minutes of the October 12, 2022 regular meeting were presented, reviewed and received into the record.

3. Treasurer's Report - The monthly Treasurer's report, including Chippewa Valley Bank statements dated 10/31/2022, was presented by Treasurer Robert Flowers. Account balances listed below are current to October 31, 2022.

Debt Retirement #8900045	\$2,252.24
Equipment Replacement #8900052	\$9,378.15
O&M Checking Acct #15002389	\$42,618.08

Following review and discussion, the Treasurer's report was received into the record of these minutes.

4. Financial Actions -

- Monthly accounts payable report for October Group 2 in the amount of \$1,154.11 and November Group 1 in the amount of \$522.19 totaling \$2,676.30 was presented.
- Commercial Testing Lab has requested to do their invoicing process via e-mail rather than USPO. By consensus this change has been approved.
- In order to submit the December 21, 2022 USDA payment in the amount of \$34,579, a transfer from the general account to the debt retirement account in the amount of \$34,600 has been proposed.
- President Popelka made a motion to approve invoices, pay bills and transfer funds as required. This motion was seconded by Flowers and was approved.

5. Operator's Report

- The irrigation system has been drained down, with the invoice for services forthcoming from Mike Brown Irrigation.

- A procedural change has been made to the Haulers' invoicing process. In the future Hauler receipts will be compiled on a monthly basis and entered into an Excel spreadsheet which will then be referred to Accountant Ron Gran and Operator Chris Johnstone for their reporting needs.

6. Correspondence

- Commercial Testing Lab reports received; referred to Chris Johnstone.

7. Old Business

- A vendor needed for recalibration of the flow meters still needs to be contacted.
- President Popelka mailed the 2020 budget report to the USDA as was requested.
- Accountant Ron Gran prepared the estimated annual budget report for 2022 and the proposed budget for 2023 for submittal to the USDA. It is suggested that the estimated user fee income be reduced from \$129,000 to \$122,000 for 2023. The actual user fee income from 2022 was \$116,000.
- Following further discussion, Dixon made a motion to approve the annual statement of proposed income and equity budget which includes a recommendation to change the user fee income to \$122,000 in order to submit to USDA. This is on the condition that Ron Gran completes the 2022 budget actuals prior to submitting. Motion was seconded by Flowers and carried. Documents were returned to Ron Gran for completion and submittal to the USDA.

8. New Business

- Following discussion it was agreed by consensus that an internal audit will be scheduled in January 2023 before the first quarter invoices are sent out.

9. Closed Session - President Popelka made a motion at 4:50 p.m. to enter a closed session in compliance with WI Statute 19.85(1)(f). This motion was seconded by Bob Flowers and carried. Following the closed session discussion, Popelka made a motion to adjourn the closed session and rejoin the open session meeting at 5:21 p.m. This motion was seconded by Dixon and carried. There were no actions as a result of the closed session.

10. Next meeting

- The next regularly scheduled meeting for the Town of Cable Sanitary District #1 will be held Wednesday, December 14, 2022 at 3:00 p.m. at the District Office.

11. Adjournment - President Popelka adjourned the meeting at 5:26 p.m.

Minutes respectfully submitted
By Jeannie Dixon

Approved: December 14, 2022