

Phelps Sanitary District No. 1

PO Box 227 Phelps, WI 54554 715-545-3222

PRESIDENT
JOHN BARRON
4373 N MAPLE RD
PHELPS, WI 54554
715-545-2844
715-617-4880
johnsbarron@gmail.com

TREASURER
LEO PETRICK
PHELPS, WI 54554
715-889-0808
bj.petrick@gmail.com

SECRETARY
JEANNE BROWN
PHELPS, WI 54554
715-891-0595
randjbrown@gmail.com

OPERATOR
ROB ANDERSEN
PO BOX 227
PHELPS, WI 54554
715-545-3222
715-891-2992
psdnumber1@gmail.com

CLERK
PATTI GILL
2489 ST. LOUIS RD
PHELPS, WI 54554
715-617-2295
gilleypat@yahoo.com

Minutes of Meeting August 6th, 2014

Board members present: John Barron, President; Leo Petrick, Treasurer; Secretary, Jeanne Brown
Office Manager, Patti Gill; Operator, Rob Andersen

- 1) John Barron called meeting to order at 4:45 PM at Phelps Town Hall. Acknowledgment of posting of meeting at Phelps Convenience Center and Phelps Town Hall.
- 2) No customer input
- 3) Motion by Bud Petrick to accept minutes of previous meeting, 2nd by John Barron. All approved motion carried.
- 4) Discussion of budget YTD. AGREE TO CONFER WITH OUR CPA ON UPDATING ALL ACCOUNTS.
- 5) Tracking complaints and charge complaints to Patti's cell phone instead of landline.
- 6) Patti will check workman's compensation insurance policy, to make sure employees are covered, including any part-time help.
- 7) Amount still pending on STH 17 account.
- 8) Received check from Tom Kopanski for \$1330.00 for curb box and connection at 2615 STH 17, this will go into construction account.
- 9) DOT utility reimbursement, still waiting on Town of Phelps to settle up on their portion.
- 10) Operator's report
- 11) Town information report: TOWN EMPLOYEES to instruct PSD#1 EMPLOYEES on THE USE OF SMALL SNOW REMOVAL EQUIPMENT for removing snow from area around fire hydrants. BUSINESS DISTRICT HYDRANTS TO BE CLEARED BY TOWN WHEN SIDEWALKS ARE CLEARED. PSD#1 EMPLOYEES TO CONFER WITH PHELPS FIRE DEPARTMENT ON WINTER ACCESS TO HYDRANTS. ALL TOWN EQUIPMENT WITH A TOWN OPERATOR WILL BE AVAILABLE TO PSD#1 AT THE DEPRESSION OF TOWN FORMAN.
- 12) Board decided following: A notification to all customers will be sent along with the November billing stating the following: "if your water lines are vulnerable to freezing, you should start checking the water temperature, IF INCOMING WATER TEMPERATURE IS 37 DEGREES F. OR LOWER, CUSTOMER IS TO CALL PSD#1 AT 715-545-3222 AND REQUEST SEASONAL RUNNING WATER. A CREDIT FOR EXCESS USAGE WILL BE ISSUED BY PSD#1.
- 13) Discussion regarding auto deposit of employees check would cost Sanitary District \$4500 for program plus an additional \$875 per year due to the program Workhorse that is currently used by our Accounting department. THIS MEANS OF DIRECT DEPOSIT WILL NOT BE USED.
- 14) Checks approved and signatures applied.
- 15) Motion to adjourn by Bud Petrick, 2nd by Jeanne Brown all in favor motion carried.
- 16) Adjourned 5:30 P.M.

Next meeting will be September 3rd, 2014

Minutes submitted by
Jeanne Brown, Secretary