

**Minutes
Water & Sewer Committee
And Prairie Sanitary District Joint Meeting
Wednesday, January 24, 2018
Held at Spring Green Village Office
154 N. Lexington Street
5:30 p.m.**

1. **Call to Order and Attendance:** Michael Broh called the meeting to order at 5:31 p.m. Water & Sewer Committee members present: Vern Demers, and Michael Broh. Eugene Hausner was absent.
Prairie Sanitary District members present: Doug Feiner, Dave Radel, and Karen Shelton. Terry Prem arrived at 5:34 p.m.
Others present: Wendy Crary.
2. **Appoint Minute Taker:** Wendy Crary was appointed minute taker.
3. **Approve Minutes:** Motion by Demers, second by Radel to approve minutes from the January 18, 2017 Joint Meeting of the Water & Sewer Committee and Prairie Sanitary District. Motion passed with all in favor.
4. **Review and approve agenda:** Motion by Demers, second by Feiner to approve the agenda. Motion passed with all in favor.
5. **Discussion and possible action regarding Annual Review of Agreement for Wastewater Treatment & Billing between the Village of Spring Green and the Prairie Sanitary District.**

Crary passed out the General Ledger Audit Detail Report for the PSD Capital Improvement Deposits Account. Payments in the amount of \$1,128.75 are made quarterly by the PSD and then accounted for separately by the Village. This account will be utilized for the PSD portion of any qualifying upgrades at the Waste Water Treatment Plant. The balance as of 12/31/2017 is \$12, 416.25. Crary also passed out and reviewed the updated 2018 Schedule of Wages and Benefit Charges for Village Employees which will be utilized for the quarterly billings to the PSD. Shelton inquired about the difference between the 2017 and 2018 Schedule of Wages and Benefit Charges. Crary copied the 2017 Schedule for all in attendance for comparison. Feiner had asked Crary to provide information as to what percentage the PSD is contributing to the WWTP. Crary passed out information which shows the total gallons monthly being processed at the WWTP and the total gallons quarterly that is contributed from the PSD. Per the calculations the PSD is contributing 9.09% of the total gallons that are processed annually by the treatment plant. Feiner informed those present that the PSD is having drive-by meters installed for customers to reduce the time spent reading the meters and to provide more accurate readings. The PSD members inquired about village deduct meters and the process for installing. Crary provided a copy of the Village's application for installation of a deduct meter as an example for the PSD to utilize. The annual meeting per the agreement will be held in January 2019 unless the need to meet would arise during 2018. No action was necessary regarding this matter.

6. **General Public Comment:** There was no general public comment at this time.
7. **Adjourn:** Motion by Radel, second by Demers to adjourn at 6:01 p.m. Motion passed with all in favor.