

**Minutes  
Water & Sewer Committee  
And Prairie Sanitary District Joint Meeting  
Wednesday, February 1, 2023  
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 5:40 p.m. Water & Sewer Committee members present: Michael Broh, Robin Reid, and Jennifer Snow. Prairie Sanitary District members present: Dave Radel, Karen Shelton, and Terry Prem. Doug Feiner was absent. Others present: Wendy Crary, Adam Reno, and Scott Whitsett.
2. **Appoint Minute Taker:** Wendy Crary was appointed minute taker.
3. **Approve Minutes:** Motion by Reid, second by Radel to approve minutes from the February 2, 2022 Water & Sewer Committee and Prairie Sanitary District Joint Meeting. Motion passed with all in favor.
4. **Review and approve agenda:** Motion by Snow, second by Reid 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.**  
The General Ledger Audit Detail Report for the PSD Capital Improvement Deposits Account was provided by Crary prior to the meeting. 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 12/31/2022 is \$34,991.25. Crary also provided and reviewed the updated 2023 Schedule of Wages and Benefit Charges for Village Employees which will be utilized for the quarterly billings to the PSD in 2023. No action was necessary regarding this item.
6. **Convene as the Water & Sewer Committee.** Motion by Reid, second by Snow to convene as the Water & Sewer Committee at 5:49 p.m. Motion passed with all in favor.
7. **Discussion and possible action regarding upgrade/replacement of the PSD meter located on Wood Street.** Scott Whitsett informed all in attendance that he researched upgrading or replacement of the meter and spoke directly with the manufacturer. The manufacturer and Whitsett feel an upgrade to the meter is the best option to move forward. Those in attendance discussed the meter and the estimated costs for an upgrade versus full replacement. Prem inquired about re-evaluating the meter 1 – 2 years after the upgrade occurs. Those in attendance agreed that re-evaluating after the upgrade makes sense. Motion by Reid, second by Snow to recommend upgrading the PSD meter located on Wood Street to the Village Board. Motion passed with all in favor.
8. **Discussion and possible action regarding Water Utility Public Fire Protection (Hydrant Rental).**  
Crary explained that the Auditors sent an email informing the Village that the Water Utility has the option of collecting the Hydrant Rental through a municipal charge, a direct charge, or a combination of the two. The Auditors also wanted to inform the Village that the method of collecting PFP (Hydrant Rental) can be changed outside of a conventional rate case (CRC) effective within the last 5-years. Crary continued by explaining the PFP is currently paid in full by the General Fund with no charges for to the Utility Customers. If the Village decided to charge for the Hydrant Rental it would allow approximately \$154,000 to be utilized on other budgetary items. Broh commented that charging the Hydrant Rental is the fiscally responsible way to go due to Levy Limits

& Budget Restraints but that he has concerns about the burden of the cost for Utility Customers. Broh inquired if it would be possible to charge the fee in increments such as 1/3 one year, 2/3 the second year, and the full amount the third year. That way it would not be such a shock all at once. Crary replied that is a question we can ask the Auditors but prior to having the them put together all of the options and calculations she felt the Water & Sewer Committee should review first. Crary will work with Auditors to provide additional information for options and cost to the customers which can then be reviewed by the full Village Board. No action necessary regarding this item.

9. **General Public Comment:** There was no general public comment at this time.

10. **Adjourn:** Motion by Reid, second by Snow to adjourn at 6:05 p.m. Motion passed with all in favor.