

Minutes of the Queen Valley Sanitary District

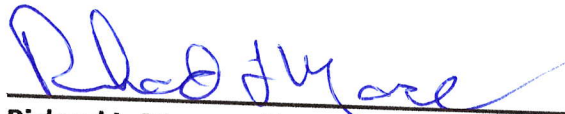
Board of Directors Regular Meeting

Held Tuesday, April 13, 2021

- 1. Call to Order:** Chairperson Rick Moore called the meeting to order at 9:00 a.m.
- 2. Pledge of Allegiance:** J.C. Tangen led the Pledge of Allegiance.
- 3. Roll Call:** Pam Bennett, Suzy Mittleider, Rob Langefeld, J.C. Tangen, and Rick Moore were present. Business Administrator Michele Villavicencio was present, and Operator of Record Jed Lant was absent.
- 4. Adjourn to Executive Session for Personnel Evaluation of Business Administrator:** Since there was no public present, the Board did not move into Executive Session. After completing the Evaluation Form and presenting the results to Michele, Rick made a motion to give Michele a \$1.25 hourly increase because of the additional responsibilities she has undertaken, along with her performance. Pam seconded the motion, which was carried unanimously.
- 5. Discussion and Approval of Previous Minutes:** Suzy made a motion to approve the minutes of the March 9, 2021, Regular Meeting. Rob seconded the motion, which was carried unanimously.
- 6. Review, Discussion, and Approval of Financial Reports and Bills Paid:** J. C. made a motion to approve the March Financial Report and Bills Paid as presented. Rob seconded the motion, which was carried unanimously. Rick explained that he will be talking to the owners of the Queen Valley convenience store to set up an account so that the District can purchase fuel locally.
- 7. Review, Discussion, and Possible Action of 2021-2022 Proposed Budget and Rates:** Rick reported that Michele, Pam, and he had reviewed the 2020-2021 budget and made necessary changes. As a result of increased expenses, Rick made a motion to increase the monthly fee from \$35.00 to \$42.00, the availability fee from \$14.50 to \$21.00, and the tax levy from \$3.00 to \$3.25. J.C. seconded the motion, which was carried unanimously.

- 8. Review, Discussion, and Possible Action on Approving the Publication of the Proposed 2021-2022 Budget and Rates:** Michele reported that the publication dates would be May 11th and May 13th, 2021.
- 9. Discussion and Possible Action on Setting Date and Time of Public Hearing for Proposed 2021-2022 Budget and Rates:** Rick announced that the Public hearing will be held on June 8, 2021, at 9:00 prior to the Regular Board Meeting.
- 10. Approval of New Office Flooring:** Suzy made a motion to approve the installation of the new office flooring April 26, 2021, by Carpet and Tile Junction for a price of \$5,000.00. J.C. seconded the motion, which was carried unanimously.
- 11. Discussion and Approval for Plant Renovations:** Since Rick has been meeting with the District's new Operator of Record Jed Lant, Rick reported that due to the age of the plant, the aeration and sludge evacuation systems need to be renovated to keep up with the increased flow. As a result, Rick is recommending that the District hire a licensed and bonded vendor to make the repairs. J.C. made a motion to authorize any needed plant renovations. Rob seconded the motion, which was carried unanimously. Rick also reported that he had purchased a new reception area solid alder desk for \$750.00 for Michele, which was previously authorized. After the flooring and new furniture are installed, the office will be open to the public again.
- 12. Office Report:** Michele reported that the Checking Account balance is \$46,318.96 and the Capital Account is \$144,174.16. Michele was told by the District's Accountant Henri and Horne that an audit should be done every three years, but that State Statute requires a review every year. The Board was appreciative of all the painting that she has done in the office prior to the installation of the new flooring.
- 13. Plant Report:** All results are satisfactory and well within state-mandated limits. Besides the normal plant and grounds maintenance, Jed has been training the employees in additional maintenance and operation procedures. Various repairs on the site are to be scheduled for maintenance.
- 14. Call to the Public:** No public present.
- 15. New Business:** Rick announced that the next Regular Meeting will be held on May 11, 2021, at 9:00 a.m.

16. Adjournment: J.C. made a motion to adjourn. Suzy seconded the motion, which was carried unanimously.



Richard L. Moore – Chairperson