

SANITARY AND IMPROVEMENT DISTRICT NO. 23
OF SARPY COUNTY, NEBRASKA

Minutes of Meeting of Board of Trustees
September 6, 2011



A meeting of the Board of Trustees of Sanitary and Improvement District No. 23 of Sarpy County, Nebraska was held on May 3, 2011, at 6:30 o'clock p.m. at Westmont Elementary School, 13210 Glenn Street, Omaha, Nebraska.

Present were Trustees Don Schuneman (402.895.0967), Bob Burbee (402.896.1084), Terry Knief (402.681.3780) and Dave Jasa (402.896.2279). Also present were Gerald Pesek of G.F. Pesek, Inc., Gary Shepherd of Professional Accounting Service, Accounts Payable Clerk Linda Comstock, and District residents.

Notice of the meeting was given in advance thereof by publication in The Papillion Times. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

- 1. Compliance with Open Meetings Law:** It was announced that in compliance with the Act, a current copy of the Nebraska Open Meetings Act was available for review on the table at which the Board Members were seated.
- 2. Approval of Minutes:** The Chairman stated the next item of business on the agenda was approval of the meeting minutes from August 2, 2011. Trustee David Jasa motioned for approval. Trustee Bob Burbee seconded the motion. A roll call vote was taken and was carried unanimously.
- 3. Accounting:** Patrick Lavelle from Dutton & Associates was present to go over the new budget. Levy rates will stay the same. The levy limit cannot exceed 40 cents. The District is only levying 13 cents. The water tower is paid off, so the bond fund is going down. For this budget, the District will be requesting more tax dollars than it is using. In 2010, the District was using more dollars than tax dollars requested. The lid limit restriction is a 2.5% increase plus the board request of 1%. Don Schuneman motioned to approve the budget as presented. Bob Burbee seconded. All in favor. Don Schuneman motioned for the 1% lid limit increase. Terry Knief seconded. The vote carried unanimously. Don Schuneman motioned to approve a different tax amount request. Dave Jasa seconded. All were in favor. This amount is actually a lower tax amount, but it is still different.
- 4. Residents' Concerns:** Shirley Merritt asked who is responsible for installing new sidewalks. The Chairman informed her that residents are responsible. SID has a right of way of 12.5 feet. Resolution exists that says that anything that is within 12.5 feet of SID right away has to get board waiver. Bernie Lang questioned about no-parking spots marked off on Carpenter Street. The way it is marked is allowing people to park blocking part of his driveway. Attorney will write a letter regarding the resolution for no parking on Carpenter Street. Mike Bendon said that there has been no update since March on the website. The directory is also old. It hasn't been updated since 2008. The Chairman stated the need for procedures and job responsibilities. The attorney updated the Board about Continuum Worldwide, which would provide an electronic archival service for the District's old files. G.F. Pesek estimated that there are probably about 15 boxes at the old attorney's office. Linda Comstock also has boxes of bills. The attorney will consult with Lavelle about how long things need to be kept. Minutes need to be more specific on agenda items.
- 5. Next Meeting Date:** The next meeting of the Board will be held on October 4, 2011 at 6:30 o'clock p.m. at Westmont Elementary School, 13210 Glenn Street, Omaha, Nebraska.
- 6. Professional Accounting Service:** Gary Shepherd reported that fund balances as of July 31, 2011, were as follows:

General Fund	\$ 231,590.84
Bond Fund	\$ 68,658.38
Bond Investment	\$ 49,972.19
Water Deposits	\$ 16,700.00
Bond Reserve Fund	\$ 6,390.31

Mr. Shepherd next distributed to the Trustees copies of his graphs of general fund activities and a review of those graphs ensued. Total usage was 593,520. Average usage was 1499 cubic feet. Minimum users was 208. Total users was 396. Average water bill was \$33.31. Mr. Shepherd paid \$579.69 for sales tax for the month of July. Mr. Shepherd next distributed to the Trustees his accounts receivable analysis showing those accounts currently in a delinquent status, after which it was determined that shut-off notices will be mailed with regard to the following accounts if balances are not received by September 15, 2011: Account 1017 Sarah Teetzel, Account 1025 Craig Sullivan, Account 1037 Federal National Mortgage, Account 1105 Russell Swanson, Account 1112 Tracy Swalberg, Account 1141 Jim Hamilton, Account 1186 Matthew Casey, Account 1208 Ernest Henry, Account 1234 Brian Buskirk, Account 1248 Marvin Deloske, Account 1277 Leslie Aleck, Account 1294 Ellen McGovern, Account 1308 Erin Rutjen, Account 1321 Joseph Osuch, Account 1320 Lisa Miller, and Account 1343 Cindy Glynn. Liens will be filed on Account 1110 Mark Wood, Account 1272 Secretary of Veterans Affairs, and Account 1037 Federal National Mortgage. Accounts 1037, 1068, 1132, and 1272 will be shut off.

- 7. Account Receivable:** June Jordening was absent. She sent an email. On June's behalf, the lawyer reported that \$11,223.79 was deposited into the general fund. The second of three deposit payments was received from Account 1219 in the amount of \$50.00. A deposit of \$150.00 was also received on Account 1167.
- 8. Engineering Issues:** Terry Knief reported that he downloaded an OPPD app on his phone that allows sending a report on lights that are out. The Chairman and the Clerk signed the engineering contract with TD2. The attorney will send the signed contract to the new engineer and put him in touch with Don Schuneman to move forward on street paving.
- 9. Attorney Issues:** The attorney will work with G.F. Pesek to get the files remaining in the old attorney's office. The attorney will temporarily store the files at her office until a final solution is agreed upon regarding the potential electronic conversion of the files.

10. Report from G.F. Pesek. Gerald Pesek distributed to the Trustees copies of his monthly report dated September 6, 2011. Both wells are cycling properly. The current summer supply demands are being met. The monthly test for coliform indicated a positive. Title 179 requirements include a set of repeat samples within 24 hours. All the samples were negative. Another round of samples will be taken in September. Diesel Power and Electric Company of Omaha completed the auxillary generator project at both wells and the lift station. ECO is waiting for final inspection by the state of Nebraska. The final segment of the DHHS Routine Sanitary Survey will include the auxillary generator information and operating instructions. An extension to the submittal time was requested from Roger Rhylander of the Nebraska Department of Health and Human Services. The waste water system is cycling properly. The lift station transfer switches and controls are being installed by ECO. The final inspection by the state is scheduled. Park maintenance and cleanup is ongoing. There is currently a grant available for up to \$5,000.00 that can be used to pay a bill. Providence Group provided an estimate of \$52 per hour to write grant. It would take ten hours to write the grant. If the money is received, it would be applied to the cost of the generator. Don Schuneman motioned to approve the grant writing. Bob Burbee seconded the motion. The motion passed unanimously.

11. Payment of Bills: All bills submitted for payment were approved for payment by unanimous vote. The detail of the approved warrants follows:

Warrant #	Date Issued	Issued To	Amount	Purpose	Invoice #
8722	8/17/11	Qwest 169	\$ 84.92	Phone Service	So Well
8723		Qwest 177	\$ 84.92	Phone Service	No Well
8724		Great Plains One Call	\$ 13.04	Diggers Hot line	711SD23
8725		Omaha World Hearld	\$ 7.84	Publication	153698110731
8726	8/24/11	NE Public Health	\$ 16.00	Water Testing	416281
8727		Century Link Qwest	\$ 110.29	Phone at Tower	
8728	9/6/11	Omaha World Hearld	\$ 7.84	Publication	153698-11083
8729		NE Public Health Lab	\$ 64.00	Water Testing	417415
8730		T & L Lawn & Landscaping	\$ 840.00	Mowing	
8731		City of Omaha	\$ 3,870.74	Sewer Usage June	75764
8732		June Jorclening	\$ 352.50	Accounts Recv.	
8733		Electric Company of Omaha	\$ 4,220.00	Generator Hook-up	29350
8734		Linda Comstock	\$ 248.27	Accts Payable	
8735		OPPD	\$ 2,454.18	Electrical Service	
8736		All Flags Etc.	\$ 126.26	Flag	33737
8737		Terry Knief	\$ 103.50	Clerk fee & Exp.	
8738		Cassidy Chapman	\$ 500.00	Legal Fees	
8739		Ralston Insurance	\$ 5,000.00	Insurance	74679/7549
8740		Ralston Insurance	\$ 1,236.00	Insurance	
8741		Professional Acctg Serv	\$ 1,013.94	Acctg Service	
8742		G. F. Pesek	\$ 3,910.00	Maintance – Aug	
8743		Robert Burbee	\$ 69.26	Attendance Log	
8744		Don Schuneman	\$ 69.26	Attendance – Log	
8745		David Jasa	\$ 83.12	Attendance - Log	

Don Schuneman motioned to pay bills. Dave Jasa seconded. The motion carried unanimously.

12. Old Business:

- a. Park improvements – Sealing completed on tennis court. More rock needs to be added around the courts. Dave Jasa and Don Schuneman inspected the repairs and put together a list of additional items that need to be prepared; additional cracks in tennis court, light pole, leveling issues and bubbling in tennis court, holes on basketball side, concrete and level around fence posts around tennis court. All loose materials on both courts are currently up and blown by Heartland Demolition. Bob Burbee would like to see another bid for further repair work. Terry Knief will look into other bids. The tennis court is made up of concrete and then a liquid padding that is sealed and rubber coated with another sealer. Don Schuneman proposed installing awnings over the dugouts and bleachers for the park. Don Schuneman will talk to the people that are working on the school fields to get some background information. There are a lot of weeds in the fields that need to be taken care of. Don Schuneman would like to see a covered pavillion right behind the Apollo Park sign. He will look into this.
- b. There is a stump removal bid for 45 stumps at 19.9 inches round. Total bid is \$2184.45. The bid does not include cleaning up and hauling. The price will likely double to include clean up and hauling. Dave Jasa will follow up.

13. New Business:

- a. Don Schuneman would like to see District employees get a raise.

Dave motioned to conclude the meeting. Terry Knief seconded.

Thereafter, there being no further business the meeting was adjourned.

CLERK 

CHAIRMAN 