

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

Minutes of Meeting of Board of Trustees
December 3, 2013

A meeting of the Board of Trustees of Sanitary and Improvement District No. 23 of Sarpy County, Nebraska was held on December 3, 2013 at 6:30 o'clock p.m. at Westmont Elementary School, 13210 Glenn Street, Omaha, Nebraska.

Present were Chairwoman Jeannine Glesmann (402.616.5581), Trustee Shirley Merritt (402.896.9047), Trustee Michael Quinn (402.699.1788), Trustee Mike Bendon (402.896.2250), and Trustee Bob Burbee (402.896.1084). Also present were Gerald Pesek of G.F. Pesek, Inc., Gary Shepherd of Professional Accounting Service, Accounts Receivable Clerk June Jordening, Accounts Payable Clerk Linda Comstock, Andrea M. Smith of Cassidy Chapman Law Office, and several District residents.

Notice of the meeting was given in advance thereof by publication in The Papillion Times on November 20, 2013. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

1. **Compliance with Open Meetings Law:** In compliance with the Act, Chairwoman Glesmann provided a current copy of the Nebraska Open Meetings Act on the table.
2. **Approval of Minutes:** Discussion was had on the necessary corrections for the past month's minutes. Trustee Bendon thought there was a typo/misspelling somewhere. The error could not be found. Trustee Burbee motioned to approve the November 5, 2013 minutes. Trustee Quinn seconded. All trustees voted in favor.
3. **Next Meeting Date:** The next meeting of the Board will be held on January 7, 2013 at 6:30 p.m. at Westmont Elementary School, 13210 Glenn Street, Omaha, Nebraska.
4. **Resident Concerns:** Resident, Linda Comstock noticed the storm sewers had been cleaned and she stated that it looked good. Resident, Ron Cook, stated that Gerald Pesek had checked his water meter, because Mr. Cook was only being charged minimum billing on his water bill. Mr. Cook did not think this was correct, and wants to make sure he is not going to receive a huge bill later on, since the meter is not working correctly. Currently the meter shows 0 on consumption. Mr. Cook asked the Board if there is a plan to fix the water meter. Gerald Pesek stated that he needs to go into the house to check out the problem. Trustee Bendon asked the Board to give Mr. Pesek the okay to fix water meters as the issues arise. Trustee Quinn stated that he believes it would be in the best interest of the SID if Mr. Pesek has the authority to fix the water meters as soon as the problem arises. Trustee Burbee agreed with the resolution, all voted in favor. Mr. Cook also inquired where he could view the monthly minutes and when they would be available on the website. Chairwoman Glesmann stated that residents can view the minutes at Westmart. Trustee Quinn stated that the Board discussed the issue of the website at the previous meeting and that the Board intends to hire someone to maintain and update the website and to begin a community page on Facebook.
5. **Professional Accounting Service:** Gary Shepherd reported that fund balances as of September 30, 2013, were as follows:

| | | |
|-------------------|----|------------|
| General Fund | \$ | 145,613.64 |
| Bond Fund | \$ | 169,900.50 |
| Bond Investment | \$ | 0.00 |
| Water Deposits | \$ | 8,850.00 |
| Bond Reserve Fund | \$ | 6,507.31 |

Mr. Shepherd distributed to the Trustees copies of his graphs of general fund activities and a review of those graphs ensued. Total usage was 287,493. Average usage was 702 cubic feet. Minimum users were 348. Total users were 397. The average water bill was \$28.01. **Sales tax in the amount of \$ _____ was paid for October of 2013.**

Mr. Shepherd next distributed to the Trustees his accounts receivable analysis showing those accounts currently in a delinquent status. Shut-off notices will be mailed with regard to the following accounts if balances are not received by December 15, 2013: Account 1008 Carmen Mitchell, Account 1017 Sarah Teetzel, Account 1022 Brandon Smith, Account 1076 Alisha Barrett, Account 1080 Derek Clark, Account 1123 Shawn Kasal, Account 1120 Fay Broomfield, Account 1149 Ron Muller, Account 1161, Account 1197 Kim Callahan, Account 1199 Amy Yeager, Account 1214 Andrew Johnson, Account 1229 Ryan Mortenson, Account 1247 Howard Speck, Account 1248 Marvin Deloske, Account 1283 John Stapp, Account 1301 Marc Lindblom, Account 1319 Stephen Warren, Account 1321 Colin Carlson, Account 1326 Lauren M Cecil, Account 1328 Christy Nielsen, Account 1343 Cindy Glynn, Account 1346 Mitch Watson, Account 1352 Lawrence Volland, Account 1358 Northwest Properties, Account 1359 Northwest Properties, Account 1360 Northwest Properties, Account 1361 Northwest Properties, Account 1382 Scott Nebel, and Account 1365 So Sarpy District.

Discussion was had on shutting off the water for Westmont Elementary. Attorney will send a letter by certified mail to the superintendent addressing the issue.

6. **Accounts Receivable:** June Jordening reported that \$11,269.05 was deposited into the general fund for the month of October. Ms. Jordening stated that SID residents have been paying their past due water bills between 6:30-8:30 in the evening and want their water turned back on immediately after payment. Ms. Jordening stated

that she turns the water on for the residents and does not charge for her time. She stated that it takes approximately 15 minutes. Ms. Jordening inquired what the Board would like her to do in these situations. Discussion was had on whether Ms. Jordening should continue turning the water on herself, call a Board member, etc. Additionally, discussion was on whether the Board should enact a policy regarding this issue and state that water can only be turned on during regular business hours. The Board decided that right now they will decide on case by case basis, and Ms. Jordening will contact Trustee Quinn and he will turn on the water as soon as he is available.

7. **Report from G.F. Pesek:** Both wells are cycling properly. The routine monthly coliform test was negative.

The Deficiency Corrective Action Plan items are required have been completed or contracted (roof) and timely reported to Tim Thares of NDHHS.

Wastewater System: The lift station has been cleaned and pumps pulled for inspection.

Miscellaneous: TD2 solicited a proposal to remove the propane engine and the old storage tank from the north well house.

Discussion was had on the roofing project. Trustee Quinn is going back to TD2 and tell them the Board needs at least 3 more bids.

Discussion was had regarding purchasing a new pump for the lift station. There are currently two pumps; one was purchased one two years ago, but the other one is 20 years old. Mr. Pesek stated it takes approximately six weeks to obtain a new pump. Linda Comstock reported that her records indicate that a pump was purchased in May 2012. Trustee Quinn motion to buy new pump, Trustee Burbee seconds, all voted in favor.

Discussion was had regarding root cleaning for February/March, the Board decided to revisit this issue at the meeting in February.

Trustee Quinn asked Mr. Pesek about removing old motor from well. Mr. Pesek stated that TD2 looked at it and that the motor and tank can be removed together or just have the motor removed. Trustee Bendon stated that the Board might as well have both removed now instead of waiting for NDHHS to find a violation with the tank. Two bids were produced with the estimated cost of removal. Trustee Burbee noted a typo in one of the bids that described the well as "South" instead of "North". Trustee Quinn stated he wants Providence Group (less expensive bid); Hausman Enterprises second bid more expenses. Trustee Quinn motioned to accept the bid from Providence Group, Trustee Bendon seconds, all vote in favor. Mr. Pesek will have Providence Group resubmit the bid with proper description for "North Well".

Mr. Pesek informed the Board that there are more problems with residents and their meter readings. He stated that residents have been saying things and yelling. He stated that for some houses there needs to be two people to enter the house, due to safety concerns. Mr. Pesek thinks the Board should have another cost proposal. The current water meters were installed in 1981. They have a two-year accuracy warrantee. He also stated if the sewer bills are getting bigger, we would know immediately if there is a problem with a meter. Discussion was had and the Board resolved to ask TD2 it is possible to just replace the meter readers.

8. **Attorney Issues:** Attorney Andrea M. Smith briefly discussed the easement issue, and that it would be placed on next month's agenda under new business. Attorney Smith informed the Board that supplemental and amended discovery answers had been received from Dennis Kelly's Attorney. Attorney Smith also stated that she had the discovery answers for Chairwoman Glesmann to review and sign.
9. **Payment of Bills:** All bills submitted for payment were approved by unanimous vote. Trustee Burbee motioned for approval. Trustee Bendon seconded. All voted in favor. The detail of the approved warrants as follows:

| Warrant | Date | Issued to | Amount | Purpose | Invoice # |
|---------|----------|-----------------------------------|----------|-----------------------------|---------------|
| 9374 | 11.18.13 | Century Link | 122.48 | Phone service – water tower | |
| 9375 | 11.18.13 | Century Link | 84.92 | Phone service – South well | |
| 9376 | 11.18.13 | Century Link | 84.92 | Phone service – North well | |
| 9377 | 11.18.13 | Omaha World Herald | 7.79 | Publication | 153698-131031 |
| 9378 | 12.3.13 | City of Omaha | 5,000.00 | Sewer fee Aug | 95534 |
| 9379 | 12.3.13 | City of Omaha | 376.79 | Sewer fee Aug | 95534 |
| 9380 | 12.3.13 | Ralston Ins. Agency | 120.00 | Bonding | |
| 9381 | 12.3.13 | Linda Comstock | 337.31 | Accts Payable | |
| 9382 | 12.3.13 | Abe's Trash Service | 31.00 | Trash service - Park | 891018 |
| 9383 | 12.3.13 | OPPD | 2385.15 | Electrical Service | |
| 9384 | 12.3.13 | June Jordening | 551.06 | Accts Recv | |
| 9385 | 12.3.13 | Thompson, Dreesan, Dorner | 1232.92 | Eng. fees | 101983 |
| 9386 | 12.3.13 | G.F. Pesek | 2795.00 | Nov. Maint | |
| 9387 | 12.3.13 | Professional Accounting Service | 1357.81 | Prof fee | |
| 9388 | 12.3.13 | J&M retaining Walls, tree removal | 350.00 | Well house trims | 0583 |

| | | | | | |
|------|---------|----------------------------|----------|------------|-----|
| 9389 | 12.3.13 | Mike Quinn | 156.61 | Clerk fees | 101 |
| 9390 | 12.3.13 | Cassidy Chapman Law Office | 2,039.80 | Legal fees | |

10. Old Business:

- a. Bond items – Attorney Chapman will find out how much is in the bond. Discussion was had on the importance of finding out for sure where the national cemetery is going to be. The Board will like to know how much can be done, the Board would like: a ball field, concession stand, storage facility, bathroom, shelter, water meters, fence/gates. Trustee Quinn will contact Art from TD2: he will check on septic system, not for sure but thinks it's highly doubtful to run a septic down there at the park. Mr. Pesek discussed how there are often grants available for different things needed throughout SID – Mr. Pesek will look into this, and see what is available.
- b. Storm sewers: cleaned, done
- c. Tree trimming: Mike Lutz took the list from Trustee Quinn. Trustee Quinn will check on this. Trustee Burbee stated that Mr. Lutz previously did a good job. The Board would like to be able to bill homeowners separately or add to water bill, would like to itemize by address. Mr. Lutz wants to check on the trees before giving a bid; different areas will cost different amounts.
- d. Media/IT manager: Chairwoman Glesmann started a Facebook page for SID 23. Trustee Merritt thinks Terry Knief would be a good person to manage the website and Facebook page. Discussion was had on what the Website should contain: agenda, minutes, directory, and policy update. The person in charge of the website would be compensated, and would have a contract to have it done by a certain time. Chairwoman will contact some people about this position.
- e. Water deposits: Trustee Quinn will give box of miscellaneous items he received from Terry Knief to Trustee Bendon. Trustee Bendon will go through and sort the contents.
- f. Sewer rates: Gary Shepherd gave out list of sewer charges. The average bill was \$5,300 month. Mr. Shepherd will give Trustee Bendon water usage average. Discussion was had between Mr. Shepherd and Trustee Bendon regarding the sewer rates.
- g. Removing motor: see discussion above in Report from G.F. Pesek.
- h. Policy for water calls: Gerald Pesek must go into resident's homes at times to fix the water meters. There is no witness if someone accuses him of something. Trustee Bendon wants a policy that Mr. Pesek will not go into a resident's house by himself. Instead, another Board member shall accompany him. Trustee Bendon motions, Trustee Burbee seconds, all vote in favor.
- i. Median parking: Trustee Quinn has not seen this issue come up again, neither has Chairwoman Glesmann. However, the Board would like a policy in place in case it happens again. Chairwoman Glesmann send a letter to the business stating there can be no parking on the median and that the cars are subject to towing. Chairwoman Glesmann will send a copy to all Board members.
- j. Street repairs (on hold until spring)

11. New Business:

- a. Easement Exhibit
- b. Root removal
- c. Sewer Rates

Trustee Burbee motioned to adjourn. Trustee Merritt seconded. All trustees voted in favor.

CLERK



CHAIRMAN

