

Bluffview Sanitary District Meeting Minutes

December 1, 2023

Tim Colby called the Bluffview Sanitary District Meeting to order at 4:30 pm at the Bluffview Sanitary District office. Present for the meeting were: Tim Colby, Donna Ziegler, Dan Koski, and Rita Seaver.

AGENDA ITEMS:

1. Chair Colby certified compliance with the open meeting law.
2. Ziegler moved, Colby second to adopt the agenda. Motion carried.
3. Public Comment – none
4. Approve Minutes of Previous Meeting – Ziegler moved, Colby second to approve the minutes. Motion carried.
5. Treasurer’s Report - Financial Statements – tabled.

DISCUSSION AND POSSIBLE ACTION:

1. Operational processes:
 - a. ACH and bank statement access.
 - i. Ziegler moved, Colby second to reinstate Robin’s access at the Bank of Prairie du Sac through Feb. 1, 2024.
 - b. Review transition and training process dates/meetings.
 - i. Meeting scheduled for Dec. 11, 2023, to prepare for the Dec. 14, 2023, meeting and review of financials.
2. MSA Contract Renewal – update provided.
3. Next Meeting Date – December 14, 4:30 p.m. at the Bluffview Sanitary District Office.
4. Future Agenda Items
 - a. MSA Contract Renewal
 - b. Email account
 - c. Open Project list
 - d. Update on training/transition
 - e. Amend 2023 Budget
 - f. Approve 2024 Budget (Jan.)
5. Ziegler moved Colby second, to adjourn the meeting at 4:58 p.m.