

BLUFFVIEW SANITARY DISTRICT MEETING MINUTES
APRIL 18, 2024

Tim Colby called the Bluffview Sanitary District (BSD) meeting to order at 4:52 pm at the Bluffview Sanitary District office. Present for the meeting were commissioners Tim Colby, Tim Bruckert, and Donna Ziegler, Administrator Dan Koski, and employee Robin Meier.

Motion to adopt the agenda was made by Tim Bruckert, second by Donna Ziegler. Motion passed.

No one was present to speak during public comment.

Motion to approve the Minutes of the January 18, 2024 Meeting was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

Motion to approve the Financial Statements as of March 31, 2024 was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

The Petition to withdraw from the Merrimac Sanitary District was discussed. A petition from the Bluffview Sanitary District to the town of Merrimac asking for the removal of the BSD parcels from the Town of Merrimac Sanitary District, as well as a second petition to the Town of Sumpter asking it to add these parcels plus the well parcel to the BSD territory. Motion to approve the petitions and present concurrently to the respective towns was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

Motion to approve a banking resolution for the Bank of Prairie du Sac was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

Motion to approve a resolution giving the Administrator the authority to sign specific contracts in order to keep projects going when time is of the essence for work needing to be completed in order to ensure operational needs or permitting requirements are met was made by Tim Bruckert, second by Donna Ziegler. Motion passed.

Updates were given by Administrator Koski for the USDA Construction and Clarifier Cover projects. Discussion followed. No action was taken.

Motion to approve a contract with MSA for the completion of the Operations and Needs Review was made by Tim Bruckert, second by Donna Ziegler. Motion passed.

Discussion was then had regarding upcoming reports required by the DNR as part of the WPDES permit. Those reports included a Facility Plan due 01/01/25; the Operations and Needs Review which was due 04/01/24; Land Application Management Plan due 06/30/24; Land Treatment Management Plan due 06/30/24; and Groundwater Elevation Data Analysis Due 06/30/24. Additional discussion was had on the findings of the Completed Operations and Needs Review. No action was taken.

Motion to approve the Job Descriptions for Commission President, Commission Members, Commission Secretary, Commission Treasurer, Grounds Maintenance, General Maintenance, District Administrator, and Deputy Administrator was made by Tim Bruckert, second by Donna Ziegler. Motion passed.

Motion to approve the Amended 2023 Budget and the 2024 Budget was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

Motion to approve and pay the bills was made by Donna Ziegler, second by Tim Bruckert. Motion passed.

Next meeting date is July 18, 2024, at 4:30 at the BSD office.

Motion to adjourn was made by Donna Ziegler, second by Tim Bruckert. Meeting adjourned.

Respectfully submitted

Dan Koski