

## **BROWN COUNTY REGIONAL SEWER DISTRICT**

### **Minutes of Board Meeting: January 12, 2023**

**Meeting Location:** 4-H Community Bldg – Fairgrounds.

**Call to Order:** President Mike Leggins called the meeting to order at approximately 6:05 p.m. All Board members, namely: Mike Leggins, Phil LeBlanc, Clint Studabaker, Matt Hanlon and Richard Hall were present, along with other interested persons.

**Review of Prior Minutes:** After brief discussion and a minor edit, a motion and second, the Minutes of the Board's meeting held on December 13, 2022 were unanimously approved.

**Treasurer's Report:** Treasurer Phil LeBlanc gave the Treasurer's Report based upon the December 2022 bank statement and his Revenue/Expense Report. In addition, Phil advised that he had completed and submitted the required statements to the State Board of Accounts for 2022. The SAM renewal registration was discussed and it was agreed that Phil would contact Ladd Engineering for assistance; it being agreed that Phil should be listed as entity administrator on a going-forward basis. A current invoice from B-L-N Engineering and payment schedules for B-L-N Engineering and Reedy Financial Group professional services were discussed and approved. The first B-L-N Engineering invoice, along with the Treasurer's Report, were approved after a motion, a second and unanimous vote.

#### **Current Matters:**

- Matt Hanlon advised that he is posting Board minutes and other documents on the BCRSD website each month. Those documents will include copies of the consulting services contracts with B-L-N Engineering and Reedy Financial Group. Also, Matt stated that he is tracking visitors and thinking about how to make the website interactive by providing newsworthy articles and information and later, responses to frequently-asked questions.
- Clint Studabaker advised that he and a B-L-N Engineering representative gave a BCRSD presentation to the Lake Lemon Conservatory District (LLCD). Clint advised it was well-received and that LLCD representatives offered their written and other support upon request.
- Clint Studabaker advised that he and others intended to give their BCRSD presentation to members of Bloomington Utilities in the future.
- Clint Studabaker advised that the first work session with B-L-N Engineering was productive and informative. It was agreed that a series of work sessions is imperative given the time constraints to finish the PER.
- The Board was advised that an Asset Management Plan (AMP) is a required component to its PER and funding applications. B-L-N representatives agreed to prepare the AMP for a cost not to exceed \$30,000.00.
- It was agreed that meetings need to be scheduled with representatives of several funding sources to coordinate applications, meet deadlines and establish reasonable expectations.

- Clint Studabaker advised that the next joint meeting with the Helmsburg Regional Sewer District is scheduled for Tuesday, January 24, 2023.
- Following discussion regarding a 2023 slate of officers for BCRSD, upon motion duly made and seconded, the Board members unanimously elected officers as follows: President – Mike Leggins; Vice President – Clint Studabaker; Treasurer – Phil LeBlanc; and Secretary – Richard Hall.

**Adjournment:** Upon a motion to adjourn made and seconded, President Mike Leggins adjourned the Board meeting at approximately 7:15 p.m.