

**FREDERICKSBURG SEWER & WATER AUTHORITY  
MEETING MINUTES  
September 18, 2023**

Chairman Dale Bevans called the meeting to order at 6:30 pm.

**ROLL CALL**

Bev Martel, Kevin Helms, Dale Bevans, Scott Gettle and Tom Demler of the Board were present. Paul Lutzkanin, Tony Fitzgibbons, Dustin Keller and Lori Poorman were also present. Rick Rudy was absent.

**COMMENTS/COMPLAINTS**

None

**MEETING MINUTES**

Mrs. Martel made a motion to accept the meeting minutes with revisions. Mr. Helms seconded the motion and the meeting minutes were accepted by the Board without objection.

**TREASURER'S REPORT**

**Bills Payables** - The payables for August 17, 2023 through September 14, 2023 were presented to the Board for approval to be paid in the amount of \$111,228.85 from the Sewer Fund. Mr. Demler made a motion to pay the bills as presented in the payables report. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

The payables for August 17, 2023 through September 14, 2023 were presented to the Board for approval to be paid in the amount of \$139,995.88 from the Water Fund. Mrs. Martel made a motion to pay the bills as presented in the payable's reports. Mr. Demler seconded the motion and the Board voted in favor of the motion.

**Financial Statement** – The financial statement was presented to the Board for approval. Mrs. Martel made a motion to accept the financial statement, pending audit. Mr. Helms seconded the motion and the Board voted for the acceptance of the financial statement as presented, pending audit.

**OFFICE MANAGER'S REPORT**

Mrs. Martel made a motion to issue a residential sewer permit for 280 Monroe Valley Drive, lot 41 when the tapping fee is received. Mr. Helms seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to accept the 2024 Holiday Schedule as presented. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mrs. Martel made a motion to accept the 2024 Meeting Schedule as presented. Mr. Demler seconded the motion and the Board voted in favor of the motion.

Mr. Bevans made a motion to close the office on Tuesday, December 26, 2023. Mrs. Martel seconded the motion and the Board voted in favor of the motion.

## **OPERATION'S REPORT**

No action items

## **ENGINEER'S REPORT**

Mr. Bevans made a motion to include the cost to remove the Tap-App from the East Tank and replace the Tap-App in the West Tank with a mechanical mixer, into the overall permit application for the water project, to avoid the cost of a separate permit application. Mr. Demler seconded the motion and the Board voted in favor of the motion.

## **SOLICITOR'S REPORT**

No action items

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Mr. Bevans reported that the Board will have a workshop beginning at 6:00 pm on October 16, 2023 at the Authority office.

## **COMMITTEE REPORTS**

### **Budget Committee**

The Budget Committee scheduled a meeting for September 20, 2023 at 9 am

### **Building Committee**

None

### **Operations Committee**

None

### **Personnel Committee**

None

## **COMMENTS/COMPLAINTS**

None

## **ADJOURNMENT**

Mr. Demler made a motion to adjourn the meeting. Mr. Helms seconded the motion and the Board voted in favor of the motion.

The meeting adjourned at 7:31 pm

**Respectfully submitted,  
Lori A. Poorman  
Office Manager/Secretary/Treasurer**