

SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT
MINUTES of October 19th, 2021

The regular monthly board meeting was opened at 6:30 P.M. by Roland Martin, Board President.

MEMBERS PRESENT: Roland Martin, President; Kevin Askeland, Vice-President; Keith Kallstrom

STAFF PRESENT: Janet Fulmer, General Manager/Board Secretary

Janet Fulmer advised the Board Members of Terms Expiring May 31, 2022; Roland Martin, David Abbott, Richard Matiska. Filing opens at the Cascade County Elections office December 2021 and closes February 2022.

The District's Board of Directors uses a Consent and Action Agenda for the Minutes and Financial Reports: Financial Statements, Restricted Fund Account Balance Report, Combined Cash Flow Statement, Accounts Payable and the Resolutions to transfer funds. The Board of Directors receives these items in advance of the meeting.

Roland Martin asked if there were any corrections to the Minutes of September 14th, 2021, Regular Meeting of the Board. Kevin Askeland moved that the minutes be accepted as written, and Keith Kallstrom second the motion. Motion passed.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited August 31st, 2021, and September 30th, 2021: Kevin Askeland asked to invite Josh Horton with Stifel Nicolaus to attend the next Board Meeting to advise of fund investments gain/loss. Restricted Fund Account Balance Report as of September 30th, 2021: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 24-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer the sum of Four Thousand Dollars and No Cents (\$4,000.00) from the District's Revenue Bond Account – Water to be deposited into the RO Treatment Plant R&D account. And that, the Sun Prairie Village County Water and Sewer District transfer the sum of Eight Thousand Dollars and No Cents (\$8,000.00) from the District's Water Bond Reserve account to be deposited into the RO Treatment Plant R&D account. Whereupon the motion for adoption of the foregoing resolution was seconded by Keith Kallstrom; and upon vote being taken thereon, the vote in favor of was unanimous. Combined Cash Flow Statement as of September 30th, 2021: No questions or comments.

Keith Kallstrom moved, and Kevin Askeland second the motion to accept financials as presented in the Consent Agenda. Motion passed.

Accounts Payable as of September 30th, 2021: Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 25-2021. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Forty-Four Thousand Three Hundred Twenty-Two Dollars and Forty-One Cents (\$44,322.41) and Construction bills in the amount of Ten Thousand Twenty-Two Dollars and Fifty-Seven Cents (\$10,022.57) to be paid. Whereupon the motion for adoption of the foregoing resolution was seconded by Kevin Askeland; and upon vote being taken thereon, the vote in favor of was unanimous.

(All the above financials are placed in 2021 Board Meeting file records at the District, available upon request.)

This concludes the consent and action portions of the agenda.

The Managers Report for September 2021 was prepared and verbally given by Janet Fulmer; charts provided; placed in file. Keith Kallstrom asked to have the current phone service provider to be contacted to check landline due to static in the line.

OLD BUSINESS:

Wastewater Improvement Project: Mr. Nowak provided the Board with an email update. Copy of the Notice of ARPA Water & Sewer Grant Award letter from Governor Greg Gianforte provided to the Board. Copy of Opinion of Probably Construction Cost letter from Craig Nowak to Laura Sattler provided to the Board. Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 26-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District pay from Applicant contribution the amount of Two Hundred Ninety-Five Dollars and Fifty Cents (\$295.50) and receive from TSEP Four Thousand Four Hundred Twenty-Four Dollars and Seventy-Five Cents (\$4,424.75), to make payment to Morrison Maierle Invoice #217603 dated September 24, 2021. Whereupon the motion for adoption of the foregoing resolution was seconded by Kevin Askeland; and upon vote being taken thereon, the vote in favor of was unanimous.

2020 FYE Annual Audit – Douglas Wilson & Company. The District is still waiting for final copy of audit.


2022 FYE Annual Budget. The Board set a date of October 26th, 2021, to begin work sessions.


NEW BUSINESS: NONE

OTHER BUSINESS:

Lobby Office Hours: The Board discussed to leave lobby open only during the AM hours, until further notice and will continue to monitor the need for full-time opening in the future.

Keith Kallstrom moved, and Kevin Askeland second the motion that the meeting be adjourned. Motion passed. Meeting was adjourned at 8:06 P.M.

Signed:  Date 12-14-21
Roland Martin, President

Attest: 
Janet Fulmer, General Manager/Board Secretary