

SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT
MINUTES of December 8th, 2020

The regular monthly board meeting was opened at 6:31 P.M. by Roland Martin, Board President.

MEMBERS PRESENT: Roland Martin, Board President; Kevin Askeland, Vice-President; Richard "Rick" Matiska.

STAFF PRESENT: Janet Fulmer, General Manager/Board Secretary; Eric Bucher, Operator

GUEST PRESENT: Chuck Wambeke of Electrical Consultants, Inc.

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 the Board to allow Mr. Wambeke to have the floor. Board approved.

Mr. Wambeke presented the Board with a copy of the Scada Services Agreement dated 1st day of September 2016 between Sun Prairie Village County Water & Sewer District and Affordable Scada, which Mr. Wambeke has since merged with Electrical Consultants, Inc. The District had ECI perform RO system feed pressure control upgrades as described in Work Order 01. The Board had questions regarding ECI Invoice #88502 dated June 25, 2020 and Invoice #88789 dated July 13, 2020. After discussion between Board and Mr. Wambeke, Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 27-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District approve Invoice #88502 for Eight-Thousand Seven Hundred Forty-Two Dollars and Ninety Cents (\$8,742.90) to be paid. Whereupon the motion for adoption of the foregoing resolution was seconded by Rick Matiska; and upon vote being taken thereon, the vote in favor of was unanimous. Then Rick Matiska introduced the following resolution and moved its adoption: **RESOLUTION 28-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District approve Invoice #88789 for Three Hundred One Dollars and Fifty-Five Cents (\$301.55) 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. Mr. Wambeke then advised the Board the issues to have Work Order 01 for 4G modem upgrade work order performed prior to December 31, 2020. After discussion, Mr. Wambeke agreed to waive any fees associated with the Work Order 01 4G modem upgrade, will have both modems replaced from 3G to 4G compatible modems, configured by ECI in house, ship to the District, and assist District personnel via phone conference to install for ECI testing. After agreement between the Board and Mr. Wambeke, Mr. Wambeke excused himself at 7:28 PM.

Roland Martin asked if there were any corrections to the Minutes of November 10th, 2020, Regular Meeting of the Board. Kevin Askeland moved that the minutes be accepted as written, and Rick Matiska seconded the motion, Motion passed.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited October 2020: No questions or comments. Restricted Fund Account Balance Report as of November 30th, 2020: No questions or comments. Combined Cash Flow Statement as of November 30th, 2020: No questions or comments.

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

Accounts Payable as of November 30th, 2020: Rick Matiska introduced the following resolution and moved its adoption: **RESOLUTION 29-2020. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Thirty-Seven Thousand Six Hundred Eight Dollars and Twenty-Two Cents (\$37,608.22) and Construction bills in the amount of Ninety-Four Thousand Two Hundred Seventy-One Dollars and Three Cents (\$94,271.03) 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.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 30-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer the sum of Thirty-Four Thousand Eight Hundred One Dollars and Five Cents (\$34,801.05) from the District's Water Fund R&D Account to be deposited in the Districts Operating Checking Account #1013434 to make payment to Aquasource Drilling LLC. Whereupon the motion for adoption of the foregoing resolution was seconded by Rick Matiska; and upon vote being taken thereon, the vote in favor of was unanimous.

(All the above financials are placed in 2020 Board Meeting file records at the District, available upon request.)

This concludes the consent and action portions of the agenda.

The Managers Report for November 2020 was prepared and verbally given by Janet Fulmer; charts provided; placed in file.

OLD BUSINESS:

Wastewater Improvement Project: Kevin Askeland introduced the following revised resolution and moved its adoption: **RESOLUTION 31-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District request funds from TSEP in the total amount of Nineteen Thousand Eight Hundred Twenty-Two Dollars and No Cents (\$19,822.00) to make payment to Morrison Maierle for Invoice #207728. Whereupon the motion for adoption of the foregoing resolution was seconded by Rick Matiska; and upon vote being taken thereon, the vote in favor of was unanimous.

FYE 2021 Annual Budget. Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 32-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District adopt FY2021 Budget as presented, no current increase in rate structure due to the upcoming Wastewater Upgrade Project, a Personnel salary increase of 3.5%, and total

Personnel and O&M expense in the amount of Four Hundred One Thousand Three Hundred Sixteen Dollars (\$401,316.04). Whereupon the motion for adoption of the foregoing resolution was seconded by Rick Matiska; and upon vote being taken thereon, the vote in favor of was unanimous.

NEW BUSINESS: *None.*

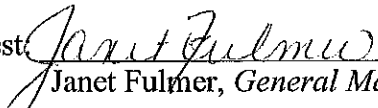
OTHER BUSINESS:

Lobby Office Hours: Kevin Askeland moved, and Rick Matiska second the motion to continue to keep the District Office closed due to the Covid-19 pandemic. Motion passed.

PUBLIC COMMENT: *None.*

Kevin Askeland moved, and Rick Matiska second the motion that the meeting be adjourned. Motion passed. Meeting was adjourned at 8:42 P.M.

Signed:  Date 1-12-21
Roland Martin, *President*

Attest: 
Janet Fulmer, *General Manager/Board Secretary*