

**SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT**  
**MINUTES of May 12th, 2020**

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

**MEMBERS PRESENT:** Roland Martin, Board President; Kevin Askeland, Vice-President; David Abbott via conference-call

**STAFF PRESENT:** Janet Fulmer, General Manager

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 March 10th, 2020, Regular Meeting of the Board. Kevin Askeland moved that the minutes be accepted as written, and David Abbott seconded the motion, Motion passed.

Roland Martin asked if there were any corrections to the Minutes of April 21st, 2020, Meeting of the Board via Tele-Conference. Kevin Askeland moved that the minutes be accepted as written, and David Abbott seconded the motion, Motion passed.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited February 2020: Janet Fulmer stated the Balance Sheet has to be tabled until June 2020 meeting; no questions or comments on the Profit/Loss. Restricted Fund Account Balance Report as of March 31st, 2020: No questions or comments. Combined Cash Flow Statement as of March 31st, 2020: No questions or comments.

The compiled financial statements un-audited March 31st, 2020, Restricted Fund Account Balance Report as of April 30th, 2020, Combined Cash Flow Statement as of April 30th, 2020 tabled to the next Board Meeting.

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

Accounts Payable as of March 31st, 2020: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 10-2020. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Sixty Thousand Two Hundred Eighty-Seven Dollars and Thirty Cents (\$60,287.30) and Equipment bill in the amount of Twenty Thousand Nine Hundred Nine Dollars and Twenty Cents (\$20,909.20) to be paid. Whereupon the motion for adoption of the foregoing resolution was seconded by David Abbott; and upon vote being taken thereon, the vote in favor of was unanimous.

The Accounts Payable as of April 30th, 2020 tabled to the next Board Meeting.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 11-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer the sum of Sixteen Thousand Seven Hundred Sixty Dollars and No Cents (\$16,760.00) from the District's Water R&D Account to be placed in the Districts Operating Checking Account #1013434 to make payment to Poncelet Excavating, LLC Statements dated 3/16/2020.

Whereupon the motion for adoption of the foregoing resolution was seconded by David Abbott; and upon vote being taken thereon, the vote in favor of was unanimous.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 12-2020. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer the sum of Ten Thousand Nine Hundred Forty-Six Dollars and No Cents (\$10,946.00) from the District's Water R&D Account to be placed in the Districts Operating Checking Account #1013434 to make payment to Central Plumbing and Heating Invoice #33483043 dated 3/17/2020. Whereupon the motion for adoption of the foregoing resolution was seconded by David Abbott; 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 March 2020 was prepared and verbally given by Janet Fulmer; charts were provided; placed in file.

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

**OLD BUSINESS:**

*Wastewater Improvement Project:* Email was received by Janet Fulmer regarding design discussions as well as WW Project Status Report for May 2020, which copies were provided to the Board.

**NEW BUSINESS:**

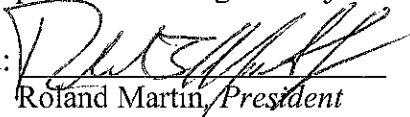
*Board President and Vice-President 2020-2021 Term:* Tabled.

**OTHER BUSINESS:**

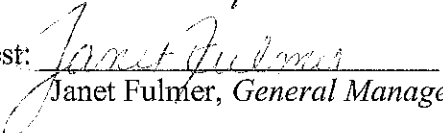
*Lobby Office Hours:* Kevin Askeland moved, and David Abbott second the motion to keep the District Office closed due to the Covid-19 pandemic until further notice. Motion passed. Board advised payments can be mailed, put in the drop box, and appointments can be called in and set up if meeting with the General Manager is required.

**PUBLIC COMMENT: NONE**

Kevin Askeland moved, and David Abbott second the motion that the meeting be adjourned. Motion passed. Meeting was adjourned at 8:13 P.M.

Signed:   
Roland Martin, President

Date 6-9-2020

Attest:   
Janet Fulmer, General Manager and Board Secretary