

SUN PRAIRIE VILLAGE COUNTY
WATER & SEWER DISTRICT
MINUTES of January 8th, 2019

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The meeting was opened at 6:30 P.M. by Roland Martin, Board President. V W S D

MEMBERS PRESENT: Roland Martin, Board President; Floris Dyke, Vice President; Kevin Askeland; David Abbott; Rick Matiska

STAFF PRESENT: Janet Fulmer, General Manager; Dave Crowe, Operator

GUESTS PRESENT: Craig Nowak of Morrison-Maierle, Inc.; Brett Gaare of Douglas Wilson & Company, P.C.; Deb Chouinard

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 December 11th, 2018, Regular Meeting of the Board. No question or comments. Floris Dyke moved that the minutes be accepted, and Kevin Askeland seconded the motion. Motion passed.

The floor was then given to Craig Nowack of Morrison-Maierle, Inc. Craig updated the Board on the TSEP conference call that he and Janet had attended regarding the priority list of rankings the District received, public health and safety was the lowest ranked for the District due to TSEP not finding this wastewater project to be of public health and safety concern. The rankings put the District at 34 out of 40. Craig advised the Board of the committee meeting that would be held in Helena at the Capital, which he and Janet would attend regarding HB14 to plead for full funding so the District would be able to receive grant funds for the project. No date has been set yet for the appropriations committees.

The floor was then given to Brett Gaare of Douglas Wilson & Company, P.C. The Board addressed the financials and how the depreciation expense affects the Statements of Income. Brett and Janet will review items on the depreciation schedule to see if any assets have exhausted their useful life and need to be removed from the schedule. Brett explained the District needs to have the expense remain on the statements, however, can be moved to a separate line, as like contract labor, due to depreciation is not a direct operating expense, but is still a bookkeeping record that needs to be reflected. The Districts financial reports beginning 2019 will have the change made to reflect the depreciation separately.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited November 2018: Addressed with Brett Gaare. Restricted Fund Account Balance Report as of December 31st, 2018: Floris Dyke moved to have a resolution at the February meeting to transfer \$5,000.00 from the Revenue Bond Account – Water to the Water Bond Reserve, Kevin Askeland seconded the motion, motion passed. Combined Cash Flow Statement as of December 31st, 2018: Board was pleased the year end income ended at 97.33% of budget and expenses at 81.24% of budget.

Kevin Askeland moved, and Floris Dyke seconded the motion to accept financials as presented in the Consent Agenda. Motion passed.



Accounts Payable as of December 31st, 2018; Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 01-2019. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Fifty Thousand Six Hundred Twenty Three Dollars and Forty-Seven Cents (\$50,623.47) 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.

(All the above financials are placed in 2019 Board Meeting file records at the District, available upon request.)

This concludes the consent and action portions of the agenda.

Janet Fulmer handed out the registration form and agenda for the 40th Annual Montana Rural Water Systems, Inc. conference.

The Managers Report for December 2018 was prepared and verbally given by Janet Fulmer; charts were provided; placed in file.

OLD BUSINESS:

Waste Water Planning Grant. Craig Nowack addressed the Board at the beginning of the meeting. The Board reviewed the December 10, 2018 letter from Morrison-Maierle, Inc. with enclosed October 2018 invoice and Progress Report No. 11. Rick Matiska introduced the following resolution and moved its adoption: **RESOLUTION 02-2019. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer the sum of One Thousand Four Hundred Forty-One Dollars and Forty-Seven Cents (\$1,441.47) from the District's Sewer Fund Account R&D to be placed in the Districts Operating Checking Account #1013434 to make payment to Morrison-Maierle Invoice #187722 dated 11/2/2018. Whereupon the motion for adoption of the foregoing resolution was seconded by Dave Abbott; and upon vote being taken thereon, the vote in favor of was unanimous.

Annual Budget FY 2019. Floris Dyke introduced the following resolution and moved its adoption: **RESOLUTION 03-2019. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District adopt FY2019 Budget as presented in the amount of Four Hundred Sixty-Seven Thousand Two Hundred Sixty-Five Dollars (\$467,265.00) retroactive to January 1, 2019. 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.

Delinquent Account Late Charge. Dave Abbott introduced the following resolution and moved its adoption: **RESOLUTION 04-2019. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District make policy whereby a late fee penalty (late charge) of Ten Dollars and No Cents (\$10.00) per month, shall be assessed against each and every delinquent water and wastewater accounts receivable account, which charge shall be assessed on the 11th day of each successive calendar month, until such time that the respective account is paid in full. 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.

Board of Directors Subcommittee Meeting – Ordinances. Work Session set for Tuesday, January 15th, 2019 at 2:00 PM at the District Office.

NEW BUSINESS:

Board of Directors 2019 – 2023 Term. The Board received the election dates for Cascade County. Two of the current Board Members terms will end May 31st, 2019 and new Board Members will be sworn in at the May 8th, 2019 Board Meeting, with President and Vice-President seats elected, and the new terms to begin June 1st, 2019.

Board Secretary. The prior secretary had resigned, leaving an open position. After review and the General Manager having been the secretary in the past, still attending meetings, taking notes, the Board decided to have the General Manager take the Secretary position using the clerk to assist with typing minutes until a replacement can be found.

OTHER BUSINESS:

Board Leadership Training – February 5th, 2019. Cascade County Board of County Commissioners will be holding a Board Leadership Training, which Janet Fulmer will be attending.

PUBLIC COMMENT: NONE

Rick Matiska moved, and Kevin Askeland seconded the motion that the meeting be adjourned. Motion passed.

Meeting was adjourned at 8:21 P.M.

Signed:



Roland Martin, *President*

2-15-19

Date

Attest:



Janet Fulmer, *General Manager and Board Secretary*