

SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT
MINUTES of February 14th, 2023

The regular meeting was opened at 6:38 PM by Roland Martin, Board President.

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

STAFF PRESENT: Janet Fulmer, General Manager/Board Secretary

GUEST PRESENT: Craig Nowak with Morrison Maierle

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 Members if there were any comments, questions, or corrections regarding the Minutes of January 17th, 2023, Regular Meeting of the Board. Kevin Askeland moved to accept minutes as presented, Keith Kallstrom second the motion, all Board Members in favor of, motion passed.

Roland Martin asked the Board Members if there were any comments or questions regarding the financials: Unaudited Financials as of December 31st, 2022: No comments or questions. Restricted Fund Account Balance Report as of January 31st, 2023: No comments or questions. Combined Cash Flow Statement as of January 31st, 2023: No comments or questions.

Kevin Askeland moved to accept financials as presented in the Consent Agenda, Keith Kallstrom second, all Board Members in favor of, motion passed.

Accounts Payable as of January 31st, 2023: Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 02-2023. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Sixty-Three Thousand Six Hundred Nine Dollars and Twenty-Three Cents (\$63,609.23), Construction bills in the amount of One Thousand One Hundred Two Dollars and Fifty Cents (\$1,102.50), and Equipment in the amount of Nine Thousand Eight Hundred Thirty-Seven Dollars and No Cents (\$9,837.00) to be paid. Whereupon the motion or adoption of the foregoing resolution was seconded by Kevin Askeland; and upon vote being taken thereon, the vote in favor of was unanimous.

The Board had reviewed the current budget for 2023 and determined the need to raise the base rate by 5% across the board. *Montana Code Annotated 7-13-2275*. Procedure relating to ordinances and resolutions -- rates, fees, and charges established. (1) The ayes and noes must be taken upon the passage of all ordinances or resolutions and entered upon the journal of the proceedings of the board of directors. An ordinance or resolution may not be passed or become effective without the affirmative votes of at least a majority of the total members of the board. (5) A public hearing is **not** required for a cumulative rate **increase of less than or equal to 5%** within a 12-month period if the board provides notification of the increase to persons within the district on whom the rate will be imposed at least 10

days prior to the passage or enactment of the ordinance or resolution implementing the increase. Notice was posted to District Website and Facebook page January 25, 2023, as well as on District Billing Invoices on February 1, 2023, for increase to become effective March 1, 2023. Rate Structure increase: **Undeveloped Lots Base from \$15.15 to \$15.91, Unoccupied and Occupied Lots Base from \$57.87 to \$60.76, Commercial Lots Base from \$69.84 to \$73.33, Industrial Lots Base from \$150.90 to \$158.45.** Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 03-2023. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District increase the Base Water and Sewer Rate across all accounts in the amount of 5%. Whereupon the motion or 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 2023 Board Meeting file records at the District, available upon request.)

This concludes the consent and action portions of the agenda.

Managers' Report for January 2023 was given verbally by Janet Fulmer, charts provided and placed in file.

OLD BUSINESS:

Wastewater Improvement Project: Craig Nowak of Morrison Maierle gave the Board a brief update of the project status. The Board reviewed the letter to Central Excavation regarding Resume Work Order No. 2 which states revised contract completion date was established as February 4, 2023, which correspondence is formal notice that said date has passed; Board decided to presently allow contractor to continue work until completion. The Board reviewed the Miscellaneous Work Pricing Sheet to install winding temperature monitor in control wiring to open circuit at specified temperature, Board requested Craig Nowak of Morrison Maierle to update the pricing sheet to include not one but two spare relays. Kevin Askeland introduced the following resolution and moved its adoption:

RESOLUTION 04-2023. BE IT RESOLVED, that, the Sun Prairie Village County Water and Sewer District receive from TSEP Seven Thousand Three Hundred Seventy-Four Dollars and Seventy-Nine Cents (\$7,374.79) for Draw #34 for TSEP and #37 for project to make payment on Morrison Maierle Invoice #000236012 dated 1/6/2023 for \$1,102.50 and Morrison Maierle Invoice #000236070 dated 2/2/2023 for \$6,272.29. Whereupon the motion or adoption of the foregoing resolution was seconded by Keith Kallstrom; and upon vote being taken thereon, the vote in favor of was unanimous. The Board also discussed the email from Nittany Grantworks regarding moving \$2,000.00 from TSEP Travel and Training to TSEP Grant Administration, which Kevin Askeland moved to accept the transfer, Keith Kallstrom second, all Board Members in favor of, motion passed.

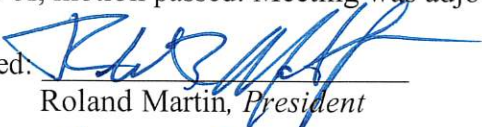
NEW BUSINESS:

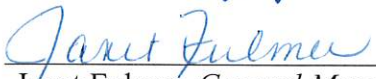
HB 355 – Pumphouse Upgrade: The Board reviewed the email from Morrison Maierle and was provided a copy of the House Bill No. 355; discussion was made to move forward with applying for a PER grant to move forward with repairs and replacement needed to pumphouse, clearwell, and elevated water storage tank.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

Kevin Askeland moved that the meeting be adjourned, Keith Kallstrom second, all Board Members in favor of, motion passed. Meeting was adjourned at 7:39 PM.

Signed:  Date 3-14-23
Roland Martin, *President*

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