

**SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT**  
**MINUTES of March 15th, 2022**

The regular monthly board meeting was opened at 6:30 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

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 December 14th, 2021, January 11th, 2022, or February 8th, 2022, Regular Meeting of the Board Minutes. Kevin Askeland moved to accept all minutes as presented, and Keith Kallstrom second the motion. With 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, 2021: No comments or questions. Unaudited Financials as of January 31st, 2022: Kevin Askeland questioned the negative balance to the Sewer Class, which was due to Nash Enterprise billing the District in January for work performed in September 2021. Restricted Fund Account Balance Report as of February 28th, 2022: Kevin Askeland questioned the negative amount for total Money Market funds, which funds had been transferred to the Fixed Price Investments. Combined Cash Flow Statement as of February 28th, 2022: The Board reviewed the Annual Budget amounts increased on the Personnel Expenses and discussed review of remaining budget with Wastewater Project being awarded.

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

Accounts Payable as of February 28th, 2022: Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 07-2022. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Fifty-Six Thousand Eight Hundred Eighty-Eight Dollars and Seventy-Two Cents (\$56,888.72), Construction bills in the amount of One Thousand Seventy Dollars and Ninety Cents (\$1,070.90), and Equipment in the amount of Six Thousand Three Hundred Ninety-Nine Dollars and Seventy-Eight Cents (\$6,399.78) 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.

*(All the above financials are placed in 2022 Board Meeting file records at the District, available upon request.)*

This concludes the consent and action portions of the agenda.

Managers Report for February 2022 prepared by Janet Fulmer with verbal highlights given by Janet Fulmer, charts provided and placed in file.

**OLD BUSINESS:**

**Wastewater Improvement Project:** Craig Nowak emailed a project progress and status report which copy was provided to the Board. Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 08-2022. BE IT RESOLVED,** that, the Sun Prairie Village County Water and Sewer District receive from TSEP Eight Thousand Eight Hundred Three Dollars and Seventy-Five Cents (\$8,803.75), to make payment to Morrison Maierle Invoice #000224328 dated February 22, 2022. 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.

**2022 FYE Annual Budget.** With the Wastewater Upgrade Project being awarded, Janet Fulmer will start working with Bond Counsel to prepare structure and budget for remaining 2022 to present to the Board.

**Pumphouse Booster Pumps:** Janet Fulmer advised the Board she is working with Craig Nowak at Morrison Maierle, as well as looking into current Grant funds that may be available for submittal to perform upgrade to Pumphouse.

**2022 Board Election:** Janet Fulmer is awaiting for certification from Cascade County Elections office as to Board Members.

**NEW BUSINESS:**

**Dept. of Administration Standard Audit Contract FY 01/2021 – 12/2021:** Approved at the previous Board Meeting the contract between the District and Douglas Wilson and Company to prepare the FY 2021 Audit. Contract was signed and mailed to Department of Administration for review and signature.

**OTHER BUSINESS:** None.

**PUBLIC COMMENT:** None.

Kevin Askeland moved, and Keith Kallstrom second the motion that the meeting be adjourned. Motion passed. Meeting as adjourned at 7:21 PM.

Signed:   
Roland Martin, *President*

Date 4-12-22

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