

**SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT**  
**MINUTES of March 16th, 2021**

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; Richard "Rick" Matiska via Conference Call

**STAFF PRESENT:** Janet Fulmer, General Manager/Board Secretary

**GUEST PRESENT:** Craig Nowak of Morrison Maierle

Roland Martin asked the Board to allow Craig Nowak to update the Board on the Wastewater Project before proceeding with the normal agenda, Board approved.

Craig Nowak discussed the status of the Wastewater Improvement Project regarding the additional cost of the piers due to condition of the soil at building placement, special inspections, and would have contingency discussion with Rural Development. Craig Nowak excused himself from the meeting at 6:54 PM.

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 February 9th, 2021, 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 January 31st, 2021: No questions or comments. Restricted Fund Account Balance Report as of February 28th, 2021: Resolution to Transfer Funds quarterly at the next meeting. Combined Cash Flow Statement as of February 28th, 2021: No questions or comments.

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

Accounts Payable as of February 28th, 2021: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 05-2021. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Thirty-Five Thousand Seven Hundred Forty-Nine Dollars and Ninety Cents (\$35,749.90), Construction bills in the amount of Seventeen Thousand Nine Hundred Forty-Nine Dollars and Seventy-Three Cents (\$17,949.73), and Equipment bills in the amount of One Thousand One Hundred Eighty-Four Dollars and Sixty-Nine Cents (\$1,184.69) 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 2021 Board Meeting file records at the District, available upon request.)*

This concludes the consent and action portions of the agenda.

The Managers Report for February 2021 was prepared and verbally given by Janet Fulmer; charts provided; placed in file.

**OLD BUSINESS:**

**Wastewater Improvement Project:** Craig Nowak provided update at beginning of meeting. Rick Matiska introduced the following resolution and moved its adoption: **RESOLUTION 06-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District request funds from TSEP in the amount of Four Thousand Three Hundred Fifteen Dollars and Fifty Cents (\$4,315.50) to make payment to Morrison Maierle Invoice #217058 dated January 29th, 2021, Jardine, Stephenson, Blewett & Weaver PC Invoice #16632 dated October 9th, 2020 and Invoice #18034 dated February 16th, 2021, and Nittany Grantworks Invoice for Grant Administration Services in February 2021 dated February 25th, 2021. 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.

**Water Well #3.** Kevin Askeland moved, and Rick Matiska second the motion to get Aquasource back on site to complete Well #3. Motion passed.

**Fiscal Year Ending 2020 Annual Audit.** Audit contract had been mailed the the State Local Government Services and approved. Douglas Wilson & Company PC will request financials when ready to prepare the audit.

**NEW BUSINESS:**

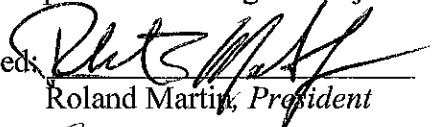
**Roland Martin requested to have preventative maintenance schedules set up regarding checking manholes, hydrant flushing, and generator testing, and to also install brass tags on each fire hydrant.**

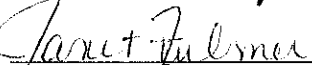
**OTHER BUSINESS:**

**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:** *District received letter of interest from Keith Kallstrom regarding open seat on the Board, to be invited to the next Board Meeting.*

Kevin Askeland moved, and Rick Matiska second the motion that the meeting be adjourned. Motion passed. Meeting was adjourned at 7:40 P.M.

Signed:  Date 4-13-21  
Roland Martin, President

Attest:   
Janet Fulmer, General Manager/Board Secretary