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OCT 15 2019

SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT MINUTES of September 10th, 2019

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

**MEMBERS PRESENT:** Roland Martin, Board President; Kevin Askeland, Vice President; Rick Matiska; Dave Abbott  
**STAFF PRESENT:** Janet Fulmer, General Manager; David Crowe, Operator; Linda Nelson, Office Clerk; and Eric Bucher, Operator present at 6:56 PM  
**GUEST PRESENT:** Curt & Sharon Crachy of 1143 Harrison; Craig Nowack of Morrison-Maierle, Inc.; Phyllis Kummer of 3 Prairie Dog Lane and landlord of 513 Roosevelt

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 August 13th, 2019, 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 July 2019: Statement made regarding Replace and Depreciation for Sewer negative amount to start January 2020 to transfer \$500.00 per month from water to reimburse sewer; Statement made regarding Account and Insurance payments made during July putting July in negative. Restricted Fund Account Balance Report as of August 31st, 2019: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 18-2019. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer Five Thousand Dollars and No Cents (\$5,000.00) from the Revenue Bond Account-Water to the Water Bond Reserve Account. 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. Dave Abbott moved, and Kevin Askeland second the motion to use funds from the Office Equipment Replacement and Depreciation to purchase a new computer for the Office Clerk due to age of present computer and old operating system. Motion passed. Combined Cash Flow Statement as of August 31st, 2019: No questions or comments.

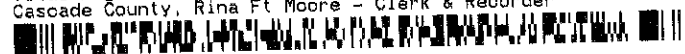
Kevin Askeland moved, and Rick Matiska second the motion to accept financials as presented in the Consent Agenda. Motion passed.

Accounts Payable as of August 31st, 2019: Roland Martin questioned Noddings Waterworks, which was for replacement meters, Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 19-2019. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Fifty-Five Thousand Eight Hundred Eighty-One Dollars and Ten Cents (\$55,881.10), and Equipment bills in the amount of Five Hundred Eighteen Dollars and Eighty Cents (\$518.80) to be paid. 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.

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

**R0377670 CMS**

Total Pages: 2 R 0.00 By:mejohanson 10/15/2019 09:43:07 AM  
Cascade County, Rina Ft Moore - Clerk & Recorder



This concludes the consent and action portions of the agenda.

The Managers Report for August 2019 was prepared and verbally given by Janet Fulmer; charts were provided; placed in file.

**OLD BUSINESS:**

Wastewater Planning Grant. Engagement letter from Erin McCrady of Dorsey placed in file for acceptance of being the District Bond counsel. Craig Nowack addressed the Board regarding making major progress towards startup conditions; handed out the Agreement Between Owner and Engineer for Professional Services, which a work session set along with the next board meeting to review. Janet Fulmer stated Jon Kudrna agreed to be the District legal counsel.

Water / Wastewater Jetting & Cleaning. Estimates from Straight Flush Drain Solutions and Nash Enterprises were reviewed. Kevin Askeland moved, and Dave Abbott second the motion to have Straight Flush Drain Solutions perform the annual backwash tank and lift station pumping. Motion passed.

2020 Fiscal Year Budget. Work session set for October 15<sup>th</sup>, 2019 at 6:30 PM.

**NEW BUSINESS: NONE**

**OTHER BUSINESS:**

Open Board Seat. Janet Fulmer advised the Board of the open seat and if any recommendations to have Janet and/or Linda know of to contact for their interest.

Janet Fulmer presented the Board with flyer and proposal from Immense Impact, LLC for a new website. After discussion Dave Abbott moved, and Kevin Askeland second the motion to have Immense Impact, LLC provide the District with an updated website. Motion passed.

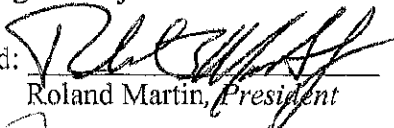
**PUBLIC COMMENT:**

Phyllis Kummer questioned the Districts decision to have a letter sent to vacant homes holding them responsible for meters installed in customer homes, which the District advised the cost to replace the meter for negligence of the property owner should be the property owners cost if vacant home has not been winterized; also in favor of updated website.

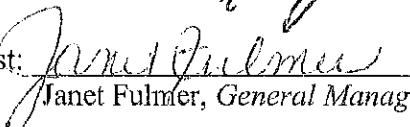
Sharon Crachy noted the idea of an updated website would be of asset to the District for allowing customers to pay online and able to receive updates.

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

Meeting was adjourned at 7:58 P.M.

Signed:   
Roland Martin, *President*

Date 9 Oct 19

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