

**SUN PRAIRIE VILLAGE COUNTY WATER & SEWER DISTRICT**  
**MINUTES of December 14th, 2021**

The regular monthly board meeting was opened at 6:33 PM by Roland Martin, Board President.

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

**STAFF PRESENT:** Janet Fulmer, General Manager/Board Secretary; Dave Crowe present at 6:54 PM

**GUEST PRESENT:** Craig Nowak, Engineer for Morrison Maierle; Dennis Workman owner of 1419 Cleveland Drive

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 corrections to the Minutes of November 16th, 2021, Regular Meeting of the Board. David Abbott moved that the minutes be accepted as written, and Kevin Askeland second the motion. Motion passed.

Roland Martin asked the Board Members if there were any questions regarding the financials: The compiled financial statements un-audited October 31st, 2021: No questions or comments. Restricted Fund Account Balance Report as of November 30th, 2021: Reminder of surplus fund quarterly transfer at January 2022 Meeting. Combined Cash Flow Statement as of November 30th, 2021: No questions or comments.

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

Accounts Payable as of November 30th, 2021: David Abbott introduced the following resolution and moved its adoption: **RESOLUTION 28-2021. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Fifty-Three Thousand Two Hundred Eleven Dollars and Sixty-Seven Cents (\$53,211.67) and Construction bills in the amount of Five Thousand One Hundred Eighty-Seven Dollars and Fifty-Five Cents (\$5,187.55) to be paid. 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.

*(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 November 2021 was prepared by Janet Fulmer; charts provided; placed in file.

**OLD BUSINESS:**

**Wastewater Improvement Project:** Craig Nowak provided the Board with a status update, advertisement for bid would be in the Great Falls Tribune during December, pre-bid conference scheduled for December 21st, and bid-opening January 19th. Craig Nowak excused himself at 7:09 PM.

The Board reviewed Form 1940-Q Exhibit A-1 Certification for Contracts, Grants, and Loans, as well as Exhibit K Amendment to Owner-Engineer Agreement Amendment No. Three for additional services to be performed by Engineer in the amount of Twenty Thousand Dollars and No Cents (\$20,000.00). Kevin Askeland moved, and David Abbott second the motion; and upon vote being taken thereon, the vote in favor of was unanimous.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 29-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District pay from Applicant contribution the amount of Five Hundred Eighty Eight Dollars and Twenty Cents (\$588.20) for legal fees to Jardine, Stephenson, Blewett & Weaver, and receive from TSEP Two Thousand Eight Hundred Fifty Eight Dollars and No Cents (\$2,858.00), to make payment to Morrison Maierle Invoice #217710 dated November 27, 2021. 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.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 30-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District approve updated commitment of funds letter in the total amount of Two Hundred Fifty-Nine Thousand Six Hundred Eighty Dollars and Forty Cents (\$259,680.40). 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.

David Abbott introduced the following resolution and moved its adoption: **RESOLUTION 31-2021. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District pay Great Falls Tribune in the amount of One Thousand Seventy Dollars and Ninety Cents (\$1,070.90) for project bid legal advertisement. 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.

**2020 FYE Annual Audit – Douglas Wilson & Company.** Final copy of Financial Statements as of December 31, 2020, completed by Douglas Wilson and Company, PC provided to the Board.

**2022 FYE Annual Budget.** After discussion due to Wastewater Project Upgrade financing update with ARPA funds, David Abbott made motion to table all except for payroll, giving all employees 3.5% raise effective January 1, 2022. seconded by Kevin Askeland; and upon vote being taken thereon, the vote in favor of was unanimous.

#### **NEW BUSINESS:**

**APE West Lift Station Control Quote:** After discussion among the Board and Dave Crowe, it was voted against installing temporary control system and the operators would continue to run the lift station manually.

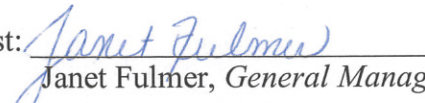
**OTHER BUSINESS: NONE**

**PUBLIC COMMENT:** Dennis Workman asked the Board to waive late fees due to purchasing property with an extensive delinquent amount that he would be willing to pay due to not having addressed in closing. After discussion by the Board, late fees were waived.

Kevin Askeland moved, and Keith Kallstrom second the motion that the meeting be adjourned. Motion passed. Meeting as adjourned at 7:35 PM.

Signed:   
Roland Martin, *President*

Date 3-15-22

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