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SUN PRAIRIE VILLAGE COUNTY  
WATER & SEWER DISTRICT  
MINUTES of December 11th, 2018

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JAN 16 2019  
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The meeting was opened at 6:30 P.M. by Roland Martin, Board President.

**MEMBERS PRESENT:** Roland Martin, Board President; Floris Dyke, Vice President; Kevin Askeland; David Abbott; Rick Matiska

**STAFF PRESENT:** Janet Fulmer, General Manager; Kathryn Barnes, Office Manager/Board Secretary

**GUESTS PRESENT:** Craig Nowak of 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 if there were any corrections to the Minutes of November 13th, 2018, Regular Meeting of the Board. No question or comments. Kevin Askeland moved that the minutes be accepted, and Floris Dyke seconded the motion. Motion passed.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited October 2018: Floris Dyke questioned the negative balance of net income for water, which Janet Fulmer will have Brett Gaare from Douglas Wilson attend the next board meeting to advise the Board regarding depreciation expense and it's effect on the net income total. Restricted Fund Account Balance Report as of November 30th, 2018: Floris Dyke would like to have requirements explained on deposits and withdrawals from the RO Treatment Plant R&D account. Combined Cash Flow Statement as of November 30th, 2018: Rick Matiska pointed out the expenses that had been above budget, however the Board as a whole agreed with the total year to date under projected budget; Roland Martin questioned the Workers Compensation insurance, which due to prior claim had led to investigation and employee codes having changed over the years but not updated with the District causing the premium to increase.

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

Accounts Payable as of November 30th, 2018: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 29-2018. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Thirty-Seven Thousand One Hundred Thirty One Dollars and Eighty-Three Cents (\$37,131.83) and Construction bills in the amount of One Thousand Seven Hundred Six Dollars and Fifty Five Cents (\$1,706.55) 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 2018 Board Meeting file records at the District, available upon request.)

This concludes the consent and action portions of the agenda.

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Cascade County, Rina Ft Moore - Clerk & Recorder

Roland Martin addressed the Board regarding Kathryn Barnes resignation from Board Secretary position, resignation accepted.

The Managers Report for November 2018 was prepared and verbally given by Janet Fulmer.

The Operators Report for November 2018 was prepared by Ricky Campbell; charts were provided; placed in file.

**OLD BUSINESS:**

Waste Water Planning Grant. Craig Nowak discussed with the Board at the opening of the meeting regarding 34<sup>th</sup> placement out of 40 applications submitted. January there will be committee meetings held in Helena Montana which Craig would like for the District Manager and himself to attend regarding the project for the District to give testimony. Craig was still addressing issues in the Environmental Review on the 500 year flood plain, and the possibility of the District to purchase property to the east of the lagoon.

Annual Budget FY 2019. A work session is set for Tuesday, December 18th, 2018 at 6:30 PM.

Delinquent Account Late Charge. The Board discussed introducing a Delinquent Account Late Charge for accounts over 30 days delinquent. Resolution to be presented at next Board Meeting.

**NEW BUSINESS:**

Board of Directors Subcommittee Meeting – Ordinances. The Board discussed holding a work session during the month of January. Tabled.

**OTHER BUSINESS:**

Board Leadership Training – February 5<sup>th</sup>, 2019. Cascade County Board of County Commissioners will be holding a Board Leadership Training, which Janet, Rick and Floris expressed interest in attending.

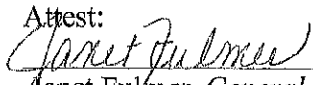
**PUBLIC COMMENT: NONE**

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

Meeting was adjourned at 8:10 P.M.

Signed:   
Roland Martin, *President*

1-8-19  
Date

Attest:   
Janet Fulmer, *General Manager*