

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

The regular meeting was opened at 6:35 PM by Roland Martin, Board President.

**MEMBERS PRESENT:** Roland Martin, President; Kevin Askeland, Vice-President; Keith Kallstrom; Alisha Lashley

**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 stated the Minutes of September 13th, 2022, and October 13th, 2022, Regular Meetings of the Board would be reviewed at the next meeting.

Roland Martin asked the Board Members if there were any comments or questions regarding the financials: Unaudited Financials as of August 31st, 2022: No comments or questions. Restricted Fund Account Balance Report as of September 30th, 2022: No comments or questions. Combined Cash Flow Statement as of September 30th, 2022: No comments or questions. Unaudited Financials as of September 30th, 2022: No comments or questions. Restricted Fund Account Balance Report as of October 31st, 2022: Alisha Lashley introduced the following resolution and moved its adoption:

**RESOLUTION 37-2022. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer remaining \$109,680.40 from various Sewer Reserves for Wastewater Project District Commitment to Construction Account. 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. Keith Kallstrom introduced the following resolution and moved its adoption:

**RESOLUTION 38-2022. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer \$5,812.50 from Office Equipment R&D to O&M Checking to pay bill to Preferred Office Equipment for Copier Proposal. Whereupon the motion or adoption of the foregoing resolution was seconded by Roland Martin; and upon vote being taken thereon, the vote in favor of was unanimous. Kevin Askeland introduced the following resolution and moved its adoption:

**RESOLUTION 39-2022. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District transfer \$1,786.00 from Sewer SLA Reserve to O&M Checking to pay bill Marv's Motor Shop for motor replacement in West Lift Station. Whereupon the motion or adoption of the foregoing resolution was seconded by Roland Martin; and upon vote being taken thereon, the vote in favor of was unanimous. Combined Cash Flow Statement as of October 31st, 2022: No comments or questions.

Kevin Askeland moved to accept financials as presented in the Consent Agenda, Keith Kallstrom second, all Board Members in favor of, motion passed.

Accounts Payable as of September 30th, 2022: Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 40-2022. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Sixty-Two Thousand Six Hundred Thirty-Four Dollars and Fifteen Cents (\$62,634.15) and Construction bills in the amount of Twenty-Five Thousand Dollars and No Cents (\$25,000.00) 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.

Accounts Payable as of October 31st, 2022: Keith Kallstrom introduced the following resolution and moved its adoption: **RESOLUTION 41-2022. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Sixty-Three Thousand Seven Hundred Twenty-Six Dollars and Seventy-Nine Cents (\$63,726.79) and Equipment bills in the amount of Seven Thousand Nine Hundred Fourteen Dollars and Seventy-Six Cents (\$7,914.76) 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 September 2022 and October 2022 was given verbally by Janet Fulmer, charts provided and placed in file.

**OLD BUSINESS:**

*Wastewater Improvement Project:* Craig Nowak with Morrison Maierle emailed the District November Meeting Report.

Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 42-2022. BE IT RESOLVED**, that, the Sun Prairie Village County Water and Sewer District receive from TSEP Four Thousand Three Hundred Fifty-Five Dollars and Ninety Cents (\$4,355.90), ARPA Eighty-One Thousand Five Hundred Eighty-Four Dollars and One Cent (\$81,584.01), and Montana Board of Investments Two Hundred Thirty Six Thousand Three Hundred Sixty-Nine Dollars and Sixty-Four Cents (\$236,369.64) for Draw #31 for TSEP and #34 for project to make payment on Morrison Maierle Invoice #000227373 for \$4,355.90 and EJCDC Contractor's Application for Payment No. 7 for #317,953.65. 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.


**NEW BUSINESS:**

*2023 Fiscal Year Budget:* Wednesday, December 7<sup>th</sup>, 2022, 6:30 PM Budget Work session at District.

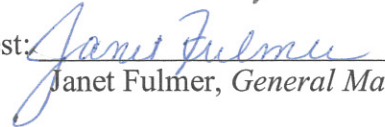
**OTHER BUSINESS:** Keith Kallstrom addressed the Board of a bonus, etc. to full time employees for all their hard work keeping the lift station pumped for the last year while still waiting on construction completion. Alisha Lashley moved for the bonus, Kevin Askeland second, all Board Members in favor of, motion passed.

**PUBLIC COMMENT:** None.

Keith Kallstrom moved that the meeting be adjourned, Kevin Askeland second, all Board Members in favor of, motion passed. Meeting was adjourned at 7:36 PM.

Signed:   
Roland Martin, President

Date: 12-13-22

Attest:   
Janet Fulmer, General Manager/Board Secretary