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SUN PRAIRIE VILLAGE COUNTY  
WATER & SEWER DISTRICT  
MINUTES of October 8th, 2019

RECEIVED  
NOV 13 2019

The work session was opened at 5:30 P.M. by Roland Martin, Board President.

**MEMBERS PRESENT:** Roland Martin, Board President; Kevin Askeland, Vice President; Rick Matiska; Sharon Crachy

**STAFF PRESENT:** Janet Fulmer, General Manager

**GUEST PRESENT:** Craig Nowack of Morrison-Maierle, Inc.; Phyllis Kummer of 3 Prairie Dog Lane and landlord of 513 Roosevelt

Craig Nowack of Morrison-Maierle, Inc. pointed out particular items addressed in the EJCDC Agreement Between Owner and Engineer for Professional Services for questions and/or clarification of items in agreement. The Board and Mr. Nowack discussed those items which he addressed. The draft will continue to be reviewed by the District Board.

Mr. Nowack excused himself from the Monthly Board Meeting with no further updates at this point.

The regular monthly board meeting was opened at 6:34 P.M. by Roland Martin, Board President.

**MEMBERS PRESENT:** Roland Martin, Board President; Kevin Askeland, Vice President; Rick Matiska; Sharon Crachy

**STAFF PRESENT:** Janet Fulmer, General Manager; Linda Nelson, Office Clerk

**GUEST PRESENT:** Phyllis Kummer of 3 Prairie Dog Lane and landlord of 513 Roosevelt

The Board of Directors reviewed the letter requesting to become a Board Member by Sharon Crachy. After speaking with Ms. Crachy regarding the duties, Rick Matiska introduced the following resolution and moved its adoption: **RESOLUTION 20-2019. BE IT RESOLVED**, that, Sharon Crachy, serve a term on the Board of Directors by Appointment, to the Board of Directors of the Sun Prairie Village County Water and Sewer District. The terms of office shall run effective on the date of Appointment Resolution signed to May 31<sup>st</sup>, 2023. 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. Sharon Crachy then took her Oath of Office.

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 September 10th, 2019, Regular Meeting of the Board. Kevin Askeland moved that the minutes be accepted as written, and Sharon Crachy seconded the motion. Motion passed.

Roland Martin asked the Board if there were any questions regarding the financials: The compiled financial statements un-audited August 2019: Kevin Askeland questioned the Statement of Income regarding negative percent for sewer, which is the percentage difference from sewer gross profit and sewer total expenses divided by the total of sewer and water funds. Restricted Fund Account Balance Report as of September 30th, 2019: Rick Matiska questioned the transfer of \$5,000.00 from the Revenue Bond Account-Water to the Water Bond Reserve Account, which was transferred. Combined Cash Flow Statement as of September 30th, 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 September 30th, 2019: Rick Matiska pointed out the typo of Gergers of Montana should have been Gerbers of Montana, correction made. Kevin Askeland introduced the following resolution and moved its adoption: **RESOLUTION 21-2019. BE IT RESOLVED**, that, the Accounts Payable statement of Operations & Maintenance bills in the amount of Forty-Seven Thousand One Hundred Dollars and No Cents (\$47,100.00), Construction bills in the amount of One Hundred Forty-Four Dollars and Ninety-Nine Cents (\$144.99) and Equipment bills in the amount of Six Hundred Eighty-Nine Dollars and Twenty-Five Cents (\$689.25) 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 2019 Board Meeting file records at the District, available upon request.)*

This concludes the consent and action portions of the agenda.

Discussion was brought up regarding the 1976 Fire Hydrant located at 625 Madison Way. The Board asked if they could be provided quotes for the repair. With unknown of what the contractor would find upon exposing the hydrant tie-in, and urgency to have the hydrant replaced, Poncelet was considered to perform the replacement.

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

**OLD BUSINESS:**

Wastewater Planning Grant. Discussed during work session prior to board meeting.

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

**NEW BUSINESS:**

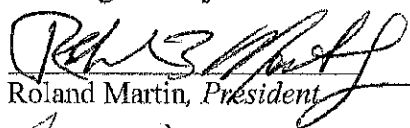
Office and Conference Room Flooring. A few quotes were provided to the Board, however, with the knowledge Sharon Crachy has with flooring and not having apples to apples to compare, Sharon stated she would follow up on the estimates and check a few additional to verify the quotes are comparable.

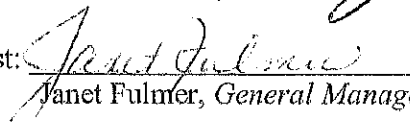
**OTHER BUSINESS: NONE**

**PUBLIC COMMENT:**

Phyllis Kummer questioned getting copies of the District By-Laws and Ordinances, which the Board President stated the District would get them to her in a timely matter, with more pressing issues needing to be addressed at the present time with annual budget and wastewater improvement project planning.

Kevin Askeland moved, and Rick Matiska seconded the motion that the meeting be adjourned. Motion passed. Meeting was adjourned at 7:42 P.M.

Signed:  Date 11-12-19  
Roland Martin, *President*

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