

**Worden/Ballantine Water & Sewer District**  
**August 9, 2021 @ 7pm**  
**Meeting Minutes**

**Opening/Roll Call:** Board President, Dan Ewen called the meeting to order to 7:00pm, Board members attending: Dan Ewen, Judy Becker, Marc Larson, and Gary Fredericks; employees attending: Dan Krum, Joey Oltrogge, and Sandy Kust; Engineer present: Crystal Bennett, Great West Engineering

**Approval of July meeting minutes:** Motion by Ms. Becker to approve the July meeting minutes as printed, 2<sup>nd</sup> by Mr. Larson, motion carried unanimously;

**Delegations:** none

**Correspondence:** Mr. Fredericks and Dan Krum met with Miquelle Bernard, Sensus Certified Project Manager/Ferguson Water Works, regarding the possibility of changing from Neptune meters to Sensus meters as it has been 8 months of estimating meters and the board as well as customers are getting frustrated. Mr. Fredericks had previous met with Ms. Bernard at the MT Rural Water Conference. This software would read all the meters from the office which would be faster, however it is costly as changing out meters and radios is estimated at \$82,458, which also includes the software; if the District did not want to change out the meters and only change out the radios the cost is estimated at \$42,930, which also includes software. At this time the District will continue to move forward with the software, Neptune, that they currently have as cannot afford to change at this time. All estimates, references and contact information from Ferguson Water Works will be kept on file with the District records in case the District does decide to change;

**Bills:** Total Bills for August 2021: Printout of bills shows \$26,147.61, however check #10037 to Moulton and Bellingham has to be voided due to this being part of the construction project and will be a reimbursement with construction funds, total revised amount of bills is: \$25,740.12. Mr. Fredericks asked about the bill from Advanced Pump & Equipment which was for replacement of the bubbler with a fog rod and Mr. Larson asked about the bill to Billings Overhead Door which was for the garage door repair on the rental space. Mr. Fredericks made a motion to approve the bills, 2<sup>nd</sup> by Mr. Larson, motion carried unanimously;

**Operator/General Manager Reports :** Sandy and Joey checked pumps, exercised valves, worked with Springline Construction of hydrant and valve repair, Sandy continues to work with Engineers and funding agencies on the project. Sandy stated training needs to be set up with the operators and the Fire Department for turning on and off hydrants the correct way. Sandy will contact the city of Billings to see if they can do the training as all operators for the District and personal from the Fire Department should be trained on properly turning on and off hydrants. Also an agreement needs to be in place for exercising/flushing the hydrants as the District was not contacted when the Fire Department flushed hydrants in July. Mr. Krum continues to work with Sandy on the water project as well as doing his normal office work, operator reports are on file with the District records;

It has also been decided to put together a letter to be sent to all users in the District with the next billing to inform them of the website, how to access the website, and let them know of the information that can be found on the website and that it is updated monthly;

**Reading meters:** The meters are still being estimated, however Neptune will be in contact with Dan and Sandy to set up training for the new software, this is anticipated to happen in early September, 2021;

**Bookkeepers Report:** Mr. Krum stated the net income for July is: \$21,419.43; net income for the year: \$113,195.96; total in checking account: \$142,669.42; Mr. Krum stated he will need to transfer funds from Edward Jones into the checking accounts to pay off one of the SRF loans in the amount of \$92,264.50, as this was part of the Letter of Conditions. Mr. Krum will inform the District as to the exact amount of funds transferred from Edward Jones to the checking accounts. Financial reports are on file with the District records;

**Past Due Accounts:** 2 past due properties will be put on the taxes for non payment, Dan Krum will send out the letters by August 15, 2021; 8 customers paid their past due accounts; 17 customers will be sent turn off letters; Dan Krum and Sandy will work on 4 accounts that have had meters changed and accounts need to be adjusted;

**Water Project/SRF/USDA RD/Competitive Grant/ARPA Funding/Well Easements/Owner Agreements:** Sandy stated the PWS 6 is completed and submitted to MTDEQ for review. The attorney has completed the work on the easements for the wells, however a landowner agreement must be completed for the Oltrogge and Broadbent wells in addition to the easement/rights of way. The attorney is also working on the buy/sell agreement with the Ewen property.

Crystal Bennett, Great West Engineering stated DEQ will not approve design until a subdivision review is completed for the Ewen and Oltrogge sites. The Ewen site already had an approved subdivision review, however this will need to be amended due to the District purchasing 1 acre, Crystal does not anticipate a problem with the Ewen site, however, the Oltrogge site is listed as 3 tracts and only tract 1 has been approved, tracts 2 and 3 were never approved for a subdivision, Crystal is anticipating the Oltrogge site to be a possible problem and take time with the approval process. Crystal stated Great West Engineering will prepare the sub division application, and DEQ approves the application. Crystal stated WBYC WSD is a high priority and hopefully DEQ will approve sooner than later. DEQ has also required the District do a "Declaration of Well Control Zone for both wells that will be in the Ballantine Park, Great West Engineering has prepared this document for review and approval with the District board. Motion by Mr. Larson to approve the Declaration of Well Control Zone for the park wells, 2<sup>nd</sup> by Ms. Becker, motion carried unanimously;

Crystal Bennett stated the hurdles on the project are frustrating, however she informed the board that all design work is completed as well as the bidding documents which she presented 2 copies of each to the District for review, she said DEQ has not approved the design and will not until the subdivision review is completed. Mr. Larson stated to Crystal that he would like to be a part of the bidding process;

**Drawdowns:** Signatures are needed for Drawdown #1 of the construction project which will be reimbursed on August 26<sup>th</sup>, 2021 total amount of drawdown is: \$66,899, which includes Engineering services and attorney fees, motion by Mr. Fredericks to approve drawdown #1 in the amount of \$66,899, 2<sup>nd</sup> by Ms. Becker, motion carried unanimously;

**ARPA Funding:** Crystal stated both the ARPA competitive grant and ARPA HB632 grants have been submitted and will go for review with DNRC on July 27<sup>th</sup> and then for review with the appointed committee on August 26. Crystal is confident the District will score well, however she is uncertain as to how projects will be ranked as the rules keep changing;

**Resolution 8-9-21:** Dorsey and Whittney have prepared the Worden/Ballantine WSD WRF-22495 BAN Replacement Well \$800,000 closing documents which needs to be approved for reimbursements to be completed. Motion by Mr. Larson to accept Resolution 8-9-21, Worden/Ballantine WSD WRF-22495 BAN Replacement Well \$800,000 closing documents, 2<sup>nd</sup> by Mr. Fredericks, motion carried unanimously;

**TSEP Reimbursement:** Sandy and Dan Krum received confirmation from Stockman Bank that \$15,000 has been reimbursement from TSEP into the regular checking account;

**New Board Member: Resignation of board member:** Scott Schelm resigned immediately before the meeting started as he stated he cannot fulfill his obligation to the board , due to this the board now has 2 open board positions. Mr. Schelm resigned in person, no letter given;

**Contractor insurance:** All insurance documents have been received from the contractors the District does business with. Mr. Larson asked why on insurance documents were received from the Bottomline as they are a contractor. Mr. Fredericks stated insurance is not required as the Bottomline does not do any work on site, therefore the Bottomline is exempt;

**Lift Station Problems:** The lift station has been repaired which was replacing the bubblers with a fog rod, which is more reliable;

**Next meeting will be September 13, 2021 @ 7pm**

**Meeting adjourned at 9:17pm**