

Worden/Ballantine Water & Sewer District

June 14, 2021 @ 7pm

Meeting Minutes

Call to Order: Meeting called to order at 7:07pm by Board President, Dan Ewen; Board Members present: Dan Ewen, Judy Becker, Marc Larson, Gary Fredericks, Scott Schelm; Employees Present: Dan Krum, Joey Oltrogge, Sandy Kust; Engineer Present: Chad Hanson, Great West Engineering; Public Present: Jim Swain, CIP Construction; Jordan Ewen, Xylem; Dennis Eaton, Advanced Pump Equipment; Sam Peila, & Kobey Stovall

Approval of Minutes-: Motion by Judy Becker to accept the meeting minutes from 5/10/2021, 5/12/2021, 5/17/2021, and 5/24/2021 as printed, 2nd by Gary Fredericks, motion carried unanimously;

Approval of Bills: Total Bills for June 2021: \$46,907.88, Marc Larson asked for clarification on the bill to MACO Insurance for \$1,000, MT Department of Corrections, and Hampton Inn, Dan Krum stated the bill to MACO was the deductible for the Gable insurance claim, MT Department of Corrections was clothing for employees, and the Hampton Inn was for hotel rooms for both Dan Krum and Gary Fredericks when attending the MT Rural Water Conference in Great Falls, motion to approve bills by Marc Larson, 2nd by Scott Schelm, motion carried unanimously, copy of bills paid on record with District files;

Correspondence: Dan Krum and Gary Fredericks attended the MT Rural Water Conference and Gary stated this is an excellent conference to attend and a lot of great information comes out of this conference, such as the ARPA funding, and all the contractors you can meet and recommended to everyone in the room that they should attend this conference.

Delegations: Kobey Stovall & Sam Peila attending the board meeting to discuss a new hookup into his trailer park, KNB Park. Kobey is planning on putting a modular home on his property that is currently in the District boundaries and has requested a new water hookup which will tie into the main water line on the corner of Road 16 & E G Road in Ballantine, he is anticipating putting in a 2" service line but will correspond with North West Pipe to ensure a 2" service line is big enough due to friction loss, if a 2" line is not big enough, Kobey will put in the recommended sized line from North West Pipe, this service line will then be turned over to the District. Kobey also stated he will pay the water hookup fee before starting construction of the water service line. Kobey will also be putting in a new 4" sewer line from his modular and connecting to an existing line on his property, he will not have to pay for sewer hookup fee as connecting into his existing sewer service line. Kobey stated he may have to install a small lift station as his engineer, Sam Peila, is not sure if they can get enough fall for the sewer line to flow properly. Sam and Kobey will keep Sandy informed on the installation of the water & sewer lines.

Jim Swain, CIP Construction attended the meeting as he met with Gary Fredericks when Gary stopped by his booth at the MT Rural Water Conference and asked Jim to reach out to Sandy to discuss the manholes that are leaking. Jim also got a call 2 years ago from PEC when the CIPP project was going on and stated 7 manholes were leaking and will need to be fixed. Jim looked at 7 manholes and got measurements and stated that 5 are leaking and 2 would need to be

fixed just with grout. Jim stated the repairs are done with fiberglass, a custom-made liner, which is then mopped out with a roller, attached in place, dropped in hole, hook up to blower and then a balloon inserted to expand and fits perfectly into the manhole, do not need to bypass pump unless absolutely needed, sewage flow does not need to be disrupted as Jim did not think there are any issues with the invert channels. Jim said what PEC did horizontally in the sewer lines, he does vertically in the manholes. Jim would not charge mobilization charges if the District coordinated the project when CIP is working with the City of Billings. Gary Fredericks asked the difference in cost for replacing a manhole versus repairing a manhole, Jim did not know what the cost of a new manhole is but stated if with his company there is no excavation, no bypass pumping, no downtime, average time for repair is 4 to 5 hours, and he gives a 20 year warranty on repairs. Jim stated Cretex would not give a 20 year warranty on a new manhole. Chad Hanson also stated repairing is also not a costly as the District would not have to repair the streets.

CIP Construction costs are \$778/vertical foot and the District has a total of 48 vertical feet, he said he will send out an estimate with the costs so the District has hard copy and can make a decision as to how many manholes the District can budget for. He said most districts put in their budget to fix 1 or 2 a year and he will work the WBYC WSD on however many they can afford as he works with City of Billings every year.

Dennis Eaton, Advanced Pump & Equipment (APE) attended the meeting to discuss an annual maintenance agreement on the lift stations. Sandy contacted APE as they are located in Laurel and work on lift stations and Sandy is having a hard time getting Russell Industries to get here to work on system as they are short handed and are located in Casper . The lagoon station is down and needs to be repaired as the bubblers quit working. The maintenance agreement cost is \$2,750/yearly. Dennis also stated the hourly cost will go down if a maintenance agreement is in place. Sandy stated the lift station panels are old and cannot get replacements for unless they are used and one of these days everything in the lift station panels will need to be upgraded. The bubblers need to be replaced with a new setup called a fog rod, it is more reliable and does not work off of pressure as the fog rod will work off of levels in the wet wells. Sandy stated the when the lift stations goes down, she and Joey have approximately 30 minutes to get back online or homes on RD 15 could start backing up. Sandy stated APE is available for emergencies and only 40 minutes away, whereas Russell Industries is over 4 hours away. Sandy stated the District needs to start upgrading some of the components in the lift station each year and this year has to be changing out the bubblers for the fog rod and APE can install these, it is expensive but worth the piece of mind.

Motion by Gary Fredericks, 2nd by March Larson to hire APE to work on the lift stations to get them going as well as sign the annual maintenance agreement.

Jordan Ewen, Xylem Pumps attended the meeting as he had to bring out a Godwin 4" bypass pump in case the lift stations went down as only had one bubbler working and no backup if bubbler went down, therefore pumps would not run and would need to be bypassed pumped until they are fixed. Jordan stated he will put together a cost for the both a new and used Godwin pump as this is something the District may want to have on hand for emergencies.

Operator reports: Had a leak and worked with Springline Construction to get fixed. Sandy and Joey continue to locate and paint various curb stops and valves. Sandy also informed the board about the lagoon lift station being done and having the sewer backed up into the manholes all the way down RD 15. Sandy continues to work with the funding agencies, engineers, and bonding agency to ensure project keeps moving forward. Sandy continues to work with the MT Department of Labor/Safety Division on the assessment review to get the requested information completed.

Operator reports are on record with the District files;

General Manager/Bookkeeper report: Dan continues to work with Sandy on the water project and doing the daily office work. He stated the insurance renewal has increased by approximately \$2,000/year. Dan also stated the insurance did not even have the water tank on the insurance but it is now.

Dan stated the net income for June was (\$8,402.18) due to paying Tru Pipe for sewer work and this was not in the budget and net income for the year was \$73,914.85. Dan informed the board that 2 past due accounts will be put on the taxes, 9 past due letters will be sent out for shut off on the 24th, 3 past due accounts need to have bill adjusted due to meter change outs, one past due account will be in probate due to a death but he will contact the family to inform of bill;

Marc Larson asked to have Dan start putting the quarterly reports from Edward Jones in with the financials. Marc also asked the status of the meter reading software and how much longer estimating meters will take place. Dan said he continues to work with Northwest Pipe and providing the information they ask for. Discussion took place about waiting to implement the rate increase at this time as cannot read meters and should wait on rate increase until new reader software in place. Sandy stated the board passed a resolution and is in place and has a time line of June for the increase and if this is not implemented that the project may not move forward. Dan will put the rate increase on the next billing.

Gary stated he has an extra computer screen if the District wants to play around with it as the District will be purchasing a new computer and printer anyways. Dan and Sandy have visited with Jeremy, Peak Technologies about getting the computer from him as Jeremy stated it would be approximately \$950.00, Gary stated he would like to see the specifications before moving forward. Dan and Sandy will contact Jeremy to set up a date and time for him to get into Dan computer once Dan gets the software from Northwest Pipe.

Dan stated someone stopped in the office from the Migrant Program and asked if they could have water for the kids attending the program. Dan stated the water would be sent home with the kids and also said the program gets lots of funding and could afford to purchase water on their own. The board was in agreement to not give the Migrant Program water.

Water Project-RD & SRF—New Well Proposals: Chad Hanson, Great West Engineering stated the Mark Trask well will probably not work as he is not willing to have the well located where the engineers determined would be needed to have the 100 ft radius and where he wants the well, the 100 ft radius cannot be achieved and DEQ will not approve the site. Chad said Dan

Ewen has offered to sell the District an acre of land as a potential well site and then the District also has the Broadbent well for another potential well site so test wells will be drilled on these properties. Chad said still waiting for DEQ review and looking like the project will not be going out for bid until late July early August. Gary Fredericks will contact Gary Mayes to get on schedule for drilling the new test wells.

New Board Member: At this time nobody has come forward for the open board position. Gary Fredericks said he may know of someone who is interested and will try to get in touch with them.

TSEP Grant: The paperwork has been submitted to TSEP for reimbursement and still waiting for their response and reimbursement, Sandy will contact MT Department of Commerce to find out the status of the reimbursement;

Well Easements & Owner Agreements: Tim Broadbent has contacted Dan Ewen about the perpetual easement and he stated he wants \$20,000 for this easement. Dan Ewen stated he will sell the District, 1 (one) acre for \$22,000, however he would like Great West Engineering to move the location of the well, however he stated whatever the Engineers decide would be fine. Marc Larson made a motion to move forward with a test well on his property, 2nd by Scott Schelm, motion carried unanimously; Sandy will contact the attorney to have him put together the easement for Broadbent and agreement with Ewen.

Bylaws Review: No action taken, however Gary Fredericks stated he wanted to wait to proceed with changing the bylaws until the ARPA competitive grant is submitted and this project get moving forward, but will continue to review and then bring up to the board as these need to be updated as some parts are in conflict with state law, and will be taken off agenda until a later date.

System Rules & Regulations: No action taken and will be taken off agenda until a later date.

ARPA Funding: Chad brought up the meeting with the Yellowstone County Commissioners regarding the request from the District to the County for \$9,483,000 for phases 4 and 5 of the water project.

Gary Fredericks received an email from Jennifer Jones, Finance Director Yellowstone County asking Gary to refresh her memory on the total cost of the water project, just the engineering portion of the project and if there is a way to chunk the project into smaller sizes. Jennifer also stated she is trying to find a way to help the District but is running into a few road blocks. Copy of email from Jennifer is on record with District files. Gary responded to her email by emailing costs for phase 4 and 5 based on priority and stated the County could consider funding only Phase 4 if they are not willing to fund all the improvements as would be much cleaner than only funding the engineering for both phases with no guarantee the project would ever be built. Gary informed Jennifer the match requirements would be met due to the current funding package the District already has in place with USDA RD and local funds. Gary also stated in his

email that the District board was meeting tonight and a formal request for funds will be forthcoming. Copy of email from Gary is on record with the District files.

Chad stated he is working with a lot of Counties on projects and some of the Counties have stated they already have project with needs, however Chad said some of these projects may not even be eligible. Chad prepared a draft letter for the Commissioners and asked Gary to revise the letter as it is only a draft. Chad said the competitive grant is due July 15, and he stated when Gary sends the letter out to put a deadline for the County to commit or not commit by July 1, 2021.

Gary said the only guarantee if this project gets done is if Yellowstone County funds it the rest is a gamble as the competitive grant is very competitive and a lot of communities are applying for this grant. Gary is going to revise Chad's letter and inform the county of how this project will provide, public safety, fire protection, impact the current project and new school will have on the users and economic development/recovery. Gary will have the letter ready to submit to the County on June 11, 2021 and will send out to the other board members and Chad for review before sending to the County.

Motion by Marc Larson to have Gary make a formal request letter to the County from the District Board with Gary's changes, 2nd by Scott Schelm, motion carried unanimously;

Motion by Gary Fredericks to have Chad and Crystal move forward with the competitive grant and work with Dan Krum and Sandy Kust to complete the competitive grant, 2nd by Judy Becker, motion carried unanimously;

New Business: Marc Larson stated he would like to see the information such as insurance/liability on all contractors for the District, Dan Krum and Sandy will put this together as all are on file except for Star Service which Sandy will contact and request this information;

Next Meeting: July 12, 2021 @ 7pm

Meeting adjourned at 9:27 pm