

**Worden/Ballantine Water & Sewer District**

**May 10, 2021 @ 7pm**

**Meeting Minutes**

**Call to Order:** Meeting called to order at 7:02pm 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: Crystal Bennet, Great West Engineering; Public Present: Katrina McNiven, Yellowstone County News

**Approval of Minutes-4/12/2021 & 3/1/2021:** Motion by Marc Larson to accept the minutes of the Special Meeting held 3/1/2021, 2<sup>nd</sup> by Judy Becker, motion carried unanimously;

Motion by Judy Becker to accept the meeting minutes held 4/12/2021 as amended to include the estimating of meters for 4 months now due to not being able to read the meters; still need to get the garage door and back door fixed in the back portion of the shop for the renters as they cannot get in unless access from District office, 2<sup>nd</sup> by Marc Larson, motion carried unanimously;

**Approval of Bills:** Motion to approve bills by Gary Fredericks, 2<sup>nd</sup> by Marc Larson, motion carried unanimously, copy of bills paid on record with District files;

**Correspondence:** Discussion regarding the billing/reading software going into the cloud was discussed as well as when meters will start being read instead of estimating. Dan Krum stated putting the software into the cloud will happen later as first priority is getting software upgraded to read the meters. Dan Krum is working with Northwest Pipe, which is the Neptune reading software representative, as well as the billing software and has made the necessary changes on accounts the had wrong meter numbers, he also stated once software is upgraded the meters will be read using the IPAD instead of the handheld. Dan Krum will continue to work with reading/billing representatives to get the software going, however according to Northwest Pipe it would probably be July before complete and that he and Sandy Kust will do the training together;

Dan Ewen stated he wants Dan Krum to train Sandy Kust on reading, billing, and accounting software as need a backup. Dan Ewen stated once all the software is in the cloud Dan and Sandy could work in the office or remotely if needed. Gary Fredericks stated a new computer and printer will need to go into the office as the District needs to upgrade, motion by Scott Schelm to purchase a computer and printer, 2<sup>nd</sup> by Marc Larson, motion carried unanimously;

Dan Krum also brought up that he has calls into Timberline Creations, Overhead Doors, and Bailey Garage Doors to get the garage door fixed for the rental portion of the shop, he will continue to contact until a date to fix is set up;

Sandy stated the WBYC WSD was awarded the Earth Day project from USDA RD, which means that this project is ranked #1 and the District has and will receive national attention;

**Delegations:** none

**Operator reports:** Sandy stated the Special Assessment & Revenue Bond resolutions are completed and public hearing will take place on May 17, 2021, to date the district has not received any protests on the Special Assessment. Sandy, Dan Krum, and Marc Larson attended the monthly Huntley Project School board meeting to inform the school of the rate increase. The biggest concern the school board had was having to pay increased water rates and still not being able to use the water until possibly 2023 and asked if there is anything that could be done to have the rate be cheaper. It was explained to the school board that the rate is based upon meter size and unless the meter can be reduced the cost will not change but we, WBYC WSD along with Great West Engineering meet with the school's maintenance department to see if the meter size could be reduced. Chad Hanson, Crystal Bennett, Dan Krum, Dan Ewen, Sandy Kust, and Marc Larson met with the school to look at how the piping was designed and possibly reduce meter from a 4" meter to a 3" meter, however until the engineer from school provides the design for the flow a decision cannot be made and as of this meeting the engineer for the school has not returned calls to Great West Engineering;

Joey worked with Tru Pipe cleaning and televising manholes and sewer lines and stated that the sewer line on Division Street in Ballantine has big bellies/low spots in it and very slow flow and that this line needs to be checked on a regular basis and needs to eventually be replaced, she also stated that the 500' of sewer line off of Yellowstone is an illegal line as to long of a line between manholes, 2 manhole covers are broke and need replaced, 1 manhole has a crack in it and is letting in infiltration and needs to be sealed, numerous manhole lids need to be raised, and that Tru Pipe recommended the wet wells be cleaned and to camera the sewer lines at the school to see if drains are still connected over there. It was also stated that there is a manhole in a fenced area and a trailer in the alley of Ash Street and 1<sup>st</sup> Street in Ballantine and the manhole cannot be accessed, Gary Fredericks stated that this is a right of way and WBYC WSD should try to work with the homeowners first about obtaining access to this manhole;

Tru Pipe put together an estimate for the camera work at the school for a cost of \$1,000, motion by Marc Larson to accept the bid for camera work at the school of \$1,000, 2<sup>nd</sup> by Gary Fredericks, motion carried unanimously;

Operator reports as well as report from Tru Pipe are on record with the District files;

**General Manager/Bookkeeper report:** Dan Krum stated all the hail damage work is complete, Springline Construction did the paving on Main Street in Worden, fixed broken water main on West I Rd in Worden, and bored in the water service lines for Huntley Project Irrigation District (HPID), and filled in the ditch surrounding the property that was deeded to WBYC WSD from HPID. Dan also noted the deed for the property has been recorded with Yellowstone County.

Dan continues to do the normal office work and working with Sandy on the water project, the net income for May was \$67,042.29 and net income for the year was \$118,064.01. Dan informed the board that 2 past due accounts will be put on the taxes, 12 past due letters were sent out for shut off on the 24<sup>th</sup>, 3 past due accounts needs 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;

Dan Krum reminded the board of the public hearing on May 17<sup>th</sup> @ 7pm, and that he and Gary Fredericks will be attending the Montana Rural Water Conference on May 19-21;

Dan Krum stated Sandy Kust has been doing a lot of work on these grants and suggested to the board that she get \$3,000 for the work on the SRF portion, Motion by Gary Fredericks to pay Sandy \$3,000, 2<sup>nd</sup> by Judy Becker, motion carried unanimously;

**Water Project-RD & SRF—New Well Proposals:** Crystal Bennett, Great West Engineering stated the perpetual easements need to be completed as MT DEQ has agreed to review the design for the 3 well sites ( 2 in Ballantine on WBYC WSD property & 1 in Worden-Oltrogge) and then amend for other well sites as need to get the project moving forward and that USDA Rural Development would like to know if it is possible to use one of the wells at the school and tie into the public water system as this would help get the school drinking water before the next school session starts, however Crystal stated she does not know if MT DEQ would even approve one of these as a well site. Crystal asked Sandy to find out which well was put in first and how much these wells are used for irrigation, and if one of these wells was used for the public water system how much would it impact the irrigation for the school. Sandy will also get the water quality of the well and send to Crystal to see if it can even be used. Crystal will continue to research and hopefully has answers within a week as to whether or not a well at the school could be used. Crystal stated that DNRC may give interim water rights on the production well in 4 to 6 months due to an emergency water situation, however full water rights would not be granted for up to a year but with interim water rights the District can tie these wells into the distribution system and potentially get water to the users sooner than anticipated. Crystal informed the District that ARPA funds may be available for cities, counties and town which could mean extra money for water & wastewater project, however this is not completed yet, but will be the week of May 17<sup>th</sup> and hopefully when Dan Krum and Gary Fredericks are at the MT Rural Water Conference they will find something out;

Crystal asked the Board if the engineering contract has been approved and signed, as of this meeting the contract has not been signed and Crystal will email to Dan Krum and all board members to review and hopefully approve at next meeting. Dan Krum asked Crystal if the construction bids come in lower than engineers estimate will the engineering be less, Crystal stated the engineering is the same no matter what the construction costs are and the only way the engineering cost would be if the project doesn't take as long to construct;

**New Board Member:** Dan Krum emailed Mr. Martin to see if he was still interested in becoming a board and Mr. Martin stated he was not interested. Dan stated the open board position needs to be filled and if anyone is interested to have them write a letter of interest to him;

**TSEP Grant:** The paperwork has been submitted to TSEP for reimbursement and still waiting for their response and reimbursement;

**Well Easements & Owner Agreements:** Dan Ewen has visited with Mark Trask regarding a well going on his property and he is interested but wanted to visited with the engineers and will get back to Dan in a day or two. Dan Ewen also visited with Tim Broadbent and he wanted \$12,000 and free water to his parents and the rentals, however the MCA states that no free water can

be provided and Dan told Tim to come up with a new price and not include free water and get back to him. As of this meeting Tim has not contacted Dan, however Dan will reach out to him later this week;

**Bylaws Review:** No action taken, however Gary Fredericks stated he wanted to wait to proceed with changing the bylaws until the MT Rural Water Conference as they may have information;

**System Rules & Regulations:** No action taken

**Tru Pipe Work:** This is addressed under operator reports

**Public Hearing-May 17, 2021:** The public hearing on the Special Assessment and Rate Increase will be held at the VFW at 7pm, Crystal Bennett, Great West Engineering, will attend. Sandy, Dan Krum, and Joey will set up for the meeting. Sandy and Dan Krum will correspond with Dorsey and Whitney regarding protests to see if anything wording needs to be changed in the resolution. Dan Ewen stated he will not be able to attend;

**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:** June 14, 2021 @ 7pm

Meeting adjourned at 9:23 pm