

Worden/Ballantine Water & Sewer District
October 11, 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 and Joey Oltrogge;

Approval of September meeting minutes: Judy asked if the letter was sent to all the users regarding information about the project and the website, a letter was not sent out to the users, however the information regarding the website was on the bills. Motion by Ms. Becker to approve the September meeting minutes as printed, 2nd by Mr. Larson, motion carried unanimously;

Delegations: Dan Ewen asked about the Christmas Stroll and if the board members and employees will be contributing to the stroll again as each gave \$10 each, this will be discussed at the next meeting;

Correspondence: Phil & Joyce Koch attended the meeting and asked about the process and options to hookup to the water & sewer. They wanted to know if the hookup needed to be separate or if they could hook into their existing water/sewer lines. Joyce asked what steps needed to be taken to hookup and they were told a hookup fee for water & sewer needed to be paid and then a drawing from either the engineer or contractor to show where the lines would be connected into the main lines and also inform the district as to when hookups would take place. Joyce also asked why their bill is a few cents difference on amount due, it was determined that they either overpaid or underpaid on a previous month, Joyce will review her bill with Dan Krum.

Bills: Mr. Larson asked about the bill to North West Pipe regarding the meters, horns, and registers that were purchased and if the extra horns that were purchased were taken back and if the credit was received on the account. Gary Fredericks asked what road mix was, Joey stated this was bags of asphalt for the spots where valves are cut out and raised and the asphalt has to be replaced and if Moulton Bellingham has completed the easements, Dan Krum stated these are completed and this will come out of the construction account. Dan Krum stated the credit for the horns was received. The registers are for accounts that are not reading and will be replaced so these meters can be read, to date 4 have been changed.

Motion by Mr. Fredericks to pay the bills as presented, 2nd by Mr. Larson, motion carried unanimously; copy of bills is on record with the District files.

Operator/General Manager Reports: Joey said pump 1 is down at the Ballantine pump house as the packing and bearings need to be looked at. The door to the lift station came off the hinges and will not close, other than that, pumps were checked, valves were located and raised. Sandy continues to work with Engineers, attorney, and funding agencies on the water project. Sandy stated the training that needs to be set up with the operators and the Fire Department for turning on and off hydrants the correct way has not been set up but will try and get something set up before the end of the year. Mr. Krum continues to work with Sandy on the water project as well as doing his normal office work. Mr.

Krum informed the District that the new reading software is working and the tank is painted and back online. Operator reports are on file with the District records;

Bookkeepers Report: Mr. Krum stated the net income for September is: \$19,165.82; net income for the year: \$142,042.77; total in checking account: \$165,039.44; total in Edward Jones account: \$61,441.02. Mr. Krum stated we met with the school and they are going to get their engineer in there to look to see if a smaller meter could be put in to replace the 4" meter. Currently the school is only being charged for a 1 ½ " as did not know the usage as meters were estimated for 8 months so an actual reading is not known. This needs to be taken care of as the bond needs to be paid and this is based upon a \$12.00 increase per EDU and with the school not being charged correctly this is over \$1,000 shortfall per month. Marc Larson asked if the money taken out of Edward Jones was approved and he was told it was as this money was used to pay off one of the SRF loans. Mr. Ewen stated from now on any transfers will be brought before the board and have a motion approving the transfer before the transfer happens, this way it will be documented in the meeting minutes. Copy of the financial reports are on record with the District files.

Past Due Accounts: 2 past due properties will be put on the taxes for non payment, Dan Krum is working with the County on this. Dan Krum will send out the delinquent letters by October 15, 2021 for turn off on October 29, 2021; 4 customers paid their past due accounts; 8 customers will be sent turn off letters;

Water Project/SRF/USDA RD/Competitive Grant/ARPA Funding/Well Easements/Owner Agreements: Sandy stated the PWS 6 is still being reviewed by MTDEQ. The attorney has completed the work on the easements and landowner agreements for the wells on the Oltrogge and the buy/sell agreement with the Ewen property. The District will now have to find at least one more well for this project to be complete and come off of the Administrative Order. Mr. Ewen stated another well could go on his property and he will also visit with Forrest Ewen about putting a well on his property. Crystal Bennett, Great West Engineering has prepared maps to show where the well sites could possibly go.

Sandy stated the signatures on the easement and land owner agreement on the Oltrogge well are completed and the buy/sell agreement is also completed and are on record with the District files. Sandy also stated the Site Title Opinion is in draft form and will be presented to Great West Engineering and then MTDEQ for approval.

Crystal Bennett, Great West Engineering, stated the subdivision review application on the Oltrogge site is completed and submitted to DEQ and waiting on approval from DEQ

Crystal Bennett has also prepared a memorandum for the District to provide the District with pertinent project information as well as identify action items that are needed for both Great West and District. The memorandum includes Phase 1: Well Construction; Phase 2: Connect Wells to Distribution System; Phase 3: Railroad and Highway Crossing; Phase 4: Tank Coating, Transmission Main, and Water Line extension on Road 15; Phase 5: Distribution System Improvements and a Summary of Project Financing. The most important item to be completed is the site title opinion. The Certificate of Survey will be started once the test well is completed on the Ewen property. The test well has not been completed due to the well driller having health issues. The memorandum is on record with the District files.

Crystal stated the District should receive the letter committing the ARPA funding from both pot B and C sometime in November, 2021 as the committee has not yet approved start up conditions. Also a Memorandum of Understanding (MOU) will need to be in place between Yellowstone County and the District before funds from pot b are able to be used.

Drawdowns: Dan Krum presented drawdown #3, total amount of drawdown is \$25,343.00 which is for attorney fees in the amount of \$1,343.00 and engineering fees in the amount of \$24,000.00 copy of approved drawdown #3 on record with the District files, there was not a motion to approve the drawdown.

ARPA Funding: Crystal stated both the ARPA competitive grant and ARPA HB632 grants have been awarded and stated the District should receive the letter committing the ARPA funding from both pot B in the amount of \$2,800,000 and pot C in the amount of \$2,000,000 sometime in November, 2021;

New Board Member: The District board continues to put the word out that 2 board positions are open and need to be filled, however as of this meeting, nobody has come forward with an interest in becoming a board member.

New Business: Joey Oltrogge asked if she can order water when it starts getting low as District has to continue to hand out water until project is completed. Water will be ordered by Dan Krum once it starts getting low.

Next meeting will be November 8, 2021 @ 7pm

Meeting adjourned at 7:52pm