

SUN PRAIRIE COUNTY WATER DISTRICT

Regular Meeting of the Board of Directors

Agenda for Meeting of the Board

May 20th, 2024

Held at the American Legion, 370 Post Avenue, Vaughn, MT at 7:00 PM

- I. CALL TO ORDER & PLEDGE OF ALLEGIANCE
- II. POLL OF ATTENDANCE
- III. APPROVAL OF MINUTES: April 15th, 2024, Regular Meeting of the Board
- IV. PUBLIC COMMENT: Public Comment is welcome on all agenda items, and any matter within the District's jurisdiction, per ***MCA 2-3-103 Public participation.***

OLD BUSINESS:

- A. Drinking Water Upgrade Project
 - i. Dan Richardson, KLJ (*Invited*)
 1. KLJ Engineering Statement – Open Balance \$66,415.00
 2. KLJ Engineering Invoice #10206343 \$1,557.50 & #10206344 \$481.00
 - ii. Sarah Converse, Sweetgrass Development (*Invited*)
 - iii. Update on Monthly Teams Meeting Tuesday, April 23, 2024, 2:00 PM – 2:30 PM
 - iv. Next Monthly Teams Meeting Tuesday, May 21, 2024, 2:00 PM – 2:30 PM

NEW BUSINESS:

- V. WATER OPERATOR'S REPORT:
 - a. April 2024: Total Gallons 497,200; Average Gallons 16,573; Avg POI 0.68; Avg Dist 0.27
 - b. Asset Inventory and Replacement/Purchase Timeline
 - c. Work Projects Completed
 - d. Irrigation Maintenance: Leaks, Pressure Issues, Water Levels
 - e. Equipment Maintenance Plans (Pump/Motor Rebuild Rotation)
- VI. TREASURER'S REPORT:
 - a. April 30th, 2024: Operating \$39,180.75, Savings \$25,023.17, Construction \$0.00
 - b. Delinquent Accounts Receivable Report as of May 20th, 2024
- VII. PRESIDENT'S REPORT:
 - a. SPCWD – Adopt Rules and Regulations and S.O.P. Manual Update
 - b. 2024 Annual Budget Overview
 - c. Public Meeting once Contracts Signed / Bylaws Completed
 - d. 2024 Board Member Election
 - a) Oath of Office, Resolutions, Board President & Vice-President
 - e. Spring Irrigation Discussion
- VIII. BILLS TO BE PAID: Rural Water Impact & Municipal Impact \$898.00 (Website – Combined); NorthWestern Energy \$472.85 (Electric – Drinking Water); DEQ \$30.00 (Operator License – Drinking Water); Montana Rural Water Systems \$12.50 (Water Board Bible – Combined); Board Stipend \$228.00 (Combined); Payroll (Combined); Energy Laboratories \$53.00 (Test Kits – Drinking Water); Rocky Mountain Insurance Services \$3,769.00 (Insurance - Combined); Hawkins \$3,733.45 (Chemicals & Freight – Drinking Water); SPVCWSD \$266.46 (Rent & Office Supplies – Combined)
- IX. CORRESPONDENCE:

MEETING ADJOURNED:

NEXT MEETING OF THE SPCWD is **tentatively** scheduled for June 17th, 2024, at 7:00 PM at the American Legion, 370 Post Avenue, Vaughn, MT - Please call (406) 964-0106 or check the website: www.spcwaterdistrict.com for more information or Facebook: www.facebook.com/sunprairiecountywaterdistrict

DISTRICT MEMBERS AND THE GENERAL PUBLIC ARE ENCOURAGED AND INVITED TO ATTEND

**RECEIVED****SUN PRAIRIE COUNTY WATER DISTRICT****Regular Board Meeting Minutes of May 20th, 2024****236 Sun Prairie Road, Great Falls, MT 59404****Website: spcwaterdistrict.com****AUG 01 2024****S P C W D**

The regular monthly board meeting was opened at 7:00 PM by Blue Corneliusen, Board President at The American Legion Hall, 370 Post Avenue, Vaughn, MT, with the Pledge of Allegiance.

MEMBERS PRESENT: Blue Corneliusen, President; Lori Zeiser, Vice-President; Dennis Schwecke; Alan Jarrett; Ilona Olson

STAFF PRESENT: Arron Pomeroy, Water Operator; Janet Fulmer, District Clerk

PUBLIC PRESENT: Paul Finco

Approval of Minutes: Blue Corneliusen asked the Board Members if there were any questions or comments regarding the Minutes of April 15th, 2024, Board Meeting, Lori Zeiser moved to accept the minutes as written, Dennis Schwecke second, all Board Members in favor of, motion passed.

Public Comments: No public comment.

OLD BUSINESS

Drinking Water Upgrade Project: Blue Corneliusen read email from Sarah Converse with Sweetgrass Development that she would be submitting the final paperwork for the first grant draw. Dennis Schwecke provided update on the April 23, 2024, Teams meeting, and next monthly teams meeting to be held on Tuesday, May 21, 2024, from 2:00 PM to 2:30 PM.

NEW BUSINESS – None.

WATER OPERATOR'S REPORT: Arron Pomeroy provided a verbal update on the drinking water and irrigation system; new building was put in place on the Jennings property and locate had to be done due to telephone placement where water main was located, also reported on individuals not following the odd/even watering for irrigation, drinking water went down but was able to bypass until Enterprise Electric was able to replace the contactor; irrigation lost phase of power at startup and NorthWestern Energy had to fix their transformer; pressure valve for irrigation that was installed working properly. April 2024 Average Daily Water Consumption 16,573 Gallons, Total Monthly Water Consumption 497,200 Gallons; Average Daily Chlorine Residuals: Injection Point 0.68, Distribution Locations 0.27.

TREASURER'S REPORT: Bank Balances as of April 30th, 2024: Checking \$39,180.75, Savings \$25,023.17, Construction \$0.00. Accounts Receivables Delinquent as of May 20th, 2024, provided to the Board, as well as Balance Sheet and Profit/Loss.

PRESIDENT'S REPORT: Blue Corneliusen asked if there were any corrections to the Rules and Regulations, no corrections or changes, Ilona Olson moved to adopt the Rules and Regulations, Lori Zeiser second, all Board Members in favor of, motion passed; stated still working on the S.O.P. Manual; continuing to work on a 2024 Annual Budget with watching irrigation expenses for possibility of having to raise rates in the next year; still discussion on holding a public meeting in the near future to discuss the Water Upgrade Project; with Board terms to renew first of June, Blue Corneliusen and Ilona Olson gave their Oath of Office; Lori Zeiser made motion to pass Resolution 03-

2024 to appoint Paul Finco onto the Board of Directors with a term of June 1st, 2024 through May 31st, 2028, Dennis Schwecke second, all Board Members in favor of, motion passed, Paul Finco gave his Oath of Office; reminder of the irrigation odd/even days for watering.

BILLS TO BE PAID: Ilona Olson moved to pay the bills, Lori Zeiser second, all Board Members in favor of, motion passed.


		Drinking Water	Irrigation	Total
NorthWestern Energy	Gas & Electric	472.85		472.85
MT DEQ	Licenses	30.00		30.00
Montana Rural Water	Office Supplies	6.25	6.25	12.50
Immense Impact	Website	449.00	449.00	898.00
Payroll	Salaries, Taxes, Telephone, Mileage	1,110.46	1,110.45	2,220.91
Board Stipend	Board Stipend	114.00	114.00	228.00
Rocky Mountain Insurance	Insurance	2,826.75	942.25	3,769.00
Lori Zeiser	Dues & Subscriptions	25.00	25.00	50.00
SPVCWSD	Office Rent & Supplies	133.23	133.23	266.46
Hawkins	Chemicals	3,733.45		3,733.45
Energy Laboratories	Test Kits	53.00		53.00
TOTAL		8,953.99	2,780.18	11,734.17

CORRESPNDENCE: None.

Dennis Schwecke moved to adjourn, Alan Jarrett second, all Board Members in favor of, motion passed. The regular meeting was adjourned at 8:11 PM.

Respectfully Submitted:


Janet Fulmer, Secretary/Treasurer


Blue Corneliusen, SPCWD President / Date 6/17/2024

Next Meeting of the SPCWD is tentatively scheduled for 7:00 PM June 17th, 2024, at 370 Post Avenue, Vaughn, MT, **date, time, and location** could change. **All district members are invited and encouraged to attend.**

RESOLUTION NO. 03-2024
A Resolution of Appointment

Whereas, the Board of Directors of Sun Prairie County Water District is to be comprised of five directors per Montana Code Annotated Title Seven, Chapter Thirteen, Sub-Section 2232 (1); "If there are no municipalities within the boundaries of said district, the board of directors shall consist of five members..."

Whereas, Allan Jarrett resigned from the Board when his term ends May 31st, 2024. Paul Finco indicated his interest in filling the new term due to no other interest in the open seat.

Therefore, Board Member Aeri Zuser introduced the following resolution and moved its adoption.

BE IT RESOLVED, that, Paul Finco be appointed to the Board of Directors of the Sun Prairie County Water District. The term of office shall run from June 1st, 2024, to May 31st, 2028, unless sooner vacated.

Whereupon, the motion for adoption of the foregoing resolution was seconded by Board Member Dennis Schwabe, and upon vote being taken thereon, the vote in favor was for.

FOR

AGAINST

Aeri Zuser

Dennis Schwabe

Hans Olson

Blue Corneliusen

This 20th day of May 2024

Signed: [Signature]
Blue Corneliusen, President of the Board of Directors

Attest:

Signed: Janet Fulmer
Janet Fulmer, Secretary to the Board of Directors