

SUN PRAIRIE COUNTY WATER DISTRICT

Regular Meeting of the Board of Directors

Agenda for Meeting of the Board

February 19th, 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: January 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*)
 - ii. Sarah Converse, Sweetgrass Development (*Invited*)
 - iii. Resolution to Approve Grant Agreement #AM-23-0317 Vendor Invoice to State of Montana for KLJ Invoices in the amount of \$47,630.50
 - iv. KLJ Water Upgrade Project Open Invoices
 1. 11/08/2023 #10198574 \$535.00
 2. 11/08/2023 #10198573 \$14,316.00
 3. 12/07/2023 #10200031 \$17,678.00
 4. 01/11/2024 #10201212 \$21,562.50
 5. 02/08/2024 #10202491 \$1,171.50, #10202492 \$263.00
 - v. Update on Monthly Teams Meeting Tuesday, January 16, 2024, 1:00 PM – 1:30 PM
 - vi. Next Monthly Teams Meeting Tuesday, February 20, 2024, 1:00 PM – 1:30 PM

NEW BUSINESS:

- V. WATER OPERATOR'S REPORT:
 - a. January 2024: Total Gallons 52,042,500; Average Gallons 18,071; Avg POI 0.69; 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. January 31st, 2024: Operating \$32,834.97, Savings \$25,020.10, Construction \$0.00
 - b. Delinquent Accounts Receivable Report as of February 19th, 2024
- VII. PRESIDENT'S REPORT:
 - a. SPCWD - Development of 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
- VIII. BILLS TO BE PAID: MRWS \$350.00 (Drinking Water, Conference); Energy Laboratories \$106.00 (Drinking Water, Test Kits); North Western Energy \$591.47 (Electric, Drinking Water); SPVCWSD \$266.46 (Office Rent & Supplies, Combined); Payroll (Combined); Board Stipend \$228.00 (Combined); Local Government Services \$55.00 (Accounting, Combined); Montana Dept Labor & Industry \$1,014.44 (Workers Compensation, Combined)
- IX. CORRESPONDENCE:

MEETING ADJOURNED:

NEXT MEETING OF THE SPCWD is **tentatively** scheduled for March 18th, 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

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S P C W D

SUN PRAIRIE COUNTY WATER DISTRICT
Regular Board Meeting Minutes of February 19th, 2024
236 Sun Prairie Road, Great Falls, MT 59404
Website: spcwaterdistrict.com

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; Ilona Olson

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

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

Public Comments: No public comment.

OLD BUSINESS

Drinking Water Upgrade Project: Dan Richardson with KLJ Engineering and Sarah Converse with Sweetgrass Development provided an email update which Blue Corneliusen read aloud to the Board. Resolution #01-2024, to approve Grant Agreement #AM-23-0317 Vendor Invoice to State of Montana for KLJ Engineering invoices in the total amount of \$47,630.50, Lori Zeiser moved to accept, Dennis Schwecke second, all Board Members in favor of, motion passed. Blue Corneliusen briefed the Board on the remaining outstanding invoices to KLJ Engineering in the amount of \$55,526.00, which the District is holding for reimbursement of Grant Funds. Blue Corneliusen provided update on the January 16, 2024 Teams meeting, and next monthly teams meeting to be held on Tuesday, February 20, 2024, from 1:00 PM to 1:30 PM.

NEW BUSINESS – None.

WATER OPERATOR'S REPORT: Arron Pomeroy provided a verbal update on the drinking water system, which he changed the poly pipe and able to lower the injection of the poly, and getting lined up for March-April irrigation start up repairs. January 2024 Average Daily Water Consumption 18,071 Gallons, Total Monthly Water Consumption 560,200 Gallons; Average Daily Chlorine Residuals: Injection Point 0.69, Distribution Locations 0.27.

TREASURER'S REPORT: Bank Balances as of January 31st, 2024: Checking \$32,834.97, Savings \$25,020.10, Construction \$0.00. Accounts Receivables Delinquent as of February 19th, 2024, provided to the Board, as well as Balance Sheet and Profit/Loss.

PRESIDENT'S REPORT: Blue Corneliusen stated the Rules and Regulations have been completed and to post on the Districts website and Facebook page, still working on the S.O.P. Manual, as well as a 2024 Annual Budget, will hold a public meeting in the near future to discuss the Water Upgrade Project, as for the 2024 Board Member terms that will be expiring only 2 of the 3 filed paperwork with the Cascade County Elections Office, therefore no election will be held, District will be looking for a new Board Member for Appointment to the Board.

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Cascade County, Sandra Merchant - Clerk & Recorder



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

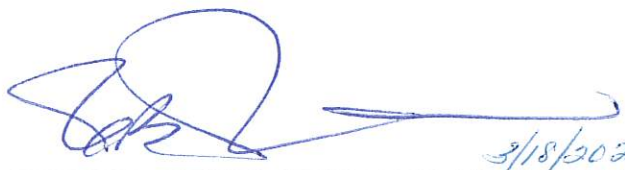
		Drinking Water	Irrigation	Total
NorthWestern Energy	Gas & Electric	591.47		591.47
Montana Rural Water Systems	Professional Development	350.00		350.00
Payroll	Salaries, Taxes, Telephone, Mileage	1,111.98	1,111.97	2,223.95
Board Stipend	Board Stipend	114.00	114.00	228.00
Local Government Services	Accounting	27.50	27.50	55.00
SPVCWSD	Office Rent & Supplies	133.23	133.23	266.46
Montana Dept of Labor	Workers Compensation	507.22	507.22	1,014.44
Energy Laboratories	Test Kits	106.00		106.00
TOTAL		2,941.40	1,893.92	4,835.32

CORRESPNDENCE: Janet Fulmer reminded the Board of the Montana Rural Water Conference to be held in Great Falls from March 20-22, 2024.

Lori Zeiser moved to adjourn, Ilona Olson second, all Board Members in favor of, motion passed. The regular meeting was adjourned at 7:40 PM.

Respectfully Submitted:


Janet Fulmer, Secretary/Treasurer


Blue Corneliusen, SPCWD President / Date 3/18/2024

Next Meeting of the SPCWD is tentatively scheduled for 7:00 PM March 18th, 2024, at 370 Post Avenue, Vaughn, MT, **date, time, and location** could change. **All district members are invited and encouraged to attend.**

