

SUN PRAIRIE COUNTY WATER DISTRICT

Regular Meeting of the Board of Directors

Agenda for Meeting of the Board

January 15th, 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: December 18th, 2023, 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. Update on Monthly Teams Meeting Tuesday, December 19, 2023, 1:00 PM – 1:30 PM
 - iv. Next Monthly Teams Meeting Tuesday, January 16, 2024, 1:00 PM – 1:30 PM

NEW BUSINESS:

- V. WATER OPERATOR'S REPORT:
 - a. December 2023: Total Gallons 644,100; Average Gallons 20,777; Avg POI 0.62; Avg Dist 0.25
 - 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. December 29th, 2023: Operating \$18,414.82, Savings \$25,019.04, Construction \$0.00
 - b. Delinquent Accounts Receivable Report as of January 15th, 2024
- VII. PRESIDENT'S REPORT:
 - a. SPCWD - Development of Rules and Regulations and S.O.P. (Standard Operating Procedure) Manual – Update
 - b. 2024 Annual Budget
 - c. Public Meeting once Contracts Signed / Bylaws Completed
 - d. Board Stipend
 - e. Upcoming Board Member's Elections
- VIII. BILLS TO BE PAID: American Legion Hall \$600.00 (Annual Hall Rental Fee, Combined); Local Government Services \$220.00 (Auditing, Combined); NorthWestern Energy \$528.52 (Electric, Drinking Water); KLJ Engineering \$17,678.00 (Engineering, Drinking Water Upgrade); Aquasource Drilling \$2,475.70 (Contract Labor & Repairs, Drinking Water); SPVCWSD \$ (Office Rent & Supplies, Combined); Hawkins \$3,091.81 (Supplies & Chemicals, Drinking Water); Payroll (Combined)
- IX. CORRESPONDENCE:

MEETING ADJOURNED:

NEXT MEETING OF THE SPCWD is **tentatively** scheduled for February 19th, 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 January 15th, 2024****236 Sun Prairie Road, Great Falls, MT 59404****Website: spcwaterdistrict.com****MAR 26 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; Ilona Olson; Alan Jarrett

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 December 18th, 2023, Board Meeting, Lori Zeiser moved to accept the minutes as written, Ilona Olson 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 provided an email update which Blue Corneliusen read aloud to the Board. Sarah Converse with Sweetgrass Development provided an email update which Dennis Schwecke read aloud to the Board. Next monthly teams meeting to be held on Tuesday, January 16, 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, meter in pumphouse was replaced, foot valve and pump changed and flow back up to 60 psi. December 2023 Average Daily Water Consumption 20,777 Gallons, Total Monthly Water Consumption 644,100 Gallons; Average Daily Chlorine Residuals: Injection Point 0.62, Distribution Locations 0.25.

TREASURER'S REPORT: Bank Balances as of December 29th, 2023: Checking \$18,414.82, Savings \$25,019.04, Construction \$0.00. Checking account Ck #1289 dated 11/20/2023 to KLJ Engineering was voided due to opening Construction Account and the \$14,851.00 will be written off the Construction Account upon receipt of Grant Funds. Accounts Receivables Delinquent as of January 15th, 2024, provided to the Board, as well as Balance Sheet and Profit/Loss.

PRESIDENT'S REPORT: Blue Corneliusen stated he was working on the \$15 increase for the Water Upgrade Project to get estimation of total for deposit into Construction Bank Account, still working on a 2024 Annual Budget, and administration rules and regulations. Blue Corneliusen reminded the Board Members of the members terms that would be expiring and would need to file with the Elections Dept in Great Falls.

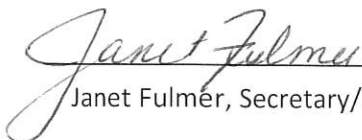
BILLS TO BE PAID: Ilona Olson moved to pay the bills, Lori Zeiser second, all Board Members in favor of, motion passed.


		Drinking Water	Irrigation	Total
Harland Clarke	Bank Service Charge	38.21	38.20	76.41
NorthWestern Energy	Gas & Electric	528.52		528.52
Payroll	Salaries, Taxes, Telephone, Mileage	1,112.83	1,112.83	2,225.66
Aquasource Drilling	Repairs	2,475.70		2,475.70
Hawkins Inc	Chemicals & Freight	3,091.81		3,091.81
Local Government Services	Accounting	110.00	110.00	220.00
Montana Rural Water	Dues & Subscriptions	250.00		250.00
SPVCWSD	Office Rent & Supplies	134.22	134.22	268.44
Board Stipend	Board Stipend	114.00	114.00	228.00
Post 130 American Legion Hall	Hall Rental	300.00	300.00	600.00
MT Dept of Revenue	State Withholding	226.61	226.61	453.22
Unemployment Insurance	Unemployment Insurance	11.92	11.91	23.83
TOTAL		8,393.82	2,047.77	10,441.59

CORRESPNDENCE: None.

Lori Zeiser moved to adjourn, Ilona Olson second, all Board Members in favor of, motion passed. The regular meeting was adjourned at 7:41 PM.

Respectfully Submitted:


Janet Fulmer, Secretary/Treasurer

 2/19/2024
Blue Corneliusen, SPCWD President / Date

Next Meeting of the SPCWD is tentatively scheduled for 7:00 PM February 19th, 2024, at 370 Post Avenue, Vaughn, MT, **date, time, and location** could change. **All district members are invited and encouraged to attend.**

