

# SUN PRAIRIE COUNTY WATER DISTRICT

## Regular Meeting of the Board of Directors

Agenda for Meeting of the Board

**March 18th, 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: February 19th, 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:

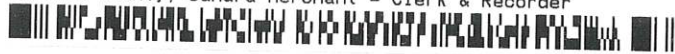
- A. Drinking Water Upgrade Project
  - i. Dan Richardson, KLJ (*Invited*)
    1. DEQ Letter re: Proposed New Well
    2. DEQ Letter re: Water Main Extension and Pumpouse Improvement
  - ii. Sarah Converse, Sweetgrass Development (*Invited*)
  - iii. Update on Monthly Teams Meeting Tuesday, February 20, 2024, 1:00 PM – 1:30 PM
  - iv. Next Monthly Teams Meeting Tuesday, March 19, 2024, 1:00 PM – 1:30 PM

### NEW BUSINESS:

- V. WATER OPERATOR'S REPORT:
  - a. February 2024: Total Gallons 505,900; Average Gallons 17,445; Avg POI 0.61; 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. February 29th, 2024: Operating \$36,170.65, Savings \$25,021.09, Construction \$0.00
  - b. Delinquent Accounts Receivable Report as of March 18th, 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
    - a) Correspondence from Cascade County
    - b) Contacts for Board Vacancy
  - e. Spring Irrigation Discussion
- VIII. BILLS TO BE PAID: NorthWestern Energy \$525.10 (Electric, Drinking Water); Hawkins Inc \$4,170.52 (\$4,096.90 Chemicals & Freight, Drinking Water / \$73.62 Supplies, Drinking Water); Laabs Excavation Services \$1,750.00 (Repairs, Drinking Water); SPVCWSD \$266.46 (Office Rent & Supplies, Combined); Payroll (Combined); Board Stipend \$228.00 (Combined)
- IX. CORRESPONDENCE:

### MEETING ADJOURNED:

NEXT MEETING OF THE SPCWD is **tentatively** scheduled for April 15th, 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](http://www.spcwaterdistrict.com) for more information or Facebook: [www.facebook.com/sunprairiecountywaterdistrict](https://www.facebook.com/sunprairiecountywaterdistrict)

**SUN PRAIRIE COUNTY WATER DISTRICT****Regular Board Meeting Minutes of March 18th, 2024****236 Sun Prairie Road, Great Falls, MT 59404****Website:** spcwaterdistrict.com**RECEIVED****APR 29 2024****S P C W D**

The regular monthly board meeting was opened at 6:58 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

**PUBLIC PRESENT:** Sarah Converse with Sweetgrass Development; Paul Finco

**Approval of Minutes:** Blue Corneliusen asked the Board Members if there were any questions or comments regarding the Minutes of February 19th, 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:** Sarah Converse with Sweetgrass Development gave a verbal update provided to her by Dan Richardson of KLJ Engineering regarding the project; further documents are needed for grant funding agencies regarding engineering procurement; no date set yet for going out to construction bid. Lori Zeiser moved to void 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 due to error with all KLJ Engineering invoices submitted for ARPA, which only partial to be covered by ARPA and remaining to Dept. of Commerce, Dennis Schwecke second, all Board Members in favor of, motion passed. The Board was provided a corrected Vendor Invoice for ARPA, Dennis Schwecke moved to accept Resolution #02-2024, to approve Grant Agreement #AM-23-0317 Vendor Invoice to State of Montana for KLJ Engineering invoices in the total amount of \$43,039.50, Lori Zeiser second, all Board Members in favor of, motion passed. Blue Corneliusen provided update on the February 20, 2024, Teams meeting, and next monthly teams meeting to be held on Tuesday, March 19, 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 and irrigation system; he would be checking into getting the irrigation pump back; irrigation leak is to be repaired by Fisher Enterprises before starting up; reminder of irrigation to begin May 15, 2024; drinking water main repair was done at Arndt's place. Discussion on looking into a service to be able to notify the public of an outage. February 2024 Average Daily Water Consumption 17,445 Gallons, Total Monthly Water Consumption 505,900 Gallons; Average Daily Chlorine Residuals: Injection Point 0.61, Distribution Locations 0.25.

**TREASURER'S REPORT:** Bank Balances as of February 29th, 2024: Checking \$36,170.65, Savings \$25,021.09, Construction \$0.00. Accounts Receivables Delinquent as of March 18th, 2024, provided to the Board, as well as Balance Sheet and Profit/Loss.

**PRESIDENT'S REPORT:** Blue Corneliusen asked for the Board to review Rules and Regulations for approval at next board meeting; still working on the S.O.P. Manual; continuing to work on a 2024 Annual Budget which the District



may have to raise the irrigation rates; still discussion on holding a public meeting in the near future to discuss the Water Upgrade Project; May 31, 2024 Board Member terms will be expiring with Blue Corneliusen and Ilona Olson having filed paperwork with the Cascade County Elections Office, no election will be held, discussion on appointing a third board member; irrigation to begin May 15 and discussion at next meeting regarding Odd/Even irrigating.

**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                         | 525.10          |                 | 525.10          |
| Hawkins                  | Chemicals /<br>Supplies / Freight      | 4,170.52        |                 | 4,170.52        |
| Payroll                  | Salaries, Taxes,<br>Telephone, Mileage | 1,103.26        | 1,103.25        | 2,206.51        |
| Board Stipend            | Board Stipend                          | 114.00          | 114.00          | 228.00          |
| First Bank of Montana    | Safe Deposit Box                       | 15.00           | 15.00           | 30.00           |
| SPVCWSD                  | Office Rent &<br>Supplies              | 133.23          | 133.23          | 266.46          |
| Laabs Excavation Service | Repairs                                | 1,750.00        |                 | 1,750.00        |
| Energy Laboratories      | Test Kits                              | 53.00           |                 | 53.00           |
| <b>TOTAL</b>             |  | <b>7,864.11</b> | <b>1,365.48</b> | <b>9,229.59</b> |

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

Blue Corneliusen closed the meeting at 8:05 PM to discuss open seat on the Board of Directors

Lori Zeiser moved to adjourn, Ilona Olson second, all Board Members in favor of, motion passed. The regular meeting was adjourned at 8:14 PM.

Respectfully Submitted:

  
Janet Fulmer, Secretary/Treasurer

  
Blue Corneliusen, SPCWD President / Date 4/15/2024

Next Meeting of the SPCWD is tentatively scheduled for 7:00 PM April 15th, 2024, at 370 Post Avenue, Vaughn, MT, **date, time, and location** could change. **All district members are invited and encouraged to attend.**

Meeting Location: 370 Post Avenue, Vaughn, MT

THANK YOU FOR ATTENDING