



FORT SMITH WATER & SEWER DISTRICT
Meeting Minutes-Friday, May 23, 2024 @ 5:00 PM

-OPENING – ROLL CALL- Alan Shaw called the meeting to order @ 5pm on May 23, 2024. The meeting was held in person and via phone conference; call in number was 1-646-749-3122, Access Code: 337-568-773; Board members attending: Alan Shaw, Katie Steele, Steve Saville, and Jim Hyde; Employees attending: Sandy Kust and Josh McCraw; public attending: Eric Anderson and attending via phone: Jeff Buszmann;

-APPROVAL OF APRIL 27, 2024 MEETING MINUTES- Motion by Ms. Steele to accept the meeting minutes from April 27, 2024 as printed, 2nd by Dr. Shaw; motion carried unanimously.

-FINANCIALS/BILLS- Mr. Saville presented the treasurers report for May 2024. Expenses: \$14,631.37; income: \$18,238.19; checking account balance: \$101,154.57 + CDARS \$29,976.00; total: \$131,130.57. Josh purchased extra parts and materials to have an inventory for additional connections or emergencies. The bill for MT Septic will be turned in for reimbursement as Western Municipal thinks they left a rag which then plugged the bypass pump and MT Septic needed to come out and pump temporary lift station. Sandy will send will to RPA Engineering for reimbursement. Motion by Mr. Saville to pay the bills, 2nd by Dr. Shaw, motion carried unanimously.

-DELINQUENT REPORT- Currently there are 9 accounts that are past due, totaling \$5,162.19; the water is turned off on 7 accounts and 2 accounts have been sent delinquency letters for turn off of services on May 29, 2024 if not paid by this date. Sandy has started the letters that will go out to delinquent customers informing them the past due amounts will be put on taxes if not paid.

SPECIAL ASSESSMENT: Sandy has start working with the MT Department of Revenue to update the water Special Assessment as there are a lot of changes do to the Forever Merging of properties and changing of square footage on these lots.

RESIGNATION OF BOARD MEMBER: Dr. Shaw stated that Bryen Venema sent a letter stating he was resigning from the board immediately due to his schedule.

-PUBLIC COMMENT: Dr. Shaw wanted to thank Josh for the asphalt he put down on River Road and said Josh donated all his fuel, time and asphalt and had nothing to do with the District.

-WASTEWATER PROJECT

1. WASTEWATER CONSTRUCTION PROJECT UPDATE: All manholes are in place and the wet wells are placed for the lift stations, the force main in completed and the liner for the lagoon is set to be put in, project is going well and ahead of schedule.

2. WASTEWATER PROJECT REIMBURSEMENT REQUEST: Sandy presented the reimbursement request in the amount:

Western Municipal Construction Pay App #6 – Total - \$232,844.06

EDA - \$132,574.85

SRF Loan - \$100,269.21

Montana Department of Revenue (Western Pay App #6) – Total \$2,351.96

SRF Loan - \$2,351.96

Prospect Construction Pay App #3 – Total - \$367,182.76

SRF Forgiveness - \$312,182.76

RRGL - \$55,000.00

Montana Department of Revenue (Prospect Pay App #3) – Total \$3,708.92

SRF Loan - \$3,708.92

RPA Invoice 19802_19 – Total - \$26,732.24

RRGL - \$1,160.99

MCEP - \$20,571.25

SRF Loan - \$5,000.00

Sandy stated these drawdowns were presented to the funding agencies and approved and will be presented for reimbursement. Motion by Mr. Saville to accept the drawdown requests as presented, 2nd by Dr. Shaw, motion carried unanimously.

PRESENT ROAD CONDITIONS: Dr. Shaw stated the paying highway crossing will be completed as well as fixing the potholes in gravel, this project was delayed due to the rainy weather.

-SYSTEM DEVELOPMENT FEES: Mr. Saville stated the committee continues to work on the fees and will have more information at the June meeting as fees will be calculated using a buy-in methodology and not the square footage methodology. The buy-in fee would be calculated using the excess capacity of the water system. The water system was built to handle excess capacity and it is only fair if new customers coming into the District pay for the portion needed of the excess capacity. The District is also working with the Environmental Water Center and Midwest Assistance Program for their input.

-OPERATOR REPORT- Josh continues to work with contractors on the wastewater project as well as mowing District properties, completing Lead Service Line Inventory, conducting inventory of parts, cleaning tank and office, reading meters, taking samples, and writing the Do Not Flush letter that will be sent out with the billing.

-RESORT TAX UPDATE- Katie Steele stated she and a special committee met in Hardin with MT Department of Commerce and there was discussion to purchase a piece of property in Hardin for \$2.7 million for a Visitor Center. The Visitor Center could potentially have rentals and employees. Katie will keep giving an update at the District board meeting but stated it may be on hold until this fall.

-CUSTOMER REQUEST FOR REIMBURSEMENT ON CHARGES WHEN CURB STOP TURNED OFF FOR NON-PAYMENT & DELINQUENT CHARGES PUT ON TAXES- Discussion took place regarding request for reimbursement and due to customer waiting for 3 years

to come to a meeting and not trying to communicate with operator or board members or asking to terminate connection the board members will not reimburse the \$1,448.00, however a motion to reimburse customer \$200.00 was made by Mr. Saville and 2nd by Mr. Hyde, motion carried unanimously.

NEW BUSINESS:

HIRING BACKUP OPERATOR: John Mangan is interested in being the backup operator for Josh. He is willing to go to schooling to get certified , he is a full time resident in Fort Smith. A motion by Dr. Shaw to hire John as the backup operator at \$22.50/hour will train with Josh 3-4 hours a week and more if needed and will get a \$2.50 raise per certification, 2nd by Mr. Saville, motion carried unanimously.

JUNE MEETING- June 28th, @ 9am.

-ADDITIONAL PUBLIC COMMENTS- Eric Anderson stated he supports the time the board members and volunteers put in. He is all in on the resort tax and went to the County Courthouse and nobody was there, he met with County Commissioners to look for resolution of plat for roads and resolution could not be found. Eric will get community members together to meet with County regarding roads, health and human services, and fire services, Dr. Shaw will get the meeting scheduled when members are ready to meet with the county.

-ADJOURN MEETING- Meeting adjourned at 6:37pm