



**FORT SMITH WATER & SEWER DISTRICT**  
**Meeting Minutes-Saturday, April 27, 2024 @ 9:00 AM**

**-OPENING – ROLL CALL-** Alan Shaw called the meeting to order @ 9am on April 27, 2024. The meeting was held in person and via phone conference; call in number was 1-312-757-3121, Access Code: 315-804-941 ; Board members attending: Alan Shaw, Katie Steele, and Steve Saville; Employees attending: Sandy Kust and Josh McCraw; public attending: Kurtis Lord and attending via phone: Jeff Buszmann and Eric Anderson;

**-APPROVAL OF MARCH 15, 2024 MEETING MINUTES-** Motion by Mr. Saville to accept the meeting minutes from March 15, 2024 as printed, 2<sup>nd</sup> by Ms. Steele; motion carried unanimously;

**-FINANCIALS/BILLS-** Mr. Saville presented the treasurers report for April 2024. Expenses: \$15079.22; income: \$25,461.05; checking account balance: \$92,650.02 + CDARS \$29,976.00; total: \$122,626.02.

Motion by Mr. Saville to pay the bills, 2<sup>nd</sup> by Dr. Shaw, motion carried unanimously;

**-DELINQUENT REPORT-** Currently there are 11 accounts that are past due, totaling \$5,892.04; the water is turned off on 7 accounts and 4 accounts have been sent delinquency letters for turn off of services on April 29, 2024 if not paid by this date;

**-PUBLIC COMMENT:** Eric Anderson stated the presentation by the engineering firm regarding an overview, progress and projection of the project was a nice presentation and appreciated;

**-WASTEWATER PROJECT**

**1. WASTEWATER CONSTRUCTION PROJECT UPDATE:** Dr. Shaw stated he is still pursuing solar power; however, Bighorn County Electric currently only has 2 residential customers using solar power and there is not a big demand for solar. Dr. Shaw and Ms. Steele will continue to pursue using solar for the water and wastewater systems even if it cannot be implemented for this current project as solar power would save on electricity costs. Prospect Construction is finalizing the work on the lagoons and once completed Western Municipal will be able to finish installation of sewer mains. Maintenance contracts will be put in place for the spray irrigation, lift stations and aerators once the project is completed. Josh is currently working on a letter to District users stating how important it is to not flush disposable wipes and only toilet paper should be flushed, this letter will go out with the billing at end of the month.

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

**Western Municipal Construction Pay App #5 – Total - \$384,137.82**

EDA - \$218,717.26

SRF Loan - \$165,420.56

**Montana Department of Revenue (Western Pay App #5) – Total \$3,880.18**

SRF Loan - \$3,880.18

**RPA Invoice 19802\_15 (partial), 16, 17, and 18 – Total - \$160,607.76**

MCEP - \$141,564.42

SRF Loan - \$17,740

District Funds - \$1,303.34 (for the FEMA Application)

Sandy stated these drawdowns were presented to the funding agencies and approved and will be presented for reimbursement. Motion by Ms. Steele to accept the drawdown requests as presented, 2<sup>nd</sup> by Dr. Shaw, motion carried unanimously.

**PRESENT ROAD CONDITIONS:** Dr. Shaw addressed the concerns/inquiries the Board has received regarding road repair, highway asphalt paving, and revegetation of alleys and is in process of drafting a letter with projected dates for the paving of highway crossing, fixing the gravel potholes, and putting topsoil and grass seed in the alleys. This letter will be sent with the billing at the end of the month.

**-SYSTEM DEVELOPMENT FEES:** Mr. Saville stated the fees are not completed at this time due to the committee reviewing a buy-in fee instead of going with the square footage fee. 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 their portion needed of the excess capacity. The District had just received this methodology from another District in Montana and committee has not had time to review in detail before the meeting, however committee will continue to work on this fee.

**-OPERATOR REPORT-** Josh stated he has someone that is interested in being a back-up/relief operator and get his certifications. Mr. Saville will visit more with him and invite to the next meeting. The monthly bacti sample taken was good. Josh also stated when he only runs one pump the chlorine residuals are steady, however when he turns on the other well the residuals are constantly going up and down, he is still investigating this. Josh continues to work with contractors on the wastewater project.

**-RESORT TAX UPDATE-KATIE-** Ms. Steele stated she has changed the website for the resort tax which now is: [bighornriverresorttax.com](http://bighornriverresorttax.com), she is also seeking solutions with the resort tax and will visit with Big Horn County as to who owns the roads.

## **NEW BUSINESS:**

### **-CUSTOMER QUESTIONING MULTIPLE SEWER HOOKUPS & MONTHLY CHARGES-**

Customer stated he is being billed for 2 extra sewer taps that he is not currently using, he is willing to pay an additional \$500.00 per extra sewer tap but not be billed until they are in use.

Motion by Dr. Shaw to adjust the previous sewer charges and send a bill for \$1,000.00 for the extra sewer taps, 2<sup>nd</sup> by Mr. Saville, motion carried unanimously.

### **-CUSTOMER REQUEST FOR REIMBURSEMENT ON CHARGES WHEN CURB STOP TURNED OFF FOR NON-PAYMENT & DELINQUENT CHARGES PUT ON TAXES-**

No action taken as policies need to be reviewed on this issue.

## **MAY MEETING-** May 23, 2024 @ 5pm

**-ADDITIONAL PUBLIC COMMENTS-** Kurtis Lord asked Josh if he has a scada system and if he does he would be able to put in a chlorine analyzer which takes a chlorine residual in 1 minute intervals and is continuous monitoring of the chlorine, however one would be needed for each pump house. Kurtis also asked if you are not charging customers for extra sewer taps, what is going to stop them from hooking RVs into these taps as they are not monitored. Mr. Saville stated RV's tapping into the sewer has been a problem in the past and District is looking at how to better monitor this.

**-ADJOURN MEETING-** Meeting adjourned at 9:55AM