

**April 24, 2023**

**Terry Trojan Water Project District Board of Directors Annual Meeting Minutes  
Deadwood Chamber Conference Room**

The meeting was called to order by Mike Hale at 4:14 pm, and a roll call was taken.

Present: Board of Directors; Mike Hale, Peder Torgerson, Mike Ryan, Bill London, Executive Director - Linda Derosier

Absent: Board of Directors, Matt Zietlow, Janell Berg, Jon Torgerson

Guests: Dustin Dale (AE2S), Dylan Striebel, (Clearwater Consulting), Leroy Stuen, (Stuen Construction), Jennipher Creed & Karri Riege, (Creed Bookkeeping)

**BOD Annual Election:** No petitions were submitted by February 28, 2023, for the two open Board of Director positions.

A motion was made by Peder Torgerson to reappoint Mike Ryan to his BOD position, 2<sup>nd</sup> by Bill London, 4 yes 0 no.

A motion was made by Peder Torgerson to reappoint Mike Hale to his BOD position, 2<sup>nd</sup> by Bill London, 4 yes 0 no.

**Election of Officers:** A motion was made by Mike Hale, that Janell Berg be reappointed as Chairperson, 2<sup>nd</sup> by Mike Ryan, 4 yes, 0 no.

A motion was made by Peder Torgerson to reappoint Mike Hale as Vice Chairperson, 2<sup>nd</sup> by Mike Ryan, 4 yes, 0 no.

**Minutes:** A review of the minutes from the January 23, 2023, meeting was presented.

\*A motion was made by Mike Hale to accept the minutes as written, 2<sup>nd</sup> by Bill London, 4 voted yes, 0 voted no.

**Financials:** Linda introduced Jennipher Creed and Karri Riege from Creed Bookkeeping. They have been working on the current financials and have gotten the 2022 financials completed. Since the financials were not approved at the January meeting Linda is requesting that the board approve the 2022 financials that are being presented at this time.

A motion was made by Mike Hale to approve the 2022 financials, 2<sup>nd</sup> by Peder Torgerson, 4 yes, 0 no. A request was made by Bill London that in the future, the previous years' financials be presented next to the current numbers to provide comparisons from year to year.

The updated 2023 financials were presented. Linda has included the 2023 budget alongside the actual expenses to provide perspective on where we are at in the current financials. A discussion regarding sorting our Stuens invoices to be applied to the various accounts, system repair, snow removal, vs improvements to the system that would need to be depreciated. Snow removal needs to go into the repairs & maintenance account.

A motion was made by Peder Torgerson and 2<sup>nd</sup> by Bill London to accept the 2023 financials as they have been presented, 4 yes, 0 no.

**Secretary/ Treasurer:**

Pat is resigning and will need to be taken off the check signing. Linda is requesting that the seven BODs be authorized to be the secondary signer. Linda gave the four board members that were present at the meeting the paperwork to be completed, which will be required by the 1<sup>st</sup> National Bank to create the signature cards. She will also send that paperwork to the three BODs not present requesting the same. Invoices will be sent to Creed Bookkeeping and Karri will print the checks to the printer in Linda's office. Linda will get a BOD to provide 2<sup>nd</sup> signature on the printed checks.

Mike Ryan made a motion that the current BODs, Janell Berg, Mike Hale, Mike Ryan, Matt Zietlow, Bill London, Jon Torgerson, and Peder Torgerson be assigned secondary check signers, 2<sup>nd</sup> by Peder Torgerson, 4 yes, 0 no.

### **Appointment of Secretary / Treasurer:**

Since Pat Asmussen is resigning her appointment as Secretary/Treasurer, a motion was made by Mike Hale that Linda Derosier be appointed Secretary/ Treasurer, 2<sup>nd</sup> by Bill London. 4 yes, 0 no.

### **System Operations:**

Dylan reported that losses were very low for March, about 7.52%. Losses seem to be unusually low. There are still nine gallons a minute running through the SCADA system during the night hours. Dylan suggests we get Rural Water up soon to track down any leaks that we might have. One leak was discovered since the last meeting on 21170 High Ridge.

All the tri-annual sampling was done in February. All sampling came back clean.

The media that was sent for regeneration has been received back. With each regeneration, some of the media is lost. We lost about 2 cubic ft in the regeneration process which is an average. We currently have about 2 cubic feet of new media at the treatment plant however, we need a couple more cubic feet. Dylan will be getting a quote on new media costs.

We are still waiting on receiving the transmitters that have been ordered to go with the 215 meters for the meter pit project. They are still on backorder.

A check valve in the booster station has failed. Dakota Pump came up and replaced the flapper, however, that is not holding. So, they will come back up and replace the whole body of the check valve. This check valve is important because without it the water will run back to the well and must be pumped all the way back up which in turn causes much more stress on the equipment and more cost in energy. Dylan feels it might be important to add a few more check valves at certain points for protection.

Dylan will research what would be a good option for adding more check valves. Check valves cost about \$1,500 without labor.

Wharf will be tying in the new water line once that is ready.

Linda reported that Brendel Meier from Dutton Lainson will be here on Thursday to go out and troubleshoot some of the meters that are not working.

Mike Hale asked that Leroy Stuen clean up the inside and around the outside of the Treatment plant. It will be at least \$900 to haul everything to the dump. Also, Mike asked if the key codes have all been changed since the first of the year. Dylan said they had all been changed with the exception of the booster station so he will get that done.

### **Authorization to use 6ft Meter Pits for the Project: E-mail Vote**

Linda requests that the minutes reflect that an email vote was taken on March 28, 2023, asking that the use of 6ft meter pits be allowed for the Meter Pit project. The Engineers' Plans suggest the use of 7 ft meter pits however they are 52 weeks away from arrival. The 6ft meter pits are currently available and could enable Stuen to start the project this construction season rather than the next.

A motion was made by Jon Torgerson, 2<sup>nd</sup> by Bill London to allow the 6ft meter pits to be used for the project. Jon Torgerson, Bill London, Mike Ryan, Matt Zietlow, (4) yes, 3 no response.

### **Approval of 2023-1 Bond Resolution:**

This Bond Resolution is required by the DANR to close the loan. It is basically a promissory bond that the district will take on the responsibility of paying it back. That the district will raise its rates to comply with the 110% service-to-debt ratio Rate Covenant.

A motion was made by Peder Torgerson to approve the 2023-1 Bond Resolution, 2<sup>nd</sup> by Mike Ryan, 4 yes, 0 no

### **Annual Consumer Confidence Report and Membership Letter:**

The Annual Report has been received and is ready for distribution. Again, no violations were reported.

Linda has prepared the annual letter to the members telling them how they can download the annual report, briefly outlining the district's projects, and notifying them of the rate increase beginning July 1, 2023.

A motion was made by Mike Hale to approve the letter to be sent to the membership. Peder Torgerson 2<sup>nd</sup>, 4 yes, 0 no.

**Revised Policy:**

Linda requests a revision of the policy that TTWD contractors DO NOT enter a property for any reason. In order to efficiently manage the current older meters TTWD contractors must be able to enter a building to inspect or maintain the water service entering into a building and or the meter.

New Policy Approved: TTWD Representatives may enter a home or business to maintain the meter or incoming water service only if two (2) TTWD representatives are present along with the property owner or their representative.

**Ordinance Updates:**

SECTION L. 38. If TTWD District must turn the water on or off due to an emergency at a property the cost to have the service contractor do that will be forwarded to the property owner on the next billing cycle.

SECTION L. 40. Once repairs have been made, and the water service is turned back on, the property owner must immediately notify TTWD.

A motion was made by Peder Torgerson to approve both additions to the Ordinance listed above, 2<sup>nd</sup> by Mike Hale, 4 yes, 0 no.

**Board of Directors, Per Diem:**

A motion was made by Mike Hale that the BOD Per Diem be increased to the Federal standard per diem rate of \$157 per meeting and that the per Diem would be allowed for those BODs attending the meeting not only in person but by phone or video conference. 2<sup>nd</sup> made by Mike Ryan, 4 yes, 0 no.

**Miscellaneous:** No miscellaneous items at this time.

Meetings in 2023 are scheduled for June 26, August 28, and November 20.

Submitted by Linda Derosier

Meeting Adjourned 5:37