

January 29, 2024

**Terry Trojan Water Project District Board of Directors Meeting Minutes
Deadwood Chamber Conference Room 4:00 p.m.**

After the Executive Session, Janell Berg called the meeting to order at 4:13 p.m.; a roll call was taken.

Present: Board of Directors; Peder Torgerson, Janell Berg, Mike Hale, Mike Ryan, Jon Torgerson, Executive Director - Linda Derosier

Absent: Board of Directors, Matt Zietlow, Bill London

Guests: Leroy Stuen, April & Jake, (Stuen Construction)

Executive Session:

*Mike Ryan Moved to accept an increase in Linda Derosier's compensation by 5% beginning January 1, 2024, 2nd by Janell Berg, 5 voted yes, 0 voted no.

Minutes: A review of the November 20, 2023, meeting minutes was presented.

Mike Hale suggested an addition in System Operations, third item, second sentence, 96 gallons "**per minute**". The per minute is to be added to the minutes.

*Jon Torgerson moved to accept the minutes with the addition, second^d by Janell Berg; 5 voted yes, and 0 voted no.

Financials: The financials were presented for review. The 2023 is P&L, and the Balance Sheet is finalized. Mike had a question regarding the bank charges of \$569.70. Linda confirmed these are all charges for the ACH collections. Janell asked why there were no line items for the Plumbing Operator. Linda explained that Singer was receiving a retainer listed in the Contract Labor section for 2022. Since Stuen doesn't receive a retainer and charges us by the hour, it's no longer in that section. It is now in Operating Expense/ Repair & Maintenance / Stuen. Peder Torgerson expressed that expense is larger than it has been in the past. Linda agreed, which will likely be the case from here on out. The sweep account moves money back and forth to allow for more interest to be earned on the account. Mike H asked why the accounts receivable were showing negative 7,552. It's because some accounts are paid in advance and some are behind, so that number will never be the same. A discussion regarding customers behind in payments occurred, and the Ordinance spells out the process and direction for nonpayment.

*Janell Berg motioned to approve the financials, 2nd by Mike Ryan, 5 yes, 0 no.

System Operations:

Water Losses: November = 19%, December = 12%. Middle-of-night usage jumped to 25 GPM after numerous days of sub-zero-degree temps in the second week of January.

Dropped to 8 GPM after Leroy found a leak at 11019 Whitetail on 1/28/24 (~17 GPM)

2024 Sampling Requirements: 12 Bacteriological - \$25 each, 1 Nitrate - \$19, 3 Arsenic - \$25 each,

Total Lab Fees for 2024 = \$394

Meter Pit Project - 72 Meter/Transmitter installations complete

Stuen Construction

* Leroy said that we'll need to contact the owner of 11019 Whitetail to inform them that there is a water leak in the crawl space. The water has been turned off.

* Regarding the meter pit project, the new meters will not be in service until the project has been completed. Once the meter pit project is done, the new meters will become in service, and Clearwater can take over the reading and billing. All meters and transmitters are in our possession, so we are not waiting on any of that inventory. Leroy Stuen says he has 159 or 169-meter pits installed, so he is more than half done. There are 215 total. Leroy is ahead of schedule but thinks the larger pits may take more time and money when they start on those this summer. Overall, the project is going well.

AE2S Meter Pit Project Storage Tank Update

Janell and Linda will sign loan papers on Wednesday for the second loan for the meter pit and water tank projects. Correction - Loan papers were only signed for the second-meter pit project, not the water storage tank project.

Meter Pit Expenses

Linda created a spreadsheet to track meter pit expenses. Steun Construction expenses are all funded. AE2S expenses haven't been funded at this point but could be funded if we decide to do so later. Clearwater meter and transmitter installation charges and the meters and transmitter equipment costs cannot be funded because we didn't want to bid that out. We decided we wanted Clearwater to purchase and install them, so no bidding was done. Therefore, it is not eligible for funding. The wood posts and signs for the posts will not be funded either because that decision came about after the project had been bid.

This spreadsheet helps to break out the expenses.

Miscellaneous

Leroy points out that getting the property owner to pay for the meter pit installation is very difficult when he does a new service installation. He requests that we begin charging for the installation of the meter pit along with the hook-up fee so that the same person can do the meter pit and curb stop simultaneously. This should reduce incorrect meter pit installations and future leaks and make the new service installation more coherent. Currently, TTWD is responsible for the main to the curb stop, and the property owner is responsible for the curb stop to the home. So, we must reevaluate how this is handled for a new service. Linda will work on the Ordinance to make that change and send it out by email for board approval. This will need to be pretty wrapped for the next meeting on April 22 since the construction season begins May 1, 2024.

The next meeting is the Annual Meeting; Janell Berg, Bill London, and Peder Torgerson will be up for reelection.

2024 Meeting Dates

The scheduled meeting dates for 2024 are:

April 22 -Annual

June 24

August 26

November 18

Respectively Submitted by Linda Derosier

The meeting Adjourned at 5:30 p.m.