

Vaughn Cascade County Water & Sewer



1161 6th Ave, Vaughn, MT 59487

Board Meeting Minutes

February 15th, 2022

Notice: *These minutes are paraphrased and reflect the proceedings of the Board of Directors.*

MCA 7-4-2611 (2) (b). These minutes were officially approved at the

March 22, 2022 Board meeting.

Public in attendance: See sign in sheet

Call to order/Quorum: Herb Phinney President at 6:00 pm

Pledge of Allegiance

Roll Call: Herb Phinney, Tina Cole, Rex Heckle, Cory Eli
Employees: Annette Kniffen,

Approve January 18th, 2021 meeting minutes: 1:53

Herb: has everyone had a chance to read the January 18th minutes? **Rex:** I have not I will look at them now.

Herb: any changes, corrections to the minutes? **None**

Cory: I move to approve the January 18th minutes.

Rex: I second it.

Herb: all in favor say Aye:

Aye: Cory, Rex, Tina, Herb

Herb: all those opposed same sign **None**

Secretary/bookkeeper report: 4:35

See attached

Rex: what do you mean by conversion balance? **Cory:** back in 2015 we had a different accounting firm doing our books. When the books got redone, a lot of our financial records got lost. There was a conversion balance put in to make the books right from that day moving forward.

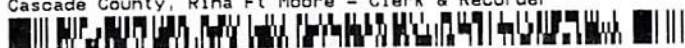
Herb: any community comment on the report? **None**

Operator/manager report: 7:42

See attached

R0427643 CMS

Total Pages: 6 R 0.00 By: bhanson 03/29/2022 12:10:11 PM
Cascade County, Rina Ft Moore - Clerk & Recorder



Rusty was gone, Annette read report

Cory: we each have a log in to check out the IAMGIS computer program. **Herb:** Rusty came to my house and showed it to me. He is really happy about it. No more guessing where or when the lines were installed. I am pretty impressed with the program. We can log in and see they system. **Annette:** he can see where all the shut off valves are, where the water & sewer lines are without searching for a map. **Herb:** I told him he was indispensable and he has done so much for the district in the short time he has been here. He is bringing us up to the current computer age.

Herb: any questions or comments from the community? **None**

Herb: any more comments from the board? **None**

KLJ: Water project 11:10

Sean: We have one thing for water project: this is the last pay application. Last month, some programming they finished up at the tank and the contractors retainage. There are other closing documents we were talking about but with some money left, Rusty and Dan were looking into using some of that. The deadline to use that money is June 1st, I think or it might be June 31st. We can complete this final pay application for Jackson without closing the funding. There is one issue up at the tank right now. The mixer keeps stopping and Rusty is getting weird errors. Because it was working at time of completion it is considered a warranty item. Rusty and I have been in touch with them as of this morning about them getting an electrician back out here. **Cory:** What is the warranty? **Sean:** a year from completion which was early January.

Board: signed the pay applications.

KLJ: Headworks project 14:55

Sean: last pay application to Copper Creek, this project went directly as budgeted. No change orders, no overruns. What they are being paid is exactly what they bid for the project. That's all I have.

Board: signed the pay applications.

Cory: it has been a pleasure working with KLJ, the transparency on everything and the explanation of everything was great. **Annette:** I did get an email today from KLJ requesting a W-9 and another form. So we could get paid for KLJ's cost of the water tank. They had to add to the bottom of the water tank and it was a design flaw on KLJ's fault. As soon as I get that money I will send it to Jackson.

Cory: we ended up with an extra 27,000 gallons of water that was not contracted for. **Sean:** the check is right around \$77,000. **Herb:** any questions or comments for KLJ? **None**

Open Community comment: 18:21

None

Adjournment:

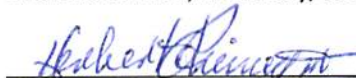
With no further business before the board, the meeting stood adjourned. **Adjourned:** 6:18 pm

Respectfully submitted:



Annette Kniffen, Secretary/Treasurer

3-22-2022
Date



Herbert Phinney III, President

3/22/2022
Date

Vaughn Cascade County Water and Sewer District

Board Meeting Agenda

February 15th, 2022

6:00 p.m. American Legion Hall

- The community speaker will only address the board through the Chair
- Everyone agrees not to interrupt others
- Shouting and personal attacks will not be allowed
- No single party will dominate the meeting
- No person will be allowed to speak twice until all others have had the opportunity to speak
- Discussion should not deviate from the established agenda
- The community speaker should not repeat testimony
- Public comment is limited to 3 minutes

Call to order

Pledge of Allegiance

Roll Call

Approve January 18th, 2022 minutes

Standing Agenda

- Secretary Report
- Operators Report

Old Business

- KLJ Engineering: Update on water project
- KLJ Engineering: Draw requests

New Business:

Open community comment

- Limited to 3 minutes each, state name and, if property owner, address.
- The board will answer on the spot when possible, however community may be asked to fill out an official information request when needed.

Adjourn

Vaughn Cascade County
Water and Sewer District
1161 6 AVE
Vaughn, MT 59487

To: Vaughn Cascade County Water and Sewer Board of Directors

From: Annette Kniffen, Secretary/Treasure

Date: February 15th, 2022

Re: January Secretary/Treasurer's Report

Financials:

January 2022 showed a profit of \$6,338.65

Bank and Other Accounts:

- First Bank checking: \$18,570.31
- **Water Savings:** \$61,066.25
 - 1) Hydrant Savings: \$7,089.00
 - 2) Water Loan: \$17,281.56
 - 3) Refinance: \$2,701.99
 - 4) Water Bond Reserve Savings: \$5,544.22
- **Sewer Savings:** \$48,284.74
 - 1) Lagoon liner: \$31,482.46
 - 2) Wastewater Loan: **-\$5,929.68**
 - 3) Main line: \$5,140.11
 - 4) Sludge: \$6,000.12
 - 5) SAGR Replacement: \$7,923.00
- Sewer Bond Reserve Savings: \$47,453.65
- Bond Reserve 1981: \$8,408.00
- New Water Loan Reserve: \$5,544.36
- Bills paid: \$17,214.33
- The negative for Wastewater loan is because loan is due January. The January transfer from checking to wastewater loan savings wasn't done yet when I sent payment. Automatic transfers are done on the 22nd of each month. Amount transferred is \$6,550 per month.
- I have not heard anything from the IRS yet.

Conversion balance Sewer/Water

To correct assets & Accumulated Depreciation & Amortization to chart of fixed assets

Old audit adjustment from 6/30/2015. I started in January 2017 so again this is before I started. I talked to our accountant and next time she does Annual Financial Report she will get this amount off of Conversion balance and put it into Assets.

Respectfully submitted,

Annette Kniffen

Secretary/Treasurer

Operator/Manager Report

02/15/2022

Report

- Electronic Mapping of the system is being done. The program is called lamGIS. I have entered most of the system and will be continuing to update information as it is obtained. Every operation and changes can be recorded and updated in real time as they are placed into the field. No more guessing if a valve or hydrant has been exercised or even works. No more lost information and operators no longer have to rely on paper maps.
- Phosphorus removal;
 - Currently trying to find funding;
 - Applied for ARPA funds for the sewer line improvements and included Phosphorus removal to help move us to the top of the list.
 - Just been notified of an EPA Grant and plan to apply for it.

Upcoming Projects

- Find funding for Phosphorus removal.
- Continue to enter DATA for the Water and Sanitary system in lamGIS
- Use remaining SRF funds from the water project to replace broken valves and rehabilitation of the existing concrete tank.
- Continue to do O&M work.

Completed Projects

- Disinfection and testing on the new tank
- New tank back on line.
- Installed most of the system in lamGIS.

James South, Operator Manager

A handwritten signature in blue ink, appearing to be 'James South', with a long horizontal line extending to the right.

