

Vaughn Cascade County Water & Sewer



1161 6th Ave, Vaughn, MT 59487

Board Meeting Minutes

January 18th, 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 Feb 15-2022 Board meeting.*

Public in attendance: See sign in sheet

Call to order/Quorum: Herb Phinney President at 6:02 pm

Pledge of Allegiance

Roll Call: Herb Phinney, Tina Cole, Rex Heckle

Employees: James (Rusty) South

Approve November 16, 2021 meeting minutes: 2:16

Herb: Has everybody had a chance to look over the minutes

Herb: public comment?

Doug: noticed that on the first page it says Herb Phinney Vice President. He is the President

Herb: we will consider it a typo and correct it.

Herb: any other board comments: none

Rex: moves to approve the November 16, 2021 minutes with correction as indicated

Tina: second

All in favor: Rex, Tina, Herb.

Secretary/bookkeeper report: 5:57

Annette is out sick:

Herb read report: See attached

Doug: asked about the conversion balance.

Cory Eli: came in at 6:11 pm

Herb: Annette & I went to a meeting at the county commissioners we talked to Sarah from Sweetgrass Development regarding the IRS. And discussing with accountant.



Operator/manager report: 13:09

See attached

Cory: regarding fence install. Did we ask for the bid to fix fence? **Rusty:** no that is from Doug.

Doug: I would like to say that Dan at KLJ was the one that told me to get him the pictures and the bid to fix the fence. The statement from Winns also. I did not call and harass him. I called to see if the contractor would take care of that. All I wanted was an answer that the contractor was responsible for fixing the fence. I returned a phone call to him. Dan said he was going to refer it back to the District. All I need is to have the fence fixed.

Cory: right now the ground is frozen. **Rex:** who took the fence down? **Doug:** the contractor took the fence down to make an easement. The fence was continuous they cut the fence. I went to the contractor and asked if he was going to fix the fence and he said it was not in the contract.

Rusty: I would like to make a suggestion. I will fix the fence in the spring. I can fix it like the other corner. But it isn't going to happen until spring when the ground thaws. **Doug:** that is fine. I got an answer we can put that to bed. **Herb:** does the board agree with the plan that Rusty will fix the fence this spring?

Tina, Rex, Cory agree that is fine.

KLJ: 22:05

Sean: Water project. This will be the second to last pay application and a change order. The last pay application will include the retainage and a small amount for work at the tank. The warranty does not start until the final pay application is done which should be at next meeting.

Rusty should have plenty of time to get the new tank up and running to make sure everything is working correctly before final payment. The change order is for tank sensor and level that was installed on the new tank.

Sean: Headworks: 30:29

Pay app. 2nd and final pay to Copper Creek. There were no change orders or adjustments. The contractor is getting paid exactly what the bid was. He has provided us with a letter stating that they will seed for grass in the spring.

There is DEQ paperwork for substantial completion. It was at the beginning of November and we gave them substantial completion and he had 30 days after that to fix the fence.

Open Community Comment: 37:46

Doug: on the website the last water confidence report, **Rusty:** it comes out each year. The 2021 should be coming out just not sure when.

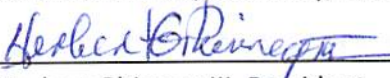
Adjournment:

With no further business before the board, the meeting stood adjourned. **Adjourned: 6:40 pm**

Respectfully submitted:



Annette Kniffen, Secretary/Treasurer



Herbert Phinney III, President

2-15-2022
Date

2/15/2022
Date

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: January 18th 2022

Re: December Secretary/Treasurer's Report

Financials:

December showed a profit of \$4,678.66

Bank and Other Accounts:

- First Bank checking: \$12,761.35

- **Water Savings: \$71,943.37**
 - 1) Hydrant Savings: \$5,838.00
 - 2) Water Loan: \$18,121.40
 - 3) Refinance: \$15,009.09
 - 4) Bond Reserve refi.: \$8,408.00
 - 5) Water Bond Reserve Savings: \$5,544.22

- **Sewer Savings: \$67,851.73**
 - 1) Lagoon liner: \$29,732.44
 - 2) Wastewater Loan: \$19,950.00
 - 3) Main line: \$3,847.25
 - 4) Sludge: \$5,000.10
 - 5) SAGR Replacement: \$6,672.00

- Sewer Bond Reserve Savings: \$47,452.06
- Bills paid: \$23,050.88

Depreciation is a common accounting concept that helps adjust the value of a deteriorating asset over time as it becomes less efficient. A business can depreciate an asset with an expected useful life of more than one year. Negative depreciation, on the other hand, accounts for the opposite process of an asset gaining value over time.

We received a letter from the IRS regarding missing employee tax returns form 941 Sept 2015 & form 940 Dec 2016. We don't have to file form 940, we are exempt.

I went back through and filled out the forms and sent them in.

File 941: 3rd quarter 2015 no federal taxes were withheld. For Social Security & Medicare we owed \$1,965.51. I sent a check in with the form. I don't know how much more we will owe until I get a bill from the IRS.

There will be late fees and federal taxes owed. I will try and work with the IRS to get some of the late fees reduced. This was all before I started working here in 2017.

Respectfully submitted,

Annette Kniffen

Secretary/Treasurer

Vaughn Cascade County Water and Sewer District

Board Meeting Agenda

January 18th, 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 November 16th, 2021 minutes

Standing Agenda

- Secretary Report
- Operators Report

Old Business

- KLJ Engineering: Update on water project
- KLJ Engineering: Update on Headworks
- KLJ Engineering: Draw requests
- KLJ ARPA Funds

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

Operator/Manager Report

01/18/2022

Report

- Headworks; switched to a mesh net instead of a basket and it is working good however the size of the mesh is still a work in progress.
- Water tank; Tank is finally complete and disinfected, waiting on several worm days to complete bacteria testing before putting it online again.
- Phosphorus removal;
 - AquaPyr is willing to do a pilot program but it is not going to be free. One month \$5,500 or run it for the summer would be an additional \$12,000. That \$17,000 can be used for the purchase of the unit. One unit for are system runs \$85,000, does not include piping and additional tanks, act.
 - DEQ is going to require some engineering and data just for the pilot program.
 - Found out that we cannot use the use the left-over funding from the sewer project to run the pilot program.
 - Looks like we will have to have it engineered.
 - Will require 2 units.
 - Funding has been applied for this month; JLK thinks the Phosphorous problem will put us higher on the list.
 - Jar testing is going to be done to determine chemical application.
- Doug Schwarz; I received several phone calls from Dan with KLJ that Doug is calling and harass them about the fence issue. I was told that Doug threatened to go above Dan to his supervisor. See attached doc.

Upcoming Projects

- Continue to do O&M work.

Completed Projects

- Water tank cleaning.

Board Approvals

- Direction on Phosphorus removal.

James South, Operator Manager





2969 Airport Road, Suite 18
Helena, MT 59601-1201
406 449 7764
KLJENG.COM

1/5/2022
Doug Schwarz
940 1st Ave
Vaughn, MT 59487

Re: Fence Repair

Dear Mr. Schwarz

KLJ received your package of information regarding your fence repair. KLJ acknowledges the information you sent and have forwarded it onto the Vaughn Water and Sewer District for their consideration. Please work with the District with any questions in regards to this process and they will contact me if they have questions for me. Thanks.

Sincerely,

KLJ

A handwritten signature in black ink that reads "Dan Richardson".

Dan Richardson
KLJ – Project Manager

cc: Vaughn Water and Sewer District

RECEIVED
JAN 10 2022

BY:

Date: 11-16-2021

From: Doug Schwarz

940 1st Ave

Vaughn, MT 59487

Phone: 406-402-5206

To: KJL Engineering

Regarding: Fence Repair

I am forwarding pictures, property owner statement of adjacent property and estimate of repair. No one from your company was present at the October meeting of the VSW board.

I have previously conveyed to your representatives my concerns of this fence situation that apparently was not conveyed properly to your attention. Please reply by phone or in writing as to how you want to proceed to properly repair my fence.

Thank you for your response,

Doug Schwarz

Vaughn Cascade County Water & Sewer



1161 6th Ave, Vaughn, MT 59487
ph. 406-964-8880

Customer Complaint Form

We strive to provide you with the highest level of service at all times. If this has not been the case, or if we have not handled something to your satisfaction, please detail your concerns below.

Your details

Title Mr / Mrs / Ms / Miss First name Don Surname LINDA SCHUBERT
Account holder's name (if different from above) Don & Linda Schubert
Account number (if available) _____
Account address 940 1st Ave Vaughn
Preferred contact phone number 406-402-5206
Email address LSCHUBERT@HOTMAIL.COM

I do not wish for Vaughn Water & Sewer District to contact me regarding any promotional or marketing activities (please check box)

Category

Please tick the box which best reflects the issue:

- Billing and accounts
- Connection
- Disconnection
- Reconnection
- Other matters
-

The issue

Please tell us clearly where we failed to meet your expectations. Add extra pages if necessary, and attach copies of relevant documents such as letters, bills, etc.

CUTTING DOWN OF BIRD-WIRE FENCE.
LACK OF NOTIFICATION WHEN ENTERING OF WORKING
ON PRIVATE PROPERTY

Previous contact

Where possible, please provide names and times of discussions held with Synergy people:

At Board Meeting SEPT 2021

What was the result of your discussions?

Please provide details of the outcome or further course of action:

THE FENCE WAS TO BE REPAIRED

Your expectation

Please indicate what you would like to see happen to resolve your complaint or improve our service in the future:

1. THAT A CORNER POST BE INSTALLED AND FENCE TO BE PROPERLY STREAED
2. WAS NOT DONE CORRECTLY

Signature Persq Selmanz Date 10-19-2021

We will provide you with a written acknowledgment within 10 working days. In the meantime, should you have any further queries whilst your complaint is being processed, please do not hesitate to contact us at

406-964-8880

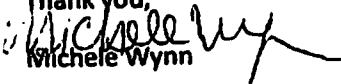
For VWS use		
Date received	Acknowledgement	Reply
	Due date	Due date
	Date sent	Date sent
	DMS#	DMS#
	Prepared by	Prepared by

October 18, 2021

To whom it may concern:

My name is Michele Wynn and I am the homeowner at 5 Timber Lane in Vaughn, MT. This summer, 2021, there was a water project performed on our property. Before the project began, there was a continuous barbed wire fence that ran along First Avenue in front of our property and also along the property adjacent to ours. In the course of the project, the contractor removed the fencing posts, cut the barbed wire fence and left it on the ground. Upon completion of the project, the fencing and posts were never put back in its original location.

I would like to request that the fencing posts be reinstalled and also the barbed wire fence replaced and put back up in its original location.

Thank you,

Michele Wynn

406-403-8501

SIGN IN SHEET

VAUGHN CASCADE COUNTY WATER & SEWER DISTRICT

BOARD MEETING

DATE: Jan 18-2022

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NAME	PHONE NUMBER
Dory Schuber	406-402-5200
Sean Rahe	701-690-2834