

Vaughn Cascade County Water and Sewer District

Board Meeting Agenda

January 19<sup>th</sup>, 2021

6:00 p.m. American Legion Hall

**FACE MASK REQUIRED**

Call to order

Pledge of Allegiance

Roll Call

Approve Dec15th, 2020 meeting minutes

**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.

**Standing Agenda**

- Secretary/Bookkeeper report
- Operator report

**Old Business**

- KLJ Engineering: Update on water project

**New Business**

- Accept John Gurnsey resignation
- The Board of Directors are looking for board members

Adjourn

# Vaughn Cascade County Water & Sewer



1161 6<sup>th</sup> Ave, Vaughn, MT 59487

Board Meeting Minutes

January 19<sup>th</sup>, 2021

**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 02/16/2021 Board meeting.

**Public in attendance:** see sign in sheet

**Call to order/Quorum:** Cory Eli President at 6:03 pm

**Pledge of Allegiance**

**Roll Call:** Herb Phinney, Rex Heckel, Cory Eli.

**Employees:** Annette Kniffen, James (Rusty) South

**Approve Dec 15, 2021 meeting Minutes: 1:17**

**Cory:** moved to approve minutes as written

**Rex:** second

**Any further board discussion:** none

**Any public discussion:** none

All those in favor say aye: Rex, Cory, Herb

All those opposes same sign: none

Motion carries.

**Public community comments: 3:32**

**Tina:** I am here to see what the board does and maybe become a board member.

**Secretary/bookkeeper report: 4:29**

See attached

**Board discussed loss. Annette:** the SAGR loan was paid last day of month. The money got transferred from savings to checking but didn't show until the first day of the next month.

**Rex:** how do we save for hydrant savings. **Annette:** we are putting so much away now for repairs that will need to be done down the road. The mainline doesn't have anything in it yet because we just started collecting

January 1<sup>st</sup>. **Rex:** is the new administration going to make it more expensive for us. **Rusty:** supplies are going to go up in price so it will make our costs go up.

**Operators Report: 11:49**

**See attached**

Headworks is still sitting at DEQ. Waiting for it to come back, then we can put it out for bid.

**Cory:** how long have you been waiting for Northwestern Energy to put electric at the new shop?

**Rusty:** awhile. I thought I could do the electrical myself but we had to get an electrician. I could do the electricity but I had to get United Electric to come inspect it and finish up. It was all done correct so they didn't have to redo anything. **Rex:** Rusty you are doing most of the work on the shop? **Rusty:** Yes, once in a while Buck helps me out when I can't do it by myself. **Cory:** we haven't been subcontracting out.

**Old Business: 15:30**

**KLJ update on water project.**

**Annette:** we got a new draw request. We had one in September that got voided. There were things one there that wasn't coded right so got sent back to KLJ. We have a new that is more than the first one. The original draw was around \$50,000 and the new one is a \$93,483.41. It is paying more invoices than the first one.

**Krista KLJ:** we are set up with you in 3 different series. The first one I can't remember the second is preliminary and design, the third is construction, management. The last one includes working with the funding agencies, bidding process, working with the contractor and things like that. TSEP is really particular they want admin costs separated out and we didn't do it that way. So we had to redo the invoicing.

**Annette:** explained grant money won't cover the whole cost of the water project, we will have to take out a loan.

**Krista KLJ: 24:50**

I will be here until the end of the project. So far the contractor has done the rough grading for the new tank up on the hill. The contractor schedule has them working on the highway crossing in February. This is their 3<sup>rd</sup> updated schedule they sent due to weather. **Rusty:** they wanted to do the pipe work up by the tank but because pipe hadn't showed up yet they couldn't. Pipe is just now showing up and being stored down by the lagoons.

**New business: 28:45**

**John Gurnsey resignation letter**

**Cory:** John Gurnsey unfortunately gave us a letter of resignation stating personal reasons.

Cory made motion to accept John Gurnsey's letter of resignation.

Herb: seconded.

All those in favor say aye: Rex, Herb

All those opposed same sign: Cory

Motion carries

**Looking for New Board members: 29:55**

**Annette:** that is the ad I posted at the Post Office for board members. It was taken down again at the post office. The lady at the post office found the key to the lock box and I will start putting it in there. **Herb:** we normally have 5 members on the board. We would like community members that are interested in the

community and wants to see it grow. **Cory:** we do the best we can to be good stewards with our neighbors money. We can take letters of interest by dropping off at the office or mailed in.

**Herb:** when you decide to come on the board you don't have to discuss any water district business or board decisions outside of a meeting.

**Rusty:** don't let them start coming to your house. If they want to know something tell them they need to come to a board meeting. **Cory:** we have no power at all unless we are sitting at a board meeting and making motions. It has to be posted, it has to be announced. Everyone has to have ample notice and show up to object if they want to.

**Rex:** Tina if you are interested we just need a letter of intent. It doesn't have to be a long letter. Annette probably has examples of what it should include.

**Tina:** I can just hand write it correct? **Annette:** yes that is fine. **Tina:** I have been in Vaughn 2 ½ years.

**Herb:** we are always looking for new points of view.

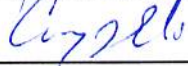
**Adjournment:**

With no further business before the board, the meeting stood adjourned. **Adjourned:** 6:41 pm

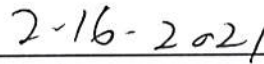
Respectfully submitted:



\_\_\_\_\_  
Annette Kniffen, Secretary/Treasurer



\_\_\_\_\_  
Cory Eli, President



\_\_\_\_\_  
Date



\_\_\_\_\_  
Date

## **Operator/Manager Report**

**01/19/2021**

### **Report**

- **Garage/Shop building is almost complete working on insulation and interior sheeting. Waiting on Northwester Energy for gas and electrical.**
- **Headworks Project Plans/specs are about 99% complete and have be sent to DEQ for approval.**

### **Upcoming Projects**

- **Working on garage/shop building.**
- **Continue to do O&M work.**

### **Completed Projects**

- **none**

### **Board Approvals**

- **none**

**James South, Operator Manager**

A handwritten signature in black ink, consisting of a stylized 'J' and 'S' followed by a long horizontal line extending to the right.

**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/Treasurer

**Date:** January 19, 2021

**Re:** December 2020 Secretary/Treasurer's Report

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**Financials:**

December showed a loss of \$1,393.57.

**Bank and Other Accounts:**

- First Bank checking: \$3,841.56
- Water Savings: \$72,723.56
  - 1) Hydrant Savings: \$2,085.00
  - 2) Water Loan: \$10,500.00
  - 3) Refinance: \$9.09
  - 4) Bond Reserve refi.: \$8,408.00
- Sewer Savings: \$32,546.25
  - 1) Lagoon liner: \$19,140.04
  - 2) Wastewater Loan: \$1,919.47
  - 3) Main line:
  - 4) Sludge: \$1,666.70
  - 5) SAGR Replacement: \$834.00
- Sewer Bond Reserve Savings: \$47,446.50
- Bills paid: \$71,983.57.

Respectfully submitted,

Annette Kniffen

Secretary/Treasurer

SIGN IN SHEET

VAUGHN CASCADE COUNTY WATER & SEWER DISTRICT

BOARD MEETING

DATE: Jan 19, 2021

NAME (PLEASE PRINT)	PHONE NUMBER
Krista Hanson	461-9057 cell 452-8600 (w)
Tina Cole	799-4994