

Vaughn Cascade County Water & Sewer



1161 6th Ave, Vaughn, MT 59487

Board Meeting Minutes

July 28th, 2020

RECEIVED

SEP 8 8 2020

mejohnson

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 August 25-2020 Board meeting.*

Public in attendance: see sign in sheet

Call to order/Quorum: Vice President Herb Phinney 6:03 pm

Pledge of Allegiance

Roll Call: Herb Phinney, Rex Heckle, John Gurnsey. 6:14 Cory Eli.

Employees: Annette Kniffen, James (Rusty) South

Approve June 16th 2020 meeting minutes 1:20

All those in favor say Aye: John, Herb, Rex

Community comment: none

Open Community Comment: 3:24

Doug Schwarz: When is there going to be a budget review on the 2019 & 2020 expenditures and where the budget needs to be adjusted? Also approval of 2021 new budget. Closing of year end which was June 30, 2020, when will that be available? I don't feel in the meetings that the board is looking at that and the expenditures and what needs to be set aside for future improvements.

Country Store was sold and still advertising the free RV dump. It has been several years when that was supposed to be closed down. It doesn't show the Board has followed through with the rules and regulations of the district.

Has a relief operator been hired for Rusty?

Last thing is the fire hydrants and the fire department. Has there been any headway with training the fire dept. on operation of hydrants.

R0394446 CMS

Total Pages: 10 R 0.00 By: mejohnson 09/08/2020 01:14:37 PM
Cascade County, Rina Ft Moore - Clerk & Recorder



Rusty: the budget is still being worked on.

Annette: I can't do end of year financials until I get all the bills in. Kenco was received today. There will be electric and phone bills still coming in. We are working on it.

Doug: the reason I am saying anything is to make sure that money is being set aside for future work and the board needs to look at that.

Rusty: it will be in this year's budget.

Annette: I didn't have a very good operator last year to help with the budget. Rusty and I are working together to make this budget right.

Rex: I never noticed the sign about the RV dump. Do we need to call him and say take the sign down? **Rusty:** it is not in operation anymore. We can't force him to paint over the sign. **Doug:** there was a big problem with that and causing damage to the system. There was a letter sent years ago and the sign is still on there.

Rusty: I brought it up to him and the building is scheduled to be painted.

Herb: as far as the board, the RV dump has been sealed for quite a while. The sign on the building is the responsibility of the new owner. **John:** Doug have you approached the new owner? **Doug:** no. It could be opened back up again very easily. **Herb:** at this point we can have Rusty talk to them and keep an eye on it. Sealing the dump has been complied with. It is just the sign that is a concern.

Rusty: after the last meeting we talked to the Fire Chief. His crew knows how to operate the fire hydrants. The other hydrants that couldn't be found, Rusty will show them.

Rusty: the relief operator, still working on getting a co-op together with Fairfield and Cascade.

Standing Agenda: 14:05

Secretary/bookkeeper report: see attached

Discussion on refinancing the Berkadia loan to Coal Severance class: Saving approximately \$750 a year. The reason to refinance early is so there is not as much paperwork to do when the water loan goes through the end of this year. Need board approval to refinance early.

Cory motion to refinance early. Rex second

Any public discussion: none

Any further board discussion: none

All those in favor say Aye: Herb, Rex, John, Cory.

Motion Carries.

Operators report: 20:50

See attached

Discussion on new mower: Don't need a commercial they go for \$7,000 & up. **Rusty:** we will need to buy a new to get it financed. **Cory:** there is a lawn mower for the pump house. Lagoon mower will be 100% there.

Rusty: how much do you want me to spend? **Jeff:** they last 6-8 years or should. **Rusty:** it might fit in the blower room. **Herb:** it is a good plan and the approach we are taking with using the new one only at the lagoons.

Rex: I think we should do it. **John:** all for it.

Motion to authorize Rusty to purchase a new lawn mower for the lagoon, 32:20 Cory made motion, Herb Second

Any further board discussion: none

Any public discussion: none

All those in favor say Aye: Cory, Herb, John, Rex. All those opposed same sign: none

Old Business:

KLJ update water project: 33:10

Dan: Waiting on 3 things, DEQ is going through their process, Site Title opinion and to get electrical finalized. Construction should be finished up this year. We will go to bid probably late August, waiting on DEQ and electrical. The only downtime will probably be late hour at night when the new tank is going in. If water is shut off it will probably only be 4 hours.

Agenda:

Riding mower: discussed earlier

New Business: 38:08

New Board member: Replacing Sue Scott

Letter of intent from Jeff Werley.

Herb: Has all the board members had an opportunity to review the letter of intent?

Board Discussion:

Cory: he has been in town for a couple years and he brings a common sense approach to what the board is doing. **Herb:** liked his comments on the riding mower and his experience and knowledge. **Cory:** he does have board experience. **Jeff:** I have been on 2 city councils and an HOA. **Rex:** have you always been a Montana guy?
Jeff: no, I have been here 15 years.

Herb made motion to accept Jeff Werely as new board member to replace Sue Scott. Rex second.

Any further board discussion: none

Any public discussion: none

All those in favor say Aye: Rex, John, Cory, Herb

All those opposed same sign: none

Jeff Werely sworn in by Cory Eli.

New business: 42:50

Letter regarding safety deposit box.

Annette: Herb and I went to the bank here in Vaughn, the box needed to be drilled out because the key was lost. There was some well information title was in there. We have to switch boxes because there's not another lock to put back into that box. The paperwork that was taken out will go back in the box along with truck titles, land titles etc. No extra charge for switching boxes. The box is \$35 per year.

The first letter: see attached.

Regarding the board of directors approving of switching boxes.

Motion to switch boxes: Rex, seconded by John

All those in favor say Aye: John, Rex, Cory, Herb

Any further board discussion: none

Any public comment: none

Motion carries

The second letter: see attached

Regarding who has access to the safety deposit box.

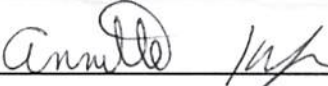
Discussion on how many people need to be present to open the box. Board decided 2 people with at least one being a board member. At least 2 board members, manager and secretary should have access.

The following people are authorized to access the box: Herb Phinney, Cory Eli, Rusty South, Annette Kniffen


Adjournment:

With no further business before the board, the meeting stood adjourned. Adjourned: 6:56 pm

Respectfully submitted:



Annette Kniffen, Secretary/Treasurer



Cory Eli, President

8-25-2020
Date

08/25/2020
Date

Vaughn Cascade County Water and Sewer District

Board Meeting Agenda

July 28th, 2020

6:00 p.m. American Legion Hall

REC
SEP 8 2020

Face Mask required

Call to order

Pledge of Allegiance

Roll Call

Approve June 16th, 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
- Discuss & possibly vote on a new riding mower

New Business

- Review Board letter of intent and possibly fill position
- Safety Deposit box letter to switch boxes
- Safety Deposit box letter to authorize who can access box

Adjourn

Vaughn Cascade County Water & Sewer



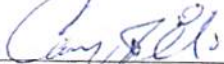
1161 6th Ave, Vaughn, MT 59487

ph. 406-964-8880

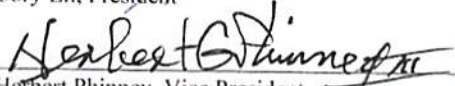
The Vaughn Cascade County Water and Sewer Board of Directors are requesting to switch Safety Deposit Boxes at First Bank of Montana 390 Post AVE, Vaughn, MT.

The key was lost for the old box. Central lock and Key drilled out the old lock, they did not have a lock to replace it.

Signature of the Board:


Cory Eli, President

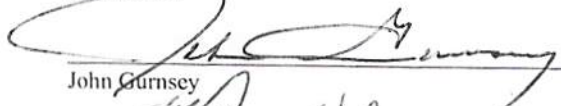
07/28/2020
Date


Herbert Phinney, Vice President

28 Jul 2020
Date


Rex Heckel

28 Jul 20
Date


John Gurnsey

28 Jul 20
Date


JEFF WERLEY

Jul -28-20
Date

Secretary's Certification:

I certify that the foregoing letter was duly adopted by the Vaughn Cascade County Water & Sewer Board of Directors at

A properly noticed meeting held on 28 day July - 2020 at which a quorum was present.

By: 



Vaughn Cascade County Water & Sewer



1161 6th Ave, Vaughn, MT 59487

ph. 406-964-8880

The Vaughn Cascade County Water and Sewer District have authorized the following people to have access to the Safety Deposit Box at First Bank of Montana 390 Post AVE, Vaughn, MT.

2 Person Access Required

HERB PHINNEY
Print name

Herbert Phinney
Signature

CORY ELI
Print name

Cory Eli
Signature

JAMES SOUTH
Print name

[Signature]
Signature

ANNETTE KNIFFEN
Print name

Annette Kniffen
Signature

Signature of the Board:

Cory Eli
Cory Eli, President

7/28/2020
Date

Herbert Phinney
Herbert Phinney, Vice President

28 Jul 2020
Date

Rex Heckel
Rex Heckel

28 Jul 20
Date

John Gurnsey
John Gurnsey

28 Jul 20
Date

[Signature]
Secretary's Certification:

28 Jul - 2020
Date

I certify that the foregoing letter was duly adopted by the Vaughn Cascade County Water & Sewer Board of Directors at

A properly noticed meeting held on 28 day June 2020 at which a quorum was present.

By: Annette Kniffen



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: July 28th, 2020

Re: June 2020 Secretary/Treasurer's Report

Financials:

June showed a loss of \$36,781.76. Due to Wastewater loan payment

Bank and Other Accounts:

- First Bank checking: \$17,101.65
- Water Savings: \$57,235.80
- Sewer Savings: \$56,222.55
- Bond Reserve Savings: \$47,444.13
- Bills paid: \$54,388.28

Correspondence:

We received notice from Montana Unemployment stating one of our ex-employees has filed for unemployment. I called and talked to Lindsey, she explained that being a government entity, if a person quits, gets laid off or hours get cut, they can claim unemployment. We are being charged \$457.95 against our unemployment bank.

We had a phone conference call for the water project on July 21st, 2020. The Bond Counsel was asking if the Board wanted to refinance the Berkadia loan early. It will cost us \$9007 in closing cost which will need to be taken out of savings.

The property insurance went up due to SAGR system. Last FY 2020 it was \$9,013.00, this FY 2021 it is \$12,864.40.

Respectfully submitted,

Annette Kniffen

Secretary/Treasurer

Operator/Manager Report

06/16/2020

Report

- SAGR on the south appears to be leaking. The state and the engineer have been notified. Collette will be on site Thursday morning to verify my findings.

Completed Projects

- Worked on the annual budget with Annette
- Sprayed weeds around the Lagoons
- Sprayed weeds cleaned up around water tank
- Worked on pump house.
- Exercised curb stops.
- Continue to do O&M work.
-

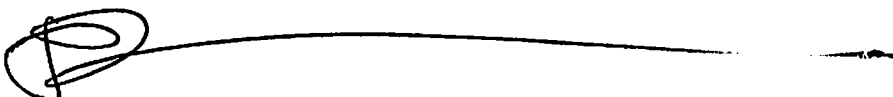
Upcoming Projects

- CO-OP with Cascade and Fairfield for backup Operator, emergency help, and help in general. Been on hold do to COVID 19.
- Electrical junction box replacement Pump House #2
- Fire hydrant inspection, flushing and service.
- Curb stop repair.
- Valve box rising at Central Ave & 4th Street with the county paving department.

Board Approvals

- New lawn mower.

James South, Operator Manager

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

SIGN IN SHEET

VAUGHN CASCADE COUNTY WATER & SEWER DISTRICT

BOARD MEETING

DATE: July 28-2020

NAME (PLEASE PRINT)	PHONE NUMBER
Dan Richardson	406 - 750 - 3657
Garie Gordon	(406) 799-2904
Darryl Satterbar	