

**Vaughn Cascade County Water and Sewer District**

**Board Meeting Agenda**

**March 22<sup>nd</sup>, 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 February 15<sup>th</sup>, 2022 minutes

**Standing Agenda**

- Secretary Report
- Operators Report

**Old Business**

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

**New Business:**

- Discuss Inflatable Trench Box
- Resolution 22-01 purchase of Inflatable Trench Box
- Discuss Accounting Policies and Procedures manual
- Resolution 22-02 Accounting Policies and Procedures manual

**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 & Sewer



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

Board Meeting Minutes

March 22<sup>nd</sup>, 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 April 19, 2022 Board meeting.

**Public in attendance:** Sandra Dail

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

**Pledge of Allegiance**

**Roll Call:** Herb Phinney, Tina Cole, Rex Heckle

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

**Approve February 15<sup>th</sup>, 2022 minutes 1:45**

**Herb:** has everyone had a chance to read the minutes? **Tina:** yes **Rex:** yes

**Herb:** any board discussion regarding minutes? **Tina:** no **Rex:** no

**Herb:** any community comments? **None**

**Rex:** I make a motion to accept the minutes as written.

**Tina:** I second that motion.

**All those in favor say Aye:** Tina, Rex, and Herb

**All those opposed same sign:** none

Minutes approved

**Secretary/bookkeeper report: 3:37**

See attached

\$71,000 went to Jackson Contracting. A while ago KLJ made a mistake on the new tank, they paid for that mistake. They sent us the check and I sent it to them.

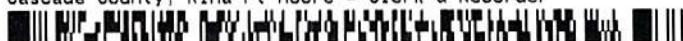
**Operator/manager report: 6:02**

See attached

**Discussion:** regarding the lift station on Couch Ave not working very well. The pump is rusted and the seals are broken. Not sure what cost will be to replace it.

**R0428756 CMS**

Total Pages: 6 R 0.00 By: tmaroh 04/21/2022 10:18:04 AM  
Cascade County, Rina Ft Moore - Clerk & Recorder



**KLJ Engineering: Water Project update 12:20**

**Annette:** we have 3 draws to sign. One is substantial completion form for the sewer, that form was signed but Sean from KLJ signed it and an engineer was supposed to so it had to be resigned. The second one is a payout for Jackson that was approved at the last meeting. The paperwork had to be redone, Helena wanted us to use more of the grant money than the loan. They moved funds around. The last paper is from DEQ. **See attached.**

**New Business: 17:10**

**Resolution 22-01 Trench Box purchase discussion: 17:11**

**Rex:** can you please explain it to me? **Herb:** it is a portable, inflatable. **Rusty:** it is to shore up the sides when I dig a hole so dirt doesn't fall on me. They make them out of metal but then you need machinery and we don't have machinery. This I can throw this one in the truck and carry it wherever I need to take it. **Herb:** have you ever seen when they are digging up the streets and they have those big metal plates they put down in the hole? That is what this is used for. **Rusty:** if I am digging in the street I won't have to make the hole so big, I can make it smaller and use this box. I would dig down and dig out so it was at an angle. **Rex:** does this inflate? **Rusty:** yes and it is OSHA approved.

**Sandra Dail:** how come we can't borrow something like this? **Annette:** we are unincorporated city.

**Rusty:** we can't borrow any equipment we would have to rent it. All they have to rent is the big steel. We would have to rent the equipment to move it around and it would cost more in the long run.

**Motion to approve Resolution 22-01 Trench Box. 24:08**

Tina makes motion to pass Resolution 22-01.

Rex I second

All those in favor say Aye: Tina, Rex and Herb

All those opposed same sign: none

**Resolution 22-02 Accounting Policies and Procedures Manual 27:13**

**Discussion:**

**Annette:** does anyone have questions or concerns? That came from Dan at Montana State Government Education. Our Auditor is requesting we have one. **Herb:** the reason why we are adopting this is because we are a government entity and we need this. **Rex:** what is a sub-grant? **Annette:** when we get more than one grant from the same company. **Herb:** Annette talked to our accountant in Fairfield and said it was a good idea to have a manual.

**Motion to approve Resolution 22-02 Accounting Policies and Procedure Manual 29:21**

Rex makes motion to pass Resolution 22-02

Tina I second

All those in favor say Aye: Tina, Rex and Herb

All those opposed same sign: none

**Open community comment: 30:50**

**Sandra Dail:** Can we get a community swimming pool in Vaughn? **Herb:** there is land that use to be a baseball field. **Rusty:** that would be up to the county commissioners. We could supply water to it.

**Sandra:** I was thinking about going to Conrad to see how it was started and how it works. **Herb:** if we did go in the direction of a pool it wouldn't be under the water and sewer district, it would be under the county commissioners. **Annette:** last week I called the DOT about the speeding because I almost got rear-ended by a semi. I asked if we could get one of those signs saying this is your speed. He said because we are unincorporated there is nothing DOT can do but if we wanted to pay for one and get all the permits we could. We would have to go through the county commissioners to get one.

**Sandra:** what does unincorporated mean? **Annette:** we don't have a mayor, we don't get any tax money. **Rusty:** we fall under the county we are not an actual city. **Sandra:** do you see any time in the future of becoming a city? **Herb:** I imagine that the commissioners would have to take a survey of the residents of Vaughn to see if they wanted a pool and see what kind of hoops the residents would have to jump through. That's the way to go, talk to the community and get a petition going then go talk to the county commissioners. Joe Briggs is our county commissioner out here.


**Adjournment:**

With no further business before the board, the meeting stood adjourned. **Adjourned:** 6:38 pm

Respectfully submitted:

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

4-19-2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Herbert Phinney III, President

4/19/22  
\_\_\_\_\_  
Date

## Operator/Manager Report

03/22/2022

### Report

- Couch Lift Station went down and had to be temporary repaired again. The electrical panel needs a new upgrade bad it is out of code. The pump in the wet well is also in bad shape. The pump is working but the seal has blown and needs replaced. We cannot remove the pump and replace the seal as everything in the manhole has rusted together. I'm working on getting a quote for the work.
- Phosphorus removal; Waiting on funding.
- Going to use the remaining funding of the water project to rehab existing tank, replace broken valves.

### Upcoming Projects

- 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.
- Fix couch lift station
- Continue to do O&M work.

### Completed Projects

- Installed more of the system in lamGIS.

James South, Operator Manager

A handwritten signature in blue ink, consisting of a stylized initial 'J' followed by a long horizontal line that curves slightly upwards at the end.



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:** March 22<sup>nd</sup>, 2022

**Re:** February Secretary/Treasurer's Report

---

**Financials:**

February 2022 showed a profit of \$9,371.34

**Bank and Other Accounts:**

- First Bank checking: \$17,780.11
  
- **Water Savings: \$63,918.72**
  - 1) Hydrant Savings: \$7,506.00
  - 2) Water Loan: \$18,216.56
  - 3) Refinance: \$4,201.99
  
- **Sewer Savings: \$61,856.69**
  - 1) Lagoon liner: \$32,065.80
  - 2) Wastewater Loan: 5,875.69
  - 3) Main line: \$5,572.44
  - 4) Sludge: \$6,333.46
  - 5) SAGR Replacement: \$8,340.00
  
- Sewer Bond Reserve Savings: \$47,454.05
- Bond Reserve 1981: \$8,408.00
- New Water Loan Reserve: \$5,544.40
- Bills paid: \$91,059.93
  - 1) \$71,169.61 went to Jackson Contracting

**Respectfully submitted,**

**Annette Kniffen**

**Secretary/Treasurer**