

STATE OF MONTANA VALLEY COUNTY

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LYNNE NYQUIST CLERK AND RECORDER

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BY:

TO: NVCW & SD, INC BOX 119, ST MARIE, MT 59231

North Valley County Water & Sewer District, Inc.**P. O. Box 119, St. Marie, MT 59231****Board Meeting #322****9:30 a.m., Tuesday, January 19, 2016 at Town Hall**

Directors in attendance: Marilyn Widhalm, Owen Childers, Gregory Eldridge, Leon Pearce and Roger Davis

Directors absent: None

Others in attendance: Alice Hawkins, Jerry Ketchum, DeAnn Ketchum, and C. A. Guy

The meeting was **called to order** by President Marilyn Widhalm. Widhalm noted five Directors were present, providing a **quorum**. **Proof of notice** was by posting today's agenda on town hall bulletin board on 01/13/2016., on the bulletin board at the Valley County Courthouse, and printing on the monthly activities calendar to all homeowners. The **public was welcomed**. Widhalm asked if there were any **public comments or concerns** about today's agenda items. There were none. Widhalm called for a motion for **approval of the agenda for meeting #322**. Roger Davis made the motion to approve the agenda for meeting #322; Greg Eldridge seconded the motion, and the vote was unanimous. Widhalm then called for a motion for **approval of the minutes for meeting #321 as written**. Leon Pearce then made the motion to approve the minutes for meeting #321 as written; Davis seconded the motion, and the vote was unanimous. Widhalm then called for a motion for **approval of the minutes of the closed portion of meeting #321 as written**. Pearce made the motion to approve the minutes of the closed portion of meeting #321 as written. Davis seconded the motion, and the vote was unanimous.

Reports & Business:**General Manager's Report:**

Jerry Ketchum began with a review of the **calendars** for January and February 2016. Calendar items of note were: meters will be read on Jan. 22, bills mailed on Jan. 27, 24-hr shutoff notices posted Feb. 9, the office will be closed for Presidents Day on Feb. 15, and the annual MRWS Conference in Great Falls is Feb. 17-19. Ketchum noted that the District Court case originally scheduled for Jan. 6-7 has been postponed until March 17-18. Directors monitor the calendar for Tuesdays when payroll and claims are processed, making themselves available for signing checks.

Systems Report: Ketchum reported for the month of December 2015-January 2016:

a. Work Orders and Service Requests. There were four (4) work orders completed in the last 30 days with (2) for sewer backups, (1) meter check, and (1) for heat tape check. There were seven service requests completed in the last 30 days with six for water turn on and one for water shutoff.

b. Tractor/Backhoe. Ketchum reported that a local repair/service agency came to St. Marie November 24 and transported the tractor back to their shop in Glasgow and will be overhauling the hydraulics systems.

c. Revised Total Coliform Rule (RTCR). Ketchum reported that April 1, 2016 Montana DEQ would be implementing more stringent re-sampling criteria in order to isolate and

correct sanitary defects in service lines when the presence of e-coli are detected. Ketchum stated that our system samples are clean, and a 12 building sampling plan is in place to cover our entire system.

Financial Report:

a. Claims. Ketchum reported that December 2015 claims totaled \$26,147.72. Widhalm called for a ***motion to approve payment of claims for December 2015 totaling \$26,147.72.*** Davis moved to approve the payment of December 2015 claims totaling \$26,147.72; Eldridge seconded the motion; the vote was unanimous.

b. Financials. Ketchum reported that in December 2015 the District had ***deposits*** totaling \$21,084.07 and he further stated the ***checking account balance*** was \$135,851.89, with \$595.84 in (6) outstanding checks, the ***Lagoon/Lift Station account balance*** was \$29,806.93, the ***2009 Revenue Bond repayment reserve account balance*** was \$76,517.85, the ***capital improvement account balance*** was \$73,213.26, and the ***Stockman Bank of Terry, MT checking account balance*** was \$54,768.48. The ***grand total of accounts*** was \$370,158.41. Ketchum also reported that ***one Certificate of Deposit***, currently with Independence Bank, totaled \$125,814.48. Ketchum reported the ***grand total of all accounts*** for the District was \$495,972.89. Widhalm called for a ***motion to accept the Financials as presented.*** Pearce made the motion to accept the Financials as presented, Davis seconded the motion; the vote was unanimous.

Budget Report: Ketchum asked Directors for questions or comments in reviewing the budget report. As of December 31, 2015 revenue totaled \$148,960.07 at 52% of budget and expenses totaled \$162,144.73 at 56% of budget. Ketchum noted depreciation of assets was \$8,927.00 per month and no funds have been expended from the Reserve budget.

Delinquent Accounts Report: Ketchum reported the District now has 379 customers billed out with 284 actively paying. As of December 31, 2015, there were 45 past due account notices mailed for a total of \$7,567.39, all of them being final/shutoff notices. As of January 18, there were 41 payments received totaling \$5,218.48 placing the collection rate at 70% for the month. Delinquent accounts already shutoff, billed basic rate only (95 units) totaled \$36,785.64.

Unfinished Business: *None*

New Business:

a. Montana Rural Water Systems (MRWS) Conference. Widhalm stated the conference will be Feb. 17-19 in Great Falls. She recommended the workshops for their educational value and the opportunity to meet vendors and establish contacts for future use. Rob and Cody will attend to obtain additional CEC's. Directors will check their calendars and notify the office if they are planning to attend.

b. HB-334 Board Minutes and Agendas. Widhalm stated the District received a letter from the Valley County Commissioners outlining the latest changes to Montana Code Annotated (MCA-7-1-201 through 7-1-203) requiring meeting agendas be posted on the designated public notice board at the Valley County Courthouse and copies of meeting minutes be recorded for public record within 30 days after approval. Ketchum stated both these requirements are being met and there is no charge to the District. The requirements of this new law are an attempt to better inform the public.

c. PACE –Sewer Mains. Ketchum stated these professionals responded to a severely plugged sewer main on Poplar Street. Ketchum also stated his request for an estimate from this

company to clean and flush all the sewer mains in St. Marie. The last time this was accomplished was early 1990s. Directors agreed this would be a pro-active investment.

Public Comments, Matters, or Concerns-Water and Sewer Service: Widhalm opened the floor to comments or questions from the public.

DeAnn Ketchum. DeAnn Ketchum questioned the procedures for District access to a unit when services are being discontinued for non-payment. Widhalm stated owners are notified and if access to remove the water meter is not given, then legal steps are pursued to gain access to remove the water meter to discontinue service.

Board Comments: None.

The next board meeting is scheduled for 9:30 a.m. Tuesday, February 16, 2016 at Town Hall.

Davis made a motion for **adjournment**; Pearce seconded the motion and the vote was unanimous. Meeting adjourned at 9:55 a.m.

Approved:

Marilyn Widhalm
Marilyn Widhalm, President

Date:

2/16/2016

Attested:

Alice M. Hawkins
Alice M. Hawkins, Recording Secretary

Date:

2/16/2016

