

HILL COUNTY WATER DISTRICT

DAVE JONES 406-397-3238
LOWELL STRISSEL 406-397-3169
LARRY FOSSEN 406-292-3320
ROB MOOG 406-292-3288

SCOTT DECKER,
MANAGER
406-397-3387
406-390-3914
hcwd@mtintouch.net

BILLING
P.O. BOX 2267
HAVRE, MONTANA 59501

OFFICE
104 SECOND STREET
P.O. BOX 95
HINGHAM, MT 59528
OFFICE 406-397-3387
FAX 406-397-3288

www.hillcountywaterdistrict.com

DAN HYBNER 406-355-4354
KEVIN SPRINGER 406-372-3122
LANAY KAPPERUD 406-376-3116
TINA WOOD 406-292-3325

TAMMY R. PIKE
BOARD SECRETARY/
BOOKKEEPER
406-397-3387
406-390-0283
tpikehcwd@itstriangle.com

JANUARY 2018 AGENDA

Wednesday, January 3, 2018 - 7:30 p.m. at the District's shop/office at 104 Second Street at Hingham, Montana.

Recognition of visitors; Public comments, limited to any matter not on this agenda and within the jurisdiction of the District Board; 3-minute time limit per speaker.

Call to order and approval of minutes of previous meeting.

OLD BUSINESS:

OTHER OLD BUSINESS:

NEW BUSINESS:

1. Employee Report
2. Financial Report

OTHER NEW BUSINESS:

OTHER:

1. Delinquencies
2. Bills

NEXT REGULAR MEETING – February 6, 2018 at 7:30 p.m.

MINUTES OF THE REGULAR MEETING OF THE HILL COUNTY WATER DISTRICT

The regular meeting of the Hill County Water District was held on December 6, 2017 at the District's shop/office at Hingham, Montana.

RECOGNITION OF VISITORS: Tina Wood of Joplin, Montana.

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by President Dave Jones, who acted as Chairman. All board members were present and the chairman declared a quorum present. Also present was Manager Scott Decker and Secretary Tammy Pike.

PUBLIC COMMENTS: No other members of the public were present or made any comments.

APPROVAL OF MINUTES FROM PREVIOUS MEETINGS:

The Chairman asked for corrections or additions to the minutes of the October 25, 2017 regular board meeting previously received by all board members. On motion by Rob Moog, seconded by Dan Hybner, the Board approved the minutes of the October 25, 2017 regular board meeting.

OLD BUSINESS:

None.

OTHER OLD BUSINESS:

BILLING: Tammy Pike advised the Board on looking into other payment options for the Districts customers. Ms. Pike contacted Roy Borgman of Heartland Billing Solutions and Pat Azbil of BDS Interface. Mr. Borgman can add credit card payment options to the Districts website and will also provide a toll free number for customers to call to make a payment. Heartland will charge a 4% convenience fee to the customer and the District would not incur a set-up fee or monthly fee. Ms. Pike also contacted Shelly Holloway of Rural Water Impact to inquire on fees associated with updating the website to include the bill payment option. Ms. Holloway does not charge for adding links to the website or any other changes to the website.

Ms. Azbil can add credit card payment options through Black Mountain Software which the District currently uses for billing. BDS will charge a one-time fee of \$850 and a monthly maintenance fee of \$75. BDS will also charge a 3.5% convenience fee to the customer. Other fee based options can also be added to the package. Black Mountain Software would also have a setup fee to interface its program with BDS.

Since Heartland Billing Solutions fees were minimal, Ms. Pike contacted Mr. Borgman and had the credit card payment option added to the Districts website. Customers can now visit the Districts website www.hillcountywaterdistrict.com and pay their bill by clicking on the Bill Payment icon. Customers will need to know their account number which is located on their bill. Customers can also pay their bill by credit card over the phone by calling (877)299-2815.

NEW BUSINESS:

EMPLOYEE REPORTS: Scott Decker reported on sending the Total Coliform sample site proposal to Libby Henrikson of DEQ. Mr. Decker also reported on sending an email to Greg Butts of DEQ.

Mr. Decker advised the Board that we are right at 100,000,000 gallons to date. By the end of the year Mr. Decker anticipates the District will have pumped approximately 104,000,000 gallons which is an increase of 24% from the previous year.

Mr. Decker reported that the control board for the ATS for the generator at BPS #1 failed. A new board has been installed and another board has been ordered for inventory.

Mr. Decker advised the Board EC Power will be sending a service tech to inspect both generators sometime this month.

Mr. Decker also advised the Board the costs for the UV bulbs and quartz sleeves will increase in January. Mr. Decker ordered extra bulbs and sleeves for the 2018 maintenance before the fee increase is implemented.

Mr. Decker reported the meter reading equipment will need to be updated to windows 10 and the handheld reader will also need to be upgraded. Mr. Decker proposed purchasing a reader similar to the one used to read branch lines. The Board discussed the matter and on motion by Lowell Strissel, seconded by Kevin Springer, the Board approved upgrading the meter reading equipment and purchasing a new reader similar to the one used to read branch lines.

Mr. Decker advised the Board the storage tanks will need to be cleaned and inspected in 2018 and will need to be added to the 2018 budget.

Mr. Decker also advised the Board he is doing research on replacing the pumps in Inverness and Hingham with vertical multi stage pumps and is waiting for information from Northwest Pipe.

FINANCIAL REPORT: Tammy Pike referred the Board to the engagement letter from Anderson Zurmuehlen provided with the meeting materials. The letter needs to be reviewed and executed prior to the release of the audit. The board reviewed the letter and on motion by Rob Moog, seconded by Dan Hybner, the Board approved the engagement letter and authorized the president to execute the letter.

PROPOSED ORDINANCE 2017-1: The Board reviewed and discussed the second and final reading of Ordinance 2017-1 amending Section 1.7 pertaining to schools and apartments. No changes were made and Ordinance 2017-1 and on motion by Kevin Springer, seconded by Rob Moog the Board approved Ordinance 2017-1 and authorized execution of the Ordinance. A copy of said Ordinance is appended to the minutes.

OTHER NEW BUSINESS:

BOARD ELECTIONS: Tammy Pike referred the Board to the letter from Susan Armstrong regarding 2018 elections. Terms for Lowell Strissel, Dan Hybner and Kevin Springer are up for appointment.

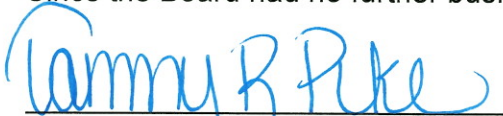
BOARD VACANCY: The Board discussed having Tina Wood fill the vacant position on the board for the remainder of the term. Discussion was held with Tina Wood and on motion by Rob Moog, seconded by Dan Hybner, the Board approved Tina Wood filling the vacant position on the board for the remainder of the term and advised Tammy Pike to send a letter to the Liberty County Commissioners to have Ms. Wood appointed for the remainder of the term.

OTHER BUSINESS:

DELINQUENCIES: The Board reviewed reports on current delinquencies.

BILLS: The Board reviewed the list of monthly bills; a copy of the list of current bills is appended to these minutes. On motion by Lowell Strissel, seconded by Kevin Springer, the Board approved all such bills for payment.

Since the Board had no further business, the Chairman adjourned the meeting.



Tammy R. Pike, Secretary

Next Regular Meeting – Wednesday January 3, 2018 at 7:30 p.m. at the District's shop/office at 104 Second Street, Hingham, Montana.

HILL COUNTY WATER DISTRICT

Register: 1020 · Cash in Bank -Independence Bank

From 10/26/2017 through 12/06/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/27/2017		QuickBooks Payroll ...	1020 · Cash in Bank -I...	Fee for 2 direct...			3.50	203,664.20
10/27/2017		Pike, Tammy R.	-split-	VOID: Direct ...		X		203,664.20
10/27/2017		Cady, Lonnie M.	-split-	Direct Deposit		X		203,664.20
10/27/2017		Decker, Scott N	-split-	Direct Deposit		X		203,664.20
10/27/2017		QuickBooks Payroll ...	-split-	Adjusted for vo...	5,964.96	X		197,699.24
10/27/2017		Pike, Tammy R.	-split-	Direct Deposit		X		197,699.24
10/27/2017		QuickBooks Payroll ...	-split-	Created by Pay...	2,451.72	X		195,247.52
10/31/2017			-split-	Deposit		X	2,523.23	197,770.75
10/31/2017			4320 · Interest Income	Interest		X	25.72	197,796.47
11/07/2017		Allegiance	6150 · Employee Bene...		15.75	X		197,780.72
11/10/2017			-split-	Deposit		X	12,172.99	209,953.71
11/10/2017			-split-	Deposit		X	11,282.22	221,235.93
11/10/2017			-split-	Deposit		X	8,221.73	229,457.66
11/14/2017	4103	American Welding &...	2005 · Accounts Payab...		28.31	X		229,429.35
11/14/2017	4104	Farmers Union Oil	2005 · Accounts Payab...		59.64	X		229,369.71
11/14/2017	4105	Fleet Wholesale Sup...	2005 · Accounts Payab...		16.20	X		229,353.51
11/14/2017	4106	Fraser's Oil	2005 · Accounts Payab...		1,220.81	X		228,132.70
11/14/2017	4107	Hach Company	2005 · Accounts Payab...	243730	1,398.00	X		226,734.70
11/14/2017	4108	Hill County Electric	2005 · Accounts Payab...		3,972.90	X		222,761.80
11/14/2017	4109	I Bank Visa 7677	2005 · Accounts Payab...		729.49	X		222,032.31
11/14/2017	4110	Mailfinance	2005 · Accounts Payab...		251.61	X		221,780.70
11/14/2017	4111	ME Lab	2005 · Accounts Payab...		434.00	X		221,346.70
11/14/2017	4112	Mosch Electric Motors	2005 · Accounts Payab...		141.32	X		221,205.38
11/14/2017	4113	Mountain View Co-op	2005 · Accounts Payab...		304.79	X		220,900.59
11/14/2017	4114	Neopost USA Inc	2005 · Accounts Payab...	60591073-335...	500.00	X		220,400.59
11/14/2017	4115	North 40 Outfitters	2005 · Accounts Payab...		60.74	X		220,339.85
11/14/2017	4116	Northwest Pipe Fittin...	2005 · Accounts Payab...	40721	1,219.65	X		219,120.20
11/14/2017	4117	Northwestern Energy	2005 · Accounts Payab...		1,191.36	X		217,928.84
11/14/2017	4118	Office Equipment Co.	2005 · Accounts Payab...	HCWD08	44.92	X		217,883.92
11/14/2017	4119	Toner's Tire Rama	2005 · Accounts Payab...		16.50	X		217,867.42
11/14/2017	4120	Triangle Communica...	2005 · Accounts Payab...		253.42	X		217,614.00
11/14/2017	4121	Verizon Wireless	2005 · Accounts Payab...	VOID:		X		217,614.00
11/14/2017	4122	Western Lumber & S...	2005 · Accounts Payab...		120.00	X		217,494.00
11/14/2017	4123	D P C Industries	2005 · Accounts Payab...		20.00	X		217,474.00
11/14/2017	4124	Pacific Steel & Recy...	2005 · Accounts Payab...		159.36	X		217,314.64
11/14/2017	4125	Northwest Pipe Fittin...	2005 · Accounts Payab...	40721	8.64	X		217,306.00
11/17/2017			-split-	Deposit		X	10,936.43	228,242.43
11/17/2017			-split-	Deposit		X	491.33	228,733.76
11/17/2017	EFT	American Funds	-split-		1,424.62	X		227,309.14
11/17/2017	EFT	United States Treasury	-split-	81-0297216	3,627.56	X		223,681.58

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From 10/26/2017 through 12/06/2017

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
11/17/2017	EFT	Montana Dept. of Re...	2100 · State Withholding	4026077-002-...	599.00	X		223,082.58
11/22/2017	eft	American Funds	-split-		1,408.87	X		221,673.71
11/24/2017			-split-	Deposit		X	2,720.85	224,394.56
11/24/2017		QuickBooks Payroll ...	-split-	Created by Pay...	8,071.33	X		216,323.23
11/27/2017		Cady, Lonnie M.	-split-	Direct Deposit		X		216,323.23
11/27/2017		Pike, Tammy R.	-split-	Direct Deposit		X		216,323.23
11/27/2017		Decker, Scott N	-split-	Direct Deposit		X		216,323.23
11/27/2017	TP		2145-02 · TP Flex	Funds Transfer	2.00	X		216,321.23
11/28/2017	EFT	I Bank Visa 7669	2005 · Accounts Payab...		193.04	X		216,128.19
11/28/2017	EFT	I Bank Visa 7677	2005 · Accounts Payab...		3,262.76	X		212,865.43
11/30/2017			-split-	Deposit		X	1,033.20	213,898.63
11/30/2017			4320 · Interest Income	Interest		X	26.99	213,925.62
12/06/2017		Allegiance	6150 · Employee Bene...		15.75	X		213,909.87
12/06/2017	eft	I Bank Visa 7677	2005 · Accounts Payab...		459.99	X		213,449.88
12/06/2017	4126	American Pipe & Su...	2005 · Accounts Payab...		21.90	X		213,427.98
12/06/2017	4127	American Welding &...	2005 · Accounts Payab...		27.75	X		213,400.23
12/06/2017	4128	Anderson Zurmuehlen	2005 · Accounts Payab...		1,500.00	X		211,900.23
12/06/2017	4129	Aqua Azul Corporation	2005 · Accounts Payab...		2,923.76	X		208,976.47
12/06/2017	4130	Blue Cross Blue Shie...	2005 · Accounts Payab...		268.71	X		208,707.76
12/06/2017	4131	D P C Industries	2005 · Accounts Payab...		161.71	X		208,546.05
12/06/2017	4132	Daniel Hybner	2005 · Accounts Payab...		80.00	X		208,466.05
12/06/2017	4133	David E. Jones	2005 · Accounts Payab...		80.00	X		208,386.05
12/06/2017	4134	E C Power System, I...	2005 · Accounts Payab...		1,761.36	X		206,624.69
12/06/2017	4135	Farmers Union Oil	2005 · Accounts Payab...		147.33	X		206,477.36
12/06/2017	4136	Ferguson Waterworks	2005 · Accounts Payab...		66.23	X		206,411.13
12/06/2017	4137	Hill County Electric	2005 · Accounts Payab...		1,564.65	X		204,846.48
12/06/2017	4138	Kevin W. Springer	2005 · Accounts Payab...		80.00	X		204,766.48
12/06/2017	4139	La Nay Kapperud	2005 · Accounts Payab...		80.00	X		204,686.48
12/06/2017	4140	Larry J. Fossen	2005 · Accounts Payab...		80.00	X		204,606.48
12/06/2017	4141	Lowell Strissel	2005 · Accounts Payab...		80.00	X		204,526.48
12/06/2017	4142	ME Lab	2005 · Accounts Payab...		179.00	X		204,347.48
12/06/2017	4143	North 40 Outfitters	2005 · Accounts Payab...		33.94	X		204,313.54
12/06/2017	4144	North Central Auto P...	2005 · Accounts Payab...		45.79	X		204,267.75
12/06/2017	4145	Northwest Pipe Fittin...	2005 · Accounts Payab...	40721	843.62	X		203,424.13
12/06/2017	4146	Northwestern Energy	2005 · Accounts Payab...		1,491.22	X		201,932.91
12/06/2017	4147	Pacific Steel & Recy...	2005 · Accounts Payab...		2.17	X		201,930.74
12/06/2017	4148	Rob Moog	2005 · Accounts Payab...		80.00	X		201,850.74
12/06/2017	4149	Verizon Wireless	2005 · Accounts Payab...		456.15	X		201,394.59
12/06/2017	4150	Western Lumber & S...	2005 · Accounts Payab...		559.79	X		200,834.80
12/06/2017	4151	Hill County Electric	2005 · Accounts Payab...		3,112.20	X		197,722.60

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12/06/2017	4152	Office Equipment Co.	2005 · Accounts Payab...	HCWD08	94.70	X		197,627.90
12/06/2017	4153	Scott N. Decker	2005 · Accounts Payab...		299.40			197,328.50
12/06/2017	4154	Fraser's Oil	2005 · Accounts Payab...		628.64	X		196,699.86
12/06/2017	4155	Mountain View Co-op	2005 · Accounts Payab...		234.49	X		196,465.37

RESOLUTION NO. 1
HILL COUNTY WATER DISTRICT

A RESOLUTION CALLING FOR A TRUSTEE ELECTION

WHEREAS, Section 7-13-2231, MCA, requires that the trustees of a Water & Sewer District are to be elected and can only be appointed if no nominations are made for the office of trustee; and

WHEREAS, Section 13-2-502, MCA, requires candidates for the office trustee of a Water & Sewer District to file a Declaration of Nomination and Oath of Candidacy at least 85 days before the election; and

WHEREAS, the election may not be held earlier than 85 days after the date of the order or resolution calling for the election pursuant to 13-1-504, MCA; and

WHEREAS, 13-1-504, MCA, requires the governing body to specify in the order or resolution calling for the election whether the election is to be conducted by mail or by polling place; and

WHEREAS, the trustees of the Hill County Water District have determined that 3 trustee terms will expire in May, 2018, and

WHEREAS, the trustees of the Hill County Water District find that it is necessary to elect 3 trustees at the election on 2018.

NOW THEREFORE, BE IT RESOLVED:

1. A trustee election for the Hill County Water District to elect 3 trustees shall be held on May 8, 2018.
2. The District requests that the election be conducted by Mail Ballot.
3. Declarations for Nomination and Oaths of Candidacy for candidates for trustee may be filed with the Hill County Clerk & Records/Elections Office no later than 5:00 p.m. February 12, 2018. If, after the write-in candidate filing deadline of March 5, 2018, the number of candidates is equal to or less than the number of positions to be elected, the election administrator shall cancel the election. The District's governing body shall declare elected by acclamation each candidate who filed for a position. If a nomination is not made for one or more trustee positions, the District's governing body shall appoint one or more trustees as necessary to fill those positions.

Dated this 6 day of December, 2017.

BOARD OF DIRECTORS

By: Dave Jones
Chairman

ORDINANCE NO. 2017-1

AN ORDINANCE AMENDING SECTIONS 1.7 OF THE RULES
AND REGULATIONS OF THE HILL COUNTY WATER DISTRICT
PERTAINING TO CHARGES TO SCHOOL DWELLING UNITS,
APARTMENT BUILDINGS AND APARTMENT COMPLEXES

BE IT ORDAINED by the Board of Directors of the Hill County Water District that the following sections shall be amended:

Section 1.7 of the Rules and Regulations of the Hill County Water District is hereby amended to read as follows:

1.7 CHARGES TO SCHOOL DWELLING UNITS, APARTMENT BUILDINGS AND APARTMENT COMPLEXES.

Schools that operate buildings with dwelling units shall be charged for each dwelling unit separately.

Apartment buildings or apartment complexes shall be charged for each dwelling unit separately.

A dwelling unit shall be defined as a structure or the part of a structure that is used as a home, residence, or sleeping place by a person who maintains a household or by two or more persons who maintain a common household, pursuant to 70-24-103, MCA.

PASSED and approved by the Hill County Water District on this 16th day of December, 2017.

HILL COUNTY WATER DISTRICT

By [Signature]
President

ATTEST

By [Signature]
Secretary