

HILL COUNTY WATER DISTRICT

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SEPTEMBER 2015 AGENDA

Wednesday, September 2, 2015 - 8:00 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

OTHER NEW BUSINESS:

OTHER:

1. Delinquencies
2. Bills

NEXT REGULAR MEETING – October 7, 2015 at 8:00 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 August 5, 2015, at the District's shop/office at Hingham, Montana.

RECOGNITION OF VISITORS: No visitors were present.

CALL TO ORDER:

The meeting was called to order at 8:00 p.m. by President Dave Jones, who acted as Chairman. All board members were present except LaNay Kapperud and Kevin Springer and the chairman declared a quorum present. Also present were Secretary Tammy Pike and Manager Scott Decker.

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 July 1, 2015 regular board meeting previously received by all board members. On motion by Dan Hybner, seconded by Larry Fossen, the Board approved the minutes of the July 1, 2015 regular board meeting.

OLD BUSINESS:

None.

OTHER OLD BUSINESS:

None.

NEW BUSINESS:

EMPLOYEE REPORTS: Scott Decker reported that he had to order a new computer due to the hard drive in his computer failing.

Mr. Decker also reported that 28 manual air relief valves have been terminated. The only valve left to remove is near Inverness. Mr. Decker reported that five of the valves were showing signs of leaking and would have possibly failed at some point.

Mr. Decker informed the Board lead and copper samples were taken and results came back within the State's requirements.

Mr. Decker also advised the Board that DBP samples were taken earlier in the month and he has not received the results yet.

Mr. Decker discussed upgrading five of the six bulk water stations. Mr. Decker referred the Board to the cost comparison for Keneco Petrovend and Fuel Force provided to

board members with the meeting materials. Mr. Decker proposed installing Keneco Petrovend units at the bulk water stations in Kremlin, Gildford, Rudyard, Inverness and Joplin. Each unit would come with preloaded key fobs that can only be used with a specific unit. Bulk users will be required to purchase a set of key fobs for \$60 from the District. Anyone interested in purchasing bulk water after the units are installed will be required to purchase a set of key fobs from the District. Further discussion took place and on motion by Larry Fossen, seconded by Rob Moog, the Board unanimously approved upgrading bulk water stations in the towns of Kremlin, Gildford, Rudyard, Inverness and Joplin and purchasing five Keneco Petrovend units.

Mr. Decker reported that water loss for the entire system for the month of July was 13%. This was generated from data gathered for all towns and branch lines and compared with the meter at Pumpstation 2. To date the District has pumped close to 60,000,000 gallons of water.

Mr. Decker also advised the Board the Bureau of Reclamation sent out a notice stating the Marias River flow has been reduced to 600 CFS. Water levels could go down to the 400 CFS level. Mr. Decker advised the Board that if the CFS levels drop to 400 there is a strong possibility that a system wide water restriction will be implemented.

FINANCIAL REPORT: Tammy Pike referred the Board to the financial report completed by Anderson Zurmuehlen and the Profit & Loss Statements included with the meeting materials. Ms. Pike noted an operating loss of \$77,742 on the day to day operations. This is a 15.14% loss in relation to water system revenues. Ms. Pike also advised the board the total net loss was \$65,877 due to income from interest and patronage dividends. The Board reviewed the reports and discussion took place. On motion by Rob Moog, seconded by Larry Fossen, the Board approved the reports as presented.

Ms. Pike referred the Board to the contract prepared by Anderson Zurmuehlen included with the meeting materials. The Board reviewed the contract and discussion took place. The Board advised Ms. Pike to contact Anderson Zurmuehlen and request a price quote for fees be added to the contract.

Ms. Pike also referred the Board to the Capitalization Policy included with the meeting materials. Ms. Pike advised the Board that the District does not have a policy in place and Anderson Zurmuehlen believes the District needs to establish the policy as required under IRS guidelines. The policy would allow the District to directly expense items that are not material to the District and not required to be capitalized or listed on the depreciation schedule. The Board discussed the matter and on motion by Dan Hybner, seconded by Rob Moog, the Board approved the Capitalization Policy and authorized execution of the Policy. The Board also advised Ms. Pike to contact Anderson Zurmuehlen for additional information regarding the Policy requirements.

CD RENEWAL: Tammy Pike referred the Board to the Investment Report included with the meeting materials. She reported that a portion of the District's existing CD investments will be subject to reinvestment in August. Ms. Pike reviewed with the Board CD investment options and quoted rates from banks noting that Independence Bank had the best rates. On motion by Rob Moog, seconded by Dan Hybner, the Board approved renewing the existing CD's at Independence Bank for one year at a rate of .60% and authorized the officers to execute any documents required.

OTHER NEW BUSINESS:

None.

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 Rob Moog, seconded by Larry Olson, 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 September 2, 2015 at 8:00 p.m. at the District's shop/office at 104 Second Street, Hingham, Montana.

HILL COUNTY WATER DISTRICT

8/12/2015 1:09 PM

Register: 1020 · Cash in Bank -Independence Bank

From 07/02/2015 through 08/05/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/08/2015			-split-	Deposit		X	22,791.57	199,090.61
07/09/2015	eft	Montana Dept. of Re...	2100 · State Withholding	4026077-002-...	475.00	X		198,615.61
07/09/2015	EFT	Capital Bank & Trust	-split-		1,087.32	X		197,528.29
07/09/2015	3043	American Welding &...	2005 · Accounts Payab...		21.00	X		197,507.29
07/09/2015	3044	Hach Company	2005 · Accounts Payab...	243730	594.03	X		196,913.26
07/09/2015	3045	Havre Daily News	2005 · Accounts Payab...		12.00	X		196,901.26
07/09/2015	3046	Havre Hardware & H...	2005 · Accounts Payab...	1774	10.37	X		196,890.89
07/09/2015	3047	HiLine Hardware	2005 · Accounts Payab...		22.99	X		196,867.90
07/09/2015	3048	Hill County Electric	2005 · Accounts Payab...		7,682.94	X		189,184.96
07/09/2015	3049	John Deere Financial	2005 · Accounts Payab...		94.72	X		189,090.24
07/09/2015	3050	Loch Electric	2005 · Accounts Payab...		385.00	X		188,705.24
07/09/2015	3051	ME Lab	2005 · Accounts Payab...		197.00	X		188,508.24
07/09/2015	3052	North Central Auto P...	2005 · Accounts Payab...		57.46	X		188,450.78
07/09/2015	3053	Northwestern Energy	2005 · Accounts Payab...		922.33	X		187,528.45
07/09/2015	3054	Rob Moog	2005 · Accounts Payab...	NCMRW Meet...	126.50	X		187,401.95
07/09/2015	3055	Totalfunds by Hasler	2005 · Accounts Payab...	7900 0110 346...	500.00	X		186,901.95
07/09/2015	3056	Verizon Wireless	2005 · Accounts Payab...		264.88	X		186,637.07
07/09/2015	3057	Ward's Repair Parts	2005 · Accounts Payab...		104.97	X		186,532.10
07/09/2015	3058	Western Lumber & S...	2005 · Accounts Payab...		19.99	X		186,512.11
07/10/2015	eft	United States Treasury	-split-	81-0297216	2,782.46	X		183,729.65
07/14/2015			1040 · Certificates - U...	Funds Transfer	35,000.00	X		148,729.65
07/15/2015			-split-	Deposit		X	948.81	149,678.46
07/15/2015			-split-	Deposit		X	31,576.14	181,254.60
07/15/2015			-split-	Deposit		X	1,586.96	182,841.56
07/15/2015			-split-	Deposit		X	2,080.60	184,922.16
07/15/2015	eft	Unemployment Insur...	-split-	031 4163	384.24	X		184,537.92
07/15/2015	3059	Hingham Motors	2005 · Accounts Payab...		414.14	X		184,123.78
07/15/2015	3060	Triangle Communica...	2005 · Accounts Payab...		228.69	X		183,895.09
07/23/2015		Wex Inc - Fleet	2005 · Accounts Payab...	QuickBooks ge...				183,895.09
07/28/2015		QuickBooks Payroll ...	2110 · Wages Payable	Created by Pay...	7,247.40	X		176,647.69
07/29/2015		Pike, Tammy R.	-split-	Direct Deposit				176,647.69
07/29/2015		Decker, Scott N	-split-	Direct Deposit				176,647.69
07/29/2015		Cady, Lonnie M.	-split-	Direct Deposit				176,647.69
07/31/2015			-split-	Deposit		X	16,634.10	193,281.79
07/31/2015			4320 · Interest Income	Interest		X	24.15	193,305.94
08/03/2015	3061	Able Wright, Inc.	2005 · Accounts Payab...		117.75			193,188.19
08/03/2015	3062	Blue Cross Blue Shie...	2005 · Accounts Payab...		1,121.34			192,066.85
08/03/2015	3063	Bosch, Kuhr, Dugdall...	2005 · Accounts Payab...		231.00			191,835.85
08/03/2015	3064	D P C Industries	2005 · Accounts Payab...		292.38			191,543.47
08/03/2015	3065	Daniel Hybner	2005 · Accounts Payab...		160.00			191,383.47

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From 07/02/2015 through 08/05/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/03/2015	3066	David E. Jones	2005 · Accounts Payab...		320.00		191,063.47
08/03/2015	3067	Hingham Motors	2005 · Accounts Payab...	Reissued for ch...	192.60		190,870.87
08/03/2015	3068	I Bank Visa 7669	2005 · Accounts Payab...		141.64		190,729.23
08/03/2015	3069	I Bank Visa 7677	2005 · Accounts Payab...		1,194.68		189,534.55
08/03/2015	3070	John Deere Financial	2005 · Accounts Payab...		172.36		189,362.19
08/03/2015	3071	Kevin W. Springer	2005 · Accounts Payab...		160.00		189,202.19
08/03/2015	3072	La Nay Kapperud	2005 · Accounts Payab...		80.00		189,122.19
08/03/2015	3073	Larry J. Fossen	2005 · Accounts Payab...		80.00		189,042.19
08/03/2015	3074	Laurence Olson	2005 · Accounts Payab...		80.00		188,962.19
08/03/2015	3075	Lowell Strissel	2005 · Accounts Payab...		80.00		188,882.19
08/03/2015	3076	Montana State Fund	2005 · Accounts Payab...	03-039359-9	2,560.14		186,322.05
08/03/2015	3077	North 40 Outfitters	2005 · Accounts Payab...		327.27		185,994.78
08/03/2015	3078	Northwest Pipe Fittin...	2005 · Accounts Payab...	40721	1,556.15		184,438.63
08/03/2015	3079	Northwestern Energy	2005 · Accounts Payab...		1,519.05		182,919.58
08/03/2015	3080	Office Equipment Co.	2005 · Accounts Payab...	HCWD08	241.53		182,678.05
08/03/2015	3081	Pacific Steel & Recy...	2005 · Accounts Payab...		27.57		182,650.48
08/03/2015	3082	Rob Moog	2005 · Accounts Payab...		80.00		182,570.48
08/03/2015	3083	Scott N. Decker	2005 · Accounts Payab...	Petty Cash Fund	58.41		182,512.07
08/03/2015	3084	Verizon Wireless	2005 · Accounts Payab...		288.17		182,223.90
08/04/2015	eft	Capital Bank & Trust	-split-		1,081.05		181,142.85
08/04/2015	3085	Crescent Electric Sup...	2005 · Accounts Payab...		101.62		181,041.23
08/04/2015	3086	Fraser's Oil	2005 · Accounts Payab...		1,108.96		179,932.27
08/04/2015	3087	Office Equipment Co.	2005 · Accounts Payab...	HCWD08	270.41		179,661.86
08/04/2015	3088	Milam Floral	2005 · Accounts Payab...	Springer Funeral	45.00		179,616.86
08/04/2015	3089	Fossen, Dale	2005 · Accounts Payab...	Backhoe Rental	733.33		178,883.53
08/04/2015	3090	Fossen, Marlowe	2005 · Accounts Payab...	Backhoe Rental	733.34		178,150.19
08/04/2015	3091	Larry J. Fossen	2005 · Accounts Payab...	Backhoe Rental	733.33		177,416.86
08/04/2015	3092	Allegiance	-split-		342.25		177,074.61
08/04/2015	3093	American Welding &...	2005 · Accounts Payab...		22.21		177,052.40
08/05/2015	3094	HiLine Hardware	2005 · Accounts Payab...		27.88		177,024.52
08/05/2015	3095	North Central Auto P...	2005 · Accounts Payab...		43.56		176,980.96