

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING**
January 16, 2020, LIETZ HALL, MARTIN CITY, MT
Minutes

The meeting was called to order at 6:59 p.m. Present: Board Members President Greg Doggett, Jacque Ferbrache, Ed Benton, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe. Flip Paulson was absent.

The Minutes for October 17, 2019 were approved by unanimous consent.

The monthly coliform water test results for November and December were satisfactory. January's test is pending.

For the Operator's Report, Shane Pierson reported that the Radio-Read Meter Project is finished. Master Meter has been asked for a credit of \$2,000 to compensate for the company's errors in regards to inaccurate initial programming in the purchased meters. Greg and Shane will pursue the issue. In the spring, the Chief Operator will move around 4 or 5 meters to get more consistent readings and eliminate the need to do estimates.

The Glacier Hills leak project is also complete. An air relief vault was replaced and will be heated automatically when low temperatures are present. A new meter, paid per a District's resolution by new customer Tom Meskimen, was installed. Maurice Burns' new service install also is complete. It is his second account with the District. Donna Robinson and Andrew Wiest's new installs were delayed until spring due to frozen ground encountered during the Burns' installation.

Shane continued his Operator's Report stating that tank controls have been repaired and are operable again. The Chief Operator is still waiting for electrician Steve Matelli of SEM Electrical to install a small part to call the job complete. In the pumphouse, Shane witnessed on-and-off breaks of electricity caused by surges or a potential failing of the transformer that controls almost everything in the building. After an investigation by Steve, Greg and Shane decided to wait for any replacement because of the cost of the part and that it can be obtained readily if needed, and to see if the problem reoccurs. With a manual turn-off and on, the pumps would still work.

The annual tool inventory was completed in December. Several special water tests will be needed this year, and waivers will be filed whenever possible. Eugene Rizzini, Public Water Supply Supervisor with the Department of Environmental Quality, suggested in a conversation with the Clerk to wait a few more weeks until the status of state waivers and the frequency of water tests are finalized before scheduling the expensive tests, or applying for waivers.

Montana Rural Water Systems and Rural Development have expressed interest in the Martin City County Water District's improvements and experiences with water theft and solutions. Shane has been invited to speak at their annual water conference in March, or be a part of another training session regarding small water systems management.

Back-up Operator John Helton will be out of state for 2 months. All O&M data is updated and current. The DNRC Flowmeter Report for 2019 was submitted. The search for a new leak on

the Glacier Hills system continues. A tool to open the extremely heavy manhole covers for inspection of the vaults will be purchased. The remaining three 2019 open work orders will be completed as soon as weather allows.

The Board reviewed the System Reports where substantial water loss has been reduced in Route 1 with figures under 100,000 gallons in November, and at 46,175 gallons in December. Route 2, unfortunately, has developed a leak. In October water loss totaled 1,900 gallons and in December water loss was 20,700 gallons. Three months of water usage were reviewed next. Joanne Fulton's water loss of 89,300 gallons was noted. Shane's quick response to leak figures and turning off the water while the customer was away stemmed the water loss. The leak was repaired and a leak credit was issued.

The Adjustments Report depicted new customers Tom Meskimen and Maurice Burns' new service connection fees, turn-off and turn-on fees, and numerous low billing corrections because of the initial incorrectly programmed new radio-read meters. The Rate Code Report and the Usage and Loss Report were reviewed. November and December's 2019 Comparison Reports compared favorably with the reports from the previous year.

The Clerk reviewed the District's financial statements for October 31, November 30, and December 31, 2019. In October 2019, a deposit of \$173.17 by the Flathead County Finance Department was made in MCCWD's Tax Roll Fund #7273, and an interest distribution of \$192.54 was recorded for the Capital Investment Fund #7274. November tax bill receipts from Flathead County deposited in Tax Roll Fund #7273 amounted to a record high of \$11,350.21. The Capital Investment Fund #7274 received \$228.20 in interest distribution. Tax Roll Fund #7273 received \$5,128.84 in December 2019, while the CIP received \$271.03. The Accumulated Depreciation figure for 2019 was noted for the December 31 Balance Sheet, and Jim Zerbe was acknowledged for his help in preparing that particular financial spreadsheet each year. There were no further comments or questions on the District's Balance Sheets, nor on the Clerk's timesheets.

The 2019 Cash Flow Forecast was reviewed. It was noted how it now depicts the actual figures spent and received by the District during the year. The 2020 Cash Flow Forecast was presented as a projection of finances for the coming year.

The Disbursement Report for November 15, 2019 listed the Montana State Fund Policy Year 2017 Dividend receipt of \$200.15; MCCWD's payment of \$22.65 for Flathead County Real Estate Taxes; \$2,396.18 to Core & Main for parts associated with the repairs, installations, and meters; and \$2,080 to Libby Landscaping for final Glacier Hills Leak repairs and the Burns installation.

The Flathead Electric Capital Credit refund of \$84.64 was mentioned for the December 15, 2019 Disbursement Report. A payment of \$421.00 to RVS Software for its 2019 Annual Software Maintenance and Updates was listed. The bill contained a substantial increase from previous years because it now includes the maintenance of the radio-read module.

The January 15, 2020 Disbursement Report listed the 941 Employer's Federal Quarterly tax payment of \$1,412.48; the MT Unemployment Quarterly Tax payment of \$37.13; the MT Annual Withholding Tax of \$1,484.00; and \$166.72 for the first installment for January 2020 Montana State Fund Workman's Compensation Insurance. **A motion to approve the**

Disbursement Reports dated November 15 and December 15, 2019, and January 15, 2020 was made by Greg, seconded by Jacque, and unanimously approved by the Board. The Clerk will research the possibility of receiving a further real estate tax exemption for MCCWD.

The Past Due Reports were reviewed and it was noted that Shane had posted three late notices for Allen Jake, Andrew Bancroft, and Dennis Beard. A letter is being sent to Beard because of continued failure to keep his water service account #67 current.

Under Old Business, the tank level control system status and radio-read project was mentioned earlier in the meeting.

Under New Business, the 2020 MCCWD Annual Budget was reviewed. It was noted that the negative net income for 2019 was the result of two large expenses, listed below, for the radio-read meter replacement project for \$46,692.99 and the Glacier Hills leak repair project for \$15,000. Both of these projects were paid for from CIP funds, which are not reflected in the budget spreadsheet. **Greg made a motion to approve MCCWD's 2019 Budget. Jim seconded the motion and all approved.**

A letter was received from Ronald Rabidue, member of the Martin City Fire Board and former fire chief, on tamper-resistant hydrant locks and hydrant wrench concerns. The Board and the Chief Operator will address the issue.

The Board agreed to move the next meeting date to April 23, 2020 at 7:00 pm.

As there were no other items to discuss, Jim made a motion at 8:12 p.m. to adjourn, and Jacque seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe