

**SEELEY LAKE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
**July 30, 2020**

**Attendance:**

Charlie Hahn	President	<b>PRESENT</b>
Todd Johnson	Vice President	<b>ABSENT</b>
Kris Martin	Director	<b>ABSENT</b>
Chris Lorentz	Director	<b>PRESENT</b>
Freda Rathbun	Director	<b>PRESENT</b>
Vincent Chappell	General Manager	<b>PRESENT</b>
Felicity Derry	Office Manager	<b>PRESENT</b>
Tammy Lewis	Operator	<b>PRESENT</b>

**OPENING:**

The meeting was brought to order at 5:30pm via conference call due to COVID-19.

**PUBLIC COMMENTS:**

None.

**MINUTES:**

February 27 & April 30, 2020

The minutes for the February 27 & April 30, 2020 were presented to the Board.

Lorentz moved to accept the February 27 and April 20, 2020 minutes as presented. Rathbun seconded the motion, which was then passed unanimously.

**FINANCIAL REPORTS:**

April 2020

Chappell noted that he and Johnson had reviewed the financials that morning. The Water Sales income was pretty good for the month; however, the Administration & Late fees were down due to COVID. Income had been received from the first tap of the year. The Operating income for the month was approximately \$19,000. The Chemical expense was high as polymer had been purchased. Chappell had performed some maintenance on the white truck, which had elevated the Vehicle expense. For June, the Operating expenses were approximately \$27,000. The overall income for April was approximately \$1,300, which was not bad for April.

Two transfers had been made into the DNRC loan payable account. The bank and credit card statements, as well as the adjustment journals had been reviewed. They all looked good.

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## May 2020

Chappell noted that in May the Water Sales income had dropped slightly; however, the Administration fees had gone back up as the District had been allowed to start charging late fees again. For the month, Operating income was approximately \$18,500. Some empty blue barrels were sold, resulting in a credit for the Chemical expense. The Computer expense reflected the annual maintenance for BlackMountainSoftware. The Utilities expense only totaled \$400 because of MEC's capital credit. Operating expenses were approximately \$22,000 for the month. Overall, there was an income of approximately \$4,800 for the month.

The DNRC loan payable account had now exceeded the amount for the July, 2020 payments.

Chappell and Johnson had reviewed the bank and credit card statements, the check detail and the adjustment journal, which all looked good. Johnson had questioned if the clothing expenses were tracked, which Chappell had reviewed with him and noted that those expenses were tracked.

## June 2020

Chappell noted that in June the Water Sales income had started to increase. There had been another tap, which had made budget for the year. The Operating income for June totaled approximately \$26,000. Testing performed for the Sewer District resulted in a credit for the Testing expense. The insurance company had reassessed the District's property and then increased the premium to \$10,000. No mention had been made of this when inquiries were made in order to estimate the rate for the 2020 budget. The Office Supplies expense was high as there were two months of postage, as well as the annual mail permit fee. The Operating expenses for June were approximately \$31,000. The overall income for June was approximately \$3,300.

The July 2020 bond payments had been made, which had dropped the balance of the DNRC loan payable account. This payment was reflected in the long-term liabilities, dropping the loan totals.

The bank and credit card statements, the adjustment journal and the checking detail had been reviewed and all looked good. There were numerous adjustments on the adjustment journal. The majority of these were due to properties that had been sold. None of the adjustments were irregular.

Rathbun moved to accept the April, May and June 2020 Financial Reports. Lorentz seconded the motion, which was then passed.

## **DELINQUENCY REPORT:**

### July 2020

Chappell reviewed the delinquency report for the Board.

Lorentz moved to accept the delinquency report for July, 2020. Rathbun seconded the motion, which was then passed.

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## **OPERATIONS REPORT:**

Chappell noted that due to COVID the office had been closed. The office was reopened when the state relaxed the regulations. Now the office was closed once again, except by appointment, and masks were required. Chappell outlined the how the COVID regulations effected the District's operations.

Back in 2008 the District had tapped some properties on Riverview Drive before it was paved. The first tap was one of those from 2008, so the District was able to recoup those costs. The installation of fire hydrants that had been postponed from last year began on Double Arrow Phase II. The fire hydrants would be flushed once the replacement project was completed. A leak, on the District's side, was found and fixed on Double Arrow Phase 1A.

The water loss report showed that the leak was up from last month, to 614,000 gallons of water. Leak detection would continue.

Rathbun moved to accept the May, June & July Operations Report. Lorentz seconded the motion, which was then passed.

## **OLD BUSINESS:**

### Work Truck

Chappell noted that substantial repairs were needed to make the green truck functional. Chappell was currently using his personal truck for the District's heavy hauling. Chappell had been hunting for a replacement truck for the past three months, and had found several used trucks, but they had already been snapped up. COVID had caused used trucks to be in short supply and therefore the prices had gone through the roof. Chappell recommended utilizing the National Rural Water program, the District could purchase a new ¾ ton truck for not that much more, or sometimes less, than a used truck.

The Board discussed purchasing a new truck and agreed that the entire Board should vote on it. Chappell would send out an email to the Board to see what the consensus of the Board was.

## **NEW BUSINESS:**

### Oath of Office

Derry noted that the oath of office certificates needed to be completed and returned.

### Bond Payments

Chappell informed the Board that the bond payments totaling \$108,211.25 needed to be formally approved by the Board.

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Lorentz moved to approve the bond payments totaling \$108,211.25. Rathbun seconded the motion, which was then passed.

### Generator

Chappell reminded the Board of the debacle with TWE replacing the main seal of the pumphouse generator several years prior. Since then CAT had been servicing the generators. This year they found that the main seal on the pumphouse generator was bad. This should not have happened so soon, considering the number of hours on generator. It will be repaired next year.

### **CORRESPONDENCE:**

None

Chappell informed the Board that there had been an issue with the chop saw during a fire hydrant installation, causing the District to rent one that was much lighter and had wheels. Chappell would like to buy a new saw. The Board discussed this and agreed by consensus that a new chop saw should be purchased and suggested selling the old one.

### **NEXT SCHEDULED MEETING:**

The next Board meeting is scheduled for August 27, 2020.

### **ADJOURNMENT:**

Rathbun moved to adjourn the meeting at 6:17pm. Lorentz seconded the motion, which was then passed

Attest

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Charlie Hahn, President

-And-

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Vince Chappell, General Manager

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