

SEELEY LAKE WATER DISTRICT
MONTHLY BOARD MEETING
August 29, 2019

Attendance:

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

*** Arrived at 5:31pm**

OPENING:

The meeting was brought to order at 5:30 pm at Water Plant, Seeley Lake, MT.

PUBLIC COMMENTS:

None

MINUTES:

June 25, 2019

The minutes for the board meeting held on June 25, 2019 were presented to the Board for review.

Rathbun moved to accept the June 25, 2019 minutes as presented. Lorentz seconded the motion, which was then passed unanimously.

FINANCIAL REPORTS:

June 2019

Johnson noted that Water Sales had exceeded the budgeted amount this month. There had been income from a tap and system development fee. Operating income totaled \$26,500 for June and Operating expenses were close to \$26,000. When Debt Retirement was included there was income of \$12,251 for the month.

The unreserved funds in the Capital Projects account had dropped to cover the loan payments shortfall. All three loans had been paid. Accounts Payable was up due to purchasing chemicals and parts. Not many adjustments made and all of the checks had two signatures. There was nothing unusual on the credit card statement.

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Rathbun moved to accept the June Financial Reports as presented. Lorentz seconded the motion, which was then passed unanimously.

July 2019

Johnson noted that Water Sales had been very good in July at \$31,500. There had been another tap and system development fee. Operating income was almost \$35,000. The annual insurance premium was paid and the Repair & Maintenance expense was high due to generator maintenance. Operating expenses totaled \$30,000, so operations showed a profit of almost \$4,000. With Debt Retirement included there was income of \$17,000.

Accounts Payable was higher due to the insurance and MET invoices. All of the credit card and bank statements looked good. Occasionally Chappell would use the credit card, but he always wrote a check equal to the charges. Overall, it had been a good month.

Lorentz moved to accept the July 2019 Financial Reports as presented. Martin seconded the motion, which was then passed unanimously.

DELINQUENCY REPORT:

August 2019

The Board reviewed the August 2019 Delinquency Report.

Martin moved to accept the August 2019 Delinquency Report. Rathbun seconded the motion, which was then passed unanimously.

OPERATIONS REPORT:

June & July 2019

Chappell informed the Board that most of the last two months had been spent catching up from issues originating from the weather in winter/spring. The generators were serviced. Maintenance was performed on the UV systems. MET finally finished the SCADA upgrade. The fire hydrants were ordered. Chappell worked on the flush station for Overland Trail and the RFP for the water meters.

There was a dig at the county office to repair a leak, which turned out to be the Fire Department's responsibility. There were a couple more repairs to do and then the final five fire hydrants would be replaced. Derry took vacation, so Chappell and Lewis took care of the office. During that time Chappell was off sick for a week or so.

Yesterday the main on Overland Trail was leaking. A clamp from a previous repair had failed, from before Chappell's time, and was spraying water. That was repaired and water service was restored by 5:00pm.

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The water loss report had been 1.4 million gallons (20%) in June. Once the Black Bear main line was fixed the loss dropped to 450,000 gallons (5%), and had stayed the same for August. The loss was improving and the repairs were adding up.

Martin moved to accept the June & July Operations & Loss Reports. Lorentz seconded the motion, which was then passed unanimously.

OLD BUSINESS:

Flush Station

Chappell noted that the flush station had been discussed to alleviate the problem on Overland Trail. There were fewer and fewer year-round customers on that 3,000 to 4,000 foot of dead-end pipe. There had been freezing issues twice in the past several years. Chappell then reviewed how a flush station and a recirculation pump worked. The flush station would cost close to \$10,000. The Board discussed the alternatives.

Rathbun moved to install the flush station at the end of Overland Trail, Martin seconded the motion, which was then passed. Lorentz abstained from the motion.

Meters

Chappell had prepared an RFP for replacing the meters, radios, reading equipment and software. The radios had been replaced twice, but the water meters were close to 20 years old. An RFP was to gather information and did not mean that the District had to do the project. The project would probably cost \$150,000 to \$200,000. It would be advertised at the state level and sent to all the meter companies in Montana.

The Board discussed the pros and cons of requiring all customers to have a pit rather than inhouse meters and how a service line insurance program could be beneficial to customers and the District.

Bank Account

Chappell noted that Johnson had talked to Citizens Alliance Bank, but more information was needed.

NEW BUSINESS:

None

CORRESPONDENCE:

Don Larson

Chappell noted that the District had tapped the main for a service line. It was on an unmaintained County Road, which had to be repaired to the county standard. Larson's complaint was that he should not have to pay \$280 for gravel to do that. Chappell talked to him, and he paid his bill.

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Anna Miller, DNRC

Chappell noted that this was to say that the original bond had been paid off. After the project, the payments were weighted. Now the debt service pays more towards the new big bond.

Bernadette Madinger

Chappell noted that there had been a leak on yard hydrant. It had been fixed.

Lorentz moved to approve the leak request for \$64.80/28,050 gallons under the standard policy. Martin seconded, which was then passed unanimously.

Kody Kelley

Chappell noted that there had been a leak under the trailer. Kelley had found a leak, which had been running for a while. The leak was fixed immediately.

Martin moved to approve the leak request for \$55.47/24,013 gallons under the standard policy. Rathbun seconded, which was then passed unanimously.

Chappell had sent an email to the Board regarding the Scott Smith leak request. A leak adjustment had been granted and Chappell sent a letter to Scott Smith. There had been no reply.

NEXT SCHEDULED MEETING:

The next Board meeting was scheduled for September 26, 2019.

ADJOURNMENT:

Lorentz moved to adjourn the meeting, Rathbun seconded the motion and the meeting was adjourned at 6:17pm.

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Attest

Todd Johnson, Vice President

-And-

| SEAL |

Vince Chappell, General Manager