

SEELEY LAKE WATER DISTRICT
MONTHLY BOARD MEETING
December 15, 2020

Attendance:

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

OPENING:

The meeting was brought to order at 5:37pm. The meeting was held via a conference call, due to the ongoing COVID-19 situation.

PUBLIC COMMENTS:

None.

MINUTES:

November 17, 2020

The minutes for the board meeting held on November 17, 2020 were presented to the Board for review.

Rathbun moved to accept the November 17, 2020 minutes as presented. Lorentz seconded the motion, which was then passed.

FINANCIAL REPORTS:

November 2020

Chappell noted that he had met with Johnson earlier to review the financial reports. The Water Sales income was not too bad in November. Operating income for November was approximately \$19,300. Even though more polymer was ordered the Chemical expense remained under budget. For the month the Vehicle expense was elevated as four new tires were purchases for the white truck. Operating expenses totaled approximately \$25,000. Overall, there was a net income of \$2,653 for November.

12/15/2020

Regular Monthly Meeting

Seeley Lake – Missoula County Water District

There were sufficient funds to pay the upcoming bond payments. Accounts Payable was low.

There was one notable item on the bank statement. The bank had incorrectly listed the account number instead of the check number for one of the cleared checks. Chappell had one personal expense on the credit card, for which he wrote a check to fully reimburse the District.

Rathbun moved to accept the November 2020 Financial Reports as presented. Lorentz seconded the motion, which was then passed.

DELINQUENCY REPORT:

December 2020

Due to the early date of the meeting, a delinquency report had not yet been compiled. Discussion followed on one of the accounts that the District had placed a lien on and the possibility of the account being paid off.

OPERATIONS REPORT:

December 2020

Chappell informed the Board that due to COVID-19 the office remained closed, except by appointment. Year-end paperwork, the 2021 budget and the rate increase were all worked on. The Department of Labor had performed an inspection. It was shorter than usual due to COVID-19. The required paperwork had been completed and sent to the Department of Labor. The new batteries fixed the meter reading issue. The equipment was now working again, and would hopefully continue to do so until the new meter system was installed.

In December the water loss had gained about 90,000 gallons of water.

Chappell reviewed the year-end and accomplishment report. Discussion followed on the US Forest Service main.

Lorentz moved to accept the December 2020 Operations Report. Rathbun seconded the motion, which was then passed.

OLD BUSINESS:

2021 Budget

Chappell noted that a couple of numbers had been changed slightly from those that were presented at the last meeting. Chappell then reviewed the budget, which included the 5% rate increase, and the proposed capital projects for the Board.

Rathbun moved to approve the budget for FY2021. Johnson seconded the motion, which then passed.

12/15/2020

Regular Monthly Meeting

Seeley Lake – Missoula County Water District

Raises

The Board discussed the employee raises.

Rathbun moved to approve the employee raises. Lorentz seconded the motion, which was then passed.

Rate Increase

Chappell noted that Derry had noticed the 5% rate increase on the December bills and on the District's website. Johnson requested that the last rate increase be included in the information on the website.

Lorentz moved to approve the 5% rate increase. Rathbun seconded the motion, which was then passed unanimously.

Base Fee & Shut Off Fee Discussion

Chappell informed the Board that he had researched the requirements to begin charging the base fee when the water had been turned off and found that a mailed notice and a public hearing would be needed. Discussion followed on holding a public hearing amidst COVID-19 and implementing the changes later in the year. The Board agreed to table this item until April 2021.

Water Meter Replacement Update

Chappell noted that the RFP for the meter replacement project had been advertised. The bids were due on February 8, 2021. Discussion followed on what the meter replacement project included.

Chart Recorder Replacement

Chappell noted that three bids had been received and Chappell then reviewed the bids. Chappell recommended the bid from MET Valves.

Rathbun moved to approve the chart recorder replacement. Lorentz seconded the motion, which was then passed.

Sale of Asset – Green Truck

Chappell informed the Board that the green truck, minus the District decal, had been sold for \$2,200.

NEW BUSINESS:

Bond Payments

Chappell informed the Board that the January 1, 2021 bond payments totaled \$108,056.25.

12/15/2020

Regular Monthly Meeting

Seeley Lake – Missoula County Water District

Rathbun moved to approve the bond payments in the amount of \$108,056.25. Lorentz seconded the motion, which was then passed.

CORRESPONDENCE:

David McKinley

Chappell noted that he had a leak of 132,000 gallons of water and had requested a leak write off. Lewis added that the leak was caused by a brand-new toilet installation that ran. Once notified the contractor replaced it.

Lorentz moved to approve the leak request for \$304.92/132,000 gallons under the standard policy. Rathbun seconded the motion, which was then passed unanimously.

NEXT SCHEDULED MEETING:

The next Board meeting is scheduled for January 28, 2021.

ADJOURNMENT:

Lorentz moved to adjourn the meeting at 6:16pm.

Attest

Charlie Hahn, President

-And-

| SEAL |

Vince Chappell, General Manager