

**SEELEY LAKE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
December 27, 2018

**Attendance:**

Charlie Hahn	President	<b>ABSENT</b>
Todd Johnson	Vice President	<b>PRESENT</b>
Kris Martin	Director	<b>PRESENT</b>
Chris Lorentz	Director	<b>ABSENT</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 5:34pm at the water plant, 281 Rice Ridge Road, Seeley Lake, MT.

**PUBLIC COMMENTS:**

None

**MINUTES:**

November 29, 2018

The minutes for the board meeting held on November 29, 2018 were presented to the Board for review.

Rathbun moved to accept the November 29, 2018 minutes as presented. Martin seconded the motion, which was then passed unanimously.

**FINANCIAL REPORTS:**

November 2018

Johnson noted that based on the November Water Sales income, the 2018 budgeted amount probably would not be met by year's end. However, this would be supplemented by other revenue sources, whereby meeting the 2018 budgeted income for the year. The Chemical expense was high due another purchase of polymer. High turbidity had continued throughout the year after the run off, which had elevated that expense. The Operating expense was high due to the purchase of some test equipment, and the Repair & Maintenance expense from the purchase of UV bulbs and cleaner. Expenses totaled \$28,000 for November. The year-to-date expenses were \$284,000 and the 2018

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budgeted amount was \$304,000. November Operations had an \$8,000 loss, when Debt Retirement was included there was a \$4,000 profit.

All of the accounts were tracking right along. The Capital Projects account dropped \$6,000 due to the skid steer repair. The BlackMountainSoftware reports, the credit card statements and the check detail were reviewed and looked good. Everything was on track to make budget.

Johnson moved to accept the November 2018 Financial Reports as presented. Rathbun seconded the motion, which was then passed unanimously.

## **DELINQUENCY REPORT:**

### December 2018

The Board reviewed the December 2018 Delinquency Report.

Rathbun moved to accept the December 2018 Delinquency Report. Martin seconded the motion, which was then passed.

## **OPERATIONS REPORT:**

### December 2018

Chappell informed the Board that the year-end paperwork and testing were done in December. There were no issues. Lewis discovered a broken water line while reading meters and shut the water off for the owner. Lewis noted that a write off request had been received. Chappell was called out to shut off the water on a property that was blowing water while the owners were out of town. There had been some frozen water lines during the cold snap, but those had been the homeowners' responsibility.

A year-end report had been included in the board papers. There was one testing issue in the 2<sup>nd</sup> quarter, where Chappell had missed a haloacetic acid test, which prompted a violation. The treatment plant operated well, the office ran smoothly and the financials looked great. Even though Water Sales would be slightly below budget, overall income should break-even, or be slightly higher. It had been a good year. The District was awarded the water system of the year by Rural Water Montana. That was a great accomplishment as well as a great honor. Chappell could not have done that without his employees. They stepped up when needed. The District had a great team. The Tapping income met budget because while only one line had been installed, it was a 1" line with a higher Tapping Fee. Eight fire hydrants were installed. Extensive leak detection was performed covering about half of the town. Of the twelve leaks that were found a lot of them were before the meter. They were all resolved. All in all, there had been a great deal of digging during 2018.

The overall water loss for 2018 was 18%. It had fluctuated during the year. Some issues had been found and corrected, and work would continue to reduce the loss.

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Rathbun moved to accept the December 2018 Operations Report. Martin seconded the motion, which was then passed.

### **OLD BUSINESS:**

#### Reviewing Policy Manual, Old & New Material – Taking Public Comment

Johnson noted that Hahn and Lorentz had reviewed the policy manual. At the next meeting they would give the Board a synopsis to enable the policy manual to be finalized and approved.

#### Skid Steer Update

Chappell noted that the skid steer was working fine and was back to normal. The determination was that the bearings in the crank had locked up. There was no oil pressure gauge on the machine, only a sensor, which did not function during startup. The new engine had a full warranty.

#### 2019 Budget

Chappell reviewed the 2019 budget and the capital projects expenses for the Board. The Board agreed to table the 2019 budget until the January meeting, when the entire Board would be present.

#### Christmas Dinner

The Board discussed the venue and possible dates. Emails would be sent out to confirm the date and venue.

### **NEW BUSINESS:**

None.

### **CORRESPONDENCE:**

#### Shelby Akane

Chappell noted that Lewis had found a leak while reading the meters. It ran at 1,200 gallons an hour. Lewis had contacted the owner and shut off the water. The owner had received no previous leak adjustments.

Martin moved to approve the leak request for \$639.42/276,804 gallons on this one occasion. Rathbun seconded, which was then passed.

At 6:10pm the Board moved into an executive session, which ended at 6:19pm.

### **NEXT SCHEDULED MEETING:**

The next Board meeting was scheduled for January 31, 2019.

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**ADJOURNMENT:**

Rathbun moved to adjourn the meeting at 6:20pm. Martin seconded, which was then passed unanimously.

Attest:

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Todd Johnson, Vice President

-And-

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Vince Chappell, General Manager