

**SEELEY LAKE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
February 24, 2022

**Attendance:**

Charlie Hahn	President	<b>PRESENT</b>
Todd Johnson	Vice President	<b>PRESENT</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:**

Lorentz moved to open the meeting at 5:39pm. Rathbun seconded the motion. The meeting was the Water District Plant.

**PUBLIC COMMENTS:**

**MINUTES:**

December 30, 2021

Lorentz moved to approve the December 30, 2021 minutes of the Regular Board Meeting as presented. Johnson seconded the motion, which was then passed.

**FINANCIAL REPORTS:**

December 2021

Johnson noted that he had met with Chappell to review the financial reports for December and January. The Water Sales income had been very good for December. Expenses on the whole had been kept low, with the exception of utilities. In December there was a loss of approximately \$8,500. Once Debt Retirement was included, it brought the total into the positive. The January 1, 2022 loan payments had been made.

January 2022

Johnson noted that the Water Sales income had been good in January also, and there should not be a problem to meet budget this year. The Operating income for January was approximately \$22,000. The expenses were on budget, even with the high utilities. Chappell noted that the dewatering pump

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had been purchased. Johnson continued that the DNRC loan payable account was down, as the excess funds of approximately \$70,000 had been transferred to the Capital Projects account.

Lorentz moved to accept the December 2021 & January 2022 Financial Reports as presented. Johnson seconded the motion, which was then passed.

## **DELINQUENCY REPORT:**

### February 2022

Chappell reviewed the Delinquency Report for the Board.

Johnson moved to accept the February 2022 Delinquency Report. Rathbun seconded the motion, which was then passed.

## **OPERATIONS REPORT:**

### January & February 2022

Chappell informed the Board that routine maintenance was performed around the plant. New tires were purchased for the skid steer. On January 17<sup>th</sup> the USFS mainline broke, which was the second time this winter. This time the line had broken before the meter pit. The bill for the repair was sent to the USFS. Work continued with Kamstrup on the 6” meter issues and the rep would be here next week to work on them.

Rathbun moved to accept the January & February 2022 Operations Report. Lorentz seconded the motion, which was then passed.

Chappell noted that the overall water loss for 2021 was 14%. In December it was at 21% and then in January it had increased to 45%, at 1.2 million gallons. Lewis had found a couple of meters that had frozen and broken, so there had been some water loss there. The USFS did pay for their leaks. Meter installation would start again once spring arrived.

## **OLD BUSINESS:**

### Meter Project Update

Chappell noted it was on hold because of the weather.

Rathbun moved to accept Old Business. Lorentz seconded the motion, which was then passed.

## **NEW BUSINESS:**

### USFS Service Line

Chappell informed the Board that information had been included in the Board packet on discussions that had taken place in 1968, when the main lines were being installed. The USFS had asked to have their complex brought online with the project and that the District should install the line, the cast iron

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pipe, from the pumphouse to their complex and the USFS would pay for it. This work was added to the project. There was a \$37,000 connection charge for the Rangers Station. That payment had been reflected in the District's financial ledger. It was pretty obvious that it was their main line.

The discussion as to the ownership of the line had begun several years ago, but had been put on hold due to COVID. After the line broke the second time, Chappell had sent the USFS the repair bill and a letter to say that they needed to take responsibility for their service line and fix their own leaks. The District would be happy to assist them in the repair if they wished. The USFS responded that they would pay for the parts, the District should pay for the installation and once completed the District would take ownership of the pipe from the pumphouse to their meter. Chappell estimated that the project would cost approximately \$150,000 in parts, \$60,000-\$100,000 for installation, plus engineering on top of that. The total project would cost approximately \$250,000.

Discussion followed on the best way to proceed. Chappell added that it was the customer's responsibility to take care of their service line and pay to replace it, if need be. There were two USFS lease cabins on that line. Chappell clarified that the normal process for a mainline extension would be for the engineering, parts, installation and testing of a new line to be paid for by the property owner and then the infrastructure would be turned over to the District.

Lewis added that there was an alternative if the USFS did not agree to the District's proposal. The District could put a meter pit at the beginning of their service line. Chappell clarified that their meter pit could be dug up and put down by the pumphouse at the front of the line and deduct the usage for the two cabins from their reading. Discussion followed on the best way to proceed, not setting precedence and the possibility of moving the meter pit.

Chappell concluded that he would keep communications open. In the meantime, do some research into what sleeving the line and what moving the pit would cost. Johnson suggested that the District tell the USFS that the District was moving the meter pit. Discussion followed.

### SRF Loan for Meter Project

Chappell informed the Board that the District would not be receiving any ARPA funds. However, there was the potential for loan forgiveness on an SRF loan, which would pay for part of the project. Derry added that it was similar to the ARRA loan forgiveness on the 2009 project and could pay for approximately half of the meter project. The next step would be to complete and submit the universal application for the project, including the tower. Adding the USFS line to the project and how to move forward was discussed.

Lorentz moved to pursue the loan. Rathbun seconded the motion, which was then passed.

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**CORRESPONDENCE:**

Acc#644

Chappell noted that the owner had a broken frost-free hydrant. Lewis added that the owner had thought that the issue had been fixed the first time she had contacted her about the high usage. Once they realized that it was still leaking, the owner quickly fixed the leak.

Acc#645

Lewis reviewed the history of this leak and that the owner had fixed it as soon as she was able to. Also, agreeing to trickle the water and pay for the increased usage. Both of these write offs were for the leak portion of the bill only.

Johnson moved to approve the write offs and send the usual letter for both accounts. Lorentz seconded the motion, which was then passed.

**NEXT SCHEDULED MEETING:**

The next Board meeting was scheduled for March 31, 2022.

**ADJOURNMENT:**

Johnson moved to adjourn the meeting at 6:24pm. Lorentz seconded the motion, which was then passed.

Attest

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Charlie Hahn, Director

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| SEAL |

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Vince Chappell, General Manager