

**SEELEY LAKE WATER DISTRICT**  
**MONTHLY BOARD MEETING**  
**June 30, 2022**

**Attendance:**

Charlie Hahn	President	<b>PRESENT</b>
Todd Johnson	Vice President	<b>PRESENT</b>
Kris Martin	Director	<b>PRESENT</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>
Drew Rieker	JCCS	<b>PRESENT</b>

\* Joined the meeting at 5:52pm.

**OPENING:**

Rathbun moved to open the meeting at 5:33pm. Johnson seconded the motion, which was then passed. The meeting was held at the Water District Plant, 281 Rice Ridge Road, Seeley Lake.

**PUBLIC COMMENTS:**

None.

Johnson moved to move JCCS after Public Comment. Martin seconded the motion, which was then passed.

Drew Rieker, JCCS noted that the agreed upon procedures had been performed and reviewed what that entailed. Two minor results were noted, which stemmed from the timing of when items had cleared the bank account and an old check that had not been cashed.

Drew Rieker suggested a couple of options for approving electronic utility bill payments. Discussion followed on the best approval method and the Board agreed that, moving forward, double signatures would be secured on the utility invoices as an approval method prior to their electronic payments.

Drew Rieker summarized that other than changing the process for approving electronic payments the District had met their expectations and was doing a great job.

Lorentz joined the meeting.

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## **MINUTES:**

### April 28, 2022

Lorentz moved to approve the April 28, 2022 minutes of the Regular Board Meeting as presented. Johnson seconded the motion, which was then passed.

## **FINANCIAL REPORTS:**

### April 2022

Johnson noted that he had met with Chappell last month to review the financial reports for April. The Water Sales income in April had been good. The Chemical expense was high, as poly had been purchased. For the month, Operations showed a loss of approximately \$3,700, when Debt Service was added it resulted in a profit of approximately \$5,000.

Johnson moved to approve the April 2022 Financial Reports. Lorentz second the motion, which was then passed.

### May 2022

Johnson noted that the Water Sales income had dropped from last month. The Chemical expense was a little high as chlorine had been purchased. The Computer expense was elevated due to the annual BlackMountainSoftware maintenance invoice. Overall, the monthly expenses were lower than the budgeted amount. For May, Operations showed a loss of approximately \$3,800 and with Debt Retirement included there was a profit of approximately \$5,000.

The transfer to the DNRC Loan payable account had been made. There were sufficient funds in the DNRC Loan Payable account to pay the July bond payments.

Johnson moved to accept the May 2022 Financial Reports as presented. Rathbun seconded the motion, which was then passed.

Chappell noted that there had been some end of year adjustments as part of the accountant's review. These adjustments had changed a few line items on the financials from December 2021 onwards, such as the capitalization of some expenses.

## **DELINQUENCY REPORT:**

### June 2022

Chappell reviewed the Delinquency Report for the Board.

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

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## **OPERATIONS REPORT:**

### May & June 2022

Chappell informed the Board that more meters had been installed. It had become apparent that the meters in the pits required antennas after all. The installation process had been slowed down as the antennas had not been delivered yet. There were now less than two hundred meters left to install. The supplier was here with Kamstrup to correct the issues with the USFS meter onsite. That meter was now working correctly. A major leak, of 18 gallons a minute, had been found after the meters had been read. Chappell reviewed this leak, which was initially thought to be a District issue, but once it was dug up it became apparent that the leak was actually under the home. The leak had been repaired by the owner.

Chappell had worked on estimates for the 1-Stop. There had been a tap. Generator maintenance was performed, which revealed that the rear main seal on the generator at the pumphouse was bad, once again. This had been replaced 10 years ago.

The Water loss for May was 948,000 gallons, which had dropped a little bit. Some leak detection had been done, but this had been slowed down by installing the Kamstrup meters. How the large leak had affected the water loss report was discussed.

Johnson moved to accept the May & June 2022 Operations Report. Lorentz seconded the motion, which was then passed.

## **OLD BUSINESS:**

### Meter Project Update

Chappell previously covered.

### USFS Service Line

Chappell noted that Quinn was unable to attend the meeting, as he was in New Mexico. Chappell reviewed the bid for moving the meter pit to the pumphouse. To date the USFS had not paid any of the repair bills from last winter, one of these repairs had been after the meter. Discussion followed on how to move forward.

## **NEW BUSINESS:**

### July 1, 2022 Bond Payments

Chappell reviewed the July 1, 2022 bond payments totaling \$110,456.25.

Martin moved to approve the bond payments in the amount of \$110,456.25. Grimes seconded the motion, which was then passed.

Johnson moved to move correspondence up. Grimes seconded the motion, which was then passed.

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JCCS FY21

Moved to earlier in the meeting.

**CORRESPONDENCE:**

Acc#431

Chappell noted that they had a considerable leak, which had run for two months. The meter, in a meter pit, wouldn't read in March due to the snow and ice and did not read until April. Chappell had thought the leak was the District's responsibility. It was only when it was dug up that Chappell found that the leak was under the house and not close to the pit. The water was immediately shut off and left off until the leak was fixed. Discussion followed on the leak, the difficulty in reading the meter and how quickly the leak had been fixed.

Lorentz moved to approve the leak request in the amount of \$4,364.06/1,795,910. Martin seconded the motion, which was then passed.

**EXECUTIVE SESSION:**

The Executive Session commenced 6:23pm and was recessed at 6:47pm.

Chappell reviewed the Executive Session.

**NEXT SCHEDULED MEETING:**

The next Board meeting was scheduled for July 28, 2022.

**ADJOURNMENT:**

Johnson moved to adjourn that meeting at 6:48pm. Grimes seconded the motion, which was then passed.

Attest

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Charlie Hahn, Director

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Vince Chappell, General Manager