

SEELEY LAKE WATER DISTRICT
MONTHLY BOARD MEETING
August 26, 2021

Attendance:

Charlie Hahn	President	ABSENT
Todd Johnson	Vice President	ABSENT
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	PRESENT

OPENING:

The meeting was brought to order at 5:33pm by Chris Lorentz. The meeting was held at the Water Plant.

PUBLIC COMMENTS:

None.

MINUTES:

June 21, 2021

Martin moved to approve the June 21, 2021 minutes of the Public Hearing and the Regular Board Meeting as presented. Rathbun seconded the motion, which was then passed.

FINANCIAL REPORTS:

May 2021

Chappell noted that Johnson would review the financials when he returned. Chappell continued that the Water Sales income was up and that there had been more Tapping Fee income. The prorate that had been collected on Wild Turkey Court had been paid back to the old owner. For May the operating income was \$22,700. Expenses were low. Bill cards had been purchased, which had elevated Office Expenses. Operating expenses totaled \$25,600. Overall income, including Debt Services for the month was \$5,700.

Purchasing water meter parts had lowered the balance of the capital projects account. Accounts Payable looked good. Chappell had reviewed the bank account and credit card statements and there were no issues. Johnson will review the financials and then sign off on each month.

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June 2021

Chappell noted that the Water Sales income was up \$5,000 compared to last year. There had been another tap, so total Operating income for June was \$30,913. Purchasing poly and chlorine pushed the Chemical expense up. The Office Supplies expense was high due to postage for the public hearing mailing. The Vehicle expenses included replacing the CV axle on white truck. Total Operating expenses were \$36,700. The overall income, including Debt Service, was \$4,000.

In June the DNRC loan payable account dropped due to the July 1 loan payments. Capital Expenses increased due to the meter pit replacement parts. These invoices were reflected in the elevated Accounts Payable.

Chappell had reviewed the bank and credit card statements and there were no issues.

July 2021

Chappell noted that the Water Sales income was up \$14,000 compared to last year, totaling \$42,252, which was the highest he had seen. For July the Operating income was \$43,922. The Operating expenses were pretty quiet, totaling \$23,887. Total overall income for the month was \$28,739.

The Capital Projects account dipped to pay for the meter pits. Account Payable was down as the meter pit invoices had been paid.

Chappell had reviewed the credit card and bank statements and everything looked good. The Board had no questions.

Rathbun moved to accept the May, June & July 2021 Financial Reports as presented. Martin seconded the motion, which was then passed.

DELINQUENCY REPORT:

August 2021

Chappell reviewed the delinquency report for the Board.

Martin moved to accept the August 2021 delinquency report. Rathbun seconded the motion, which was then passed.

OPERATIONS REPORT:

July & August 2021

Chappell informed the Board that at the end of June RMC installed the last seventeen meter pits. It took five and half days over 2 weeks. There had been some issues with check valves sticking and not opening properly on the meter pits that had been installed. The supplier and manufacturer came up and replaced all of the valves and they are now working correctly.

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CAT worked on the generators and replaced the faulty starter on the generator at the lower chlorine station.

Chappell had attended a Zoom meeting for the Missoula County ARPA funds. The county had accepted our application and added us to their list. However, it sounded unlikely that the county would award the District any of their ARPA funds. The application for the competitive state ARPA grant funds was finalized.

Chappell worked with the County Road crew while they were chip sealing. Previously they had covered some of the valve boxes, which they mistook for pot holes, that Chappell then had to remove the asphalt from to ensure that they were accessible.

General maintenance was performed around the plant. They had assisted 1-Stop with a small water leak, which was now fixed.

The high school hired a contractor to replace their service line. There was oil in the ground, which had also happened when the District had dug there years ago, and the dig was shut down. Oil can penetrate a plastic pipe and get into the water, as plastic is made from petroleum. They finally did get approval to put other pipe in and finish the job, but they have not started yet.

Liquid Engineering inspected and cleaned both of the tanks. There were no issues. There was a small amount of sediment, which was cleaned out. Chappell planned on budgeting to clean out the clear well next year and also see if they would dive the intake pit at the pumphouse.

Most of the parts for the meter project had been received and the installation had begun. Lewis tested reading the meters and found that it took a long time to read those meters as the signal was having trouble penetrating the metal pit lids. Chappell would order some extensions to raise the antenna up in the pit. These will also help the tower to read the meters, when that is installed.

The water loss report was down to 6%, but the loss was gradually creeping up. Hopefully while the meters are being replaced some leaks will be discovered. Lewis added that an air lock had affected the flush leak reading for August.

Rathbun moved to accept the July & August 2021 operations report. Martin seconded the motion, which was then passed.

OLD BUSINESS:

Meter Project Update

Chappell noted that most of the equipment had arrived. Training will be scheduled in early September.

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NEW BUSINESS:

Black Bear Boost Station Generator

Chappell informed the Board that the Generac generator at the boost station had been installed in 2009 and the motor was now failing. That motor was no longer made. To replace it with a different motor would cost almost as much as a new generator. There was a proposal for a new generator. Discussion followed on the load and use of this generator and the other similar generators, as well as the proposal. Chappell added that it was likely that the other two generators, which were the same model and age, would have to be replaced in the future and these could be budgeted for. Discussion followed on the proposed replacement generator and exploring the possibility of using a block heater on it.

Rathbun moved to purchase the generator. Martin seconded the motion, which was then passed.

Chappell added that there were corrosion issues with the electrical panel and the transfer switch in the lower chlorine station. Even the main switch on the outside of the building was corroded. Chappell would get the electrician in to work on it.

Debt Service Acc#572

Chappell noted that while reviewing the billing to ensure that the change in how the base fee was assessed was accurately implemented, it was found that this property had been charged debt service for two properties, when it was only one property. Chappell reviewed the billing for this property and that when other properties had been overbilled in the past the District had refunded the money to the owners. Discussion followed on how this was discovered.

Martin moved to pay back the property owner. Rathbun seconded the motion, which was then passed.

CORRESPONDENCE:

None

NEXT SCHEDULED MEETING:

The next Board meeting is scheduled for September 30, 2021.

ADJOURNMENT:

Rathbun moved to adjourn the meeting at 6:19pm.

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Attest

Chris Lorentz, Director

-And-

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Vince Chappell, General Manager