

Seeley Lake Sewer District
REGULAR BOARD MEETING AGENDA

DATE: Thursday, February 17, 2022
PLACE: Virtual Meeting via Zoom
Computer: <https://us02web.zoom.us/j/8563339071?pwd=Z0NhbmRoWitlUFpyME8vTWJ0QlZ0Zz09>
Telephone: 1 669 900 6833
Meeting ID: 856 333 9071
Password: 123528
TIME: 6:00 p.m.

ROLL CALL

Tom Morris, President	O	05/2024
Pat Goodover, Vice President	O	05/2022
Jason Gilpin, Director	O	05/2024
Cheri Thompson, Director	O	05/2022
Vacant, Director	O	05/2022
Felicity Derry, Secretary	O	

1. OPENING: Scheduled for 6:00 PM Via Zoom
2. APPROVAL OF AGENDA:
3. PRESIDENT'S COMMENTS:
4. PUBLIC COMMENT: On Items not on the Agenda of the Meeting and within the Jurisdiction of the Sewer District [MCA 2-3-103 (1)a]
5. CORRESPONDENCE:
6. MINUTES: January 20, 2022 - *Action*
7. FINANCIAL REPORTS:
 - a} Invoices - *Action*
 - b} December 2021
8. MANAGER'S REPORT: Status Report
9. UNFINISHED BUSINESS:
 - a} Action Plan for 2021-2022
 - i. Committee Reports - *Discussion/Action*
 - b} Mission Update - *Discussion/Action*
 - c} Income Survey - *Discussion*
 - d} Board Appointee Interview - *Discussion/Action*
 - e} Resolution 02172022 - Nutrient Budget Analysis - *Discussion/Action*
 - f} RFQ/RFP - *Discussion/Action*
 - g} Manager Contract - *Discussion/Action*
 - g} Reorganize the Website - *Discussion/Action*
10. NEW BUSINESS: None
11. NEXT SCHEDULED MEETING: March 17, 2022
12. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
13. ADJOURNMENT:

**SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
January 20, 2022**

Tom Morris	President	PRESENT	Jason Gilpin	Director	PRESENT
Pat Goodover	Vice President	PRESENT	Cheri Thompson	Director	PRESENT
	Director	VACANT	Felicity Derry	Secretary	PRESENT
Bill Decker	Interim Manager	PRESENT			
Public Attendance - Appendix A					

CALL TO ORDER:

The meeting was called to order at 6:02pm and was held remotely via Zoom. Tom Morris requested that everybody who had joined the meeting identify themselves for the record.

APPROVAL OF AGENDA:

The Board discussed rearranging several items on the agenda.

Cheri Thompson moved to approve the agenda. There was discussion on whether it was appropriate to discuss the manager's contract during the Executive Session. Pat Goodover seconded the motion. Discussion followed on what could be covered during the Executive Session, as well as moving the RFP item to earlier on the agenda. **Pat Goodover moved to modify the agenda to move the discussion of the RFP to just before #6 (Correspondence).** Jason Gilpin and Cheri Thompson seconded the motion. There was no further discussion. Tom Morris voted aye and the motion passed.

PRESIDENT'S COMMENTS:

Tom Morris noted that it was a full agenda and requested that everyone be respectful of time, to identify yourself and wait to be recognized before you speak.

PUBLIC COMMENT:

None.

Tom Morris called for an Executive Session at 6:10pm and requested that all of the meeting attendees who would not be attending the Executive Session be placed in the Zoom waiting room for the duration of the Executive Session.

EXECUTIVE SESSION:

The Board entered into the Executive Session at 6:12pm. The Executive Session concluded and the public rejoined the meeting from the Zoom waiting room. The Regular Board Meeting resumed at 6:17pm.

RFP (Request for Proposals)

Pat Goodover noted that he and Jason Gilpin had developed the draft RFP, which would be used to request that the vendors provide a solution to Seeley Lake's issue. Pat Goodover read the draft RFP.

Discussion followed regarding the District's lapsed discharge permit and where the specified nitrate level in the draft RFP had originated.

Mike Saunders, Orenco, outlined how RFPs could be completed in phases and how the Board might be able to achieve their goal.

There was discussion as to whether the District needed an engineer or if the 2012 PER could be utilized. The Board agreed that the engineer worked for the District and then discussed who should hire the engineer for the project.

Nathan Bourne suggested the Board clarify that even though the PER which would be used by the vendors was written for a central sewer, that was not what the District was asking for. Bill Decker added that a PER was used to identify the problem, which the vendors could then utilize to provide a solution.

Mike Saunders, suggested that a way to move forward would be for the Board to outline what the preferred alternatives were and then have the vendors develop proposals for the Board to review. That would allow the Board to evaluate engineers who were familiar with those preferred systems.

Nathan Pierce added that BioMicrobics would be comfortable looking at the PER, assessing whether a centralized sewer was the best solution or not and formulating a proposal utilizing their own engineers.

The language of the RFP was reviewed. Informing and educating the public was discussed. Tom Anderson, Glacier Precast, suggested that a way to do that would be to tour the technologies that had been installed in the area.

Bill Decker volunteered to write an RFP and suggested that the RFP should be preceded by an RPQ (Request for Qualifications). How the Board should proceed and where an RFQ should be sent was discussed. Neighborhood solutions within the District were discussed. Utilizing an RFQ and possible timelines were discussed.

Tom Morris yielded the chair to Pat Goodover at 7:07pm.

Nathan Pierce, BioMicrobics, suggested that until the District could determine what kind of system would be utilized, it would be difficult for the District to estimate a dollar amount. A figure would

be needed to identify a funding mechanism and gauge if it was both feasible and affordable. Discussion followed on the process of how to solve Seeley Lake's issue and then fund it. Tom Morris returned and Pat Goodover yielded the chair back to Tom Morris at 7:12pm.

Tom Morris suggested that the discussion of the RFP be tabled and to add an RFQ to the next agenda. The Board agreed.

CORRESPONDENCE:

Missoula County Public Works (Appendix B)

Tom Morris read the email from Shane Stack and the letter from Kim Myre.

MINUTES:

December 16, 2021 Regular Meeting

Pat Goodover moved to approve the minutes of the December 16, 2021 Board Meeting as presented. Tom Morris seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye
Director	Vacant

FINANCIAL REPORTS:

Invoices – December 2021

Tom Morris reviewed the December invoices.

Tom Morris moved to pay the invoices. Jason Gilpin seconded the motion. Cheri Thompson felt it was appalling that time sensitive samples had taken so long to be tested and be billed. Caryn Miske clarified that the nutrient samples were for long term nutrient trends and were not time sensitive, unlike E. coli samples, and agreed that the billing was tardy. Discussion followed on the tardiness of the lab's billing, possible ways to motivate the lab to bill in a more timely manner and that the District had previously committed to paying for the tests. There was no further discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Nay
Director	Vacant

November 2021 Financial Reports

Felicity Derry reviewed the November financial reports. The Board had no questions regarding the November financial reports.

MANGERS REPORT:

Bill Decker thanked the Board for the opportunity they had given him and was excited to get moving. Bill Decker believed that public participation was key and hoped to improve on the recent low voter turnout. Public education could also help to complete the income survey.

Nathan Bourne suggested that Bill Decker double check voter turnout as it had been 70% for the bond election. Discussion followed on the income survey.

UNFINISHED BUSINESS:

Action Plan for 2021-2022

Committee Report

Tom Morris noted that he had given his report during Correspondence.

Pat Goodover noted that Beth had not responded to him and suggested that the income survey be assigned to the new manager. Discussion followed on the income survey. Tom Morris requested that Bill Decker address the income survey at the next meeting. Caryn Miske offered the assistance of CRC's newest member of staff.

Cheri Thompson requested an approval for the publication of her article and that the website item be moved to another meeting.

Tom Morris moved to publish Cheri's article. Pat Goodover seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye
Director	Vacant

Mission Update

None.

Income Survey

None.

Board Appointee Interview

Tom Morris noted that there was nobody to interview.

Resolution 01202022 – Nutrient Budget Analysis

Tom Morris proposed that the Board designate a dollar amount that could not be exceeded, so as to keep it to the budgeted amount. Cheri Thompson requested that this item be tabled until next month to enable the interim manager to gather all of the testing info and to compile a global plan of investigation of the water situation. Tom Morris questioned when the sampling process needed to begin. Caryn Miske was ok if the start of the testing was postponed; however, this would mean that the testing year would run into 2023. Tom Morris agreed to table this item until the next meeting.

Amendments to the Website

Cheri Thompson voted to table this item for another meeting and address it then. Tom Morris requested that the resolutions not be archived.

NEW BUSINESS:

Manager Contract

The Board discussed the amount that had been budgeted for the manager. Tom Morris noted that 80 hours a month would be around \$26 an hour. Bill Decker agreed to \$26 per hour and that he would accomplish the tasks he was assigned. The Board agreed that a contract would be finalized at the next meeting.

RFP

Previously covered.

NEXT REGULARLY SCHEDULED MEETING: February 17, 2022

AGENDA ITEMS FOR NEXT SCHEDULED MEETING:

Tom Morris noted that the following items should be added to the January agenda: Action Plan – Committee Reports, Mission Update, Income Survey, RFQ & RFP, Reorganize the Website, Resolution for CRC Nutrient Budget Analysis, Board Appointee Interview and Manager Contract.

ADJOURNMENT OF MONTHLY BOARD MEETING:
Tom Morris moved to adjourn the meeting at 8:07pm.

Attest:

Tom Morris, President

Felicity Derry, Secretary

**Seeley Lake Sewer District
Invoices for January 2022**

District:

Seeley Lake Water District - <i>Inv#205 January 2022</i>		\$144.65
Bill Decker <i>January/February</i>		\$293.28
Felicity Derry - <i>January/February</i>		\$382.50
		\$820.43

Citizens Alliance Account	\$4,674.44		\$4,674.44
Reserve	\$28,000.00		
Missoula County Account	\$179,191.27	(\$820.43)	\$178,370.84
			\$183,045.28

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Phone # 406-677-2559

Invoice

DATE	INVOICE #
2/1/2022	205

BILL TO
Seeley Lake Sewer District PO Box 403 Seeley Lake, MT 59868-0403

SHIP TO

P.O. NUMBER	TERMS	REP	SHIP	VIA	
	Due on Receipt		2/1/2022	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
9	MiscI	Bookkeeping & Admin January 2022	15.00	135.00
193	MiscO	Copies	0.05	9.65

THANK YOU!	Total	\$144.65
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Felicity Derry
January/February 2022

Date	Time	Subject	Hours
1/20/2022	5:30-8:15p	Meeting Prep & Meeting	2.75
1/31/2022	4:15-5:15p	Minutes & Admin	1.00
2/1/2022	4:15-9:00p	Minutes & Admin	4.75
2/2/2022	5:00-9:15p	Minutes & Admin	4.25
2/8/2022	3:45-9:00p	Minutes & Admin	5.25
2/9/2022	4:15-5:30p	Admin	1.25
2/10/2022	8:30-10:30a	Admin	2.00
			<hr/>
			21.25

21.25 x \$18 = \$382.5

\$382.50
\$382.50

OPERATING BILLED INCOME	DECEMBER 2021	MTHLY BUDGET	2022 FISCAL YTD	YTD BUDGET	2022 BUDGET	% OF BUDGET
Fee Assessment	\$20,536.91	\$10,341.83	\$79,549.09	\$62,051.00	\$124,102.00	64.1
Interest Income CAB	\$4.16	\$0.00	\$36.82	\$0.00	\$0.00	
Interest Income Missoula County	\$20.92	\$0.00	\$137.25	\$0.00	\$0.00	
TOTAL OPERATING INCOME	\$20,561.99	\$10,341.83	\$79,723.16	\$62,051.00	\$124,102.00	64.2
OPERATING EXPENSES						
Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Bookeeping	\$90.00	\$583.33	\$990.00	\$3,500.00	\$7,000.00	14.1
Dues & Subscriptions	\$44.00	\$70.83	\$247.21	\$425.00	\$850.00	29.1
Election	\$0.00	\$83.33	\$0.00	\$500.00	\$1,000.00	0.0
Equipment	\$0.00	\$4.17	\$0.00	\$25.00	\$50.00	0.0
Income Survey	\$0.00	\$62.50	\$0.00	\$375.00	\$750.00	0.0
Insurance - Liability	\$0.00	\$833.33	\$0.00	\$5,000.00	\$10,000.00	0.0
Legal	\$0.00	\$1,250.00	\$0.00	\$7,500.00	\$15,000.00	0.0
Licenses & Fees	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	0.0
Meals, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Office Supplies	\$5.05	\$29.17	\$68.20	\$175.00	\$350.00	19.5
Postage	\$0.00	\$25.00	\$0.00	\$150.00	\$300.00	0.0
Public Relations	\$0.00	\$29.17	\$114.40	\$175.00	\$350.00	32.7
Manager	\$0.00	\$2,140.42	\$0.00	\$12,842.50	\$25,685.00	0.0
Secretary	\$283.50	\$500.00	\$2,151.00	\$3,000.00	\$6,000.00	35.9
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Water Testing	\$0.00	\$133.33	\$0.00	\$800.00	\$1,600.00	0.0
Well/Lake Monitoring	\$0.00	\$228.33	\$340.50	\$1,370.00	\$2,740.00	12.4
Nutrient Budget Analysis	\$0.00	\$459.58	\$0.00	\$2,757.50	\$5,515.00	0.0
Drill 5 Wells	\$0.00	\$2,083.33	\$0.00	\$12,500.00	\$25,000.00	0.0
Repay Missoula Co Loan	\$0.00	\$1,826.00	\$21,912.00	\$10,956.00	\$21,912.00	100.0
TOTAL OPERATING EXPENSES	\$422.55	\$10,341.83	\$25,853.31	\$62,051.00	\$124,102.00	20.83
NET OP. INCOME (LOSS)	\$20,139.44	\$0.00	\$53,869.85	\$0.00	\$0.00	

BALANCE SHEET

ASSETS

10/31/21

11/30/21

12/31/21

CURRENT ASSETS

Cash Accounts	10/31/21	11/30/21	12/31/21
Citizens Alliance Bank Account	\$4,661.83	\$32,666.12	\$32,670.28
- District Reserve Funds	\$0.00	\$28,000.00	\$28,000.00
- General District Funds	\$4,661.83	\$4,666.12	\$4,670.28
Missoula County Account	\$136,074.34	\$160,589.34	\$180,768.62
Total Cash Assets	\$145,398.00	\$193,255.46	\$213,438.90

Accounts Receivable

\$0.00

\$0.00

\$0.00

TOTAL CURRENT ASSETS

\$145,398.00

\$193,255.46

\$213,438.90

FIXED ASSETS

Total Fixed Assets

\$2,033,813.16

\$2,033,813.16

\$2,033,813.16

TOTAL ASSETS

\$2,179,211.16

\$2,227,068.62

\$2,247,252.06

BALANCE SHEET**LIABILITIES & EQUITY**

10/31/21

11/30/21

12/31/21

CURRENT LIABILITIES

Accounts Payable	\$0.00	\$0.00	\$44.00
Advance LOR Grant Income	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$0.00	\$0.00	\$44.00

TOTAL LIABILITIES\$0.00\$0.00\$44.00**OWNERS' EQUITY**

Retained Earnings	\$2,193,338.21	\$2,193,338.21	\$2,193,338.21
Net Income (Loss)	(\$18,788.88)	\$33,730.41	\$53,869.85
Total Owners' Equity	\$2,174,549.33	\$2,227,068.62	\$2,247,208.06

TOTAL LIABILITIES & EQUITY\$2,174,549.33\$2,227,068.62\$2,247,252.06

CASH FLOW RECONCILIATION

	30-Nov	31-Dec	FISCAL YTD
TOTAL NET INCOME (LOSS)	\$52,519.29	\$20,139.44	\$53,869.85
Operating Activities			
Accounts Payable	\$0.00	\$44.00	(\$3,790.00)
Total Investing Activities	\$0.00	\$44.00	(\$3,790.00)
INCREASE (DECREASE) IN NON-CASH ASSETS			
Accounts Receivable	\$0.00	\$0.00	\$0.00
NET CASH INCREASE (DECREASE)	<u>\$52,519.29</u>	<u>\$20,183.44</u>	<u>\$50,079.85</u>
CHANGE IN ACCOUNT BALANCES			
Cash at Beginning of Period	\$140,736.17	\$193,255.46	\$163,359.05
Cash at End of Period	\$193,255.46	\$213,438.90	\$213,438.90
Change in Account Balances	<u>\$52,519.29</u>	<u>\$20,183.44</u>	<u>\$50,079.85</u>

Seeley Lake - Missoula County Sewer District
Check Detail
December 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1961	12/17/2021	Seeley Lake Water District	1001 · Missoula Co...		-95.05
Bill	Inv#203	12/01/2021		6652 · Bookkeeping ... Copies	-90.00 -5.05	90.00 5.05
TOTAL					-95.05	95.05
Bill Pmt -Check	1962	12/17/2021	Seeley Lake Water District	1001 · Missoula Co...		0.00
TOTAL					0.00	0.00
Check	1963	12/17/2021	Felicity Derry	1001 · Missoula Co...		-283.50
				6110 · Secretary	-283.50	283.50
TOTAL					-283.50	283.50

Feb 2022 Board Meeting

I haven't seen a contract yet so the first thing I'd like to address is my billing hours. I will not bill the District for individual conversations with Board members or residents of the District. I am available at all times for suggestions or questions and do not want to discourage that. I will bill for any meetings, board meetings, city council meetings, meetings with informed sources, vendors, contractors etc. I will bill for time reviewing documents related to SLSD. I have a Clockify app and will email this to Felicity along with my monthly managers report. This will detail how my time was spent. I hope this is acceptable to the Board.

At the last Board meeting I was tasked with preparing an RFQ, an RFP and to begin work on an Income survey.

I have prepared a draft RFQ and shared it with the Board Members, Pat gave me guidance on making sure the RFQ was written as to not exclude manufacturers of " cluster " systems. I made changes which I hope accomplished this. Cherie suggested that the RFQ would look more professional with spacing and bullet points. The RFQ is not intended to be a presentation. The RFP will contain many bullet points and paragraphs, and look much more professional. The RFQ as written is 197 words, this full text I intend to run in the Pathfinder for three weeks to satisfy legal requirements. A 27 word notice of RFQ will be run in 67 newspapers statewide. This notice will direct respondents to the SLSD website where the full RFQ will be posted. This notice will also run for three weeks. There will be a deadline for responses. All inquiries will be directed to the District Manager. I met with Nathan/Pathfinder and he provided guidance on this advertising strategy

Here is the text for the abbreviated notice, the printed version will have a different layout.

Requests for Qualifications are solicited by the Seeley Lake Sewer District to seek design/build professionals for a sewage collection/treatment project. Full RFQ is available at Seeley Lake Sewer.com.

Here is the text of the full RFQ, the printed version will have a different layout.

Seeley Lake Sewer District is soliciting Requests for Qualifications

Seeley Lake is a community in Missoula County Mt 59868. It is home to 1,659 residents with 759 households, an average of 2.21 residents per home. Commercial facilities consist of retail stores, gas stations/auto shops, restaurants/bars and a lumber mill. The main activities involve logging and recreation.

Seeley Lake is a County Sewer District but has no common sewer system. The homes and businesses are served by individual septic systems.

The community has a potable water system and most homes and businesses are served by this system. The water source is Seeley Lake.

The community is wishing to construct a sewer system or series of systems and eliminate the individual drainfields. Respondents' qualifications will be reviewed by the Seeley Lake Sewer Board of Directors. Selected respondents will be sent Requests for Proposals for the design of a wastewater collection and treatment system or series of systems.

Respondents may also be considered for the construction phase of the project. Respondents will supply 7 hard copies of their Qualifications. Respondents must reply by mm/dd/yy by mail to P.O.Box 403 Seeley Lake Mt 59868. All inquiries should be addressed to SLSDManager@gmail.com.

The purpose of the RFQ is to solicit responses from a broad group of design/build professionals who believe they are qualified to solve the Districts problem. Responding to an RFQ is a fairly simple process as compared to responding to a Request for Proposals. RFPs are time consuming and expensive to respond to. The board will review the RFQs submitted and select which respondents will be sent an RFP. The Board can determine the criteria used in selecting who will receive an RFP.

At the same time that we advertise the RFQ I think we should have an article in the Pathfinder telling the residents what we are doing and why. Maybe Cherie could put it in her column.

The RFP will be much more detailed than the RFQ and will allow respondents access to District documents such as the PER, District boundaries, required service connections and possible Discharge Permit limits. These are the details Cherie was requesting for the RFQ. I have a number of RFPs that I am using to help prepare the RFP. I have written two RFPs in the past but both with the help of engineers. As we do not have an engineer I am trying to tailor an RFP to the District needs.

Regarding the Income Survey, I met with Amanda Zelnis and Caryn at the CRC office. We discussed setting rates and income surveys in general. We all agreed that any action on a survey was down the road at least a year. We also discussed the District in general and the Lindy RV dump specifically. Caryn said she had proposed EDNA testing on the lake. The district previously had approved this testing but wished to wait until a manager was on board. I am 100% in agreement that we should do EDNA testing. We also discussed the RV dump at Clearwater Junction. Caryn is getting me contact information and I will be hoping to find out why that dump station is not operational. It is my opinion we would be doing Lindys a favor by taking the load off his RV dump.

Cherie and I are working on transferring the Zoom Meeting responsibilities to me.

I'm having a difficult time emailing the Clockify report so this month I will just add it here

1/16 Conversation with Midwest Assistance Program	35 minutes
1/20 Board Meeting	120 minutes
1/25 Preparing RFQ	60 minutes

1/27 Reviewing Action Plan	45 minutes
1/28 Revising RFQ	15 minutes
2/2 Reviewing Technical Memorandum	49 minutes
Reviewing Discharge Permit	30 minutes
2/3 Meeting with Nathan/Pathfinder	70 minutes
2/5 Reviewing RFPs forwarded by Pat	31 minutes
2/5 Reviewing PER	62 minutes
2/8 Preparing Managers Report	90 minutes
2/9 Meeting with Amanda	70 minutes
Total	677 minutes
	11.28 hours

Board members

This is a draft of the Request for Qualifications I proposed.

With the guidance of Pat I have made a couple changes. Please review it and make any comments or suggestions.

Request for Qualifications Draft

Seeley Lake is a community in Missoula County Mt 59868. It is home to 1,659 residents with 759 households, an average of 2.21 residents per home. The main activities involve logging and recreation.

Seeley Lake is a County Sewer District but has no common sewer system. The homes and businesses are served by individual septic systems.

The community has a potable water system and most homes and businesses are served by this system. The water source is Seeley Lake.

The community is wishing to construct a sewer system or series of systems and eliminate the individual drainfields.

Respondents' qualifications will be reviewed by the Seeley Lake Sewer Board of Directors. Selected respondents will be sent Requests for Proposals for the design of a Wastewater collection and treatment system or series of systems.

Respondents may also be considered for the construction phase of the project.

Respondents must supply 7 copies of their Qualifications.

Respondents must reply by

All inquiries should be addressed to the Seeley Lake Sewer District Manager.