

**SEELEY LAKE SEWER DISTRICT**  
**REGULAR BOARD MEETING**  
**April 15, 2021**

Tom Morris	President	PRESENT	Vacant	Director	
Beth Hutchinson	Vice President	PRESENT	Jason Gilpin	Director	PRESENT
Pat Goodover	Director	PRESENT	Felicity Derry	Secretary	PRESENT
Jean Curtiss	Manager	PRESENT	Kim Myre	Missoula Co	PRESENT

Public Attendance - Appendix A

**CALL TO ORDER:**

The meeting was called to order by Tom Morris at 6:01pm. The meeting was held remotely via Zoom, due to COVID-19.

**APPROVAL OF AGENDA:**

Beth Hutchinson requested moving items 11. d & e to 9. b & c. There were no objections to these amendments.

**PRESIDENT’S COMMENTS:**

Tom Morris requested that everybody be respectful in their comments and time.

**PUBLIC COMMENT:**

None.

**CORRESPONDENCE:**

Cheri Thompson (Appendix B)

Tom Morris read this letter.

Miriam Patterson (Appendix C)

Tom Morris read this letter.

Tom Morris read an email from Colleen Krause (Appendix D).

The Board discussed Nick Hogan’s request for budget information. Nick Hogan requested input on the gross amount of the budget. Tom Morris noted that this would be addressed later on in the agenda.

**MINUTES:**

March 18, 2021

Beth Hutchinson noted that the first sentence of the last motion on page 7 did not make sense as stated and requested that “(is inserted)” be added at the end of the sentence for clarification. There were no objections from the Board to the addition.

**Tom Morris moved to approve the minutes of the March 18, 2021 Board Meeting as amended.** Jason Gilpin seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Director	Vacant

**FINANCIAL REPORTS:**

Invoices – March 2021

Beth Hutchinson requested discussion on the general business attorney’s invoices and when the work had been authorized, as the Board had wanted to avoid large attorney bills. Discussion followed on the attorney’s research of alternative systems, the by-laws, and who was approved to instruct the attorney. Tom Morris reminded the Board that there was an ongoing lawsuit and the attorney had been hired to protect the District from legal issues.

Jean Curtiss reviewed the proposed grant funds that would be used to reimburse the District for the Dorsey & Whitney invoice, noting that there would be minimal or no District match.

**Pat Goodover moved to approve all of the invoices for payment as explained.** Tom Morris seconded the motion. Discussion followed with Nathan Bourne as to if any of the general business counsel’s time could be paid for by the insurance company. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Director	Vacant

Financial Reports – February 2021

Felicity Derry reviewed the February 2021 financial reports. Discussion followed on the reserve funds, how they had been expended and creating a report of the expenditures. The well monitoring expenditures for the year were discussed.

## **MANAGER'S REPORT:**

Jean Curtiss had sent a letter to the editor regarding the FY2022 draft budget. The advertisement for the vacant director position ran. Aaron Neilson had reviewed the different assessment methodologies.

Jean Curtiss noted that the DNRC land for the proposed treatment plant was an easement and not a lease. A letter should be sent to DNRC suggesting that even though the land would not be used as designated, it could be held.

MACo communicated that they would not insure the District. Cincinnati Insurance would send premium renewals in June.

Jean Curtiss informed the Board that she would complete the budget and assessment process, but planned to resign as of June 30, 2021.

## **UNFINISHED BUSINESS:**

### Legal Update

Jean Curtiss noted that the plaintiffs had been granted an extension until April 19, 2021 to respond to the summary judgement.

### Proposed Action Plan for 2021-2022

Beth Hutchinson outlined a plan where directors would assign several hours a week to various tasks to develop a layered GIS map of the District. By bringing a plethora of data together the map could identify areas of concern. This map could be a tool to communicate with the constituents and an opportunity to work with the Health Department.

Obtaining the base GIS map, acquiring the information and adding it to the map were discussed. Colleen Krause volunteered to collect email addresses from people around the lake. The discussion turned to whether Board members would be able to volunteer a couple of hours a week to this project. It was agreed that Beth Hutchinson should present a more concrete plan at the May meeting.

Shannon Therriault was looking forward to a constructive relationship with the District. The Health Department was hoping to secure funds to study the nitrate issue in conjunction with the District and by sharing data, could provide some layers for the District's GIS map.

### Interim General Manager

Beth Hutchinson proposed that there could be an interim general manager for a year, and reviewed what that position would entail and how reducing the number of hours would affect the FY2022 budget. Discussion followed on a job description, what a realistic number of hours would be for an interim general manager position and whether the District should become an employer. There was further discussion on the amount that should be budgeted for this position.

## FY2022 Budget

Jean Curtiss shared the draft working FY2022 budget document. The discussion continued on the amount that should be budgeted for the manager position. The Board discussed that the Secretary had not had a pay increase in a long time and agreed to a \$3 an hour increase. The bookkeeping and legal expenses were reviewed and discussed. After the discussed amendments to the draft FY2022 budget had been made Tom Morris requested public comment.

Nick Hogan commented that the Board didn't have the necessary paperwork to drill the wells and questioned if it was realistic to anticipate drilling the five wells in 2022. Where and when the wells should be drilled was discussed. Shannon Therriault noted that the Health Department was supportive of drilling the additional wells and requested that the District work with the Health Department. The Board agreed that the five wells should remain in the FY2022 budget.

The Board discussed and agreed to repay the County loan in 2022. When an income survey could be completed and what the information would be used for was discussed. Whether Rural Development funds could be used for a smaller system was discussed. There was discussion on the money budgeted for the income survey in the FY2021 budget and how that could affect the FY2022 budget.

The reserve, the budget line items and budget overages were discussed. The discussion turned to amending the budget for overages as needed. The Board agreed that the income survey should be added to the FY2022 budget. Adding money to the budget for the reserve and how much money was expected to be in the reserve at the end of the FY2021 was discussed. Delaying approving the budget until May was discussed. The Board reviewed the current amount of the reserve and agreed it was adequate. How to best present all of the pertinent financial information to the Board was discussed.

**Pat Goodover moved to approve the FY2022 operating budget of \$124,102.** Tom Morris seconded the motion.

Michael Richards suggested that the public should have a month to review the budget and comment prior to the Board's approval. Jean Curtiss noted that the budget had been discussed and amended at the previous meeting. The budget had been posted on the website. Tom Morris appreciated Michael Richards' comments; however, the proposed budget had been discussed at the March meeting with a projection to adopt the budget at the April meeting, to allow time for the public to review and comment.

Colleen Krause felt that the amount budgeted to pay the manager was too much.

The Missoula County bank account, how the County disseminates that information and the reserve were discussed.

Tom Morris noted that there was a motion and a second. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Director	Vacant

### Assessment Methodology

Jean Curtiss noted that the three assessment methodologies (equal rate, taxable market value and residential, commercial and vacant land options) were shown on the spreadsheet. Kim Myre shared the spreadsheets on her computer screen. Kim Myre reviewed and gave background for the three different assessment methodologies shown.

Colleen Krause questioned what her assessment would be. Kim Myre reviewed the three different options for Colleen Krause and then for Pyramid Mountain Lumber. Nathan Bourne's properties were reviewed at his request. The assessments for several other properties were also reviewed.

The Board agreed that the spreadsheet should be posted on the website for review. Discussion followed on the spread of the third assessment option for the different kinds of properties.

Jean Curtiss reviewed the timeline for the assessment methodology. Discussion followed.

Tom Morris requested public comment on the assessment methodology. There were no public comments.

### Appointing a Director/Appointment Committee Report

Tom Morris noted that the interview questions had been collected. Jean Curtiss then read the questions. The Board discussed the questions and agreed to include them all.

It was noted that there had been one application. The procedure for seating the new director was reviewed. The Board discussed and agreed to hold a special meeting to interview for and then appoint a new director. The questions were discussed further and the Board agreed to email the questions to the candidate prior to the meeting.

### Insurance Premium

This had been covered in the Manager's Report.

### **NEW BUSINESS:**

#### Funding Final Report

Jean Curtiss shared the document on the computer screen and then reviewed the grant funds listed in the document that would be returned to the funding agencies. Other miscellaneous project expenses were also reviewed.

Nathan Bourne questioned if the proposed Missoula County O&M subsidy money could be repurposed to the Health Department study. Shannon Therriault added that it had been discussed with the County Commissioners, but there had been no final decision.

GWE Contract (Appendix E)

Jean Curtiss noted that Aaron Neilson had worked on a mutual release for the GWE contracts. It would be finalized once all of the final figures had been confirmed. As the Board had previously agreed to terminate the GWE contract, it was agreed that no further action was needed for Tom Morris to sign the release.

Alternative Systems

**Beth Hutchinson moved to table this item until the July meeting.** Tom Morris seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Director	Vacant

**EXECUTIVE SESSION:**

**Tom Morris moved table the Executive Session minutes until the next meeting.**

Michael Richards requested that the next meeting be in person, as with only twelve attendees at this meeting it should comply with the Health Department requirements. Holding an in-person meeting and possible venues were discussed.

**Beth Hutchinson moved to check on the availability of the Seniors Center and if it is available that we make use of it, because they don't charge very much and it is comfortable and we can spread out.** Discussion followed that there was no money in the budget for renting the Seniors Center. Beth Hutchinson offered to pay for the rental. The acoustics in the Senior Center and holding in-person meetings were discussed.

Tom Morris	Nay
Beth Hutchinson	Nay
Pat Goodover	Nay
Jason Gilpin	Nay
Director	Vacant

**NEXT REGULARLY SCHEDULED MEETING: May 20, 2021**

**AGENDA ITEMS FOR NEXT SCHEDULED MEETING:**

Tom Morris noted that the following items should be added to the May agenda: Assessment Methodology, Appointing a Director, Insurance, Interim General Manager, Action Plan and the Executive Session.

**ADJOURNMENT OF MONTHLY BOARD MEETING:**

**Tom Morris moved to adjourn the meeting at 9:40pm.** Jason Gilpin seconded the motion.

Attest:

---

Tom Morris, President

---

Felicity Derry, Secretary