

Seeley Lake Sewer District
AMENDED REGULAR BOARD MEETING AGENDA

DATE: Thursday, July 15, 2021
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
Beth Hutchinson, Vice President	O	05/2022
Pat Goodover, Director	O	05/2022
Jason Gilpin, Director	O	05/2024
Cheri Thompson, 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:
 - a} DEQ
 - b} Department of Commerce
 - c} Beth Hutchinson
6. MINUTES: June 28, 2021 - *Action*
7. FINANCIAL REPORTS:
 - a} Invoices - *Action*
 - b} June 2021
8. MANAGER'S REPORT: Status Report
9. UNFINISHED BUSINESS:
 - a} Interim General Manager Job Description & Qualifications - *Discussion/Action*
 - b} Proposed Action Plan for 2021-2022 - *Discussion/Action*
10. NEW BUSINESS:
 - a} Watershed Plan & Lake Monitoring, Caryn Miske, CRC - *Discussion*
 - b} Dissolution of the District - *Discussion*
 - c} Elect Board Vice President - *Discussion/Action*
11. NEXT SCHEDULED MEETING: August 19, 2021
12. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
13. ADJOURNMENT:



June 29, 2021

Tom Morris, President
Seeley Lake Sewer District
PO Box 403
Seeley Lake, MT 59868

RE: Notice of Termination for Montana Ground Water Pollution Control System (MGWPCS) Permit No. MTX000234, Seeley Lake Sewer District Water Resource and Recovery Facility

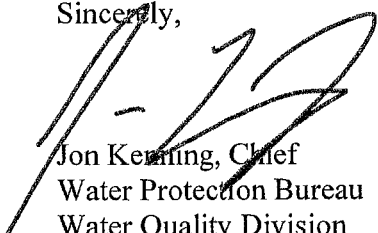
Dear Commissioner Zander:

On May 13, 2021, the Montana Department of Environmental Quality (DEQ) received the request to terminate the MGWPCS permit MTX000234 issued to the proposed Seeley Lake Sewer District Water Resource and Recovery Facility. Based on the information provided within the request, DEQ has terminated this authorization.

If in the future the Seeley Lake Sewer District plans to discharge pollutants to state waters from this or other sites, you must apply for and be issued a new MGWPCS permit prior to discharge. Any discharge to state waters without a current permit constitutes a violation of the Montana Water Quality Act.

If you have any questions or concerns, please contact me at (406) 444-0420.

Sincerely,



Jon Kenning, Chief
Water Protection Bureau
Water Quality Division

SCOTT OSTERMAN
DIRECTOR



GREG GIANFORTE
GOVERNOR

May 12, 2021

Tom Morris, Board President
Seeley Lake Sewer District
PO Box 403
Seeley Lake, MT 59868

RE: **Final Project Closeout** – Wastewater Preliminary Engineering Report (PER)
Seeley Lake Sewer District
MT-TSEP-PL-21-190

Dear Mr. Morris:

The Department received your letter dated April 27, 2021 communicating Seeley Lake Sewer District's need to release its TSEP grant award for a Wastewater Preliminary Engineering Report. This letter serves as the Final Closeout approval for contract MT-TSEP-PL-21-190 and the project is considered withdrawn.

According to the Department's financial records, the Seeley Lake Sewer District has expended \$0 of the \$15,000 awarded to the project in TSEP funds awarded to complete this project. \$15,000 will revert to the Program.

As the grant recipient, the Seeley Lake Sewer District serves as the repository of all TSEP-related records and files for this project. With this closeout letter, the proof of insurance or insurance certificates no longer needs to be submitted to the department. The Seeley Lake Sewer District must retain all project records and files for 5 years from the date of this Final Closeout approval – i.e., May 12, 2026.

If you have any questions, please do not hesitate to contact program staff at DOCCDD@mt.gov or 406-841-2770.

Sincerely,

R. Shaw Quiñones

Rebecca Shaw Quiñones
Planning Specialist
Montana Department of Commerce

From: Beth Hutchinson <bethyhutchinson@hotmail.com>
Sent: Monday, July 12, 2021 12:14 PM
To: tomree82@gmail.com; 'Pat Goodover II'; twolf.gilpin@gmail.com; Cheryl Thompson;
Seeley Lake Water District, Ph.D.
Subject: Resignation as Seeley Lake Sewer Board Director

July 12, 2021

Box 1785
Red Lodge, MT 59068

and

688 Seeley Lane
Seeley Lake, MT 59868

Dear Board of Directors,

This correspondence is to notify you that after considerable deep and painful consideration, I have decided to resign as a director on the Seeley Lake Sewer Board effectively today.

I believe that I can be more effective in contributing to developing an awareness of environmental issues in the area and in defining and solving recognized problems as an ordinary citizen. I will be able to pursue tasks in a more timely manner, to communicate more freely and to eliminate much of the frustration that has been building my years on the board as work which could have been accomplished was avoided and energy and funds were wasted via various unconstructive choices associated with avoidance and a lack of accountability.

I will look forward to communicating with each of you as is mutually helpful and possibly taking on relevant tasks if a solid, comprehensive plan emerges. Beyond that I will work with others outside the governing body to develop solid information and recommend actions to the board.

Best wishes in developing a sense of direction that you can feel comfortable and committed to for the sake of both the local environment and tax payers.

Sincerely,

Beth Hutchinson

SEELEY LAKE SEWER DISTRICT
PUBLIC HEARING
June 28, 2021

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

*Joined the meeting at 6:09pm
Public Attendance - Appendix A

CALL TO ORDER:

The hearing was called to order by Tom Morris at 6:08pm. The meeting was held at the Barn and remotely via Zoom.

APPROVAL OF AGENDA:

The agenda was approved as presented.

PRESIDENT'S COMMENTS:

Tom Morris requested that everybody be respectful. The hearing was being held to hear protests regarding the FY22 assessment methodology and to adopt the resolution setting the assessment.

PUBLIC COMMENT:

None.

Jean Curtiss noted that six written protests had been received. There had been some confusion that multiple properties with the same tax id had been individually assessed. Jean Curtiss reviewed the statutes governing sewer district assessments and why multiple lots that had been combined under one tax id were still assessed per lot. Jean Curtiss also reviewed the procedure to consolidate lots into one property.

Tom Morris requested comments and protests from the public.

John Richards commented that the sewer project had been voted down because of the cost. He owns six lots and would pay \$1,500 and after paying the assessment for years, there was no sewer. John Richards recommended that the District review alternatives and outlined the best way to reduce the pollution from septic systems. John Richards felt that nobody was getting anything for the \$245 assessment per lot.

As a septic system installer, John Richards knew the issues and felt that every system needed to be tested. Then to figure out who the polluters were, perform dye tests and clean up those who were identified with substandard systems.

Tom Morris thanked John Richards for his comments and noted that the hearing was to listen and the Board would then respond later. Jean Curtiss added that John Richards' written protests had been received and met the qualifications.

Nathan Bourne asked if any protests had not been completed correctly. Jean Curtiss noted that Dan Semmens had reviewed the protests and found that they met the qualifications. Beth Hutchinson and Jean Curtiss discussed whether the received protests met the statute for protesting. Jean Curtiss added that Dan Semmens felt that the received protests all met the qualifications.

Tom Morris asked for any other comments or protests. There were none.

Kim Myre noted that she had received a call from a person that was upset about the assessment and felt that they were throwing their money away each year on something that they would never see. Beth Hutchinson added that the hearing was for the assessment methodology only.

NEW BUSINESS:

Report of Written Protests received

Tom Morris noted that all of the protests had been posted on the website for public viewing.

John Richards commented that the methodology was for equal assessment, but every lot was not equal. The lake properties were worth a lot, the vacant lots were not worth much and that was why he was protesting the methodology. Tom Morris noted that none of the assessment methods were fair to everybody; however, the equal assessment methodology was the fairest to the most people.

Resolution# 06282021 Setting Assessments

Beth Hutchinson questioned the title of the resolution. Jean Curtiss noted that the attorney had reviewed the language and approved it. The Board reviewed and discussed the resolution. Tom Morris read Resolution# 06282021 Setting Assessments.

Cheri Thompson moved to adopt Resolution#06282021 Setting Assessments for Seeley Lake Sewer District. Tom Morris seconded the motion. Cheri Thompson noted that the assessment was the same amount that had been paid in 1980, when adjusted for inflation. There was no further discussion. The motion was carried unanimously.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

ADJOURNMENT OF PUBLIC HEARING:

Tom Morris adjourned the meeting at 6:38pm.

Attest:

Tom Morris, President

Felicity Derry, Secretary

SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
June 28, 2021

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

**Left the meeting at 8:03pm
Public Attendance - Appendix A

CALL TO ORDER:

The meeting was called to order by Tom Morris at 6:38pm, immediately following the adjournment of the public hearing. The meeting was held at the Barn and remotely via Zoom.

APPROVAL OF AGENDA:

Pat Goodover moved to approve the agenda. Jason Gilpin seconded the motion. There was no discussion. The motion was carried unanimously.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

PRESIDENT'S COMMENTS:

Tom Morris noted that there were a lot of people that were not happy about the assessment. The Board would do better and had big plans moving forward.

PUBLIC COMMENT:

None.

CORRESPONDENCE:

Aaron Neilson (Appendix A)

This item would be addressed under the General Counsel agenda item.

Becky Anseth, TSEP (Appendix B)

This letter was responding to the District's letter regarding the unused TSEP grant funds.

Bridger Christian (Appendix C)

This email would be addressed under the Interim General Manager agenda item.

MINUTES:

May 20, 2021

Beth Hutchinson moved to approve the May 20, 2021 minutes as presented. Jason Gilpin seconded the motion. The Board requested that Felicity Derry review the minutes to ensure that the minutes reflected that the public hearing could be held in person also. There was no further discussion. The motion was carried unanimously.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

FINANCIAL REPORTS:

Invoices

Tom Morris noted that the updated invoice sheet included the liability policy payment, which would not be invoiced until July, so as to include the payment in the 2021 budget. There would be no lapse in coverage.

Jean Curtiss added that her invoice would be submitted to be paid in July.

Beth Hutchinson moved to pay the invoices. Tom Morris seconded the motion. There was no further discussion. The motion was carried unanimously.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

April & May 2021

Nathan Bourne noted that the May financial report showed \$95,000 of unspent income for the year in the budget and questioned if that would be used to pay bills. Felicity Derry noted that there was currently approximately \$100,000 in the Missoula County account after the May invoices had been paid and \$25,000 in the reserves.

John Richards questioned if those funds could be used to offset the assessments and discussion with the Board followed. It was concluded that another public hearing would be needed to change the assessment amount; however, the excess funds could be used to offset the 2023 budget.

Reserve Funds

Felicity Derry reviewed the reserve spreadsheet and how much money was currently in the reserve, noting that at the end of the fiscal year, when the financials and the budget had been closed out, the Board could then transfer what funds they deemed appropriate to the reserve.

MANAGERS REPORT:

Jean Curtiss thanked the Sewer Board for the opportunity to work on the project. It had been a learning experience and the District had accomplished a lot. GWE had completed the final design for the SBR and Phase 1 collection system, both of which had been approved by RD & DEQ. The final design for the Phase 2 collection system was completed, but once the bond election failed was not submitted for approval. All of the necessary easements for the project had been acquired. The District's rules & regulations were adopted. The Board had educated themselves on financing options, put general obligation and revenue bonds on the ballot, which had failed. The District had prevailed on two lawsuits. The elevated nitrate level in the groundwater remained and \$10.57 million of grants were gone. The discharge permit had been terminated and DEQ would be sending the official notice shortly.

All outstanding project bills had now been paid. The Dorsey & Whitney and GWE invoices were paid in full with WRDA and RRGL funds.

The DNRC easement had been released, as it would not be used for the purpose of the easement. The LOR funds were returned as required. The designed and approved project had been shelved.

Jean Curtiss reviewed upcoming costs and what affect they would have on the budget. Also noting that there were various agreements that would need to be updated or created.

Tom Morris thanked Jean for her service and hard work for the community and the District.

OLD BUSINESS:

Action Plan for 2021-2022

Tom Morris noted that Cheri Thompson had reworked the document that had been presented at the previous meeting. Beth Hutchinson felt that summarizing the goals and tasks was not functional and was not beneficial to task analysis and management. Cheri Thompson and Beth Hutchinson discussed Cheri Thompson's revision of Beth Hutchinson's original document and the need to craft a document to steer the District's path forward and to be able to communicate those goals to the public.

John Richards questioned what goals and plans the Board had for the upcoming year and suggested that they be communicated to the community. Tom Morris noted that the draft action plan

proposed improving communication throughout the District, gathering and sharing data, creating a library of wastewater systems, information and options, how to fund it, monitor testing results and evaluate new opportunities.

The Board discussed making the action plan functional for the Board, whilst also being community friendly. The Board reviewed how to share thoughts on the action plan while being transparent. The Board discussed the action plan further and moving this item to the next meeting.

Tom Morris moved to move this item to next month's agenda, again, and that we be prepared to put together a final edition at next month's meeting. Cheri Thompson seconded the motion. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Aye
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

Discussion followed with John Richards regarding draft board minutes, what is posted on the District's website and the role of Missoula County and special district boards.

Interim General Manager

Jean Curtiss reviewed Bridger Christian's email, which indicated that Montana law strongly suggested that the manager and secretary be two different people and gave the District time to search for the right person. Discussion followed on the possibility of obtaining a waiver to operate without a manager for a while and that a waiver was probably not needed.

Tom Morris felt that if the secretary was asked to do managerial work, they should be compensated at a higher level. The Board discussed if there would be any managerial work to be performed in the short term and if there had been any interest in the position.

The Board discussed whether the job description should be discussed further at this meeting.

Cheri Thompson moved to make the next meeting more of a working meeting and we can go over the action plan and the general manager job description and qualifications. The Board discussed holding a special meeting for this item. Beth Hutchinson expressed her frustration that the rest of the Board was not prepared to review this important item. The Board discussed whether to schedule a special meeting for this item. Tom Morris proposed that the Board have discussion on the job description. Beth Hutchinson again expressed her frustration at the lack of progress with this item and left the meeting. Cheri Thompson withdrew her motion.

Nathan Bourne commented that the job description seemed to hamstring the manager from doing their job by requiring Board permission to perform their duties. Most managers did not need Board permission to talk to the press.

Tom Morris reviewed the Montana code covering the duties of the general manager, which were much wider and more sweeping than this job description.

Tom Morris moved that we do not accept this interim general manager job description and that we follow the code. Discussion followed on the skills that a manager would need and differentiating between qualifications, responsibilities, duties and a job description. The job description was reviewed and discussed.

Discussion followed on what items that had been discussed at this meeting would be on the July agenda. Tom Morris noted that numerous people had approached him regarding dissolving the Sewer District. Discussed followed on whether or when this item should be placed on the agenda. The Board agreed that they should be prepared to discuss the job description at the next regular meeting.

Tom Morris withdrew his motion. **Tom Morris moved to move the general manager discussion and action to July's regular meeting.** Jason Gilpin seconded the motion. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Absent
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

NEW BUSINESS:

General Counsel

Tom Morris noted that Aaron Neilson had started his own firm and was willing to be the District's general counsel. Christian, Samson & Baskett were also willing to continue as the District's general counsel. The fees for both companies were reviewed and found to be comparable. The Board discussed the pros and cons with either option.

Cheri Thompson moved to go with Neilson, Swanson and Dietrich. Pat Goodover seconded the motion. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Absent
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

Cheri Thompson amended her motion to add that that Tom Morris will sign the contract and Jean Curtiss will write an endorsement letter. Pat Goodover seconded the motion. There was no further discussion. The motion was carried.

Tom Morris	Aye
Beth Hutchinson	Absent
Pat Goodover	Aye
Jason Gilpin	Aye
Cheri Thompson	Aye

Jean Curtiss clarified that she would write a letter to be included with the contract that Tom Morris had signed and they would be sent via email.

NEXT SCHEDULED MEETING: July 15, 2021

AGENDA ITEMS FOR THE NEXT SCHEDULED MEETING:

Tom Morris noted that the agenda items would be: Interim General Manager Job Description and Qualifications, the Action Plan and Karen Miske, CRC. Discussion followed on whether to hold the July meeting via Zoom. The Board agreed that in light of tonight's minimal attendance the July meeting would be held via Zoom and that Cheri Thompson would run Zoom.

ADJOURNMENT OF BOARD MEETING:

Tom Morris adjourned the meeting at 8:37pm

Attest:

Tom Morris, President

Felicity Derry, Secretary

**Seeley Lake Sewer District
Invoices for June 2021**

District:

Seeley Lake Water District - <i>Inv#198 June 2021</i>		\$316.45
Curtiss Consulting - <i>June</i>		\$1,640.00
Felicity Derry - <i>June/July</i>		\$418.50
ME Lab - <i>June Well & Lake Monitoring</i>		\$340.50
Flathead Bio Station - <i>Inv#FRL_5159 07/17/19</i>		\$350.00
Flathead Bio Station - <i>Inv#FRL_5193 04/07/20</i>		\$420.00
Flathead Bio Station - <i>Inv#FRL_5228 02/01/21</i>		\$1,424.00
Christian, Samson & Baskett - <i>Inv#7365</i>		\$0.00
		\$4,909.45

Citizens Alliance Account	\$4,663.46		\$4,663.46
Reserve	\$28,000.00		
Missoula County Account	\$107,337.75	(\$4,909.45)	\$102,428.30
			\$107,091.76

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Phone # 406-677-2559

Invoice

DATE	INVOICE #
7/1/2021	198

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		7/1/2021	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
20	MiscI	Bookkeeping & Admin June 2021	15.00	300.00
329	MiscO	Copies	0.05	16.45

THANK YOU!	Total	\$316.45
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CURTISS CONSULTING, LLC
1419 Howell Street
Missoula, MT 59802

DISTRICT MANAGER FOR SEELEY LAKE SEWER DISTRICT BOARD INVOICE

5-17-21 Board agenda, RRGL grant /letter, emails	1 hr
5-18-21 emails, general admin	2 hrs
5-19-21 Board meeting prep	2 hrs
5-20-21 Meeting Prep, Board mtg	8 hrs
5-21-21 Meeting follow-up- resolution/letter	1 hr
5-24-21 Notice to attorney for review, notice to Pathfinder	1 hr
5-25-21 worked on RRGL final grant report	2 hrs
5-26-21 Submitted final RRGL report, call to DNRC	3 hrs
5-27-21 Letter of support to HD for grant after consulting with Tom	1 hr
6-1-21 calls from property owners, mailed materials	2 hrs
6-2-21 Pine drive easement recorded, sent GWIP grant copy to BOD	2 hrs
6-10-21 General admin	1 hr
6-14-21 Call from CSB law, DEQ correspondence	2 hr
6-22-21 Prep of packet for future manager	1 hr
6-23-21 Prep of packet for future manager	1 hr
6-24-21 Prep of packet for future manager, board mtg prep	1 hr
6-28-21 Board Prep, Board meeting	7 hrs
6-29-21 Prep of packet for future manager	3 hr

Manager materials to Felicity at Seeley office, Friday July 2.

Total 41 hours @ \$40/ hrs \$1640

Final invoice

Payable to Curtiss Consulting, LLC

Felicity Derry
May/June 2021

Date	Time	Subject	Hours
6/26/2021	5:30-8:00p	Admin	2.50
6/28/2021	4:45-5:30p	Board Prep	0.75
6/28/2021	5:45-8:45P	Meeting	3.00
6/29/2021	5:00-8:15p	Meeting Mins	3.25
6/30/2021	5:00-8:30p	Meeting Mins & Admin	3.50
7/1/2021	6:30-9:45p	Meeting Mins	3.25
7/6/2021	5:15-6:30p	Admin	1.25
7/7/2021	1:15-1:45P	Admin	0.50
7/8/2021	3:45-5:30p	Admin	1.75
7/12/2021	4:45-8:15p	Meeting Mins	3.50
			<hr/>
			23.25

23.25 x \$18 = \$418.50

\$418.50
\$418.50



Montana Environmental Laboratory LLC

P.O. Box 8900
 Kalispell, MT 59904
 www.melab.us

INVOICE

Invoice Date: 07/08/2021
 Invoice #: 2106798

Felicity Derry
 Seeley Lake Sewer District
 P.O. Box 403
 Seeley Lake, MT 59868

Order#: M2106798
PO #:
Project: Quarterly Monitoring Wells

Service	Procedure Description	QTY	Price	Price Factor	Invoice Amount
Laboratory	Coliform	3	\$45.00	15%	\$114.75
	Chloride	5	\$22.00	15%	\$93.50
	Nitrate + Nitrite, Total	5	\$25.00	15%	\$106.25
Office	Additional copies or faxes	1	\$1.00	0%	\$1.00
	Postage	1	\$25.00	0%	\$25.00
Balance Due:					\$340.50



**FLATHEAD LAKE
BIO STATION**
UNIVERSITY OF MONTANA

Analyses Summary

Invoice

FRL_5159

Invoice Date: Jul 17, 2019

Customer ID: SHS

Bill To: Seeley-Swan High School Water Chems
456 Airport Road

Seeley Lake, MT 59868

Attn: Tonya Smith

Quantity	Test Description	Unit Price	Extension
5	Total Suspended Solids	\$16.00	\$80.00
5	_TN/TP	\$31.00	\$155.00
5	_NO2/3&PO4	\$23.00	\$115.00
		Tonya Smith Subtotal	\$350.00
We Appreciate Your Business.			

Payment Terms: Net 30 Days

Total \$350.00



**FLATHEAD LAKE
BIO STATION**
UNIVERSITY OF MONTANA

Analyses Summary

Invoice

FRL_5193

Invoice Date: Apr 7, 2020

Customer ID: SHS

Bill To: Seeley-Swan High School Water Chems
456 Airport Road

Seeley Lake, MT 59868

Attn: Tonya Smith

Quantity	Test Description	Unit Price	Extension
6	Total Suspended Solids	\$16.00	\$96.00
6	_TN/TP	\$31.00	\$186.00
6	_NO2/3&PO4	\$23.00	\$138.00
		Tonya Smith Subtotal	\$420.00
We Appreciate Your Business.			

Payment Terms: Net 30 Days

Total \$420.00

Please make payment to:
Flathead Lake Biological Station
University of Montana
32125 Bio Station Lane
Polson, MT 59860-6815
Please direct inquiries to:
Teri Bales
(406) 872-4502
Thank you.



**FLATHEAD LAKE
BIO STATION**
UNIVERSITY OF MONTANA

Analyses Summary

Invoice

FRL_5228

Invoice Date: Feb 1, 2021

Customer ID: SHS

Bill To: Seeley-Swan High School Water Chems
456 Airport Road

Seeley Lake, MT 59868

Attn: Shelby Holmes

Quantity	Test Description	Unit Price	Extension
21	Total Suspended Solids	\$16.00	\$336.00
21	_TN/TP	\$31.00	\$651.00
19	_NO2/3&PO4	\$23.00	\$437.00
		Shelby Holmes Subtotal	\$1,424.00
We Appreciate Your Business.			

Payment Terms: Net 30 Days

Total \$1,424.00

Christian, Samson & Baskett, PLLC
310 W Spruce St.
Missoula, MT 59802
(406) 721-7772

Invoice submitted to:
Seeley Lake Sewer District
c/o Jean Curtiss
jcurtiss53@gmail.com
P.O Box 403
Seeley Lake, MT 59868

June 28, 2021

Balance Due: \$0.00

Charges through: 5/31/2021

Invoice # 7550

	<u>Amount</u>
Previous balance	\$459.00
6/30/2021 Payment - Thank You. Check No. 68001934	<u>(\$459.00)</u>
Total payments and adjustments	<u>(\$459.00)</u>
Balance due	<u><u>\$0.00</u></u>

A service charge of 1% per month (12% APR) will be charged on all invoices not paid within 30 days from the invoice date.

Please make amounts payable to Christian, Samson & Baskett, PLLC. If you wish to pay by credit card, please visit our website at CSBLawOffice.com. A processing surcharge of 2.5% will be applied to all credit card transactions.

Interim District Manager

Overview

The Montana Code Amended (M.C.A.) requires that each sewer district employ a district manager. For the immediate and foreseeable future, the Seeley Lake Sewer District will accommodate this mandate by hiring a contracted employee with strong skills in the area of information gathering and organization.

The Seeley Lake Sewer Board is in the process of evaluating the current system of waste water treatment (septic tanks) and investigating other available options. This position will entail working on board requested tasks for approximately but not limited to 10 hours a week. The "interim" status may continue for a least one year, possibly longer. Hiring preference will be given to district, community, county residents, in that order, providing a qualified candidate is available.

Reporting System

The Interim District Manager will function under the supervision of the Board of Directors and will communicate with the board president between meetings.

Duties and Responsibilities

1. To pursue board directed activities as assigned. Such as; research, organization of information, public relations, policy development.
2. Develop relationships with governing agencies and funding partners.
3. Oversee and coordinate with other district personnel in accomplishing board assigned activities.
4. Work with and report to the board president in administrative tasks, ie; board meetings, research, etc.
5. Attend board meetings and report on assigned activities.
6. Prepare a written report and invoice to be included in the board packet prior to the meeting, outlining progress on tasks, hours spent, invoice for pay.
7. Support board members in tasks designated by the board at meetings.
8. Be a knowledgeable voice for the Seeley Lake Sewer District and communicate that knowledge to district members, community members, governing agencies, funding partners etc. as needed in all manner of communications.
9. To be knowledgeable of Montana State and Missoula County water and wastewater codes.
10. Meet the M.C.A. code requirements for a district district manager.

Qualification and Skills

1. To be a high school graduate with some college and/or experience that supports be a self directed responsible contract worker.
2. To have knowledge of/experience in goal setting, time management, program and budget development, personnel supervision and report writing.

Interim District Manager

3. To have strong communication skills of all kinds; oral, written, technological.
4. To be able to establish and maintain a positive and effective working relationship with a wide range of persons and maintain this attitude even during times of conflict.
5. To be able to work with the board in a constructive manner on a variety of levels including but not limited to; board meetings, reports, media communications, grants, licenses, etc.
6. To be flexible in scheduling.
7. To be able to maintain a schedule and budget expenses.
8. To be able to write grants.

Work Environment

As a contracted employee, candidates will be expected to work from their personal space utilizing their own equipment, transportation, internet etc. When in person board meetings resume, the interim District Manager (iDM) will be expected to attend. There may be occasions where the iDM will schedule or have to attend additional meetings as time goes on. The iDM will communicate through the president with the board of directors and the board of directors through the president to the iDM unless there are other arrangements in place.

Evaluation

An initial, formal evaluation will be provided by the president with cooperation from the Board of Directors after 3 months of service. Thereafter, an annual evaluation will be conducted, unless circumstances mandate otherwise. The iDM serves at the discretion of the Board of Directors.

TITLE 7. LOCAL GOVERNMENT

CHAPTER 13. UTILITY SERVICES

Part 22. County Water and/or Sewer Districts

Appointment Of Administrative Personnel

7-13-2277. Appointment of administrative personnel. (1) The board of directors shall, at its first meeting or as soon thereafter as practicable, appoint by a majority vote a **general manager and a secretary**. A director may not be the general manager or the secretary. The board of directors may assign the district's operator, as defined in 37-42-102, the additional duties of a general manager.

(2) The **general manager and secretary** must receive the compensation that the board determines, and each shall serve at the pleasure of the board.

History: En. Sec. 12, Ch. 242, L. 1957; R.C.M. 1947, 16-4512; amd. Sec. 2, Ch. 13, L. 2011.

Duties Of Administrative Personnel

7-13-2278. Duties of administrative personnel. (1) The general manager has full charge and control of the maintenance, operation, and construction of all works and systems of the district, with full power and authority to employ and discharge all employees and assistants at pleasure and prescribe their duties, and shall, subject to the approval of the board of directors, fix their compensation. **The general manager shall ensure that the district establishes and maintains a system of auditing and accounting that shows the financial condition of the district, draw or cause the secretary to draw warrants to pay demands made against the district that have been first approved by at least three members of the board and the general manager,** and perform other duties that may be imposed by the board. The general manager shall report to the board in accordance with rules that it may adopt.

(2) The secretary shall countersign all contracts on behalf of the district and perform other duties that may be imposed by the board.

History: En. Sec. 16, Ch. 242, L. 1957; amd. Sec. 1, Ch. 263, L. 1967; R.C.M. 1947, 16-4516(part); amd. Sec. 567, Ch. 61, L. 2007; amd. Sec. 3, Ch. 13, L. 2011.

SEELEY LAKE SEWER DISTRICT JOB DESCRIPTION
DISTRICT MANAGER (Contract with independent contractor not District employee)
June 2019

Position Summary

Responsible for ensuring the work of the District is carried out between meetings to meet the goal of the Seeley Lake Sewer Board to build a community wastewater treatment plant within the project budget. Works under the general supervision of the board of directors - communicates with the Board President for direction between meetings; develops policies and procedures for directing all internal and external affairs of the District; does research for board on topics of interest for information for decision making; prepares materials for board as needed; coordinates with County and funding agencies.

Education and/or Experience

Must be a high school graduate or equivalent. Bachelor's degree from a four-year college or university desired. Five or more years in local government work is required. Five or more years' experience working with local, state and federal agencies required.

Qualifications and requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Managerial Duties

Knowledge of -

- Montana codes regarding special districts, especially county sewer districts
- Missoula City County Health code regarding wastewater treatment
- General rules regarding local government in Montana
 - Public right to know
 - Public right to participate
 - Rules regarding boards, quorums, etc.
- Bylaws, Robert's Rules of Order, Parliamentary Procedure
- Funding sources and the rules governing the grants and loans
- Rights of way, easements, recording documents, filing petitions

Skills -

- Detail oriented
- Communication with
 - Board
 - Coworkers
 - Funders
 - Contractors
 - Public Citizens
 - Public Agencies

- Media
- Potential partners
- Familiar with contracting and construction
- Familiar with Seeley Lake community
 - Many boards and agencies
 - Citizens
- Computer skills- email, word processing, spreadsheets

Ability to -

- Take direction from board of directors
- Effectively present information to the public and/or board of directors
- Read and understand local, state and federal regulations
- Read and understand budgets, financial statements
- Read, analyze and interpret technical and engineering documents
- Read and understand legal documents
- Work unsupervised
- Respond to common inquiries or complaints from customers, regulatory agencies, businesses and the general public

Relationships, partnerships, leadership

- Established relationships with
 - Funding agencies
 - County
 - Utility providers
 - Community
 - Elected officials
- Regional knowledge of projects with potential to collaborate
 - Broadband
 - Electric coop
 - Telephone providers
 - Land use plans
 - Water district
 - Conservation District
- Familiar with leaders at the county, state and federal level
- Connection with other agencies and funders to find additional funding to find additional sources of money and reduce costs

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made. Sitting for general office type work from home, meeting with others, hiking the project sites. Once construction starts, there will be weekly meetings in Seeley Lake and employee may have meetings at construction sites.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made.

- Requires sitting, standing, bending and reaching
- May require lifting up to 50 pounds
- Requires manual dexterity sufficient to operate standard office machines, such as computers, fax machines, calculators, copier, the telephone, etc.
- Requires normal range of hearing and vision
- Working conditions will be indoors and outdoors. Exposure to weather, fumes, odors, dust and risk of bodily harm

This is an Independent Contractor Job

- Employee is expected to travel and a vehicle is not provided.
- Must have independent contractors license and be registered with the State of Montana

Rate of pay and term of contract

- To be negotiated

Goals/Tasks

Overview: The Seeley Lake Sewer District Board of Directors will focus on assembling and organizing in an understandable manner comprehensive information to inform board members and constituents about wastewater issues within the district, to develop resource bases regarding acceptable treatment methods, to explore and document possible funding avenues and to develop more effective methods to communicate with constituents.

Board members will engage directly in research and related tasks in order to both have a more immediate grasp of issues and relevant content matter as well as to support a fiscally conservative budget for the welfare of district property owners. By the end of the 2021-2022 period, the board will be able to more fully and accurately define the character and specific needs that should be addressed to improve and/or maintain appropriate groundwater conditions in the district

The Directors will hire an interim general manager as a part-time, contracted employee to focus particularly on supporting board members as they engage in more hands-on work, to edit the website make materials more easily accessible to the public, and to pursue specific tasks assigned by the board. For this calendar year, the district requires a general manager with strong organizational and communication skills.

1. Improve communication throughout the district

1. Secure email addresses and phone numbers for district property owners and tenants. (Secure email addresses and phone numbers for district property owners and renters.)
2. Re-organize the website with clearer headings and content. (Develop intentional storage guidelines for website, reorganize where documents are stored to extent necessary and
3. Create a system of links throughout the website for ease of finding information and documents. (develop an index to guide users.)
4. Create a digital newsletter to inform and educate the district members. (Create a digital newsletter to be issues 3 times a year in February, June and October to bring constituents and other interested parties up-to-date on board activities, concerns, etc. Distribute via email and website.)
5. Add a tab to the website for links to resources
6. Create an electronic brochure for new district members and tenants outlining district information, resources and educational materials. (Develop PR package to clearly delineate current goals, activities, story line.)
7. Do a monthly mission update at the Community Council meetings.
8. Add informative articles to a digital library on the website, both of a technical nature and straightforward enough to be understood by all the district members.
9. Educate tenant members as to their part in the waste water issue.

10. Respond to communications from district members with facts, ie. letters to the editor, protest letters etc.
2. **Improve communications throughout the community**
 1. Do a month mission update at the Community Council meetings.
 2. Do a regular article for the Pathfinder from the board.
 3. Solicit and listen to non-members inquiries and opinions.
 4. Respond with facts to communications from community members, ie. letters to the editor, comments heard.
3. **Develop an inventory system that will allow for data gathering and sharing of said information.**
 1. Create a digital map with overlays (Develop a labeling system that is easily accessed regarding each parcel, and relevant groups of parcels in the district.)
 1. Parcel delineation (Include description of as well as parcel size.)(Develop a shaded mapping system to show sizes of parcels- less than 1/4 acre, 1/4 acre, 1/2 acre, 3/4 acre, 1 acre, and over 1 acre.)
 1. Size
 2. Type (residential, commercial, vacant, etc)
 2. Ownership and contact information (Develop a shaded mapping system to show occupants/parcel.)
 1. Resident
 2. Tenanted
 3. Vacant
 3. Systems (Include description of current wastewater treatment system on each parcel record as well as parcel size.)
 1. Type
 2. Age
 3. Permitted
 4. Issues
 4. Occupancy information
 1. # bedrooms vs # residents
 2. # bathrooms
 3. Additional water usage such as hot tubs
 4. Water usage (non-irrigation)
 5. Available wells for monitoring
 1. Develop a shaded mapping system to show water usage/parcel.
 6. Known recorded Nitrate levels or other issues.
 1. (Identify any known issues with current wastewater treatment system on each parcel record.)
 2. (Develop a shaded map to indicate parcels with known wastewater issues with a scaled shading method.)
 3. Evaluate areas of need
 4. Evaluate responsibility of developer (if there isn't a problem in an area, but someone wants to develop a piece of property, the onus is on the developer to maintain the status quo)

4. **Create a library of waste water systems information and options** (Develop written lists of resources (people, agencies, possible partners, possible suppliers and the like)(Secure clarification of the authority SLSD has to address wastewater concerns within district (esp. do we regulate individual septic systems)
(Develop an indexed file of reference materials on individual wastewater treatment systems.)
(Develop a sheet to summarize critical information regarding each wastewater treatment system so that various systems can be easily compared.)
(Research/assemble information regarding non-system means to minimize nitrogen moving into groundwater, as a supplement to treatment systems, Vegetation, Other???)
 1. Approved and unapproved
 2. Area needed to install
 3. Number of residences it will serve
 4. Cost to build and cost to run and maintain
 5. Alternative nitrate resolutions and solutions
 6. Engineering firms
 7. Comparison chart of systems
5. **Financial information**
 1. Basis of income by neighborhood (Conduct income survey, including occupants sense of how much would be affordable to pay for up-graded wastewater treatment:)(Research/assemble information regarding types of financial support available for individuals/district to treat wastewater/improve groundwater:)
 2. Available financial help for members
 3. Value for service
 4. Grants
 1. (Research/assemble information on federal grants.)
 2. (Research/assemble information on state grants.)
 5. Loans (Research/assemble information on district negotiated bank loans.)
 6. Bonds
 7. Research/assemble information on donation fund.
 8. County support (Research/assemble information on county support.)
 9. Resort Tax (Research/assemble information on resort tax.)
 10. Research/assemble information on non-profit support.
6. **Determine Missoula county health department, Department of Environmental Quality, and Seeley Lake Sewer District's areas and levels of responsibility. (Assemble written explanations from Missoula County and state of Montana regarding any concerns there are relevant to district groundwater quality as well as what measures the entity has in mind to remedy the situation:)**
 1. Secure clarification of the authority SLSD has to address wastewater concerns within district (esp. do we regulate individual septic systems).

7. **Monitor testing results and evaluate new opportunities.** (Assemble scientifically sound and documented information regarding pollutants of concern that could be impacting district groundwater:)
 1. Locate and drill up to 5 new monitoring wells within the district (first bunch to seek to identify waters possibly affecting Well # 1)/(others to monitor any areas with likely issues not previously monitored).

8. **Identify projected needs/wants of business community, owners of lakeside properties and owners of "Tree-Street" parcels for particular expansion/development over the next 10 years:**
 1. Include with parcel listing.
 2. Show impact on a map layer.

9. **Determine interest level of parcel owners for group septic systems:**

10. **Develop a list/information on other towns that have recently dealt with wastewater issues, particularly those that have identified "affordable" solutions:**

11. **Develop a list of engineering firms that have developed "affordable" small sewer systems which might address a limited portion of the district:**

12. **Analyze, evaluate, formulate next stage to take on ground for improvement of wastewater treatment:**

[[This outline is a START; I am sure that others can make valuable contributions]]