

Seeley Lake Sewer District
REGULAR BOARD MEETING AGENDA

DATE: Thursday, August 19, 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
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: Don Larson
6. MINUTES: July 15, 2021 - *Action*
7. FINANCIAL REPORTS: Invoices – *Action*
8. MANAGER'S REPORT: Status Report
9. WELL & LAKE TESTING REPORT: June 2021
10. UNFINISHED BUSINESS:
 - a} Proposed Action Plan for 2021-2022
 - i. Committee Reports -*Discussion/Action*
11. NEW BUSINESS:
 - a} Advertise for Interim District Manager – *Discussion/Action*
 - b} Advertise for Board Vacancy – *Discussion/Action*
 - c} Mission Update – *Discussion/Action*
 - d} Income Survey - *Discussion*
 - e} New Agreement with Seeley Swan High School - *Discussion/Action*
 - f} Nutrient Budget Analysis - *Discussion/Action*
12. NEXT SCHEDULED MEETING: September 16, 2021
13. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
14. ADJOURNMENT:

From: Tom & LaRee Morris <tomree82@gmail.com>
Sent: Thursday, July 22, 2021 3:06 PM
To: Seeley Lake Water District
Subject: Fwd: Sewer Board

Felicity. I received this email today. I assumed that it should be added as correspondence at our next meeting since the subject is titled "Sewer Board". Thank you.

----- Forwarded message -----

From: **Don Larson** <don_larson1@aol.com>
Date: Thu, Jul 22, 2021, 2:22 PM
Subject: Sewer Board
To: tomree82@gmail.com <tomree82@gmail.com>

Hi Tom

Just a note to say "good work" on the new direction the Sewer Board is taking....Asking the right questions and getting good information is so important to a good policy direction and assuring the health of Seeley Lake

A couple other notes...figure out how to dye -test lake dwellers and make the individual polluters clean up their septic messes. And....please seriously consider disbanding the Sewer District Board if and (only) when it can be re-constituted as a combined SEWER AND WATER board. I'll do whatever I can to help you on that effort.

Thanks, again, for your good work.

Don Larson

SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
July 15, 2021

Tom Morris	President	PRESENT	Jason Gilpin	Director	PRESENT
Pat Goodover	Vice President	PRESENT*	Cheri Thompson	Director	PRESENT
	Director	VACANT	Felicity Derry	Secretary	PRESENT
	Manager	VACANT			

* Appointed at this meeting
Public Attendance - Appendix A

CALL TO ORDER:

The meeting was called to order by Tom Morris at 6:07pm. The meeting was held remotely via Zoom.

APPROVAL OF AGENDA:

The dissolution of the District being placed on the agenda was discussed.

PRESIDENT'S COMMENTS:

Tom Morris noted that some of the items on the agenda had been submitted very close to the meeting, which meant that they had not been included in the Board packet.

PUBLIC COMMENT:

Colleen Krause was very concerned that Lindey's RV dump site was still being allowed to operate and felt that it should be tested. Colleen Krause also questioned why the dump site at the cow was not currently operational. Jim Erven requested that Colleen Krause call him to discuss the matter.

CORRESPONDENCE:

DEQ (Appendix B)

Tom Morris read this correspondence, which confirmed the termination of the District's discharge permit.

Department of Commerce (Appendix C)

Tom Morris read this correspondence, which confirmed the release of the TSEP PER grant funds.

Beth Hutchinson (Appendix D)

Tom Morris read Beth Hutchinson's email of resignation.

MINUTES:

June 28, 2021 Public Hearing & Regular Meeting

Pat Goodover moved to approve the minutes of the June 28, 2021 Public Hearing and Board Meeting as presented. Cheri Thompson 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 – June 2021

Tom Morris noted that some of the invoices and information for the financials had been received late, and therefore had been circulated late.

Tom Morris was troubled by the Flathead Bio Lab invoices that spanned several years, exceeding the budgeted amount for FY2021, noting that they had been submitted after the high school had indicated that the program had concluded. Tom Morris reviewed the lab invoices and suggested creating a new agreement, which would enable the District to be fiscally responsible. Discussion followed with Caryn Miske, CRC, regarding the testing and the agreement with the high school.

Pat Goodover moved to approve all of the invoices for payment, except the Bio Lab invoices. Cheri Thompson seconded the motion. Felicity Derry updated the Board on the status of the Cincinnati Insurance payment and how to best to ensure that the premium would be paid on time. There was no further discussion. The motion was carried.

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

Tom Morris moved to authorize the President and Jason Gilpin to sign a check from Citizens Alliance Bank, if the one from the county account does not go through for the Cincinnati Insurance. 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

Financial Reports – June 2021

Felicity Derry reviewed the financial reports for June 2021, noting that the check detail reflected the final payment to Great West Engineering and Dorsey & Whitney. Also, that the bank balances on the invoice sheet had not been updated using the figures from the financial reports, which had been received just prior to the meeting. Discussion followed regarding scheduling a session to review the financial reports with the Board.

MANGERS REPORT:

Currently there is no manager to present a report.

UNFINISHED BUSINESS:

Interim General Manager

Cheri Thompson reviewed her outline, noting that it was a combination of Beth Hutchinson's and Jean Curtiss' documents. The Board reviewed the document and made some typographical changes.

Pat Goodover moved to approve the interim district manager explanation, changing "amended" to "annotated", removing the second district and including the Montana Code Annotated as attachments. Tom Morris seconded the motion. There was no further discussion. The motion was carried.

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

The Board discussed how to advertise the position, agreeing put it on the website and add this item to the next agenda.

Proposed Action Plan for 2021-2022

Tom Morris thanked Cheri Thompson for her work on the action plan; however, he felt that the monitoring wells should be the first item of the action plan. Discussion followed with Caryn Miske and Jim Erven on their combined grant application for surface and groundwater monitoring. Both Jim Erven and Caryn Miske recommended that the District delay digging new monitoring wells until after they learned if their grant application had been successful. The discussion turned to applying for other possible grants and how that might fit into the District's well/lake monitoring budget item.

The Board reviewed the action plan item by item.

The Board agreed that securing email addresses for property owners would be advantageous.

Reevaluating the website and making it easier to search for documents on the website was discussed.

Creating a digital newsletter was discussed. The Board agreed that the newsletter should be as needed and not on specific dates.

Placing links to the local and state agencies on the District's website was discussed and agreed to.

Creating an electronic brochure for the District and being a resource for new residents was discussed. The Board agreed this should be reviewed further at the next meeting.

Presenting information at the Community Council meeting was discussed. The Board agreed that a mission update should be placed on the agenda, so that the Board could agree on points that Cheri Thompson would address at the following Community Council meeting.

After discussion the Board agreed that a digital library of articles should be added to the website.

After discussion the Board agreed that the District should find ways to reach and educate people about septic systems.

After discussion the Board agreed that the District should respond to communications from District members.

The Board discussed using the state cadastral map to help with data gathering and developing an inventory. The Board agreed to discuss this further at the next meeting. The Board discussed what data it would be possible to collect.

A library of wastewater systems and options would be developed further for discussion at the next meeting.

The Board discussed the need for collecting financial information, the benefits it could bring and if it would be feasible. This item would be researched further and would be discussed at the next meeting.

The Board discussed the District's levels of responsibility and testing results.

The Board discussed the remaining items and agreed that # 8 should be removed and that the last items should be developed further for discussion at the next meeting.

The Board agreed that the revised action plan should be reviewed at the next meeting.

NEW BUSINESS:

Watershed Plan

Caryn Miske noted that the document she had sent was in response to a question from a previous meeting and was for the Board's information. Caryn Miske reviewed the high school testing costs and why they might have increased.

07/15/2021

Seeley Lake Sewer District
Regular Board Meeting

Caryn Miske added that the watershed planning process continued and it would be used to capture funding.

Discussion followed on how a nutrient budget for the lake (Seeley) could help define the lake's issues and if one had already been completed. The nutrient load of the lake and the number of geese on the lake were discussed. The Board discussed researching the possibility of performing a nutrient budget for Seeley Lake and agreed that Nutrient Budget Analysis should be added to the agenda for next month.

Kim Myre outlined the memorandum of understanding that that she had located electronically from 2015 & 2016.

Dissolution of the District

Tom Morris noted that this was on the agenda for discussion pertaining to the Montana code. The Board agreed to move this item to the September agenda.

Elect Board Vice President

Tom Morris noted that Pat Goodover had submitted his name for Vice President. Cheri Thompson seconded Pat Goodover's nomination for Vice President. There were no other nominations.

The vote for Pat Goodover being Vice President was as follows:

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

Pat Goodover was elected Vice President.

Tom Morris thanked Beth Hutchinson for her contributions to the Sewer District over the years and her intention to continue contributing in the future. Also, that she was appreciated. Pat Goodover seconded that she was appreciated.

NEXT REGULARLY SCHEDULED MEETING: August 19, 2021

AGENDA ITEMS FOR NEXT SCHEDULED MEETING:

Tom Morris noted that the following items should be added to the August agenda: Agreement with the high school, amend the budget, nutrient budget analysis, confirm and adopt the proposed action plan, interim general manager interviews & advertising and interview & advertising for the Board vacancy.

ADJOURNMENT OF MONTHLY BOARD MEETING:

Tom Morris moved to adjourn the meeting at 8:41pm.

Attest:

Tom Morris, President

Felicity Derry, Secretary

APPENDIX B



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

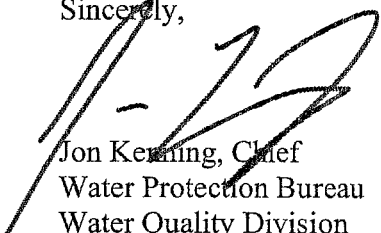
Dear Commissioner Zander:

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



APPENDIX C

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,

A handwritten signature in black ink that reads "Rebecca Shaw Quiñones".

Rebecca Shaw Quiñones
Planning Specialist
Montana Department of Commerce

APPENDIX D

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
Invoices for July 2021**

District:

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
Seeley Lake Water District - <i>Inv#199 July 2021</i>	\$190.95
Felicity Derry - <i>July/August 2021</i>	\$355.50
	\$2,740.45

Citizens Alliance Account	\$4,684.33		\$4,684.33
Reserve	\$28,000.00		
Missoula County Account	\$127,980.14	(\$2,740.45)	\$125,239.69
			\$129,924.02



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



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

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Phone # 406-677-2559

Invoice

DATE	INVOICE #
8/1/2021	199

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		8/1/2021	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
12	MiscI	Bookkeeping & Admin July 2021	15.00	180.00
219	MiscO	Copies	0.05	10.95

THANK YOU!	Total	\$190.95
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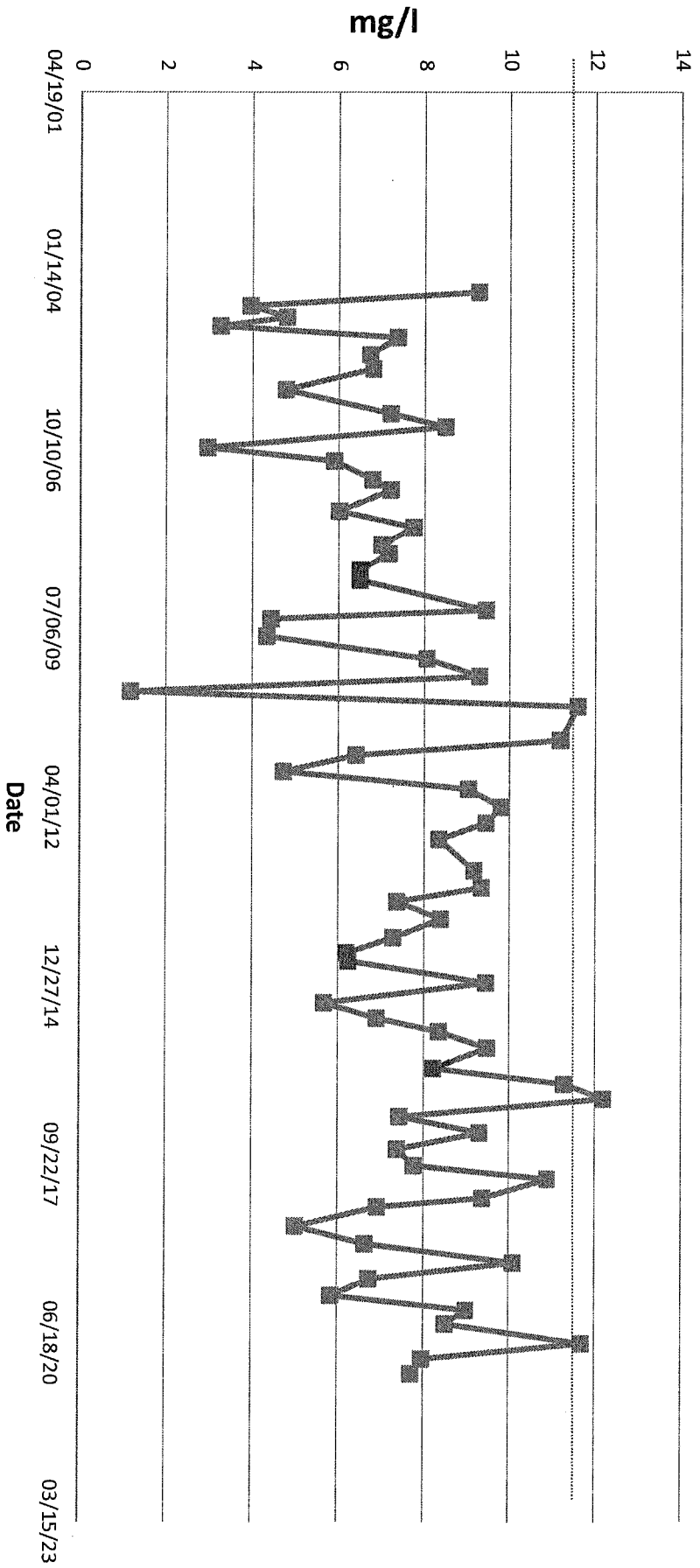
Well #1

Date 2020	Depth of Well	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml
12-Jan-20	36'					
2-Feb-20	36'-2"					
3-Mar-20	36'-6"	6.2	6.71	8.51	92	411
12-Apr-20	36'-0"					
17-May-20	35'-9"					
22-Jun-20	35'	8.1	6.12	11.7	74	Present
19-Jul-20	35'-6"					
15-Aug-20	35'-9"					
15-Sep-20	36'	8.10	6.39	7.96	104	Present
10-Nov-20	36'					
8-Nov-20	36'-8"					
8-Dec-20	35'-6"	7.2*	6.45	7.71	103	no test

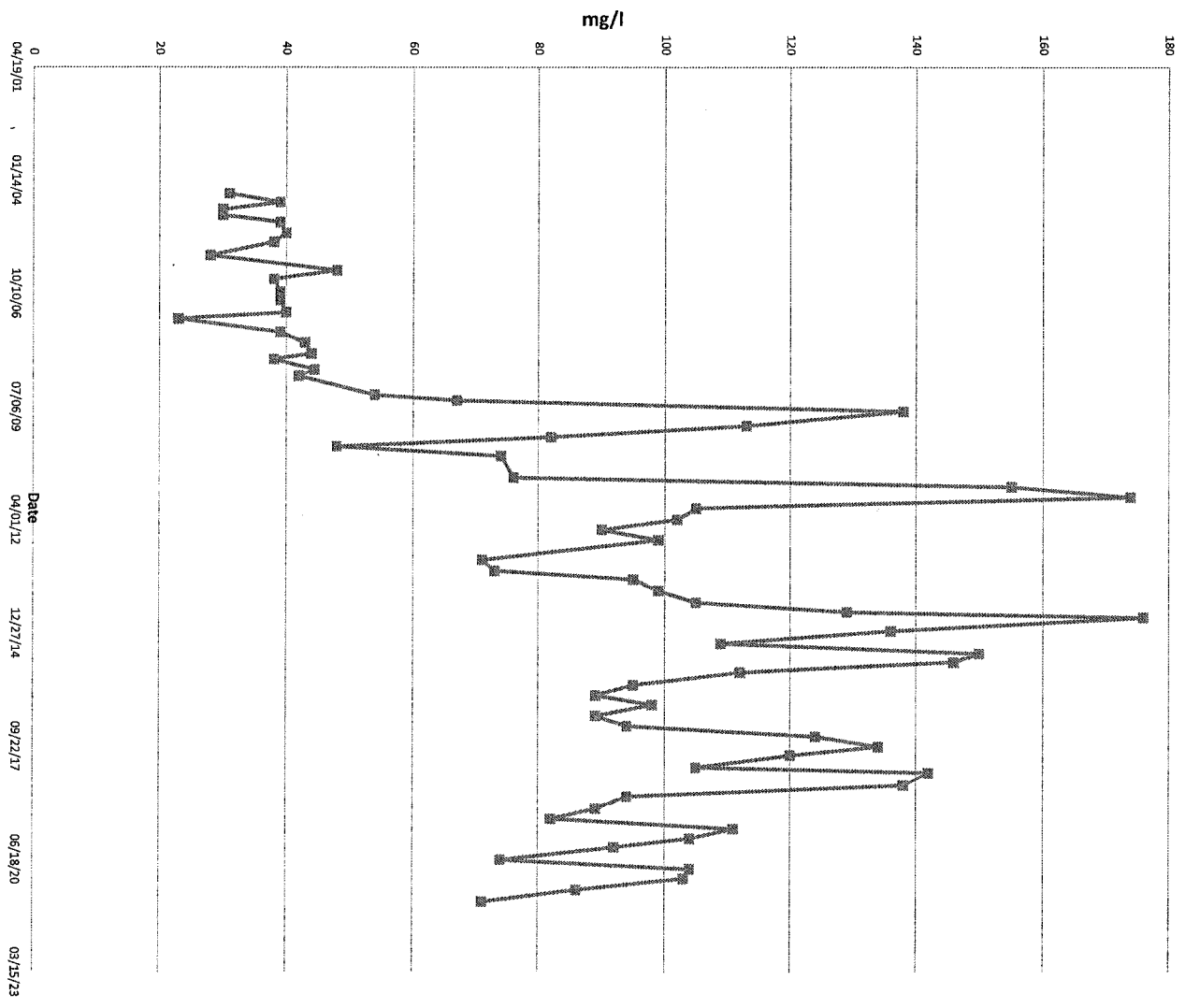
Well #1

Date 2021	Depth of Well	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml
17-Jan-21	36'					
7-Feb-21	36'					
15-Mar-21	36'-6"	7.7*	6.2	6.57	86	Contaminated
15-Apr-21	35'-9"					
2-May-21	35'-7"					
28-Jun-21	35'-3"	12.6	7.12	6.1	71	

Well 1 Nitrate_Nitrite



Well 1 Chlorides



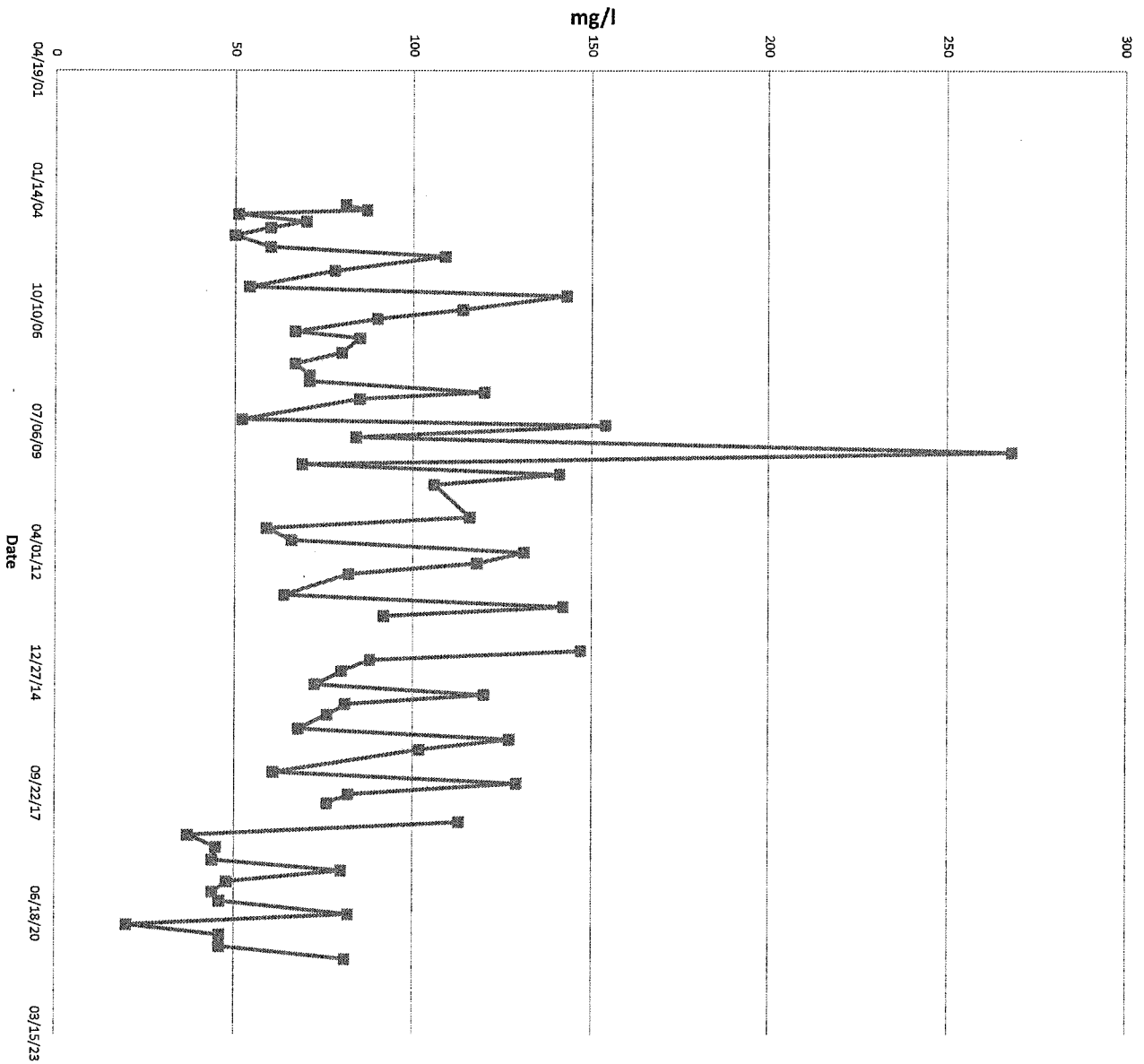
Well #3

Date 2020	Depth of Well	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml
12-Jan-20						
2-Feb-20						
3-Mar-20	18'	7.5	5.51	2.93	46	79
12-Apr-20	17'-4"					
17-May-20	17'					
22-Jun-20	16'-4"	7.7	5.88	4.16	82	Present
19-Jul-20	17'-2"					
15-Aug-20	18'-4"					
15-Sep-20	19'	8.4	5.79	3.2	50	Present
10-Nov-20	19'					
8-Nov-20	18'-9"					
8-Dec-20	18'	8.5*	6.04	3.18	46	No test

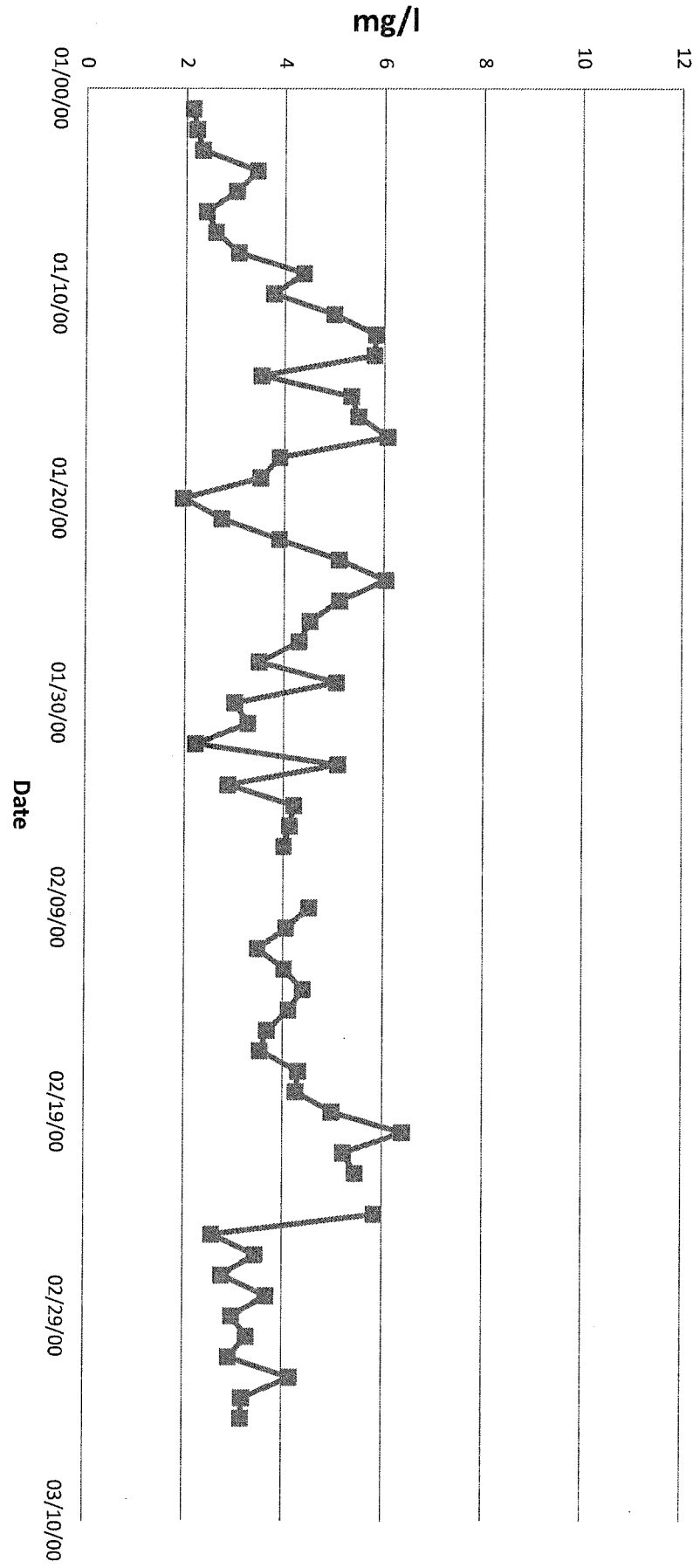
Well #3

Date 2021	Depth of Well	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml
17-Jan-21	18'					
7-Feb-21	18'-2"					
15-Mar-21	18'-5"	6.5*	5.21	3.05	46	Contaminated
15-Apr-21	18'					
2-May-21	17'-9"					
28-Jun-21	17'-6"	10.2	7.13	4.14	81	

Well 3 Chlorides



Well 3 Nitrate/Nitrite



Seeley Lake Bay

Date 2020	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
3-Mar-20	0.01	5.7	0.02	3	66	<10
22-Jun-20	18.40	7.58	0.02	2	23	<10
15-Sep-20	16.30	7.68	ND	2	52	<10
8-Dec-20	.8*	6.5	0.01	2	41	<10

Seeley Lake Bay

Date 2021	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
15-Mar-21	0.5*	7.2	0.05	7	97	Contaminated
28-Jun-21	22*	6.87	0.01	2	388	<10

Riverview Bridge

Date 2020	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
3-Mar-20	3.5	6.36	0.02	2	>2419	10
22-Jun-20	17.4	7.36	0.04	2	420	<10
15-Sep-20	14.50	7.15	0.02	2	2250	20
8-Dec-20	1*	6.4	0.04	2	637	10

Riverview Bridge

Date 2021	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
15-Mar-21	3.3*	6.15	0.02	2	98	Contaminated
28-Jun-21	24*	6.77	0.01	1	1,940	10

Lions Club

Date 2020	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
3-Mar-20	1.3	5.47	0.03	84	2110	<10
22-Jun-20	20.2	6.86	ND	51	13,000	<10
15-Sep-20	9.10	5.6	0.02	82	5170	<10
8-Dec-20	0.5	6.82	0.02	31	14100	52

Lions Club

Date 2021	Water Temp *C	Water pH	Nitrate/ Nitrite mg/L	Chloride mg/L	Total Coliform per 100 ml	Ecoli per 100 ml
15-Mar-21	0.02	5.5	0.02	8	8700	<10
28-Jun-21	17.2*	6.51	ND	39	2,610	98

Goals/Tasks

Overview: The Seeley Lake Sewer District Board of Directors will focus on assembling and organizing comprehensive information to inform board members and district members about waste water issues and solutions. They will develop resource bases for effective communication, acceptable treatment methods, education regarding the use of septic systems, funding avenues, and inventorying the particulars of current systems and users.

Board members will engage directly in execution of these action plan points to meet the goals of this document while maintaining the budget. 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.

1. Improve communication throughout the district

1. Secure email addresses and phone numbers for district property owners and tenants.
2. Re-evaluate the website with clearer headings and content.
3. Create a search system of the website for ease in finding information and documents.
4. Create a digital newsletter to inform and educate the district members.
5. Write a monthly informational column for the Pathfinder.
6. Add a tab to the website for links to resources.
7. Create an electronic brochure for new district members and tenants outlining district information, resources and educational materials.
8. Do a monthly mission update at the Community Council meetings.
9. Add informative articles to a digital library on the website.
10. Respond to communications from district members with facts, ie. letters to the editor, protest letters etc.

2. Develop an inventory system that will allow for data gathering and sharing of said information through a digital map with overlays of:

1. Parcel delineation
 1. Size
 2. Type (residential, commercial, vacant, etc)
2. Ownership and contact information
 1. Resident
 2. Tenanted
 3. Vacant
3. Current waste water Systems
 1. Type
 2. Age
 3. Permitted
 4. Issues

4. Occupancy information
 1. # bedrooms vs # residents
 2. # bathrooms
 3. Water usage (non-irrigation)
 4. Additional water usage such as hot tubs
 5. Available wells for monitoring
- 3. Create a library of waste water systems information and options**
 1. County approved and unapproved systems.
 2. Area needed for system installation.
 3. Number of residences or households it will serve.
 4. Cost to build, run and maintain various systems.
 5. Alternative nitrate resolutions and solutions.
 6. Comparison chart of available systems.
 - 4. Financial information**
 1. Basis of income by neighborhood.
 2. Available financial help/links for members.
 3. Value for service rendered.
 4. Grants
 5. Loans
 6. Bonds
 7. Research/assemble information on a donation fund.
 8. County support.
 9. Resort Tax.
 10. Research/assemble information on non-profit support.
 - 5. Determine Missoula County health department, Department of Environmental Quality, and Seeley Lake Sewer District's areas and levels of responsibility.**
 - 6. Monitor testing results and evaluate new opportunities.**
 - 7. Determine interest level of parcel owners for alternative waste water systems.**
 - 8. Develop a list/information on other towns that have recently dealt with waste water issues, particularly those that have identified "affordable" solutions.**
 - 9. Develop a list of engineering firms that have developed "affordable" small sewer systems which might address a portion of the district.**
 - 10. Analyze, evaluate, and formulate a plan to take steps for the improvement of wastewater treatment in the district.**

Goals/Tasks

Overview: The Seeley Lake Sewer District Board of Directors will focus on assembling and organizing comprehensive information to inform board members and district members about waste water issues and solutions. They will develop resource bases for effective communication, acceptable treatment methods, education regarding the use of septic systems, funding avenues, and inventorying the particulars of current systems and users.

Board members will engage directly in execution of these points in the action plan in order to meet the goals of this document while maintaining the budget. 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.

1. Improve communication throughout the district

1. Secure email addresses and phone numbers for district property owners and tenants.
2. Re-evaluate the website with clearer headings and content.
3. Create a search system of the website for ease in finding information and documents.
4. Create a digital newsletter to inform and educate the district members.
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.
7. Do a monthly mission update at the Community Council meetings.
8. Add informative articles to a digital library on the website.
9. Respond to communications from district members with facts, ie. letters to the editor, protest letters etc.

2. Develop an inventory system that will allow for data gathering and sharing of said information.

1. Create a digital map with overlays
2. Parcel delineation
 1. Size
 2. Type (residential, commercial, vacant, etc)
2. Ownership and contact information
 1. Resident
 2. Tenanted
 3. Vacant
3. Wastewater Systems
 1. Type
 2. Age
 3. Permitted
 4. Issues

4. Occupancy information
 1. # bedrooms vs # residents
 2. # bathrooms
 3. Water usage (non-irrigation)
 4. Additional water usage such as hot tubs
 5. Available wells for monitoring
- 3. Create a library of waste water systems information and options**
 1. Approved and unapproved
 2. Area needed to install
 3. Number of residences it will serve
 4. Cost to build, run and maintain
 5. Alternative nitrate resolutions and solutions
 6. Comparison chart of systems
- 4. Financial information**
 1. Basis of income by neighborhood
 2. Available financial help/links for members
 3. Value for service
 4. Grants
 5. Loans
 6. Bonds
 7. Research/assemble information on a donation fund.
 8. County support.
 9. Resort Tax.
 10. Research/assemble information on non-profit support.
- 5. Determine Missoula County health department, Department of Environmental Quality, and Seeley Lake Sewer District's areas and levels of responsibility.**
- 6. Monitor testing results and evaluate new opportunities.**
- 7. Determine interest level of parcel owners for alternative wastewater systems.**
- 8. Develop a list/information on other towns that have recently dealt with wastewater issues, particularly those that have identified "affordable" solutions.**
- 9. Develop a list of engineering firms that have developed "affordable" small sewer systems which might address a lionized portion of the district.**
- 10. Analyze, evaluate, and formulate a plan to take for the improvement of wastewater treatment.**

TASK	Board Member	Initial/ DATE	Initial/ DATE	Initial/ DATE	Initial/ DATE	Initial/ DATE
1. Improve communication throughout the district	COT					
Secure email addresses and phone numbers for district property owners and tenants.	COT					
Re-evaluate the website with clearer headings and content.	COT					
Create a search system of the website for ease of finding information and documents.	COT					
Create a digital newsletter to inform and educate the district members.	COT					
Add a tab to the website for links to resources	COT					
Create an electronic brochure for new district members and tenants outlining district information, resources and educational materials.	COT	7.10				
Do a monthly mission update at the Community Council meeting.	COT					
Add informative articles to a digital library on the website.	COT					

Respond to communications from district members with facts, ie. letters to the editor, protest letters etc.	COT					
2. Develop an inventory system that will allow for data gathering and sharing of said information.	PAT					
Create a digital map with overlays	PAT					
Parcel delineation: residential, commercial, rental	PAT					
Ownership and contact information	PAT					
Wastewater System	PAT					
Occupancy information	PAT					
Water usage (non-irrigation)	PAT					
Available wells for monitoring	PAT					
3. Create a library of waste water systems information and options	PAT					
Approved and unapproved	PAT					
Area needed to install	PAT					
Number of residences it will serve	PAT					
Cost to build and cost to run and maintain	PAT					

Alternative nitrate resolutions and solutions	PAT					
Comparison chart of systems	PAT					
4. Financial information						
Basis of income by neighborhood	BETH					
Available financial help/links for members						
Value for service						
Grants						
Loans						
Bonds						
Research/assemble information on a donation fund.						
County support.						
Resort Tax.						
Research/assemble information on non-profit support.						
5. Determine Missoula County health department, Department of Environmental Quality, and Seeley Lake Sewer District's areas and levels of responsibility.						

<p>6. Monitor testing results and evaluate new opportunities.</p>	<p>TOM</p>					
<p>7. Determine interest level of parcel owners for alternative wastewater systems.</p>	<p>COT</p>					
<p>8. Develop a list/ information on other towns that have recently dealt with wastewater issues, particularly those that have identified "affordable" solutions.</p>	<p>PAT</p>					
<p>9. Develop a list of engineering firms that have developed "affordable" small sewer systems which might address a lionized portion of the district.</p>	<p>PAT</p>					
<p>10. Analyze, evaluate, and formulate a plan to take for the improvement of wastewater treatment.</p>	<p>BOARD</p>					

HOW DOES A SEPTIC TANK WORK?

- Household water and it's waste runs out of your house in one main drainage pipe into a septic tank.
- ◆ The septic tank is a buried, water-tight container. Its job is to hold the wastewater long enough to allow solids to settle down to the bottom forming sludge, while the oil and grease floats to the top as scum.
 - ◆ Compartments and a T-shaped outlet prevent the sludge and scum from leaving the tank and traveling into the drainfield area.
 - ◆ The liquid wastewater (effluent) then exits the tank into the drainfield.
 - ◆ The drainfield is a shallow, covered, excavation made in unsaturated soil. Pretreated wastewater is discharged through piping onto porous surfaces that allow wastewater to filter through the soil. The soil accepts, treats, and disperses wastewater as it percolates through the soil, ultimately discharging to groundwater.
 - ◆ If the drainfield is overloaded with too much liquid, it can flood, causing sewage to flow to the ground surface or create backups in toilets and sinks.
 - ◆ Finally, the wastewater percolates into the soil, naturally removing harmful coliform bacteria, viruses and nutrients. Coliform bacteria is a group of bacteria predominantly inhabiting the intestines of humans or other warm-blooded animals. It is an indicator of human fecal contamination.

Board of Directors

- Tom Morris President
- Jason Gilpin
- Pat Goodover
- Cheryl Thompson

Interim District Manager

-

Secretary

- Felicity Derry

Missoula County

- Jim Even

Link to:

Sewer District Map

<https://seeleysewer.org/district-information>

Link to:

Seeley Lake Sewer District

<https://seeleysewer.org>

Link to:

How a septic tank works

<https://www.gbra.org/presentations/septic/index.html>

Link to:

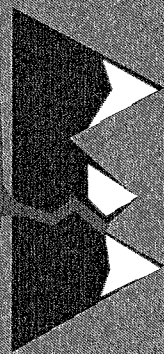
Missoula County Health Dept

<https://www.missoulacounty.us/government/health/health-department>

Link to:

Montana Department of

[Environmental Quality](https://deq.mt.gov)



Seeley Lake Sewer District

OUR MISSION

The Seeley Lake Sewer District was formed in 1992 to assist the community in determining the need and cost of a centralized sewer system. The District's goals are to:

1. Identify grant opportunities and other funding strategies that support an affordable sewer project.
2. Address water quality concerns from high density septic system influence.
3. Facilitate solutions related to design, construction, acquisition or financing needs for proposed improvements.

Telephone: 406.677.2559

Website: <https://seeleysewer.org>

Email: XXXXXXXXXX

Address: 3360 Highway 83 North

Seeley Lake MT 59868

SEELEY LAKE SEWER DISTRICT ACTION PLAN

Overview: The Seeley Lake Sewer District Board of Directors will focus on assembling and organizing comprehensive information to inform board members and district members about waste water issues and solutions. They will develop resource bases for effective communication, acceptable treatment methods, education regarding the use of septic systems, funding avenues, and inventorying the particulars of current systems and users.

Board members will engage directly in execution of these points in the action plan in order to meet the goals of this document while maintaining the budget. 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.

1. Improve communication

1. Secure email addresses and phone numbers for district property owners and tenants.
2. Evaluate the website with clearer headings and content.
3. Create a system for searching the website for ease of finding information and documents.

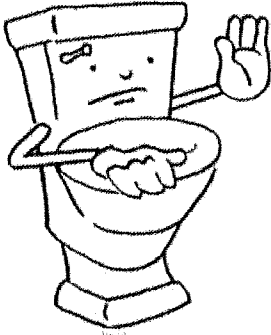
4. Create a digital newsletter to inform and educate the district members.
 5. Write a monthly informational column for the Pathfinder.
 6. Add a tab to the website for links to resources.
 7. Create an electronic brochure for new district members and tenants outlining district information, resources and educational materials.
 8. Do a monthly mission update at the Community Council meetings.
 9. Add informative articles to a digital library on the website.
 10. Respond to communications from district members with facts, ie. letters to the editor, protest letters etc.
2. **Develop an inventory system that will allow for data gathering and sharing of said information through a digital map with overlays of:**
 1. Parcel delineation
 1. Size
 2. Type (residential, commercial, vacant, etc)
 2. Ownership and contact information
 1. Resident
 2. Tenanted
 3. Vacant
 3. Wastewater system
 1. Type
 2. Age

3. **Create a library of waste water systems information and options**
 1. County approved and unapproved systems.
 2. Area needed for system installation.
 3. Number of residences or households it will serve.
 4. Cost to build, run and maintain various systems.
 5. Alternative nitrate resolutions and solutions.
 6. Comparison chart of available systems.
4. **Financial information**
 1. Basis of income by neighborhood.
 2. Available financial help/links for members
 3. Value for service rendered.
 4. Grants
 5. Loans
 6. Bonds
 7. Research/assemble information on a donation fund.
 8. County support.

9. Resort Tax.
10. Research/assemble information on non-profit support.
5. **Determine Missoula County health Department, Department of Environmental Quality, and Seeley Lake Sewer District's areas and levels of responsibility.**
6. **Monitor testing results and evaluate new opportunities.**
7. **Determine interest level of parcel owners for alternative waste water systems.**
8. **Develop a list/information on other towns that have recently dealt with wastewater issues, particularly those that have identified "affordable" solutions.**
9. **Develop a list of engineering firms that have developed "affordable" small sewer systems which might address a portion of the district.**
10. **Analyze, evaluate and formulate a plan to take steps for the improvement of water water treatment in the district.**

**HELP US KEEP THE ENVIRONMENT CLEAN,
WE ALL LIVE DOWNSTREAM.**

- How you can be part of the process:**
1. Share your email and phone numbers with us so we can share our information and ask your opinion.
 2. Share your septic information with us such as: Is it permitted, what type of system, when was it installed, how many people use it.
 3. How much water do you use October-May.
- NO NO NO**
- CLOGGERS!:** Save money and hassle, and protect the environment, by knowing what **NOT** to flush, pour, or spill into your septic tank --- Fats, oils, greases, paper, wipes, cloth, coffee grounds, egg shells, banana peels, potato peels, feminine hygiene products, disposable non bio-degradable detergents, bleach, plastic materials that clog pipes and impair system performance. (So called "flushable" wipes are among the worst cloggers!)
- DRUGS!:** Flushing medications or pouring out medications of any kind impacts both human and ecosystem health. Also beware of using personal care products that will contaminate your septic system --- Body care products or other products that contain unnatural chemicals.



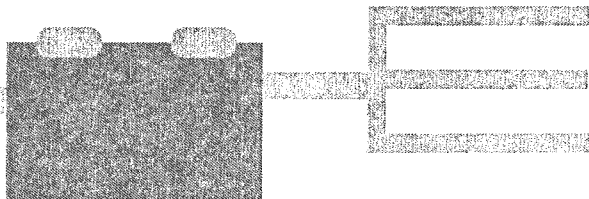
Sewer District - LOWDOWN BULLETIN

During its reorganization period, the Sewer Board has developed an 'Action Plan'. The purpose was to create a working document that would guide the actions of the board over the foreseeable future. This is a living plan that will be updated as time goes on, but will form a foundation for moving forward.

The areas of focus, with sub-points, are:

1. Improve communication throughout the district. Securing member contact information to use for surveys, digital newsletters, share information, reorganize increase the value of the website with more informative information, search engine for ease of navigating, create an electronic brochure that will share district information, monthly mission update at the community council meetings, monthly Pathfinder update articles, respond promptly to inquiries.
2. Develop an inventory system that will allow for data gathering and sharing of said information. This concerns our waste water systems data through mapping. Parcel size and type, ownership vs. use, wastewater system information, occupancy, water usage and available wells for testing.
3. Create a library of waste water systems information and options. Approved and unapproved, space needed for installation, number of homes or buildings it will support, cost to build, run and maintain, alternative nitrate solutions and comparison chart of systems.
4. Financial Information. Neighborhood income basis, available financial help, grants, loans, bonds, donation fund, county support, resort tax, non-profit support.
5. Determine Missoula County health department, Department of Environmental Quality and Seeley Lake Sewer District's areas and levels of responsibility.
6. Monitor testing results and evaluate new opportunities.
7. Determine interest level of parcel owners for alternative waste water systems.
8. Develop a list/information on other towns that have recently dealt with waste water issues, particularly those that have identified "affordable" solutions.
9. Develop a list of engineering firms that have developed "affordable" small sewer systems which might address different portions of the district.
10. Analyze, evaluate and formulate a plan to take steps for the improvement of waste water treatment in the district.

Each board member has taken one or two areas and will focus on and report to the board each month for discussion, evaluation and direction. We are hoping the district members will engage and support this new 'Action Plan' and facilitate the process by sharing constructive information and contact information



Interim District Manager

Overview

The Montana Code Annotated (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 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.

Interim District Manager

2. To have knowledge of/experience in goal setting, time management, program and budget development, personnel supervision and report writing.
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 other wise. The iDM serves at the discretion of the Board of Directors.

Interim District Manager

Montana Code Annotated 2019

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.

Interview Questions for a New Director

What are the key reasons you decided to apply to become a director for the sewer board?

What would be your goals be in the position?

What is your knowledge of the elevated nitrates in Seeley Lake and the Special Management Area established by the Health Board?

The voters did not approve the necessary bonding for the proposed project to go forward. What do you believe the board should focus on now?

\$1.8 Million dollars was spent to design a system to address the nitrate issue. Do you believe the voters did not want the designed system, or did they vote NO for other reasons?

Describe your decision-making process.

How much time do you have on a weekly basis to commit to sewer board work?

Describe your understanding of the most effective way the sewer board can serve the district over the next year; over the next 3-5 years.

Give a brief overview of sewer district history/activities for the past relevant time as you see it.

Explain what representation of district constituents means to you.

To what extent are you comfortable contacting various governmental agencies and/or technical businesses?

What educational, work or personal background would make you a valuable member of the sewer board?

What is your level of knowledge with Robert's Rules of Order?

Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT

CHAPTER 13. UTILITY SERVICES

Part 22. County Water and/or Sewer Districts

Qualifications Of Directors

7-13-2233. Qualifications of directors. (1) To be eligible for election or appointment to a board of directors, a person must be:

(a) registered to vote as required by law;

(b) 18 years of age or older;

(c) a citizen of the United States; and

(d) a resident of the district or an owner of real property in the district who is a resident of the state of Montana.

(2) A person who is serving on a board of directors on July 1, 2017, who does not meet the qualifications under subsection (1) may serve the remainder of the person's term but may not be reelected or reappointed to the board. A person elected or appointed after July 1, 2017, must meet the qualifications under subsection (1).

History: En. Sec. 6, Ch. 242, L. 1957; amd. Sec. 5, Ch. 167, L. 1965; amd. Sec. 1, Ch. 263, L. 1967; amd. Sec. 2, Ch. 257, L. 1974; amd. Sec. 1, Ch. 310, L. 1975; R.C.M. 1947, 16-4506(part); amd. Sec. 6, Ch. 372, L. 2017.

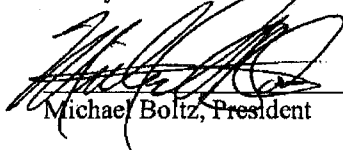


MEMORANDUM OF UNDERSTANDING
BETWEEN THE SEELEY LAKE-MISSOULA COUNTY SEWER DISTRICT
AND MISSOULA COUNTY PUBLIC SCHOOLS FOR THE
SEELEY-SWAN HIGH SCHOOL STUDENTS IN ACTION
MORRELL CREEK WATER MONITORING PROJECT

This Memorandum of Understanding ("MOU") is hereby made and entered into by and between the Seeley Lake-Missoula County Sewer District, hereinafter referred to as the "District", and Missoula County Public Schools for purposes of the Seeley-Swan High School Students in Action Morrell Creek Water Monitoring Project, hereinafter referred to as the "Project", under the following terms and conditions:

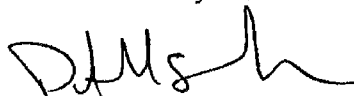
- I. The Project objectives are to: 1) monitor the flows of Morrell Creek at the established High School site; 2) estimate nutrient, turbidity, and total suspended solids (TSS) concentrations throughout the hydrologic cycle; and 3) compare nutrient concentrations observed in Morrell Creek with sites that may be more heavily influenced by non-point sources.
- II. The District agrees to fund Project nutrient testing of monthly water samples, conducted per standard protocols as detailed in the Project Sampling and Analysis Plan, and submitted to a certified lab. Invoices shall be submitted to the District on a monthly basis for remittance. The total annual contribution shall not exceed \$2,000. The term of this MOU shall February 1, 2015 to January 31, 2016.
- III. Project test results will be reported to the District board upon annual completion, and copies of monitoring and test results and associated evaluations and reports shall be provided to the District for their records.
- IV. District shall reserve the right to use reports and records submitted from the Project for the purposes of providing background documentation to other local and state agencies as deemed appropriate by the District board.

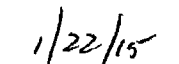
Seeley Lake-Missoula County Sewer District:


Michael Boltz, President


Date

Missoula County Public Schools:


Exec. Dir. of Bus. & Op.
MCPS


Date

Billing for Flathead Bio Lab

Date	Amount	Annual Totals	
06/15/2021	1,424.00	1,424.00	2021
04/07/2020	420.00	420.00	2020
07/17/2019	350.00	350.00	2019
10/11/2018	140.00		
10/11/2018	467.00		
10/11/2018	296.00		
10/11/2018	962.00	1,865.00	2018
06/01/2017	402.00		
06/01/2017	838.00		
06/01/2017	222.00	1,462.00	2017
01/14/2016	134.00	134.00	2016
11/19/2015	601.00		
11/19/2015	201.00		
11/19/2015	401.00		
05/13/2015	225.50	1,428.50	2015
Total	7,083.50	7,083.50	