

**SEELEY LAKE SEWER DISTRICT**  
**REGULAR BOARD MEETING**  
**February 27, 2019**

Pat Goodover	President	PRESENT	Walt Hill	Vice President	PRESENT
Mike Boltz	Director	PRESENT	Davy Good	Director	ABSENT
Beth Hutchinson	Director	PRESENT*	Felicity Derry	Secretary	PRESENT
Jean Curtiss	Manager	PRESENT	Kim Myre	Missoula Co	PRESENT

\* - via telephone

Public Attendance - Appendix A

**CALL TO ORDER:**

The meeting was called to order by Pat Goodover at 5:18pm at The County Satellite Office, located at 3360 Highway 83 N.

**APPROVAL OF AGENDA:**

The Great West Engineering Deflection of Responsibility was moved prior to the Communication Policy and the agenda was approved as modified.

**PUBLIC COMMENTS:**

Cheri Thompson commented that the website did not have up to date information on it.

**CORRESPONDENCE:**

Rural Development

The District had been carbon copied on a letter approving the engineering contract. The Board discussed the circulation of correspondence and board packets.

Brian Friel, EPA

A two-year extension for the District's STAG grant had been requested from the EPA.

**MINUTES:**

January 17, 2019

There were no changes to the minutes. Walt Hill moved to accept the minutes as circulated. Discussion of the legal requirements for minutes and what should be included followed. The Board approved the January 17, 2019 minutes.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Nay

February 6, 2019

There were no changes to the minutes. The Board approved the minutes as presented.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	No vote given

**FINANCIAL REPORTS:**

Invoices – January 2019

Felicity Derry reviewed the invoices for the Board.

The Board discussed the state required paperwork for the General Manager position and that Jean Curtiss had completed it. The legal requirement for the manager to be bonded was discussed and a legal opinion from the District’s attorney was requested.

Walt Hill moved to approve the January 2019 invoices for payment as presented. There was no further discussion and the motion was passed unanimously.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Aye

Financials - October 2018

Felicity Derry reviewed the financials for October, 2018.

Financials - November 2018

Felicity Derry reviewed the financials for November, 2018.

Pat Goodover moved to approve the October and November, 2018 financial reports as presented. There was no further discussion and the motion was passed unanimously.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Aye

**MANAGER’S REPORT:**

Jean Curtiss reviewed the status of the various components that were still outstanding from RD’s letter of conditions. Discussion followed on the site restoration and Great West Engineering inspecting the collection system, and how that would be paid for.

The Board and the RV park developer discussed what they were requesting in order to complete their plans and how that could be facilitated at no cost to the District. The possible fluidity of the phase boundaries was discussed, as well as the impact of the increased flow on the system.

Pat Goodover moved to establish a policy to deny petitions to annex property into the Sewer District, other than the Devins property and the high school property, until such time as the capacity of the plant had been determined to exceed the demands of the current District. Some clarification was given. Walt Hill seconded the motion, which was then passed unanimously.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Aye

Pat Goodover moved to direct the District Manager or a volunteer board committee to research latecomer policies and fees from similar districts in Montana, with input from Great West Engineering, DNRC and legal counsel. Walt Hill seconded the motion. The Board discussed who would be involved. Pat Goodover modified the motion to either direct the District Manager and/or a volunteer board committee to research the latecomer policies and fees from similar districts in Montana, with input from Great West Engineering, DNRC and legal counsel. There was no further discussion. The motion was passed unanimously.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Aye

The Board reviewed resolution 061616 and discussed adding the restoration as a bid alternative or ensuring that it was in the specifications and what it could entail.

The Board discussed the location of the bid opening.

Pat Goodover moved to authorize that the bid openings and presentations be in the Helena office of Great West Engineering. Mike Boltz seconded the motion. There was no further discussion. The motion was passed.

Pat Goodover	Aye
Walt Hill	Nay
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	Aye

The Board agreed by consensus to move forward with the petition for the right-of-way at Pine Drive.

The Board requested that Jean Curtiss email information regarding pertinent legislature to allow them to respond if they wished.

Pat Goodover requested that the minutes of two or three meetings be sent to the attorney to review for compliance with the statute, MCA 2-3-212-2.

The Board agreed by consensus that due to the length of the meeting only the New Business items I. The Great West Deflection of Responsibility item and F. Communications Policy would be addressed tonight.

**OLD BUSINESS:**

**A. User Agreement**

The attorney, Jon Beal, had sent his apologies that the review of the draft user agreement had not been completed and there was no draft for the Board to review at the meeting. The Board discussed releasing the draft user agreement to the public, but following direction from the attorney that the document fell under attorney client privilege had not.

**B. By-Laws**

The Board discussed the by-laws and agreed by consensus to form a committee of two Board members to revise them. The Board agreed by consensus that the committee should comprise of Walt Hill and Beth Hutchinson.

**NEW BUSINESS:**

**A. Amended Retainer Agreement – Beal Law Firm**

This amended agreement was to add Jean Curtiss as the Manager and remove Greg Robertson.

Walt Hill moved to make the changes and approve the amended retainer agreement. Mike Boltz seconded the motion. There was no discussion. The motion was passed.

Pat Goodover	Aye
Walt Hill	Aye
Mike Boltz	Aye
Davy Good	Absent
Beth Hutchinson	No vote given

B. Annexation Policy

Previously covered.

C. Explore Latecomer Policy & Fees

Previously covered.

D. Request for Lot Restoration Bids

Previously covered.

E. Location of Bid Openings

Previously covered.

I. Great West Deflection of Responsibility

With regards to the engineering contract Beth Hutchinson reflected that Greg Robertson had emailed GWE that he had not received the contract. She was unaware that GWE thought they gave her the contract at the September meeting. When there was no response GWE did not follow up in either case. The communication from GWE had been technically difficult, unclear and lacking and moving forward needed to be improved upon.

F. Communications Policy

Beth Hutchinson was concerned that the Board members were not always totally informed and that the District should develop a communications policy. The Board agreed by consensus that a committee comprising of Beth Hutchinson, Davy Good and Jean Curtiss should work on the policy.

The Board agreed by consensus that GWE should work on the cost estimates for Phases III & IV.

The Board discussed developing a project financing fact sheet for the public.

**NEXT REGULARLY SCHEDULED MEETING: March 21, 2019**

**ADJOURNMENT OF MONTHLY BOARD MEETING:**

Pat Goodover adjourned the meeting at 7:42pm.

Attest:

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Pat Goodover, President

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Felicity Derry, Secretary