

Seeley Lake Sewer District
REGULAR BOARD MEETING AGENDA

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

ROLL CALL

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

1. OPENING: Scheduled for 6:00 PM Via Zoom
2. APPROVAL OF AGENDA:
3. PRESIDENT'S COMMENTS:
4. PUBLIC COMMENT: On Items not on the Agenda of the Meeting and within the Jurisdiction of the Sewer District [MCA 2-3-103 (1)a]
5. CORRESPONDENCE: None
6. MINUTES: February 17, 2022 - *Action*
7. FINANCIAL REPORTS:
 - a} Invoices - *Action*
 - b} January 2022
8. MANAGER'S REPORT: Status Report
9. UNFINISHED BUSINESS:
 - a} Action Plan for 2021-2022
 - i. Committee Reports - *Discussion/ Action*
 - b} Mission Update - *Discussion/ Action*
 - c} Income Survey - *Discussion*
 - d} Reorganizing the Website - *Discussion/ Action*
10. NEW BUSINESS:
 - a} RFQ/RFP Scoring - *Discussion/ Action*
 - b} eDNA Sampling - *Discussion*
 - c} FY2023 Budget - *Discussion*
 - d} Test Result Map - *Discussion*
 - e} Introduction of Missoula County Health Sanitarian - *Questions & Answers*
11. NEXT SCHEDULED MEETING: April 21, 2022
12. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
13. ADJOURNMENT:

**SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
February 17, 2022**

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

Public Attendance - Appendix A

CALL TO ORDER:

The meeting was called to order at 6:00pm and was held remotely via Zoom.

APPROVAL OF AGENDA:

There were no amendments to the agenda.

PRESIDENT'S COMMENTS:

Tom Morris requested that the meeting be kept moving along and to be respectful of everybody's time.

PUBLIC COMMENT:

None.

CORRESPONDENCE:

None.

MINUTES:

January 20, 2022 Regular Meeting

Cheri Thompson noted that there was a typo on Page 2.

Tom Morris moved to accept the minutes of the January 20, 2022 Board Meeting as amended. 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:

Invoices – January 2022

Tom Morris reviewed the January invoices.

Pat Goodover moved to pay the invoices. Jason Gilpin 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

December 2021 Financial Reports

Felicity Derry reviewed the December financial reports. There was discussion regarding the amount of Fee Assessment that had been received to date and when the remainder could be expected.

MANGERS REPORT:

Bill Decker reviewed how he would bill the District for his time. Bill Decker noted that he had met with CRC to discuss an income survey and the eDNA testing. Discussion followed on the money that the District had set aside for the eDNA testing. Caryn Miske added that the cost of the eDNA testing had increased and estimated that it would add \$2,400 to the original cost. It was noted that this item would be covered further later in the meeting.

UNFINISHED BUSINESS:

Action Plan for 2021-2022

Committee Reports

Cheri Thompson noted that Bill Decker had accompanied her to the Community Council meeting so as to introduce him to the community. Cheri Thompson reviewed the proposed article for the Pathfinder. Discussion followed on the quarterly testing and the potential for CRC to share their testing information with the District.

Tom Morris moved to allow Cheri to post the article. Pat Goodover seconded the motion. There was no discussion. The motion was carried.

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

Mission Update

None

Income Survey

None

Board Appointee Interview

Tom Morris noted that currently three people had applied for the three open positions and there probably would not be an election.

Nutrient Budget Analysis – Resolution 02172022

Bill Decker reviewed the importance of the eDNA testing. The continued closure of the Clearwater dump station was discussed.

The billing for the eDNA testing was discussed and Caryn Miske informed the Board that the Flathead Lake Bio Station would not be performing the testing. Hopefully this would alleviate the previous billing issues. Caryn Miske noted that due to the increase in the price of the eDNA testing, it would cost an additional \$2,400 to complete the twelve months of testing. The Board discussed using the agreed \$5,515 to pay for the FY2022 testing and utilizing the FY2023 budget to pay for the remainder of the testing that extended into FY2023. Beginning the testing in February was discussed. The discussion then turned to where the testing would be performed in Seeley Lake and whether formaldehyde testing should be added. There was further discussion regarding the dump stations and then the discussion moved to the fundamental reasons for performing the eDNA testing.

The Board discussed wording of the resolution. Cheri Thompson proposed the following resolution: The Seeley Lake Sewer Board resolves to pay CRC up to \$5,515 for eDNA testing for an agreed upon schedule and location. The testing locations and beginning the testing in February were discussed. The Board agreed to the testing locations being Lindey’s, the inlet and near to residential development.

The Board discussed how to modify the resolution to include the three locations and agreed to the following resolution:

The Seeley Lake Sewer District resolves to pay CRC for three testing locations up to \$5,515 for eDNA testing through the end of the fiscal year.

Tom Morris moved to make Resolution#02172022. Jason Gilpin & Cheri Thompson 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

RFQ/RFP

At 7:03pm Tom Morris yielded the chair to Pat Goodover. Bill Decker reviewed the draft RFQ. The Board discussed the size of the community as specified in the RFQ and how that would be handled in the RFP. Tom Morris returned to the meeting at 7:08pm.

Discussion followed on the cost of the advertisement and where the money could come from in the budget to pay for this. Cheri Thompson suggested adding schools and apartments to the RFQ and the Board discussed the changes.

Tom Morris moved to advertise the Request For Qualifications with the amendments. Pat Goodover seconded the motion. Bill Decker added that the RFQ would also be placed on the website. Jason Gilpin clarified that the ad would run for one week in the Pathfinder and three weeks statewide. Discussion followed on when to start the advertising. The Board agreed that the ad should be placed in the Pathfinder next week and then statewide beginning the following week. There was no further discussion. The motion was then carried.

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

Pat Goodover yielded the chair back to Tom Morris.

Manager Contract

Tom Morris noted that the full-time manager did not have a contract and suggested that the Board use Bill Decker's letter as a guide for billing practices and to move forward on a month by month basis. Both Bill Decker and the Board agreed that would be acceptable.

Cheri Thompson moved to agree to the conditions that Bill Decker wrote in the first paragraph of his letter. Pat Goodover seconded the motion. Discussion followed on how the agreement should be worded and that it should include a limit of eighty hours per month. **Cheri Thompson moved that Felicity should write an agreement or contract using Bill's letter/agreement that the President and Manager will sign, to include a maximum of eighty hours per month.** There was no further discussion. The motion was carried.

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

Reorganize the Website

Tom Morris noted that he had received an email from Kim Myre requesting that her contact information be removed from the website.

Cheri Thompson reviewed her suggestions for reorganizing the website and agreed to table this one more time and add it to the next agenda.

NEW BUSINESS:

Cheri Thompson noted she had been spammed and cautioned everybody to pay attention and be careful. Tom Morris clarified that his name had been used in a spam, but not his email address and also asked everybody to be very careful.

NEXT REGULARLY SCHEDULED MEETING: March 17, 2021

AGENDA ITEMS FOR NEXT SCHEDULED MEETING:

The Board discussed in person meetings and Board members turning on their cameras during Zoom meetings.

Tom Morris noted that the following items should be added to the March agenda: Action Plan – Committee Reports, Mission Update, Income Survey, eDNA Sampling – discussion, Reorganizing the Website, RFQ/RFP Scoring – discussion/action, 2023 Budget discussion and Test Result Map discussion.

ADJOURNMENT OF MONTHLY BOARD MEETING:

Jason Gilpin moved to adjourn the meeting at 7:48pm. Pat Goodover seconded the motion.

Attest:

Tom Morris, President

Felicity Derry, Secretary

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

District:

Seeley Lake Water District - <i>Inv#206 February 2022</i>		\$98.60
Pathfinder - <i>Inv#27320 RFQ Ads</i>		\$543.00
Bill Decker - February/March 2022		\$320.58
Felicity Derry - <i>February/March</i>		\$256.50
		\$1,218.68

Account Balances as of 02/28/2022

Citizens Alliance Account	\$4,678.20		\$4,678.20
Reserve	\$28,000.00		\$28,000.00
Missoula County Account	\$179,756.19		\$178,537.51
	\$212,434.39	(\$1,218.68)	\$211,215.71
	\$212,434.39		\$211,215.71

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Invoice

Phone # 406-677-2559

DATE	INVOICE #
3/1/2022	206

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		3/1/2022	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
6	MiscI	Bookkeeping & Admin February 2022	15.00	90.00
172	MiscO	Copies	0.05	8.60

THANK YOU!	Total	\$98.60
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Seeley Swan
PATHFINDER



Pathfinder LLC, PO Box 702, Seeley Lake MT 59868
 406-677-2022

Seeley Lake Sewer District
 PO Box 403
 Seeley Lake, MT 59868



Invoice #:
 00027320

			TERMS	DATE	PG.
			Net 10	2/28/22	1
QTY.	DESCRIPTION	PRICE	UNIT		EXTENDED
3	folio ad, 2/24 issue	\$13.00	1		\$39.00
3	SCAN - Statewide Classified Run week of Feb. 27, March 6 and March 13	\$168.00	1		\$504.00
Please pay promptly; a Late Charge will be added to all past due balances. Each month a \$10 late charge will be added to outstanding balances under \$100, and balances of \$100 and over will be charged 10% of the outstanding balance.			TOTAL		\$543.00
			ON ACCOUNT		\$0.00
			BALANCE		\$543.00

Felicity Derry
February/March 2022

Date	Time	Subject	Hours
2/17/2022	5:30-8:00p	Meeting Prep & Meeting	2.50
3/1/2022	7:30-9:30a	Minutes & Admin	2.00
3/1/2022	4:15-6:30p	Minutes	2.50
3/7/2022	4:00-7:30p	Minutes & Admin	3.50
3/8/2022	1:15-3:30p	Minutes & Admin	2.50
3/10/2022	11:45-1:00p	Admin	1.25
			<hr/> 14.25

14.25 x \$18 = \$256.50

\$256.50
\$256.50

OPERATING BILLED INCOME	JANUARY 2022	MTHLY BUDGET	2022 FISCAL YTD	YTD BUDGET	2022 BUDGET	% OF BUDGET
Fee Assessment	\$1,360.07	\$10,341.83	\$80,909.16	\$72,392.83	\$124,102.00	65.2
Interest Income CAB	\$4.16	\$0.00	\$40.98	\$0.00	\$0.00	
Interest Income Missoula County	\$25.28	\$0.00	\$162.53	\$0.00	\$0.00	
TOTAL OPERATING INCOME	\$1,389.51	\$10,341.83	\$81,112.67	\$72,392.83	\$124,102.00	65.4

OPERATING EXPENSES

Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Bookkeeping	\$90.00	\$583.33	\$1,080.00	\$4,083.33	\$7,000.00	15.4
Dues & Subscriptions	\$0.00	\$70.83	\$247.21	\$495.83	\$850.00	29.1
Election	\$0.00	\$83.33	\$0.00	\$583.33	\$1,000.00	0.0
Equipment	\$0.00	\$4.17	\$0.00	\$29.17	\$50.00	0.0
Income Survey	\$0.00	\$62.50	\$0.00	\$437.50	\$750.00	0.0
Insurance - Liability	\$0.00	\$833.33	\$0.00	\$5,833.33	\$10,000.00	0.0
Legal	\$0.00	\$1,250.00	\$0.00	\$8,750.00	\$15,000.00	0.0
Licenses & Fees	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	0.0
Meals, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Office Supplies	\$8.35	\$29.17	\$76.55	\$204.17	\$350.00	21.9
Postage	\$0.00	\$25.00	\$0.00	\$175.00	\$300.00	0.0
Public Relations	\$0.00	\$29.17	\$114.40	\$204.17	\$350.00	32.7
Manager	\$0.00	\$2,140.42	\$0.00	\$14,982.92	\$25,685.00	0.0
Secretary	\$315.00	\$500.00	\$2,466.00	\$3,500.00	\$6,000.00	41.1
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Water Testing	\$0.00	\$133.33	\$0.00	\$933.33	\$1,600.00	0.0
Well/Lake Monitoring	\$1,120.00	\$228.33	\$1,460.50	\$1,598.33	\$2,740.00	53.3
Nutrient Budget Analysis	\$0.00	\$459.58	\$0.00	\$3,217.08	\$5,515.00	0.0
Drill 5 Wells	\$0.00	\$2,083.33	\$0.00	\$14,583.33	\$25,000.00	0.0
Repay Missoula Co Loan	\$0.00	\$1,826.00	\$21,912.00	\$12,782.00	\$21,912.00	100.0
TOTAL OPERATING EXPENSES	\$1,533.35	\$10,341.83	\$27,386.66	\$72,392.83	\$124,102.00	22.07
NET OP. INCOME (LOSS)	(\$143.84)	\$0.00	\$53,726.01	\$0.00	\$0.00	

BALANCE SHEET

ASSETS

11/30/21

12/31/21

01/31/22

CURRENT ASSETS

Cash Accounts			
Citizens Alliance Bank Account	\$32,666.12	\$32,670.28	\$32,674.44
- District Reserve Funds	\$28,000.00	\$28,000.00	\$28,000.00
- General District Funds	\$4,666.12	\$4,670.28	\$4,674.44
Missoula County Account	\$160,589.34	\$180,768.62	\$180,576.62
Total Cash Assets	\$193,255.46	\$213,438.90	\$213,251.06

Accounts Receivable

\$0.00

\$0.00

\$0.00

TOTAL CURRENT ASSETS

\$193,255.46

\$213,438.90

\$213,251.06

FIXED ASSETS

Total Fixed Assets

\$2,033,813.16

\$2,033,813.16

\$2,033,813.16

TOTAL ASSETS

\$2,227,068.62

\$2,247,252.06

\$2,247,064.22

BALANCE SHEET**LIABILITIES & EQUITY** 11/30/21 12/31/21 01/31/22**CURRENT LIABILITIES**

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

TOTAL LIABILITIES \$0.00 \$44.00 \$0.00

OWNERS' EQUITY

Retained Earnings	\$2,193,338.21	\$2,193,338.21	\$2,193,338.21
Net Income (Loss)	\$33,730.41	\$53,869.85	\$53,726.01
Total Owners' Equity	\$2,227,068.62	\$2,247,208.06	\$2,247,064.22

TOTAL LIABILITIES & EQUITY \$2,227,068.62 \$2,247,252.06 \$2,247,064.22

CASH FLOW RECONCILIATION

	31-Dec	31-Jan	FISCAL YTD
TOTAL NET INCOME (LOSS)	\$20,139.44	(\$143.84)	\$53,726.01
Operating Activities			
Accounts Payable	\$44.00	(\$44.00)	(\$3,834.00)
Total Investing Activities	\$44.00	(\$44.00)	(\$3,834.00)
INCREASE (DECREASE) IN NON-CASH ASSETS			
Accounts Receivable	\$0.00	\$0.00	\$0.00
NET CASH INCREASE (DECREASE)	\$20,183.44	(\$187.84)	\$49,892.01
CHANGE IN ACCOUNT BALANCES			
Cash at Beginning of Period	\$193,255.46	\$213,438.90	\$163,359.05
Cash at End of Period	\$213,438.90	\$213,251.06	\$213,251.06
Change in Account Balances	\$20,183.44	(\$187.84)	\$49,892.01

Seeley Lake - Missoula County Sewer District
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1964	01/01/2022	Flathead Lake Biological Station	1001 - Missoula Co...	-1,120.00	-1,120.00
Bill	Inv#F...	01/13/2022		6291 - SSHS Testing	-1,120.00	1,120.00
TOTAL					-1,120.00	1,120.00
Bill Pmt -Check	1965	01/21/2022	Pathfinder	1001 - Missoula Co...	-44.00	-44.00
Bill	Inv#27...	12/31/2021		Dues & Subscriptions	-44.00	44.00
TOTAL					-44.00	44.00
Bill Pmt -Check	1966	01/21/2022	Seeley Lake Water District	1001 - Missoula Co...	-98.35	-98.35
Bill	Inv#204	01/01/2022		6652 - Bookkeeping ... Copies	-90.00 -8.35	90.00 8.35
TOTAL					-98.35	98.35
Check	1967	01/21/2022	Felicity Derry	1001 - Missoula Co...	-315.00	-315.00
TOTAL				6110 - Secretary	-315.00	315.00

Managers report March 2022

The RFQ was published in the Pathfinder and a notice with a link to the RFQ at SeeleySewer.org was published in newspapers throughout the state as approved by the Board of Directors.

As of writing this the District has not received any RFQs. I have received two email enquiries and Felicity has received one.

I was contacted by the marketing dept of Murray Smith/Quincy Engineering. The representative said he would be giving the info to the engineering team. I googled them, they are a large firm based in Portland Ore.

I was also contacted by a representative of Morrison Maerlie. They are a large engineering firm with a number of offices in Montana. This contact was from the Helena office. Morrison Maerlie was the engineering firm at my previous employer for a major wastewater project and are the engineers for a current discharge upgrade at the same facility. I provided more information and hope to get a RFQ from them.

I also contacted Biometric by email and clarified what we are looking for in a RFQ. As you are aware they have been in previous contact with the board. I hope to hear from all the firms that had previously talked with the board and hope they understand the need to restart the process.

I have been working preparing the RFP, which will be ready for the board's review at the April Board Meeting.

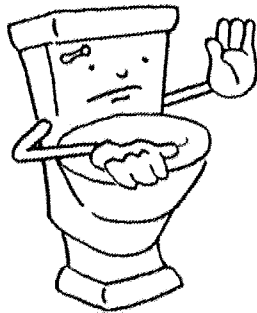
I had a zoom type meeting with Shannon and Jeanna from the Missoula County Health Dept. I brought them up to speed with the current direction of the Board. We discussed the current regulations and or restrictions the district must deal with.

During our discussion I learned the health dept had hired a new sanitarian for our area. I was happy to learn this individual was Brian Clifton who previously had worked for Cascade County. I requested that Brian attend our Board Zoom meeting. Someone from the Health Dept. Shannon, Jeanna or Brian will attend the meeting.

During the meeting we discussed the monitoring strategy for the District, repairing or replacing the collapsed monitoring well, new monitoring wells and EDNA testing. We also discussed the Clearwater RV dump. I was hoping additional pressure could be put on FWP to get them to make this dump operational again.

Time clock

2/14/22 Community Council meeting	95 minutes
2/17/22 Sewer Board meeting	105 minutes
2/18 Finalizing RFQ	30 minutes
Preparing RFP	360 minute
3/9/2022 Zoom call with Mizz Health Dept.	55minutes
3/10/1022 Preparing Managers Report	45 minutes
Email inquiries on RFQ	50 minutes
Total	12.33 hrs



Sewer District - LOWDOWN BULLETIN

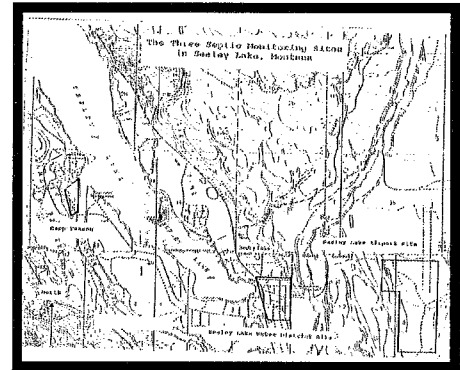
TESTING HISTORY, part 1

In both 1993 and 1995, the Department of Geology at the University of Montana did a study called "Cumulative Effects of Domestic Sewage Disposal on Groundwater of Missoula County: An analysis of Carrying Capacity" for the Missoula County Commissioners.

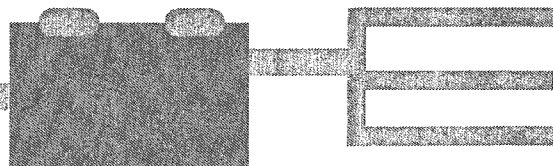
There were testing sites throughout the county, but ones we are interested in are those in Seeley Lake. They monitored the area by the airport, downtown and Camp Paxon.

AIRPORT: The earth materials are glacially derived unsorted sand and gravel, more commonly known as glacial till. There are two airport subdivisions involved in the study. Of the 26 homeowners involved in the study, 5 homeowners lived within the 40 acres Seeley Lake Pines subdivision on two-thirds of an acre lot. The remaining homeowners lived throughout the 320 acre Seeley Lake Estates subdivision on 5 acre lots. The average households had approximately three people. The topography is relatively level and the groundwater flows from the north to the south. The study was bounded on the west by a small ridge and on the east by Trail Creek.

At that time, '93-'95, elevated nitrate and chloride concentrations in domestic wells indicate the presence of septic effluent contamination.



Information taken from: Executive Summary Phase II
Cumulative Effects of Domestic Sewage Disposal on Groundwater of Missoula County: An analysis of carrying capacity
Prepared for:
Missoula County Commissioners
Prepared by:
Woessner, King, Lambert, Michael, & Hinman, Dept of Geology, UM.
July 31, 1995



NEXT MONTH

TESTING HISTORY Part 2

March Action Plan Report

1. The **brochure** is available for distribution, do we want to put some someplace like the board at Cory's? Send an electronic PDF to people? Print and put some at the Darloa office at the barn?
2. Felicity and I worked on the rework of the **website** Friday. We developed some strategies and would like the board's input. Felicity.....
 1. Do we need to save and archive all of the agenda's or since the information is in the minutes as an action or table can we delete them.

DOCUMENTS

1. **district information** (items that currently pertain to the district and district admin)

1. make the map first so it shows. So many people are using their phone and uploading the map from a link often takes an internet connection.

Relevant Documents

Interim District Manager Job Description - to new pull down
Missoula County Interlocal Agreement 2019 - archive
2020-08-06 Count Commissioners Ltr - archive
District Map 2020 - move to first so it shows
Current Adopted By-Laws - leave
District Rules & Regulations - leave
Letters from Board of Health & DEQ - archive
Missoula County Election Designation of Special District Agent Form -
leave
Who Can Vote in the SLSD Bond Election (2) - leave
Resolution#11192020 - leave? archive
Subdistrict Boundary Amendments - leave

2. **board admin** (items that directly pertain to the board members)

Relevant Documents

Declaration of Candidacy Form
Qualifications of Directors MCA
Director Interview Questions
Protests Fee Assessment FY22 - archive
FY2022 Adopted Fee Assessment Methodology Public Notice - archive
Notice of Public Hearing 06 28 21 - archive
FY2022 Budget Adopted 4 15 2021 - move to district information
FY2022 Draft Assessment Methodology Options - district information
Current Adopted By-Laws - archive
Resolution#08152019B Rules & Regulations -where are the rules and
regs

3. project info

Relevant Documents

- RFQ (PDF / 40 KB) - **Leave**
- 2018 PER Update Executive Summary - **archive**
- 2012 PER Executive Summary - **archive**
- Phase 1 Funding - **archive**
- Phase II Site Survey Information - **archive**
- Opinion of Probable Annual Operation Maintenance Costs Phase 1 & 2 - **archive**
- Project Budget - **archive**
- Resolution#11192020 - **archive**

4. working documents (draft budget, draft RFQ, etc)

MEETING AND BOARD INFO

1. board members

- 1. Delete one set of board info and emails.

2. meetings - good

3. agendas - keep 12 months delete the rest

4. minutes - good but add the current ones

5. archived documents - add old documents

6. ADD a pull down for Manager

- 1. add manager information/bio
- 2. add manager email
- 3. add job description - Interim District Manager Job Description

RESOURCES

1. Make two pull down labels

- 1. Water
- 2. Sewer - **add resources**

Seeley Lake Sewer District
FY23 Operating Budget
Working Document

REVENUE	Budgeted	Year to Date	Est year end	FY 23 Budget
		2/28/2022		

DESCRIPTION	FY2022			FY2023
Bookkeeping	\$7,000.00		\$1,215.00	
Dues & Subscriptions	\$850.00		\$247.21	
Election	\$1,000.00		\$0.00	
Equipment	\$50.00		\$0.00	
Income Survey	\$750.00		\$0.00	
Insurance-Liability	\$10,000.00		\$0.00	
Legal	\$15,000.00		\$543.00	
Licenses & Fees	\$0.00		\$30.00	
Office Supplies	\$350.00		\$86.20	
Postage	\$300.00		\$0.00	
Public Relations	\$350.00		\$114.40	
Manager	\$25,685.00		\$293.28	
Secretary	\$6,000.00		\$2,848.50	
Nutrient Budget Analysis	\$5,515.00		\$0.00	
Water Testing	\$1,600.00		\$0.00	
Well/Lake Monitoring	\$2,740.00		\$340.50	
SSHS	\$0.00		\$1,120.00	
Drill 5 Wells	\$25,000.00		\$0.00	
Repay Missoula Co Loan	\$21,912.00		\$21,912.00	

TOTAL OPERATING EXPENSES	<u>\$124,102.00</u>	<u>\$28,750.09</u>		<u>\$0.00</u>
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Reserve		\$28,000.00		
Operating Funds:				
Missoula County		\$179,756.19		
Citizens Alliance		\$4,678.20		
		<u>\$212,434.39</u>		