

**SEELEY LAKE SEWER DISTRICT**  
**REGULAR BOARD MEETING**  
**March 21, 2019**

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

Public Attendance - Appendix A

**CALL TO ORDER:**

The meeting was called to order by Pat Goodover at 5:15pm at The County Satellite Office, located at 3360 Highway 83 N.

**APPROVAL OF AGENDA:**

The Stevens & Co appraisal letter was added to New Business. The agenda was then approved as presented.

**PUBLIC COMMENTS:**

Nathan Bourne referenced a bill that was before the legislature allowing people to sit on more than one special district board in small communities. Clarification for an existing law limiting a person to sit on only one special district had proven difficult to find. The Board discussed the best avenue to research this matter.

**CORRESPONDENCE:**

The board discussed having a monthly report of correspondence for future meetings.

**MINUTES:**

February 27, 2019

The Board discussed the minutes and made several amendments.

Davy Good moved to approve the minutes as amended. Beth Hutchinson seconded the motion. There was no further discussion. The motion was passed unanimously.

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

**FINANCIAL REPORTS:**

**Invoices – February 2019**

Felicity Derry reviewed the invoices for the Board.

Walt Hill moved to approve the February 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	Aye
Beth Hutchinson	Aye

Beth Hutchinson was dismayed that no invoice for general District business had been received from the Beal Law firm.

Beth Hutchinson moved to send a formal letter from the Board requesting an invoice for regular board services, and that a monthly invoice be sent in the future. Davy Good seconded the motion. The Board discussed billing and the retainer. The motion was passed unanimously.

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

**Financials - December 2018**

Felicity Derry reviewed the financials for December, 2018.

**MANAGER’S REPORT:**

Jean Curtiss’ noted that her attorney had reviewed the statute regarding the bonding of employees and found that it was not a requirement, but at the discretion of the board.

Appraisals would be needed for the Blaize Devins and Missoula County Public Schools properties. There was a letter of engagement from Stevens & Co to perform the appraisals for the Board to review. The work on the other easements continued.

Jean Curtiss had been invited to give an update on the on the sewer project at that the next Community Council meeting.

A District project manager position was discussed and it was agreed by consensus that Beth Hutchinson and Walt Hill would prepare an RFP that would be sent to Jean Curtiss for submittal to three local firms.

Davy Good moved to direct Pat Goodover to sign the letter of engagement from Stevens & Co. There was no further discussion. The motion was passed unanimously.

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

The Board discussed the letter that Jean Curtiss had drafted to Missoula County requesting continuation of their support, and that Jean Curtiss would attend the Commissioners meeting that addressed this letter. Further discussion followed.

Great West Engineering had sent the collection system plans to DEQ for review today. Phase II remained a high priority for RRGL and TSEP grant funds. It was suggested that the Board contemplate having GWE complete the Phase II plans, which would allow it to be bid in the spring, whereby increasing the number of customers sharing the O&M cost.

The Board discussed the state requirements for operating the sewer plant and the possibility of sharing operators.

The Board discussed a website and agreed by consensus that Davy Good would review the demo.

**OLD BUSINESS:**

**A. User Agreement**

Jon Beal, the District's attorney, had strongly advised that the Board take no action until all of the agencies involved had commented and the draft user agreement could be finalized. The Board discussed the public's access to the District's documents and the requests for them. Discussion followed on what the user agreement should cover and the timeframe that it needed to be completed.

Beth Hutchinson moved to release the initial draft user agreement that Mike Boltz had presented, in accordance with the sunshine laws. The Board discussed releasing the draft agreement, which contained substantive errors, to the public and the effect that might have. Conversely that maybe releasing the document could build trust with the public. However, once the user agreement was finalized that everybody should have input on it. The Board voted as follows and the motion was carried:

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

## B. By-Laws

To date the committee had not met. Walt Hill requested a third member. The possibility of Midwest Assistance Program helping was noted.

## C. Communications Policy

The committee had not met to date. The Board discussed establishing a line of communication through Pat Goodover to the attorney, Jean Curtiss and others. Creating a by-law that the president had the main authority to interact with the attorney and other avenues were discussed.

## **NEW BUSINESS:**

### A. Midwest Assistance Program (MAP)/Income Survey

Erinn Zindt and Michelle Pond introduced themselves and listed the assistance that they could offer to the District, such as the user agreement. Erinn Zindt agreed that the sunshine laws were of the utmost importance, but was concerned that releasing an initial draft that was in its infancy could lead to mixed messaging.

MAP had been working with Gallatin Gateway on a project similar to Seeley Lake's and reviewed some of the similarities of the two projects.

CDBG and income surveys were discussed. MAP could assist with an income survey by being the third party that kept the information confidential. The use of an income survey, census data and other data was discussed.

### B. FY2020 Operating Budget

Beth Hutchinson suggested that the FY2020 Operating Budget needed to be expanded to cover some new fiscal responsibilities and would be reviewed by the Board shortly to meet the deadline for the annual assessment. As the project moved forward changes that could be made to the annual assessment were discussed and how those changes would affect future phases.

### C. Minutes Policy

The Board discussed the contents of the minutes.

### D. Hiring Policy

The Board discussed developing a general hiring policy and qualifications.

### E. Sub-District 1 Operation Budget

The question of charging a vacant lot O&M was raised. The matter would be researched.

F. General Manager Position Details

It was suggested that the general manager job should be defined in the policy manual. That could then be used to advertise for the permanent position after the temporary six-month position had finished.

G. Attorney Bill

Previously covered.

H. Fact Sheet – Financing for Sewer Project & Sub-Districts

This would be used for education and public relations. The Board discussed having Jean Curtiss develop a document and explore other funding sources, including the LOR Foundation, to help with public education.

Walt Hill noted that the Board had consistently tried to provide a service to the community at the lowest possible cost and reviewed various mechanisms, such as a resort tax, a water quality district and a tax increment district, that could be implemented to help offset the cost of the sewer to the community. The sewer was clearly beneficial, but Walt Hill felt the cost was too high. Hopefully the Board could somehow communicate with those that the Board weren't doing too well with and help them to understand that the sewer had to start somewhere.

**NEXT REGULARLY SCHEDULED MEETING: April 18, 2019**

The Board discussed the next meeting date and agreed by consensus that it be moved to April 24, 2019.

**ADJOURNMENT OF MONTHLY BOARD MEETING:**

Pat Goodover adjourned the meeting at 7:25pm.

Attest:

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Pat Goodover, President

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Felicity Derry, Secretary