

Seeley Lake Sewer District
REGULAR BOARD MEETING AGENDA

DATE: Thursday, November 18, 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	○	05/2024
Pat Goodover, Vice President	○	05/2022
Jason Gilpin, Director	○	05/2024
Cheri Thompson, Director	○	05/2022
Vacant, Director	○	05/2022
Felicity Derry, Secretary	○	

1. OPENING: Scheduled for 6:00 PM Via Zoom
2. APPROVAL OF AGENDA:
3. PRESIDENT'S COMMENTS:
4. PUBLIC COMMENT: On Items not on the Agenda of the Meeting and within the Jurisdiction of the Sewer District [MCA 2-3-103 (1)a]
5. CORRESPONDENCE:
 - a} TSEP Project Closeout
 - b} Don Larson
6. MINUTES: October 21, 2021 - *Action*
7. FINANCIAL REPORTS:
 - a} Invoices - *Action*
 - b} September 2021
8. MANAGER'S REPORT: Status Report
9. UNFINISHED BUSINESS:
 - a} Action Plan for 2021-2022
 - i. Committee Reports - *Discussion/ Action*
 - b} Nutrient Budget Analysis - *Discussion/ Action*
 - c} New Agreement with Seeley Swan High School - *Discussion/ Action*
 - d} Amend 2022 Budget- *Discussion/ Action*
 - e} Mission Update - *Discussion/ Action*
 - f} Income Survey - *Discussion*
 - g} Approve Manger Interview Questions - *Discussion/ Action*
10. NEW BUSINESS:
 - a} Sewer System Presentation, Orenco - *Discussion/ Action*
 - b} Manager Interviews - *Discussion/ Action*
 - c} Board Appointee Interview - *Discussion/ Action*
11. NEXT SCHEDULED MEETING: December 16, 2021
12. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
13. ADJOURNMENT:

October 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 This letter serves as the Final Closeout approval for contract MT-TSEP-PL-21-190 and the project is considered withdrawn.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., October 12, 2026.

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

Sincerely,



Rebecca Shaw Quiñones
Planning Specialist
Montana Department of Commerce

OCT 27 REC'D

October 21, 2021

Seeley Lake Sewer District Board

Box 403

Seeley Lake, Montana 59868

Sirs, and Madam

Thank you for your October 13 letter denying my request for reimbursement for legal fees associated with the recently-defeated sewer bond issues.

I would continue the argument suggesting I was forced by the actions of the previous board to secure legal counsel to guarantee we-citizens and sewer district residents' rights to know and participate in our government. That earlier board was prepared to foist a \$35-million sewer proposal onto the 500 residents without a public vote. The legal actions I took on behalf of the Seeley Lake Sewer District Residents both delayed the boards' intention to award construction contracts and forced a vote on the matter .

I am not so sure the residents of the district would agree with your statement the Board is under no obligation to pay my legal; costs. Again, you are speaking for the residents without counseling them.



Don Larson

Cc: Pathfinder

**SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
October 21, 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	Kim Myre	Missoula Co	PRESENT

*Joined the meeting at 6:03pm
Public Attendance - Appendix A

CALL TO ORDER:

The meeting was called to order by Tom Morris at 6:02pm. The meeting was held remotely via Zoom. Tom Morris requested that every who had joined the meeting to state their names for the record.

APPROVAL OF AGENDA:

Pat Goodover requested that the sewer system presentations be moved prior to Unfinished Business. The Board agreed unanimously to the amendment of the agenda.

PRESIDENT'S COMMENTS:

Tom Morris requested that people who wished to speak should first give their name and wait to be recognized prior to speaking.

PUBLIC COMMENT:

Jim Erven, MCCHD, noted that he had taken a job at DEQ and tomorrow was his last day with the Health Department.

CORRESPONDENCE:

Carwash (Appendix B)

Tom Morris noted that this correspondence had been passed on to illustrate the hurdles that had to be overcome by people who were trying to sell or develop a property. Tom Morris read the email.

MINUTES:

September 16, 2021 Regular Meeting

Tom Morris noted that he had received some correspondence voicing concern that at times this meeting was almost incomprehensible and requested that it be noted on the minutes. The challenging internet connection was discussed.

Tom Morris moved to approve the minutes of the September 16, 2021 Board Meeting as amended. Jason Gilpin 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

FINANCIAL REPORTS:

Invoices – September 2021

Tom Morris reviewed the invoices. The photocopies listed in the invoices were discussed.

Tom Morris moved to approve all of the invoices for payment. 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

August 2021 Financial Reports

Felicity Derry reviewed the August 2021 financial reports. The fixed assets listed in the financial reports were discussed.

MANGERS REPORT:

Currently there is no manager to present a report.

UNFINISHED BUSINESS:

Sewer System Presentations

Aqua Tech Systems

Tom Bartlett, Aqua Tech Systems, then shared his screen and gave a presentation showing the community and decentralized sewer systems available from Aqua Tech Systems and their capabilities. Tom Bartlett then reviewed some of the systems they had installed throughout the US and Canada and the footprint for different sized systems. No systems had been installed in Montana to date. Maintenance and operation of the system and the different methods of discharging the effluent were reviewed.

Jim Erven reviewed the steps required for a system to be approved by DEQ.

Tom Bartlett estimated the cost of the equipment for an 80,000 gallon a day system was approximately \$580,000, which did not include engineering, installation and some freight. How the system could be used in conjunction with existing septic tanks was reviewed. Tom Bartlett estimated the cost of the equipment for a single home would be approximately \$8,500.

SepticNET

Steve Anderson, SepticNET, shared his screen and reviewed the technology utilized in the SepticNET systems and how they worked. The SepticNET systems had been approved by DEQ in 2011 and approximately 100 systems had been installed in Montana. SepticNET tended to install smaller units and to date had not implemented an 80,000 gallon a day system; however, the systems were scalable and modular. Their systems were more expensive because they treated to a lower level. Some different system installations around the state were reviewed.

Steve Anderson reviewed the nitrogen cycle. Utilizing the mill for a carbon source was discussed.

Steve Anderson estimated that the cost for an individual system was \$25,000. Using the effluent for irrigation was discussed. The operation and maintenance for a small system was reviewed.

After discussion the Board invited both companies to submit proposals.

Action Plan for 2021-2022

Committee Reports

Tom Morris noted that he had been in contact with Shane Stack, Missoula County Public Works, regarding the interlocal agreement and Missoula County was interested in developing a new agreement.

Cheri Thompson read the proposed Pathfinder sewer lowdown bulletin for the Board to review. Tom Morris and Cheri Thompson discussed the information included in the proposed article.

Tom Morris moved to allow it (the sewer lowdown bulletin) to be published. Jason Gilpin seconded the motion. Jim Erven requested including information on how often to pump a septic tank. Discussion followed on including a pumping schedule in the next article, which would be about septic maintenance. There was no further discussion. The motion was carried.

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

Cheri Thompson suggested that the email addresses be hot linked.

Amend 2022 Budget

Tom Morris noted that the most recent SHSS testing expense came out of the 2021 budget. Some of the already collected testing for samples would be in the 2022 budget, which had no line item. The budget would need to be amended if the Board wished to consider the nutrient budget and continued the high school testing.

Caryn Miske reviewed the two testing programs and explained the transportation costs listed. E. coli and eDNA testing and nutrient loading were discussed. Whether E. coli testing was an indicator of septic influence was discussed. Jim Erven agreed that E. coli testing was helpful and reviewed the schedule for the Bureau of Mines grant application.

Tom Morris noted that if the Board wanted to pursue this testing, the budget would have to be amended. Tabling this item was discussed to allow CRC to provide more information. Discussion followed on addressing the nitrate issue, first before tackling E. coli.

Cheri Thompson moved to table the budget amendments (for the potential SSSS and CRC testing) until next month. Jason Gilpin seconded the motion. Cheri Thompson requested a presentation illustrating how the CRC & SSSS testing would benefit the District.

Gretchen Watkins advocated again for the high school students. The students were currently participating in a FEMA project and Gretchen Watkins requested that community members come and speak to the high school students. Cheri Thompson requested a quarterly student presentation, if the Board chose to award this funding. The motion was carried.

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

Gretchen Watkins added that it was hard to have this item tabled again and was unsure if she would be able to attend the next meeting. The ten years and data, as well as testing upstream were discussed. The shipping costs were revisited.

Mission Update

There was no discussion on this item.

Income Survey

Pat Goodover noted that he had heard nothing from Beth to date.

Interlocal Agreement

Covered in Committee Reports.

Lawsuit Fees Discussion

Tom Morris noted that at the last meeting he had recused himself. After the meeting it was discovered that Cheri was a plaintiff on the lawsuit and he wanted to bring this to the Board's attention. Pat Goodover and Jason Gilpin were comfortable to leave the action for this item as it stood.

NEW BUSINESS:

Applications for Board/Manager Positions

Tom Morris noted that there had been two applicants for the Board/Manager positions. Both looked over qualified for the interim manager and neither lived within the District boundary, so they could not be a director. Discussion followed on the questions for the applicants, how the Board could approve them, if the questions should be sent to the attorney and when the applicants should be interviewed. The Board discussed the legal aspects of the applicant questions further.

Cheri Thompson moved that the Board members submit no more than five questions to be considered and evaluated for the interview process of the new Interim Manager for the November meeting. To be submitted by November 10th for circulation in the board packet. Tom Morris seconded the motion. There was discussion as to how the questions would be asked. The motion was carried.

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

Citizens Alliance Account

Felicity Derry noted that since the grant funds had been repaid to LOR the balance of this account had dropped below the \$25,000 minimum and the District was now being charged a monthly service fee.

Tom Morris moved that \$28,000 of reserve funds be moved from the Missoula County bank account to the Citizens Alliance Bank account and keep it in reserve, that can only be touched at such time as the Board votes on it. 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

STAG Closeout Form

Tom Morris noted that a closeout form was required by STAG and requested the Board’s approval to sign the document.

Cheri Thompson moved that Tom Morris sign this form. 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

NEXT REGULARLY SCHEDULED MEETING: November 18, 2021

AGENDA ITEMS FOR NEXT SCHEDULED MEETING:

Tom Morris noted that the following items should be added to the November agenda: Action Plan – Committee Reports, Amend the 2022 Budget, Nutrient Analysis & New Agreement with SSHS, Mission Update, Interlocal Agreement (under the Action Plan), Approve the Interview Questions and Manager Interviews.

Pat Goodover requested that an Orenco presentation be added to the November agenda.

Jim Erven added that he had received a report of a harmful algae bloom on Seeley Lake. Caryn Miske added that it did look like blue green algae and CRC had taken samples. The Board requested that the photos be sent to them.

ADJOURNMENT OF MONTHLY BOARD MEETING:

Cheri Thompson moved to adjourn the meeting at 8:56pm. Jason Gilpin seconded the motion.

Attest:

Tom Morris, President

Felicity Derry, Secretary

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

District:

Seeley Lake Water District - <i>Inv#202 October 2021</i>	\$143.90
Felicity Derry - <i>October/November 2021</i>	\$364.50
	<hr/>
	\$508.40

Citizens Alliance Account	\$4,661.83		\$4,661.83
Reserve	\$28,000.00		
Missoula County Account	\$107,678.18	(\$508.40)	\$107,169.78
			<hr/> <hr/> \$111,831.61

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Invoice

Phone # 406-677-2559

DATE	INVOICE #
11/1/2021	202

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		11/1/2021	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
9	MiscI	Bookkeeping & Admin November 2020	15.00	135.00
178	MiscO	Copies	0.05	8.90
THANK YOU!			Total	\$143.90

Felicity Derry
October/November 2021

Date	Time	Subject	Hours
10/21/2021	8:30-10:15am	Admin	1.75
10/21/2021	5:00-9:00p	Meeting Prep & Meeting	4.00
10/27/2021	6:00-8:00p	Minutes & Admin	2.00
11/4/2021	4:15-8:45p	Minutes	4.50
11/7/2021	8:30-9:45p	Admin	1.25
11/8/2021	4:15-8:00p	Minutes & Admin	3.75
11/11/2021	10:15-12:00p	Admin	1.75
11/11/2021	5:15-6:30p	Admin	1.25
			<hr/>
			20.25

20.25 x \$18 = \$364.50

\$364.50
\$364.50

OPERATING BILLED INCOME	SEPTEMBER 2021	MTHLY BUDGET	2022 FISCAL YTD	YTD BUDGET	2022 BUDGET	% OF BUDGET
Fee Assessment	\$164.68	\$10,341.83	\$5,637.36	\$31,025.50	\$124,102.00	4.5
Interest Income CAB	\$0.00	\$0.00	\$28.37	\$0.00	\$0.00	
Interest Income Missoula County	\$31.14	\$0.00	\$71.59	\$0.00	\$0.00	
TOTAL OPERATING INCOME	\$195.82	\$10,341.83	\$5,737.32	\$31,025.50	\$124,102.00	4.6
OPERATING EXPENSES						
Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Bookkeeping	\$165.00	\$583.33	\$645.00	\$1,750.00	\$7,000.00	9.2
Dues & Subscriptions	\$203.21	\$70.83	\$203.21	\$212.50	\$850.00	23.9
Election	\$0.00	\$83.33	\$0.00	\$250.00	\$1,000.00	0.0
Equipment	\$0.00	\$4.17	\$0.00	\$12.50	\$50.00	0.0
Income Survey	\$0.00	\$62.50	\$0.00	\$187.50	\$750.00	0.0
Insurance - Liability	\$0.00	\$833.33	\$0.00	\$2,500.00	\$10,000.00	0.0
Legal	\$0.00	\$1,250.00	\$0.00	\$3,750.00	\$15,000.00	0.0
Licenses & Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Meals, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Office Supplies	\$15.90	\$29.17	\$43.30	\$87.50	\$350.00	12.4
Postage	\$0.00	\$25.00	\$0.00	\$75.00	\$300.00	0.0
Public Relations	\$114.40	\$29.17	\$114.40	\$87.50	\$350.00	32.7
Manager	\$0.00	\$2,600.00	\$0.00	\$7,800.00	\$31,200.00	0.0
Secretary	\$360.00	\$500.00	\$1,134.00	\$1,500.00	\$6,000.00	18.9
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	\$400.00	\$1,600.00	0.0
Well/Lake Monitoring	\$0.00	\$228.33	\$340.50	\$685.00	\$2,740.00	12.4
SSHS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Drill 5 Wells	\$0.00	\$2,083.33	\$0.00	\$6,250.00	\$25,000.00	0.0
Repay Missoula Co Loan	\$21,912.00	\$1,826.00	\$21,912.00	\$5,478.00	\$21,912.00	100.0
TOTAL OPERATING EXPENSES	\$22,770.51	\$10,341.83	\$24,392.41	\$31,025.50	\$124,102.00	19.66
NET OP. INCOME (LOSS)	(\$22,574.69)	\$0.00	(\$18,655.09)	\$0.00	\$0.00	

BALANCE SHEET

ASSETS

07/31/21

08/31/21

09/30/21

CURRENT ASSETS

	07/31/21	08/31/21	09/30/21
Cash Accounts			
Citizens Alliance Bank Account	\$4,691.83	\$4,691.83	\$4,691.83
Missoula County Account	\$160,064.56	\$158,752.82	\$136,292.53
- District Reserve Funds	\$28,000.00	\$28,000.00	\$28,000.00
- General District Funds	\$132,064.56	\$130,752.82	\$108,292.53
Total Cash Assets	\$164,756.39	\$163,444.65	\$140,984.36
Accounts Receivable	\$0.00	\$0.00	\$0.00
TOTAL CURRENT ASSETS	\$164,756.39	\$163,444.65	\$140,984.36
FIXED ASSETS			
Total Fixed Assets	\$2,033,813.16	\$2,033,813.16	\$2,033,813.16
TOTAL ASSETS	\$2,198,569.55	\$2,197,257.81	\$2,174,797.52

BALANCE SHEET**LIABILITIES & EQUITY**

07/31/21

08/31/21

09/30/21

CURRENT LIABILITIES

Accounts Payable	\$2,194.00	\$0.00	\$114.40
Advance LOR Grant Income	\$0.00	\$0.00	\$0.00
Total Current Liabilities	\$2,194.00	\$0.00	\$114.40

TOTAL LIABILITIES\$2,194.00\$0.00\$114.40**OWNERS' EQUITY**

Retained Earnings	\$2,193,338.21	\$2,193,338.21	\$2,193,338.21
Net Income (Loss)	\$3,037.34	\$3,919.60	(\$18,655.09)
Total Owners' Equity	\$2,196,375.55	\$2,197,257.81	\$2,174,683.12

TOTAL LIABILITIES & EQUITY\$2,198,569.55\$2,197,257.81\$2,174,797.52

CASH FLOW RECONCILIATION

	31-Aug	30-Sep	FISCAL YTD
TOTAL NET INCOME (LOSS)	\$882.26	(\$22,574.69)	(\$18,655.09)
Operating Activities			
Accounts Payable	(\$2,194.00)	\$114.40	(\$3,719.60)
Total Investing Activities	(\$2,194.00)	\$114.40	(\$3,719.60)
INCREASE (DECREASE) IN NON-CASH ASSETS			
Accounts Receivable	\$0.00	\$0.00	\$0.00
NET CASH INCREASE (DECREASE)	(\$1,311.74)	(\$22,460.29)	(\$22,374.69)
CHANGE IN ACCOUNT BALANCES			
Cash at Beginning of Period	\$164,756.39	\$163,444.65	\$163,359.05
Cash at End of Period	\$163,444.65	\$140,984.36	\$140,984.36
Change in Account Balances	(\$1,311.74)	(\$22,460.29)	(\$22,374.69)

Seeley Lake - Missoula County Sewer District
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt - Check	1950	09/16/2021	Curtiss Consulting LLC		1001 · Missoula Cou...	-62.20	-62.20
Bill		09/16/2021			Dues & Subscriptions	-62.20	62.20
TOTAL						-62.20	62.20
Bill Pmt -Check	1951	09/16/2021	Seeley Lake Water District		1001 · Missoula Cou...	-180.90	-180.90
Bill	Inv#200	09/16/2021			6652 · Bookkeeping S... Copies	-165.00 -15.90	165.00 15.90
TOTAL						-180.90	180.90
Bill Pmt -Check	1952	09/16/2021	Thompson, Cheryl		1001 · Missoula Cou...	-141.01	-141.01
Bill		09/16/2021			Dues & Subscriptions	-141.01	141.01
TOTAL						-141.01	141.01
Check	1953	09/16/2021	Felicity Derry		1001 · Missoula Cou...	-360.00	-360.00
TOTAL					6110 · Secretary	-360.00	360.00
Check	1954	09/17/2021	Missoula County		1001 · Missoula Cou...	-21,912.00	-21,912.00
TOTAL					7053 · Missoula Count...	-21,912.00	21,912.00

STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION - LOCAL GOVERNMENT SERVICES BUREAU
ANNUAL FINANCIAL REPORT
Special Purpose District

Fiscal Year End:	6/30/2021	
	00/00/000	
Entity #	103207	
	000000	
Seeley Lake Sewer Dist		
Entity Name		
PO Box 403		
Address		
Seeley Lake	MT	59868
City	State	Zip

Name Correction: _____

Address Correction: _____

The annual financial report must be completed and submitted **within 6 months of your fiscal year end**. If your year end is June 30th, the report is due by December 31st. **Please NOTE:** A monetary penalty may be assessed if the report is not submitted by due date.

ENTITY CONTACT INFORMATION-REQUIRED

Name: Felicity Derry E-mail: SLSLSecretary@gmail.com

Title: Secretary Phone# 406 677 2559

CERTIFICATION: I hereby certify that the information provided in this report is true and correct to the best of my knowledge.

Board Member : _____ Date: _____

Type or Sign name. 00/00/00

Title: President, Tom Morris

DETERMINATION OF FILING FEE

To determine whether your local government has to pay a filing fee, and if so, the amount of the fee, please complete the following steps:

1. Determine the Total Receipts: Page 3 Line (10) Line A: \$ 461,434.36

2. If the amount on **Line A** is \$750,000 or less, no filing fee is required to be paid. Complete Part II below to determine if there is an audit requirement.

If the amount on **Line A** is greater than \$750,000, a formula will determine your filing fee from the fee schedule below and place that amount on **Line B**. If a filing fee is calculated on **Line B**, your Local government entity will be required to have an audit.

Line B: 0

If **Line B** is greater than \$0, please include a check or warrant made payable to "State Treasurer" in the

Part II - Determination of audit requirements with no filing fee

Line A	\$ 461,434.36 -	
Debt Proceeds -AFR, Line 15	\$ 0.00 -	
Total	\$ 461,434.36 -	

Audit Required: NO

If the Total is greater than \$750,000, you will need to have an audit, even though you will pay no filing fee.

FEE REQUIREMENT: As provided by 2-7-514, MCA, each local government required to have an audit under 2-7-503, MCA, shall pay an annual filing fee to the department; the fee schedule shall be based upon the local government's annual revenue amounts. Administrative Rule 2.4.402 defines "revenue" as all receipts or inflows of resources of a local government entity from any source excluding the proceeds from bond issuances and other long-term debt not received from state or federal sources.

AUDIT REQUIREMENT: As provided by 2-7-503, MCA, each local government receiving revenue or financial assistance in excess of \$750,000, regardless of the source of revenue or financial assistance, shall have an audit. "Financial Assistance" is defined as including assistance provided by a federal, state, or local government entity in the form of loans and loan guarantees.

SUBMIT TO THE DEPARTMENT OF ADMINISTRATION - LGS in one of the following ways:

1) Upload through the Portal: <http://sfsd.mt.gov/LGSB/LGSPortal>

2) Email to: LGSPortalRegistration@mt.gov

3) Standard Mail:

Montana Department of
Local Government Services
Mitchell Building - Room 255
PO Box 200547
Helena, MT 59620-0547

- * Please make payment to Local Government Services.
- * Filing fee form must be attached to all reports.
- * Filing fee form must be included with payment.

For other forms or information: Please see our website at: <https://sfsd.mt.gov/LGSB/>
Questions may be directed to our office at: (406)-444-9101 or LGSPortalRegistration@mt.gov

Alternative Report Formats:

You may submit computer-generated reports (such as a Balance Sheet and a Profit & Loss or Income Statement; or an audit) as long as similar information is provided. A filing fee form must be included with your computer generated reports.

Local Government Annual Filing Fee Schedule

Annual Resources Exceeds:	Annual Resources Equal to or Less Than	Filing Fee
\$0	\$750,000	\$0
\$750,000	\$1,000,000	\$550
\$1,000,000	\$1,500,000	\$800
\$1,500,000	\$2,500,000	\$950
\$2,500,000	\$5,000,000	\$1,300
\$5,000,000	\$10,000,000	\$1,700
\$10,000,000	\$50,000,000	\$2,500
\$50,000,000		\$3,000

Seeley Lake - Missoula County Sewer District

Profit & Loss

11/08/21

July 2020 through June 2021

Accrual Basis

	<u>Jul '20 - Jun 21</u>
Ordinary Income/Expense	
Income	
4010 · Fee Assessment	212,245.40
Total Income	<u>212,245.40</u>
Gross Profit	212,245.40
Expense	
District Election	2,645.82
Dues & Subscriptions	304.16
Licenses & Fees	975.00
Office Supplies	
Copies	456.12
Office Supplies - Other	<u>266.57</u>
Total Office Supplies	722.69
Postage	714.10
Training	350.00
6000 · Contract Labor	
6110 · Secretary	5,727.75
6115 · Water Testing	140.00
6117 · Sewer District Consultant	<u>23,620.00</u>
Total 6000 · Contract Labor	29,487.75
6180 · Insurance Liability	2,971.00
6280 · Legal Fees	
6282 · Legal Fees - General Business	<u>11,287.55</u>
Total 6280 · Legal Fees	11,287.55
6290 · Well/Lake Monitoring	
6291 · SSHS Testing	2,194.00
6290 · Well/Lake Monitoring - Other	<u>3,439.80</u>
Total 6290 · Well/Lake Monitoring	5,633.80
6650 · Accounting	
6652 · Bookkeeping Services	<u>5,662.50</u>
Total 6650 · Accounting	5,662.50
6670 · Public Relations	<u>774.45</u>
Total Expense	<u>61,528.82</u>
Net Ordinary Income	150,716.58
Other Income/Expense	
Other Income	
4130 · Interest Allocation -- County	396.33
7010 · Interest Income -- CAB	884.01
7057 · Grant -- WRDA 2017	4,332.19
7059 · RRGL 20-1706	72,640.00
7060 · Grants - WRDA 2020	<u>170,936.43</u>
Total Other Income	<u>249,188.96</u>
Net Other Income	249,188.96
Net Income	<u><u>399,905.54</u></u>

212,245.40 +
249,188.96 +
002.....
461,434.36 ◊

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
sisdmember1@gmail.com

Pat Goodover Vice President
sisdmember2@gmail.com

Cheryl Thompson
sisdmember3@gmail.com

Jason Gilpin
sisdmember4@gmail.com

Vacant
sisdmember5@gmail.com

Interim District Manager
Vacant

sisdmanager@gmail.com

Secretary

Felicity Derry
sisdsecretary@gmail.com

Link to:

Seeley Lake Sewer District
<https://seeleysewer.org>

Link to:

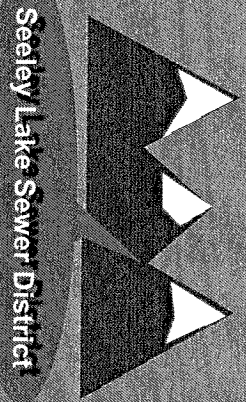
How a septic tank works
<https://www.gbra.org/presentations/septic/index.html>

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>



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 influents.
3. Facilitate solutions related to design, construction, acquisition or financing needs for proposed improvements.

Telephone: 406.677.2559

Website: <https://seeleysewer.org>

Email: sisdsecretary@gmail.com

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 throughout the district**
 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

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. 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 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 & phone numbers so we can share information and ask your opinion.
 2. Share your septic information; is it permitted, size and type, installation date, household numbers.
 3. Share your water usage October-May.

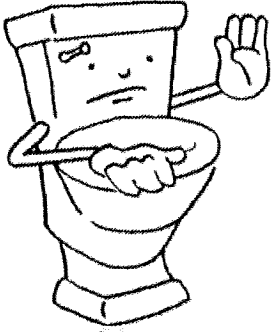
NO NO NO

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 diapers, 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.

Yes Yes Yes

Treat your septic tank with respect, like an important member of your household. Don't give it anything that you wouldn't or haven't eaten. Call the septic man regularly every 4-5 years like going to the doctor. Use enough water to keep things moving but not so much as to overwhelm the system



Sewer District - LOWDOWN BULLETIN

1-2-3 MAINTENANCE TIPS FOR YOUR SEPTIC TANK SYSTEM

1) Have your septic tank system inspected and pumped regularly

Sludge in large quantities can only be eliminated by a professional pumper. You should have a pumper inspect your septic system to determine if the accumulation of solid waste is too high and needs to be removed. It is recommended the average septic system should be inspected every 3-5 years. Five key factors that influence the frequency with which you'll need to have your septic system pumped: household size, total wastewater generated, volume of solids in wastewater, products used and septic tank size.

2) Watch what you pour down the drains

The eco-system of the septic tank is very delicate. Some household chemicals like bleach and anti-bacterial soaps can kill beneficial bacteria, so you should avoid flushing them down your drains. According to the EPA, flushing or pouring the wrong items—things like cooking oil, grease, toxic cleaners, baby wipes, hand sanitizer products, diapers, feminine products and paints—into your septic system can also increase how often you need to have your septic tank pumped by a professional.

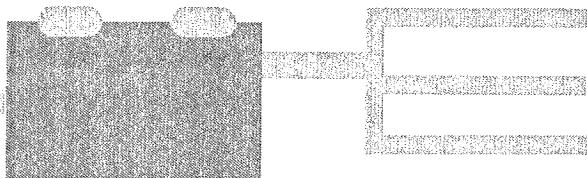
Monitor how much water enters your septic system each day. By conserving the amount of water you use in the home, you can improve the operation of your septic system and reduce the risk of septic system failure. Reduce the amount of wastewater entering your septic system by using high-efficiency toilets and shower heads, faucet aerators, and proper laundry technique. Also be sure that you are selecting the correct load size and products when using your washing machine, and try to spread out your use of the machine throughout the week. Overuse of your washing machine can potentially damage your septic system's drain field, the most expensive component of your septic system.

3) Use a Septic Tank System Treatment monthly

These products are available in three formulas: gelpacs, powder and liquid. All formulas will work to help reduce the rate of sludge build-up to keep your septic system running smoothly until the next pumping. Septic Tank System Treatments contain billions of bacteria and enzymes specifically selected to help septic systems.

A STORY

Years ago Dan and Daisy Cainan owned the building at the north side of town, on the corner of the highway and Cedar Ln. It was a tiny grocery store without choices in products. One brand of this and one brand of that. As the town population increased, this became an issue with the newer residents that wanted fancier toilet paper. You know the one the bears use for example (Charmin). Finally there on the counter were three pie plates and three different rolls of TP. The old single layer cheapy, the fancy quilted one and a mid-grade. When someone asked about buying the fancy one, Dan would tear off a piece of each, put them in their respective pie plate with water and send the customer off to shop. At the check out, he'd show them the cheapy was already dissolved and the fancy one was still intact. He'd say this is why we use the cheapy, it is kinder to your septic system.



**NEXT MONTH:
WHY DO WE CARE?**

Clearwater Resource Council

Alternative A: E. Coli

From June-September 2021, CRC collected E. Coli samples on the following lakes: Seely, Big Sky, Salmon, Placid, Alva and Inez. Samples were taken once a month at multiple locations on each lake. The E. Coli data will give us a better idea about impacts associated with septic leachate. Our funding for this effort ended September 2021. However, CRC would like to continue collecting E. Coli data on two locations on Seeley Lake from October 2021 – May 2022 to understand potential nutrient loads during the summer as compared to the winter months.

\$43 per sample, 2 sites/samples per round during off season (Lindy's and SLCG): $\$86 \times 8 = \688

Staff Time (Collection and Travel/Delivery) 4 hours at \$20/hr: $\$80 \times 8 = \640

Travel Expenses (RT to Flathead Lake Biological Station): 1376 miles x .56 = \$772

(samples must reach the lab w/in 4 hours of collection)

Oversight/Training/reporting = $\$35 \times 10 = \350

Subtotal: \$2450

Indirect: \$245

Total: \$2695

Alternative B: eDNA

E. Coli lives in the intestines of both people and animals. If the Board would like to obtain data that can differentiate between human and animal E. Coli, eDNA techniques would need to be employed. While eDNA sampling is far more specific, the cost is also higher. Moreover, since CRC did not collect eDNA samples previously, we would recommend that samples be collected over a 12-month period, as compared to an 8-month period as noted above.

\$150 per sample, 2 sites/samples per round during off season (Lindy's and SLCG): $\$300 \times 12 = \3600

Staff Time 2 hours at \$20/hr: $\$40 \times 12 = \480

Travel Expenses per round: 60 miles x .56 = \$35

Oversight/Training/reporting = $\$35 \times 12 = \420

Mailing costs: $12 \times 40 = \$480$

Subtotal: \$5015

Indirect: \$500

Total: \$5515

This budget includes two sites per monthly sampling event. We recommend that 1-2 additional sites be included to obtain more uniform data.

A101620903

INTERLOCAL AGREEMENT BETWEEN SEELEY LAKE SEWER DISTRICT AND MISSOULA COUNTY

This Interlocal Agreement (Agreement) is made and entered into between Seeley Lake Sewer District (the "District") and Missoula County (the "County"), both political subdivisions of the State of Montana.

WHEREAS, the District is an independent unit of local government incorporated under the provisions of Montana Code Annotated Title 7, Chapter 13, part 22 and 23 for the purposes of developing and implementing a sewage management plan and sewer system for the District; and

WHEREAS, outdated and inadequate sewage disposal in the Seeley Lake area is degrading groundwater quality and contaminating Seeley Lake; and

WHEREAS, the County is concerned with health risks to residents in the Seeley Lake area and with environmental contamination due to inadequate sewage disposal; and

WHEREAS, protecting public health and the environment are in the interest of the County; and

WHEREAS, the District requests assistance from the County; and

WHEREAS, Montana Code Annotated Sections 7-11-101 *et seq.* authorizes the District and the County to enter into this Interlocal Agreement for the purpose of the County providing financial commitments and continued administrative support to the District for the development of the sewer system.

Based on the foregoing, the parties agree as follows:

1. Use of the Seeley Lake satellite office for District board meetings.
2. The Chief Public Works Officer will direct staff to mark public rights of way and draw the remaining needed easements for phases 1 and 2 as described by Great West Engineering and coordinate easement language with the County Attorney's Office.
3. The Chief Public Works Officer will direct staff to continue to provide administrative support, such as:
 - a. Coordinating budget and financial reporting with the District Secretary/Treasurer
 - b. Monthly project calls
 - c. Grant administration
 - d. Preparing tax roll for the Department of Revenue
 - e. Other duties as assigned by the Chief Public Works Officer
4. The County will make available to the District up to \$110,000 to pay costs of development of the sewer system (the "Project"), which will assist the District in obtaining federal and state matching funds for the Project. As of the date of this Agreement and as a part of the maximum amount of \$110,000 in County funds, the County has advanced to the District \$21,912, which the District has expended on capital costs of the Project. The District agrees that all amounts

that the County advances to the District will be applied by the District to pay capital costs of the Project. On or before January 1, 2022, the District will repay the County all dollar amounts advanced by the County to the District under this Section 4. If the total amount of the \$110,000 is not advanced by the County to the District by December 31, 2020, the County shall have no obligation to advance any additional amounts to the District. The parties agree that if the District uses proceeds of a District bond or note to repay the County, the amounts advanced by the County to the District will be deemed to be made in anticipation of the issuance of the bond or note.

5. Missoula County Commissioners on October 25, 2017, agreed to grant the Seeley Lake Sewer District \$100,000 of surplus funds from the Missoula County RSID Revolving Funds to assist the Seeley Lake Sewer District as a subsidy for the first three years of Operations and Maintenance (O&M). The first-year subsidy will be a \$50,000 grant and \$25,000 the following two years. Missoula County agrees the motion was to grant the \$100,000, and no pay back will be required.
6. Missoula County agrees to write a letter of support for the Department of Commerce Delivering Local Assistance grant.
7. Missoula County agrees to sell or trade to the District surplus vehicle(s) pursuant to the requirements of MCA 7-8-101 and Missoula County Disposal of County Surplus Property policy.
8. Public Works will provide backup operators as necessary to the Seeley Lake Sewer District, not to exceed 100 hours, including travel time, for a flat rate of \$3,000. If the Seeley Lake Sewer District requires more than 100 hours, including travel time, Seeley Lake Sewer District agrees to pay the hourly rate, plus fringe, up to 200 hours. The hours and payment will be re-evaluated annually to meet the needs of both Public Works and the Seeley Lake Sewer District.
9. District will approve annual budget. The County will continue to assess, collect and distribute the annual fee on properties within the District using the assessments provided by the district after their final budget is adopted. The budget, debt service and annual assessments to be levied must be provided to the County no later than September 1 of each calendar year.
10. The duration or term of this Agreement shall be TWO (2) years from the date it is approved, unless sooner terminated pursuant to section 8 of this Agreement. The parties may agree to continue this Agreement for an additional two-year term at the expiration of the initial term.
11. The parties agree that a separate legal entity is not created by this Agreement. This Agreement does not void or supersede any other existing agreements involving the parties. Both the District and the County are independent units of local government with separate governance boards.

12. The District board of directors is ultimately responsible for all board actions and any actions performed by the general manager in the course and scope of any work for the District.

13. It is understood by both parties that the staff at Public Works are full-time Missoula County employees in demanding positions with myriad responsibilities to the County. The services provided by the County to the District are gratuitous and provided without fee. Accordingly, the general manager and Public Works employees are not required to work any set number of hours each week on behalf of the District or perform any specific tasks not otherwise required by Montana Code Annotated § 7-13-2278.

14. The District agrees to follow all local, state and federal laws applicable to the operation of the District, including those regarding open meetings and public records. The obligations to conduct District meetings and provide District records in accordance with Montana law is an obligation of the District board and not the County.

15. This Agreement may be terminated by either party unilaterally, with or without cause, by giving notice of termination in writing at least 60 days prior to the date of termination.

16. All property acquired in support of the Seeley Lake sewer project shall be exclusively owned by the District. Any special equipment, software or other product or service required in carrying out this Agreement must be acquired by the District at its expense. County Public Works employees may use County equipment to carry out the services described herein, which shall remain the property of the County.

17. The District shall defend, indemnify and hold harmless the County, its employees and agents, from all claims, liabilities, causes of action or judgments, including costs and attorney fees, asserted by or awarded to third parties as a result of any negligent action or omission or willful misconduct of the County, its employees or agents in performance of work or services for the District.

18. The County shall file this Agreement with the Missoula County Clerk and Recorder and the Secretary of State, as provided by law.

19. In accordance with Montana Code Annotated Section 7-11-108, the District and the County may appropriate funds for the purpose of performance of this Agreement and provide such personnel or services therefore as may be within its legal power to furnish.

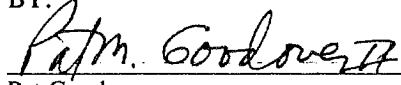
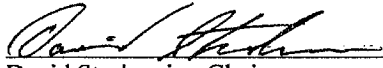
Signed this 16 day of Oct., 2019.

MISSOULA BOARD OF COUNTY
COMMISSIONERS

SEELEY LAKE SEWER DISTRICT BOARD
OF DIRECTORS


BY:

BY:

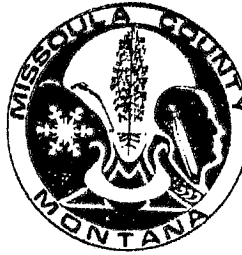


David Strohmaier, Chair
Chair

Pat Goodover,
Its: President


Josh Slotnick, Commissioner
Juanita Vero, Commissioner

ATTEST:


Tyler Gemant

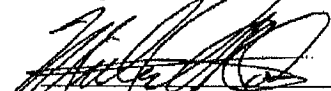


MEMORANDUM OF UNDERSTANDING
BETWEEN THE SEELEY LAKE-MISSOULA COUNTY SEWER DISTRICT
AND MISSOULA COUNTY PUBLIC SCHOOLS FOR THE
SEELEY-SWAN HIGH SCHOOL STUDENTS IN ACTION
MORRELL CREEK WATER MONITORING PROJECT

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:

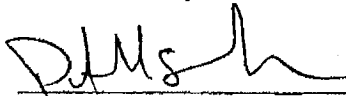
- I. The Project objectives are to: 1) monitor the flows of Morrell Creek at the established High School site; 2) estimate nutrient, turbidity, and total suspended solids (TSS) concentrations throughout the hydrologic cycle; and 3) compare nutrient concentrations observed in Morrell Creek with sites 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.

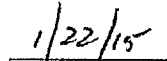
Seeley Lake-Missoula County Sewer District:


Michael Boltz, President


Date

Missoula County Public Schools:


Exec. Dir. of Bus. & Op.
MCPs


Date

Seeley Lake Sewer District
FY22 Operating Budget
Adopted 4.15.21

FUND	DESCRIPTION	FY2021	FY2022
SLSD	Audit	\$0.00	\$0.00
SLSD	Bookkeeping	\$5,000.00	\$7,000.00
SLSD	Dues & Subscriptions	\$500.00	\$850.00
SLSD	Election	\$0.00	\$1,000.00
SLSD	Equipment	\$50.00	\$50.00
SLSD	Income Survey	\$750.00	\$750.00
SLSD	Insurance-Liability	\$2,000.00	\$10,000.00
SLSSD	Legal	\$15,000.00	\$15,000.00
SLSD	Licenses & Fees	\$975.00	\$0.00
SLSD	Meals, etc.	\$50.00	\$0.00
SLSD	Office Supplies	\$400.00	\$350.00
SLSD	Postage	\$700.00	\$300.00
SLSD	Public Relations	\$1,200.00	\$350.00
SLSD	Manager	\$38,400.00	\$31,200.00
SLSD	Secretary	\$4,200.00	\$6,000.00
SLSD	Training	\$500.00	\$0.00
SLSD	Travel	\$200.00	\$0.00
SLSD	Water Testing	\$900.00	\$1,600.00
SLSD	Well/Lake Monitoring	\$3,000.00	\$2,740.00
SLSD	SSHS	\$1,000.00	\$0.00
SLSD	Reserve	\$28,000.00	\$0.00
SLSD	Grant Match	\$15,000.00	\$0.00
SLSD	Grant Writing Contracts	\$13,504.00	\$0.00
SLSD	Repay Reserve	\$68,000.00	\$0.00
SLSD	Pine Dr Easement Purchase	\$15,000.00	\$0.00
SLSD	Drill 5 Wells	\$0.00	\$25,000.00
SLSD	Repay Missoula Co Loan	\$0.00	\$21,912.00
TOTAL OPERATING EXPENSES		<u>\$214,329.00</u>	<u>\$124,102.00</u>

Interview questions for interim manager

1. What is your interest in the Seeley Lake Missoula County Sewer District?
2. Do you agree with upholding the Constitution of the State of Montana and the US Constitution?
3. Do you feel that the portion of the Montana Constitution that pertains to the environment holds more weight than the portion that pertains to the pursuit of happiness, or are they equally important?
4. How do you feel about personal property rights within the Sewer District boundaries?
5. Do you intend to invest or own property inside the sewer district boundaries any time in the future?
6. How would you describe your managerial style?
7. What are your hobbies or leisure interests?
8. What do you consider your strengths?
9. What do you consider your weaknesses?
10. What do you know about waste water systems?

OCT 07 REC'D

September 28, 2021

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

RE: Interim Manager/Director Seeley Lake Sewer District

Dear Board Members,

My name is William Decker, my wife Linda and I reside at 155 Wagon Wheel Way, Seeley Lake Mt. We moved here from Great Falls in June 2019. I am interested in the interim position of Manager/Director of the Seeley Lake Sewer District.

I have 22 years experience as a Water/Wastewater Operator. For 8 of those years I was the General manager of the Sun Prairie Village County Water and Sewer District. This District is the 2nd largest Public Water System in Cascade County and provides water and wastewater services to over 500 homes and businesses.

I was elected to the original Board of Directors of the Upper/Lower River Road Water and Sewer District in Cascade County and served for 6 years. During this time the District proposed, engineered, funded and constructed a new water/wastewater system and annexed it into the City of Great Falls. This project was initially rejected by the residents of the District. After making changes in the construction schedule and assessment method we were able to obtain the approval of the residents. This District is comparable in size to the Seeley Lake project. I resigned my position on the board after the completion of Phase One which included my property.

While at Sun Prairie Village County Water and Sewer District we proposed, designed, funded and constructed a major water improvement project. The project consisted of new wells, new RO filtration, improved storage backup and water meters at each service connection. During this project I was named Manager of the Year for 2014 by Montana Rural Water Systems. I resigned my position at the end of the project.

I have been involved in all phases and positions of Water/Wastewater Districts and Public Water Systems, as an owner, manager, board member, resident and advocate. I have worked successfully with all the relevant Federal, State and County agencies in design, funding and construction issues.

Page 2

Thank you for your time and consideration.

William Decker
155 Wagon Wheel Way
Seeley Lake, MT 59868
(406) 750-4943

OCT 08 REC'D

October 5, 2021

Seeley Lake Sewer District
Attn: Board of Directors
PO Box 403
Seeley Lake, MT 59868

Re: Interim Manager and Director Position Opening

Members of the Board:

I am applying for the position of Interim Manager and Director for the Seeley Lake Sewer District. I think my experience and skills would provide a benefit to the Seeley Lake Sewer District.

While at Pacific Gas and Electric Company (PG&E) and most recently at ExxonMobil (EM), I have completed countless project assessments, preparation of scope of work, and justification for required projects. Those projects included a large variety of ground up and renovation projects where infrastructure improvements where a large part of the project including sanitary sewer and domestic water source.

My experience occurred in seventeen states in the US and very remote areas of Alberta, Canada and Argentina. In my past I have completed two grant requests of a unique nature:

2001: Successfully secured grant monies for construction of a complete preschool playground

2007: Successfully secured grant monies from the NRA for planned improvements at the Bigfork Gun Club

Projects completed at PG&E and EM included identification of full scope work, project budgets, securing funding and senior management approval.

I think I would be a valuable asset to the Seeley Lake Sewer District and successfully deliver on the goals and objectives of the Board.

I look forward to the opportunity and consideration.

Thank you.



David Losee
1000 Stagecoach Drive
Seeley Lake, MT 59868
406.790.0709

Attachments: David Losee Resume

DAVID LOSEE

Phone: 406-790-0709 email: dalosee52@gmail.com

https://www.linkedin.com/in/david-losee-a6b94026?trk=nav_responsive_tab_profile

QUALIFICATIONS PROFILE

Highly accomplished professional with diverse management experience within the energy and asset management industries. I have proven to be a decisive leader with proven success in directing operations with focus on delivering specific objectives and identifying growth opportunities. I am adept in performing within dynamically changing organizations, managing cost, and evolving business environments. I am highly skilled in developing and streamlining business processes, developing high performance teams, and enhancing operational efficiency.

CORE COMPETENCIES

- Professional, Technical, and Administrative Staff Supervision
- Process Improvement and Change Management
- Hazardous Waste/Materials Management
- Schedule, Budget, and Production Management
- Procurement and Materials Management
- Real Estate and Fleet Management
- Project Management
- Cost and P&L Management
- Innovative Leadership
- Business Line Consulting

CAREER HIGHLIGHTS

- Managed ~200 sites in 17 states and three countries comprised of Class A and B office, industrial, field office, mixed use, maintenance shops and warehouse space. Developed surplus asset disposition program. (XTO Energy/ExxonMobil)
- Maintained stewardship for over \$500M in real estate assets and \$100M in new construction projects. Successfully introduced safety and financial controls procedures to business. (PG&E/XTO Energy/ExxonMobil)
- Managed corporate fleet of ~3,000 units in North and South America. Reduced fleet operating costs from \$0.75/mile to \$0.52/mile
- Relocated from Anchorage, Alaska to Fort Worth, Texas as transition manager following XTO Energy and ExxonMobil merger. I was selected for this assignment based on my performance in Alaska and my ability to adapt to differing corporate cultures.

PROFESSIONAL SUMMARY

- ExxonMobil/XTO Energy, Anchorage, AK and Fort Worth, TX (2010-2021)
Facility Manager, Anchorage, AK. Sr. Project Manager, Sr. Asset Portfolio Manager and Facility Manager, Fort Worth, TX. Responsible for real estate, building operations, and fleet management.
- Owner/Operator Bigfork Homeworks, Inc., Bigfork, MT (2006-2009)
Managed all aspects of vacation home property management, renovation, and new construction for numerous out of state home owners. Average construction budgets ranged from \$20,000 to \$600,000.
- Pacific Gas and Electric Company, San Francisco, CA (1983-2005)
Held numerous positions of increasing responsibilities ranging from Facilities Management, Fleet Management, Land and Land Resource Management, and Asset Portfolio Management.
Additional tenure at Pacific Gas and Electric Company included entry-level Garageman, Equipment Mechanic Subforeman, Contract Administrator, Administrative Office Services Supervisor, Environmental Coordinator, Project Manager, Manager of Building Design and Project Services, Manager of Performance Management (Planning).

EDUCATION & CREDENTIALS

Bachelor of Science in Business Management – University of Phoenix
United States Army – Vehicle Maintenance Technician
OSHA 30 Hour Certificate

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?