

Seeley Lake Sewer District
REGULAR BOARD MEETING AGENDA

DATE: Thursday, October 17, 2024
PLACE: The Barn, 2920 Highway 83, Seeley Lake & Virtual Meeting, via Zoom
Computer: <https://us02web.zoom.us/j/86464976067?pwd=dFF0UU9yUVIvZjFZQmo4ZlRQR3VEQT09>
Telephone: 1 669 900 6833
Meeting ID: 864 6497 6067
Password: 032580
TIME: 6:00 p.m.

ROLL CALL

Tom Morris, President	○	05/2028
Pat Goodover, Vice President	○	05/2026
Cheri Thompson, Director	○	05/2026
Troy Spence, Director	○	05/2026
Tyler Smith, Director	○	05/2028
Vacant, 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:
6. MINUTES: September 19, 2024 - *Action*
7. FINANCIAL REPORTS:
 - a} Invoices: October 2024 - *Action*
 - b} June 2024, July & August 2024
8. MANAGER'S REPORT: Status Report
9. UNFINISHED BUSINESS:
 - a} Action Plan for 2023-2024 Committee Reports
 - i. Pathfinder Article & Email Newsletter - *Discussion/Action*
 - b} WET/Project Update - *Discussion/Action*
 - c} Monitoring Well Sampling - *Discussion/Action*
 - d} Grants & Funding - *Discussion/Action*
 - e} QuickBooks Purchase - *Discussion/Action*
 - f} Manager & Secretary Vacancies - *Discussion/Action*
 - g} Conflict of Interest Statements - *Discussion/Action*
 - h} Communications - *Discussion/Action*
10. NEW BUSINESS:
 - a} Resolution# 10172024 RDG Application Authorization - *Discussion/Action*
 - b} Listening Sessions - *Discussion/Action*
 - c} Zinke Meeting - *Discussion/Action*
11. NEXT SCHEDULED MEETING: November 21, 2024
12. AGENDA ITEMS FOR NEXT SCHEDULED MEETING:
13. ADJOURNMENT:

**SEELEY LAKE SEWER DISTRICT
REGULAR BOARD MEETING
September 19, 2024**

Tom Morris	President	PRESENT	Troy Spence	Director	PRESENT
Pat Goodover	Vice President	PRESENT	Tyler Smith	Director	PRESENT
Cheri Thompson	Director	PRESENT	Felicity Derry	Secretary	PRESENT
Vacant	Manager	PRESENT			

Public Attendance – Appendix A

CALL TO ORDER:

The meeting was called to order at 6:09pm. The meeting was held at the Barn, 2920 Highway 83, Seeley Lake, MT and via Zoom.

APPROVAL OF AGENDA:

Pat Goodover moved to approve agenda. Tyler Smith seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Cheri Thompson	Aye
Troy Spence	Absent
Tyler Smith	Aye

PRESIDENT’S COMMENTS:

Tom Morris requested that everybody be respectful of each other’s time, and to try to stay on point with the agenda item.

PUBLIC COMMENT:

Shannon Therriault introduced Charlie Shane, who took over from Jeanna Miller.

CORRESPONDENCE:

Cheri Thompson noted that she had met with Tom Beers, President of the Community Foundation. During this discussion Tom Beers proposed that the Community Foundation, as a neutral third party, could facilitate community listening sessions. Tyler Smith suggested that two board members attended to listen and address their concerns. Tom Beers added that there could be two or three sessions with the engineer and Missoula County Health Department to listen to public comment on the project so far, without making any conclusions. Then these comments could be included in the next step of the project. Discussion followed on the timing of the listening sessions and public comment requirements.

Dennis Clark noted that as a summer homer he would like to be a part of the discussion, so there should be some advance notice and Zoomed also. Tom Morris suggested that the Board should listen and let the engineer answer the questions. Tom Beers agreed this was a listening session and those comments would become part of the decision-making process for the Board. Tom Morris suggested that part of those sessions would be to encourage the public to attend the regular board meetings and to give public comment.

MINUTES:

August 15, 2024

Tom Morris moved to accept the minutes (August 15, 2024). Cheri Thompson seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Cheri Thompson	Aye
Troy Spence	Aye
Tyler Smith	Aye

FINANCIAL REPORTS:

Invoices

Tom Morris reviewed the invoices.

Tyler Smith moved to approve the bills. Tom Morris seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Cheri Thompson	Aye
Troy Spence	Aye
Tyler Smith	Aye

MANGER'S REPORT:

Tom Morris noted that there was no manager.

UNFINISHED BUSINESS:

Action Plan for 2023-2024 - Committee Reports

Pathfinder Article & Email Newsletter

Cheri Thompson suggested that there be something on the website showing the progress that the District was making and she would prepare something for the next meeting. Adding that there had been no response to the article in the Pathfinder.

WET/Project Update

Steve Anderson questioned if WET had authorization to contact property owners of potential treatment site locations. The Board discussed this and agreed that WET could find out what the price was, but not negotiate.

The number of potential locations as well as including the High School as a location were discussed. Tyler Smith requested confirmation that grant funding could be used to purchase property. Steve Anderson replied that some grants might have restrictions, but Zinke's earmark probably would be ok.

Pat Goodover questioned if the first site in the matrix was the preferred site? Steve Anderson noted that there were no actual scores in the matrix. The matrix was there only for discussion and to get input on what the community felt was important, so that it could be weighted accordingly. The Board discussed when their input should be given. Steve Anderson would send a more preliminary matrix, including some ideas for rankings.

Steve Anderson reviewed the size of the property that would be required and concluded that 12-15 acres would be sufficient. Using part of the land as a ball field or something similar was discussed. Steve Anderson added that this would all depend on soil characteristics. Soil testing was discussed.

Tom Morris noted that the five criteria for grading the properties were capital cost, potential for expansion, logical location, technical/geologic feasibility and public opinion/community support.

Gary Chilcott questioned if O&M costs associated with the site would be included. Steve Anderson replied that it was covered in other areas.

Cheri Thompson had heard concern over the potential smell and questioned if one type of system was more odoriferous, than another. Steve Anderson replied that there were steps that could be taken to minimize the odor, but that there probably would be odors. Discussion on odors and how to minimize them followed. Steve Anderson noted the concern over odor.

The board discussed if they needed to vote on allowing Steve Anderson to contact owners and concluded that they did not.

Monitoring Well Sampling

Shannon Therriault noted that this time it took one day to sample, as opposed to four days previously. The results to date were not surprising. The surveying had been completed, but they did not have what they needed to utilize the transducer data.

Grants & Funding

Christina Eggensperger noted that the Montana Coal Endowment Program (MCEP) Technical Assistance grant was awarded. This will be used to finish the MCEP planning application. There was also funding for 20 more hours of technical assistance through the Renewable Resource Grant (RRG) Program, which could be used to apply for additional funding, probably a full RRG grant. This would

help fund a robust PER or very good addendum. Steve Anderson added that the goal was to secure approximately \$100,000 to update or compile a new PER. Once the PER was completed it would be submitted to DEQ and the government agencies. Then the District could apply for construction grants.

Tyler Smith questioned when the PER portion would be completed. Steve Anderson replied that the PER should be ready to go by March or April. The PER would cost \$100,000 and they were trying to fund this with grants, with a \$30,000 match requirement. The match did not have to be cash. The MCEP planning grant match would be \$8,000 for a \$40,000 grant. Tyler Smith noted that it would be helpful for the District to know how much match would be needed upfront.

QuickBooks Purchase

Tom Morris noted that QuickBooks would need to be purchased for the District by the end of the month. Felicity Derry added that the Board had approved the purchase of QuickBooks Desktop Pro previously, but there had been no mechanism to purchase it. Intuit had extended the date that it could be purchased to September 30, 2024. Which version to purchase was discussed.

Pat Goodover moved to approve the purchase QuickBooks Desktop. Cheri Thompson seconded the motion. There was no discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye
Cheri Thompson	Aye
Troy Spence	Aye
Tyler Smith	Aye

How the purchase would be made was discussed.

NEW BUSINESS:

Communications

Cheri Thompson had organized a way to send bullet points to Placid Lake, the Snowmass state leases in Dogtown and the Double Arrow. Collecting email addresses for people within the District was in the works.

The Board discussed what would be sent out and how to approve it.

Pat Goodover moved to recommend that when Cheri (Thompson) puts her communications together, to run it by Tom (Morris) the President and that if the President approves or modifies it, then that could go out the way Cheri suggested. Cheri Thompson seconded. Tyler Smith requested that the Board be cc'd when it was sent out. There was no further discussion. The motion was carried.

Tom Morris	Aye
Pat Goodover	Aye

Cheri Thompson Aye
Troy Spence Aye
Tyler Smith Aye

Resolution# 09192024 MCEP Application Authorization

Tom Morris read the resolution.

Resolution # 09192024

Authorization to Submit MCEP Infrastructure Planning Grant Application

WHEREAS, the The Seeley Lake Sewer District is applying to the Montana Department of Commerce for financial assistance from the Montana Coal Endowment Program (MCEP) to obtain planning funding to complete a new Preliminary Engineering Report (PER);

WHEREAS, the The Seeley Lake Sewer District agrees to comply with all State laws and regulations and the requirements described in the *MCEP Administrative Guidelines & Application for Infrastructure Planning Grants* specifically, and those that will be described in the *MCEP Project Administration Manual* generally;

WHEREAS the The Seeley Lake Sewer District commits to provide the amount of matching funds as proposed in the MCEP application;

WHEREAS the The Seeley Lake Sewer District commits to provide any funding from other grant sources listed in the application budget if not awarded by those grant sources; and That Mr. Tom Morris, Seeley Lake Sewer District Board President, is authorized to submit this application to the Montana Department of Commerce, on behalf of The Seeley Lake Sewer District, to act on its behalf and to provide such additional information as may be required.

Cheri Thompson moved to approve resolution#09192024. Tyler Smith seconded the motion. There was no discussion. The motion was carried.

Tom Morris Aye
Pat Goodover Aye
Cheri Thompson Aye
Troy Spence Aye
Tyler Smith Aye

Closing out the RDG grant was discussed.

Manager & Secretary Resignation

Tom Morris read the emails from Bill Decker and Felicity Derry.

There was discussion about the duties of the secretary and that a list of duties would be compiled.

The Board discussed a job description, the need for the applicants to live locally, appointing a hiring committee and how to advertise the positions. Pat Goodover and Tyler Smith were appointed to the hiring committee.

Tom Morris added that hopefully Missoula County would have closed out June 2024 before the next meeting.

Conflict of Interest Statements

Tom Morris noted that the board members needed to complete the annual conflict of interest statements.

Felicity Derry noted that Tyler Smith will get his completed form to the Citizens Alliance Bank. Once that is done each board member will need to complete a signature card.

NEXT REGULARLY SCHEDULED MEETING: October 17, 2024

AGENDA ITEMS FOR NEXT SCHEDULED MEETING:

Tom Morris noted that the following items should be added to the October agenda: Action Plan – Committee Reports – Pathfinder Article, Monitoring Well Sampling, WET Update, Grants & Funding, Listening Sessions.

ADJOURNMENT OF MONTHLY BOARD MEETING:

Tyler Smith moved to adjourn the meeting at 7:39pm. Cheri Thompson seconded the motion.

Attest:

Tom Morris, President

Felicity Derry, Secretary

APPENDIX A

SEELEY LAKE – MISSOULA COUNTY SEWER DISTRICT

Regular Board Meeting

Virtual Meeting Via Zoom & at The Barn, 2920 Highway 83, Seeley Lake

September 19, 2024

NAME	ADDRESS/EMAIL	PHONE #
Gary Chilcott		
Brandon Grosvenor, Lazy Acres		
Dennis Clark		
Tom Beers		
Steve Anderson, WET		
Nathan Bourne		
Mike Lindemer		
Charles Shane, MCCHD		
Shannon Therriault, MCCHD		
Mark Williams		
Will Meyer, MAP		
Dave		
Keeley Larson, Pathfinder		
Christina Eggensperger, WET		

**Seeley Lake Sewer District
Invoices for October 2024**

District:

Seeley Lake Water District - <i>Inv#237 September 2024</i>		\$240.10
Cheri Thompson - Annual Zoom Renewal		\$165.90
The Barn - October Meeting		\$50.00
Felicity Derry September/October 2024		\$292.50
		\$748.50

Account Balances as of 5/31/2024

Citizens Alliance Account	\$4,991.28		\$4,991.28
Reserve	\$28,000.00		\$28,000.00
Missoula County Account	\$224,892.11		\$224,143.61
	\$257,883.39	(\$748.50)	\$257,134.89

Seeley Lake - Missoula County Water District

PO Box 503
Seeley Lake, MT 59868-0503

Phone # 406-677-2559

Invoice

DATE	INVOICE #
10/1/2024	237

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		10/1/2024	Vince	

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
15	MiscI	Bookkeeping & Admin September 2024	15.00	225.00
302	MiscO	Copies	0.05	15.10

THANK YOU!	Total	\$240.10
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Invoice



Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Sep 11, 2024
Invoice #: INV272516297
Payment Terms: Due Upon Receipt
Due Date: Sep 11, 2024
Account Number: 120257005
Currency: USD
Payment Method:
Account Information: Seeley Lake Sewer District

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

Zoom W-9

Sold To Address: PO Box 413,
Seeley Lake, Montana 59868
United States
406.677.2309
cherisewermember@gmail.com

Bill To Address: PO Box 413,
Seeley Lake, Montana 59868
United States
406.677.2309
cherisewermember@gmail.com

Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom Workplace Pro Annual Quantity: 1 Unit Price: \$159.90	Sep 11, 2024 - Sep 10, 2025	\$159.90	\$6.00	\$165.90
			Subtotal	\$159.90
			Total (Including Taxes, Fees & Surcharges)	\$165.90
			Invoice Balance	\$165.90

Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Zoom Workplace Pro Annual	Montana Excise Tax	State	\$159.90	\$6.00
Total of Taxes, Fees & Surcharges				\$6.00

Need help understanding your invoice?

[Click here](#)

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Felicity Derry
September/October 2024

Date	Time	Subject	Hours
9/19/2024	5:30-7:45p	Meeting	2.25
9/24/2024	6:00-8:30p	Admin	2.50
9/27/2024	5:15-9:15p	Admin	4.00
9/30/2024	4:00-7:30p	Minutes & Admin	3.50
10/1/2024	6:45-9:00P	Admin	2.25
10/9/2024	7:00-8:45P	Admin	1.75
			<hr/> 16.25

16.25 x \$18 = \$292.50

\$292.50
\$292.50

DNRC Conservation and Resource Development Division
APPLICATION AUTHORIZING STATEMENT

Applicant Seeley Lake - Missoula County Sewer District
(Name of Eligible Entity, i.e.name of local government entity, organization, or individual)

Project Title _____

I certify that the information and the statements in this application are true, complete, and accurate to the best of my knowledge. I certify that the project or activity as described in this application complies with all applicable state, local, and federal laws, and regulations. By my signature below, I certify that I have knowledge of and understand the content of this application and that I am fully authorized to apply to DNRC for the grant specified in the submitted materials.

I further declare that, for Seeley Lake - Missoula County Sewer District
(Applicant), I am legally authorized to enter into a binding contract with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all funds must be both authorized by the Montana Legislature and available in the natural resources project account before grants are available.

A facsimile, photocopy or electronic copy of the signature below shall have the same force and effect as an original signature and an electronic signature shall be regarded as an original signature. 30-18-102, MCA.

/s/

Signature of Authorized Representative

Date

Tom Morris

Print Name of Authorized Representative

President

Title of Authorized Representative



This form is available electronically [here](#).