

SEELEY LAKE MISSOULA COUNTY SEWER DISTRICT
Board of Directors Meeting
December 17, 2009

Attendance:

Glen Morin	President	PRESENT	Mike Lindemer	Director	PRESENT
Scott Smith	Vice-President	PRESENT	Ralph Kloser	Manager	PRESENT
Bob Skiles	Director	PRESENT*	Felicity Derry	Secretary	ABSENT
Tom Morris	Director	PRESENT	Randy Gordon	Consultant	PRESENT
Dave Whitesitt	Public	PRESENT			

* Arrived 6:00pm

OPENING

The meeting was called to order at 5:20pm by President, Glen Morin at the Barn, located on Highway 83 N.

MINUTES OF NOVEMBER MEETINGS

The minutes of the November 19, 2009 meeting were presented to the Board.

Tom Morris moved to accept the minutes for the November 19, 2009 meeting, Scott Smith seconded. The motion passed unanimously.

FINANCIAL REPORT

Bills

Glen Morin presented the bills to the Board.

1.	RTK & Associates	Inv#87	\$	562.99
2.	Secretary Felicity Derry		\$	75.00
3.	Seeley Lake Water District – Bookkeeping	Inv#47	\$	82.50
4.	Rock-N-Horse Ranch LLC		\$	1,866.59
5.	Post Office Box Rental		\$	40.00
6.	Missoula Independent		\$	34.30
7.	Pathfinder		\$	80.00

Randy Gordon said that he would double check with the Pathfinder to make sure the amount of their invoice is correct before paying that bill.

Total \$2741.51

Tom Morris moved to pay the bills as presented, Scott Smith seconded. The motion passed unanimously.

Financial Statements

The November, 2009 financial statements were presented to the Board. Glen Morin noted that the balance for the DNRC and the STAG grants were incorrect and would be corrected by next month. Ralph Kloser added that this was due to reconciliation of the County's grant administration. Tom Morris noted that this would change the bottom line.

Randy Gordon informed the Board that he was in the process of reconciling the fee assessment. Also he is working with the Department of Revenue and Missoula County on the number of lots within the District and that should be finished by the next meeting.

Scott Smith moved to accept the financial statements for November, 2009, Mike Lindemer seconded. The motion passed unanimously.

CORRESPONDENCE

Glen Morin noted that he received a Christmas card from Great West Engineering.

Clearwater Resource Council

Glen Morin read the letter to the Board, which outlined their progress and goals and then requested money. The Board agreed that they could donate individually but that it was outside of the parameters of the Sewer District.

Dave Whitesitt

Glen Morin read the letter to the Board. Members of the Board responded that the effluent that was returned to the ground would have all of the solids removed and would be treated with UV. Randy Gordon said that the planned treatment plant would have no problems meeting end of pipe discharge recommendations from DEQ. The effluent exiting the plant would be much better than what comes out of the septic tanks. Septic tanks do not remove the nitrogen or the phosphorus, the treatment plant will. The Board discussed a storage tank for the effluent and the other points raised in the letter. Randy Gordon said that he had spoken to engineers from DEQ as well as engineering firms and nobody builds a new plant with a storage tank.

Randy Gordon addressed the question of operation in cold weather noting that the collection lines will be dug in lower than 7 feet. Sewage creates its own heat, so cold weather will not be an issue. The goal is to design and build the best plant possible. It is expensive for the community and it should be the best possible system. The District does not want to go back to the community in 10 or 15 years because it cannot keep up with regulations or accommodate additional properties. Included in the capital cost of the project will be a service truck and the tools needed for maintenance.

Randy Gordon said that nobody wants to put a lift station in because of expense. The preliminary design of the SBR was completed before there was a site. There are always changes in the final design. The current site would enable the plant to be gravity fed and an inline pump should not be needed.

The Board thanked Dave Whitesitt for his letter.

CONTRACT MANAGERS REPORT

Ralph Kloser worked for 13.25 hours. Some of this was reconciling the County's numbers with the DNRC grant, which was finally completed. He also got all of the signature cards lined up from First Valley Bank so the Board members need to go to the bank and sign those. The First Interstate bank information was updated and the Board members need to complete those before they leave tonight. He also did the consultant adds for the Missoula Independent and the Pathfinder. He had two requests for information and he passed those on to Randy Gordon.

Tom Morris moved to accept the contract manager's report, Mike Lindemer seconded. The motion passed unanimously.

CONSULTANT'S REPORT

Randy Gordon noted that he worked 70 hours.

1. The Great West Engineering quote has been received. It totaled \$425,000. This would include the full plant design. Obtaining the permit for plant discharge and updating the PER with the site should be done before we can move forward with this. Complete the environmental review to MEPA standards, then having the forest service assist with getting the land use for the property.
2. Forwarded the Great West Contract Amendment #4 to the USDA Rural Development and the US Corps of Army Engineers for review.
3. Has worked with Senator Rehberg's Office filling out the forms and a letter for the WRDA grant FY2011. He has had two meetings with Senator Tester's Office. The District cannot apply for another TSEP grant and is not ready to apply for the CDBG grant.
4. Gathering information on different designs for a treatment plant and discharge alternatives. Comparing the SBR with the MBR. The MBR (Membrane Batch Reactor) is the new technology, which is a little more expensive.
5. Sorting through all of the files, organizing and trying to find a home for the archived files. It is time consuming.
6. Working with Department of Revenue and Missoula County to make sure that all the lots within the District are being billed. Will need to send a reminder note to those properties that have not paid. Find out how much money the County has collected and make sure that the District has received it.

Ralph Kloser noted that the fact that District is given the responsibility of following up on collecting the fee assessment proves that the assessment is not a tax.

Tom Morris moved to approve the consultant's report, Scott Smith seconded. The motion passed unanimously.

OLD BUSINESS

Draft Budget 2010 Budget

Randy Gordon noted this was the same budget that was presented to the Board at the November meeting. The proposed operating budget is \$48,000, which is \$14,000 more than 2009. Some line items have been added, such as equipment and dues and subscriptions. Money was included for an audit. The CPA will review the District's files when he performs the audit at the Water District. To date the District has not been required to have an audit because our budget has been less than \$400,000. There is money for the consultant to work up to 30 hours per week if needed. Some of this will be billed back to the grants.

This budget will mean raising the assessment to \$108 being billed to 444 lots. Once the number of lots within the District has been verified the \$108 may be lowered. The fee assessment will go before the County Commissioners in May, 2010 for approval. However a budget needs to be approved now. If the District were to include the 130 DNRC lots and the 20 Federal lots that would lower the amount. Conversely some of the lots have been combined. Those will have to be verified in May.

The Board discussed the budget.

Mike Lindemer moved to accept the budget 2010, Tom Morris seconded. The motion passed unanimously.

Consultant Contract

Randy Gordon suggested that the applications be reviewed at the January meeting.

NEW BUSINESS

Glen Morin noted that this is the last month that Ralph Kloser will be working for the Sewer District. He thanked Ralph Kloser for all of the work that he has done for the District.

Randy Gordon requested that the District buy a portable hard drive to back up the District's information. They are relatively inexpensive.

Tom Morris moved to approve the District's purchase of a portable hard drive to back up the District's information, Mike Lindemer seconded. The motion passed.

PUBLIC COMMENT

Dave Whitesitt requested a hard copy of the minutes, as he has no access to the electronic version.

NEXT REGULAR MEETING:

Scheduled for January 21, 2009

ADJOURMENT:

The meeting was adjourned by Glen Morin at 7:15pm

Attest:

Glen Morin, President

Felicity Derry, Secretary