

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING JANUARY 15, 2019

**PRESENT:** Directors Marc Liechti, Jim Heim, and Todd Fleming and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Roxanne Wadman and Howard Cicon

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** Agenda was amended to include Metering Multiple Businesses under New Business. A motion was made by Director Fleming to accept the agenda as amended. Director Heim seconded and motion carried.

**VISITORS:** None

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Heim to approve the financial report. Director Fleming seconded and motion carried.

**BILL APPROVAL:** Accounts payable for November were reviewed. Expenses of note included:

- Mission Communications – Annual fee for SCADA
- City Service – Fuel for generator for booster pump project
- LHC – Booster pump project
- Mahugh Fire & Safety – Fire extinguisher maintenance

The Capital One credit card statement for December was also reviewed.

A motion was made by Director Heim to approve the bills. Director Fleming seconded and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

**Lakeside/Troutbeck Water Connection** – Pumps and generator are up and running. The Mission communication system is working well and provides much more visibility. Currently working on final cleanup items. LHC has done a great job.

**LCWSD Subdivision Will Serve Policy** – Committee is working on policy/standards for future developments.

**NEW BUSINESS:**

Metering Multiple Businesses – LCWSD’s current Rules & Regulations state that “only one water meter will be used to determine water consumption for all units and will render only one bill for the complex. If a customer desires one or more secondary meter for various tenants in a single building or complex, the customer will be required to pay for, read, and repair the secondary meter. The District will not render bills based on the readings of such secondary meters and all use from one service must be billed to and paid by one customer.”

Outside District

- None

Inside District

- None

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, FEBRUARY 19, 2019)**

## MINUTES

### LCWSD BOARD OF DIRECTORS MEETING FEBRUARY 19, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, and Todd Fleming and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Roxanne Wadman and Jim Heim

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** Agenda was amended to include Lakeside Blvd. Water Main Extension and Habitat for Humanity under New Business. A motion was made by Director Cicon to accept the agenda as amended. Director Fleming seconded and motion carried.

**VISITORS:** Danny Shaw and Bob Helder, Habitat for Humanity, and Nicole Noonan, Auditor

Habitat for Humanity has an opportunity to build in Lakeside. They hope to close on two (2) lots in Spurwing Creekside. Mr. Shaw and Mr. Helder provided a brief overview of Habitat for Humanity, their processes and goals. They asked the Board to consider a break in the water/sewer hookup fees.

Nicole Noonan presented the 2018 Audit Report. She identified four areas for improvement involving internal control and operation. She also identified one significant deficiency involving LCWSD's knowledge of generally accepted accounting principles resulting from LCWSD not having an on-staff accountant. This deficiency is remedied by contracting with Nicole Noonan, CPA.

**APPROVAL OF MINUTES:** The Minutes of the January 15, 2019 Board meeting were reviewed. A motion was made by Director Cicon to accept these Minutes. Director Fleming seconded and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Fleming to approve the financial report. Director Cicon seconded and motion carried.

**BILL APPROVAL:** Accounts payable for January 2019 were reviewed. Expenses of note included:

- Scott & Kienzle, PC – Steamboat Landing Will Serve/Interlocal Agreement
- Montana Rural Water – Conference Registration
- Russell Industries Inc. – Booster Pump Project

The Capital One credit card statement for January 2019 was also reviewed.

A motion was made by Director Cicon to approve the bills. Director Fleming seconded and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

**OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – Everything is hooked up but the exhaust fan which will be hooked up in the Spring. APEC Engineering is dealing with vendors on control issues.

LCWSD Subdivision Will Serve Policy – To be addressed at a future meeting.

Lakeside/Troutbeck Water Rights - General Manager met with DNRC and Applied Water to ensure everyone was on the same page.

**PROJECT UPDATE:**

Lakeside Estates Phase 3 is moving forward – 17 duplexes and 7 residential units.

**NEW BUSINESS:**

Treatment Site Aeration – Installed two (2) new aeration units last year and they are working well; would like two (2) more for upcoming season. The cost of \$18,000 for 2 5-HP units was included in the Capital Plan. A motion was made by Director Cicon to purchase 2 units. Director Fleming seconded and motion carried.

Lakeside Estates Phase 3 Plant Investment Water Rate – a motion was made by Director Cicon to approve Resolution 19-1 to establish Water Plant Investment rates for Lakeside Estates Phase 3 at \$1,993.00, matching the current Lakeside Water System rate. Director Fleming seconded and motion carried.

Troutbeck/Lakeside Estate's Water Base Rate Increase - a motion was made by Director Cicon to approve Ordinance 19-1 amending the water base rate from \$15.32 to \$16.09 per month for the Troutbeck/Lakeside Estates/Spurwing Subdivision Phases 1 and 2 Water System. Director Fleming seconded and motion carried.

Lakeside Blvd. South Water Main Extension – a customer wants to extend the existing water line approximately 400 feet. LCWSD would like the line to be 8 inches; as the existing line is only 4 inches, LCWSD will pay the cost difference to install the larger pipe. LCWSD also wants a hydrant at the end of the line rather than a blow off. Again, LCWSD will pay the difference between the cost of installing a blow off and a hydrant.

Habitat for Humanity – a motion was made by Director Cicon to reduce the sewer hookup fee by 50% (\$1798.00) and donate the meter and water and sewer inspection fees (a total cost per lot of \$2,273.00) for the two lots Habitat for Humanity is trying to purchase in Spurwing Creekside. This reduction in fees is solely for Habitat for Humanity and the two lots in Spurwing Creekside. Director Fleming seconded and the motion carried.

Outside District

- None

Inside District

- None

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, MARCH 19, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING MARCH 19, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Roxanne Wadman

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Cicon to accept the agenda as amended. Director Fleming seconded and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the February 19, 2019 Board meeting were reviewed. A motion was made by Director Heim to accept these Minutes. Director Cicon seconded and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Fleming seconded and motion carried.

**BILL APPROVAL:** Accounts payable for February 2019 were reviewed. Expenses of note included:

- DEQ – Annual Water District Fee
- Nicole Noonan – 2018 Audit
- J2 Office Products – Copier/printer
- LHC, Inc. – Booster Pump Project final payment
- Metron-Farnier, LLC – Meters/Radios

The Capital One credit card statement for February 2019 was also reviewed.

A motion was made by Director Fleming to approve the bills. Director Cicon seconded and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – APEC Engineering is dealing with vendors on control issues – waiting on the weather.

LCWSD Subdivision Will Serve Policy – The Committee presented a Developer Extension of Service Process for discussion. A final process will be presented at the next Board Meeting for approval.

**PROJECT UPDATE:**

None

**NEW BUSINESS:**

Outside District

- 539 N. Juniper Bay Road (sewer only)
- Somers has submitted plans for remodel of school. The existing building has a 2-inch service line. The new addition will have a 3-inch service line.

Inside District

- None

Ordinance 19-2 – Annexation of Out-of-District Properties - Secretary presented Ordinance 19-2 annexing 223 Crystal View Court and 527 Bierney Creek Road/150 Clothier Lane. Director Heim made a motion to approve Ordinance 19-2 as presented. Director Cicon seconded and the motion carried. The Ordinance and the Flathead County-approved annexation petition will be forwarded to the State for recording.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, APRIL 16, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING APRIL 16, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Cicon to accept the agenda as amended. Director Fleming seconded and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the March 16, 2019 Board meeting were reviewed. A motion was made by Director Fleming to accept these Minutes. Director Cicon seconded and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Heim to approve the financial report. Director Wadman seconded and motion carried.

**BILL APPROVAL:** Accounts payable for March 2019 were reviewed. Expenses of note included:

- SEM Electrical – L/S 1A VFD
- Robin Rapp – refund (assessment)
- Cash – petty cash
- Fastenal – stainless steel gear for treatment site
- Tire Rama – tires
- Glacier Construction & Irrigation – center pivot repair

The Capital One credit card statement for March 2019 was also reviewed.

A motion was made by Director Fleming to approve the bills. Director Cicon seconded and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – APEC Engineering will be conducting some testing. Applied Water will submit water rights next week.



LCWSD Subdivision Will Serve Policy – spoke with Somers Water & Sewer District about reviewing our agreement. They do not want any changes at this time.

794 Lakeside Blvd Water Main Extension – extending water line approximately 400 feet. Existing line is 4 inch; extension will be 6 inch. LCWSD is evaluating whether to upgrade the existing 4-inch line to a 6-inch line while the contractor is on-site and the line is uncovered for the connection.

**PROJECT UPDATE:**

None

**NEW BUSINESS:**

HB 55 – Discussed this bill that expands the use of the Municipal Facility Exclusion (MFE) process for subdivision review. This law goes into effect 1/1/20.

Plan Review – a motion was made by Director Cicon to contract with Pecia & Associates to conduct plan reviews for the District for a period of one year. Director Heim seconded and the motion carried.

Ordinance 19-3 – A motion was made by Director Wadman to increase the Lakeside water base rate by 5%, from \$24.03 to \$25.24, as of May 26, 2019. Director Cicon seconded and the motion carried.

Ordinance 19-4 – A motion was by Director Cicon to annex 25, 30, 36, 48, and 54 Craven Street into the District. Director Heim seconded and the motion carried.

**Outside District**

- None

**Inside District**

- 223 Crystal View Court – Cabin #2

The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, JUNE 18, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING MAY 21, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Wadman to accept the agenda as amended. Director Cicon seconded and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the April 16, 2019 Board meeting were reviewed. A motion was made by Director Heim to accept these Minutes. Director Fleming seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Fleming seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for April 2019 were reviewed. Expenses of note included:

- Metron-Farnier - meters
- Black Mountain Software – annual fee
- Fluence – aerators
- USA Bluebook – aerator parts
- DNRC – water rights
- Western Weed Control – treatment site weeds
- Montana Rural Water Systems – water leak
- Tanner Smith – treatment site road work and center pivot drain vault

The Capital One credit card statement for April 2019 was also reviewed.

A motion was made by Director Wadman to approve the bills. Director Cicon seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

**OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – submitted water rights and met with DNRC. DNRC wants 8 hour pump tests conducted on four (4) wells. The static level should be tested the first hour, halfway through, and at the end. Applied Water will get process approved. LCWSD will do the pump test. Applied Water will provide a cost estimate.

Monthly sampling for coliform had 2 hits. System was chlorinated.

LCWSD Subdivision Will Serve Policy – reviewed updated section. A motion was made by Director Cicon to approve the revised Standards. Direct Wadman seconded, and the motion carried.

**PROJECT UPDATE:**

Lakeside Club – three (3) new hookups.

Lakeside Estates Phase 3 – a road will be constructed.

**NEW BUSINESS:**

Ordinance 19-5 – A motion was made by Director Heim to increase the water plan investment fees for the Troutbeck Rise and Lakeside Estates Phases 1 & 2 water system effective June 1, 2019. Director Cicon seconded and the motion carried.

Outside District

- Sewer hookup (1)

Inside District

- Water and sewer hookup (1)
- Sewer hookup (1)
- Water hookup (1)

Staff

The Operator job opening has been filled. New employee will start June 3, 2019.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, JUNE 18, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING MAY 21, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Wadman to accept the agenda as amended. Director Cicon seconded and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the April 16, 2019 Board meeting were reviewed. A motion was made by Director Heim to accept these Minutes. Director Fleming seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Fleming seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for April 2019 were reviewed. Expenses of note included:

- Metron-Farnier - meters
- Black Mountain Software – annual fee
- Fluence – aerators
- USA Bluebook – aerator parts
- DNRC – water rights
- Western Weed Control – treatment site weeds
- Montana Rural Water Systems – water leak
- Tanner Smith – treatment site road work and center pivot drain vault

The Capital One credit card statement for April 2019 was also reviewed.

A motion was made by Director Wadman to approve the bills. Director Cicon seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

**OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – submitted water rights and met with DNRC. DNRC wants 8 hour pump tests conducted on four (4) wells. The static level should be tested the first hour, halfway through, and at the end. Applied Water will get process approved. LCWSD will do the pump test. Applied Water will provide a cost estimate.

Monthly sampling for coliform had 2 hits. System was chlorinated.

LCWSD Subdivision Will Serve Policy – reviewed updated section. A motion was made by Director Cicon to approve the revised Standards. Direct Wadman seconded, and the motion carried.

**PROJECT UPDATE:**

Lakeside Club – three (3) new hookups.

Lakeside Estates Phase 3 – a road will be constructed.

**NEW BUSINESS:**

Ordinance 19-5 – A motion was made by Director Heim to increase the water plan investment fees for the Troutbeck Rise and Lakeside Estates Phases 1 & 2 water system effective June 1, 2019. Director Cicon seconded and the motion carried.

Outside District

- Sewer hookup (1)

Inside District

- Water and sewer hookup (1)
- Sewer hookup (1)
- Water hookup (1)

Staff

The Operator job opening has been filled. New employee will start June 3, 2019.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, JUNE 18, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING JUNE 18, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Cicon to accept the agenda as amended. Director Heim seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the May 21, 2019 Board meeting were reviewed. A motion was made by Director Wadman to accept these Minutes. Director Cicon seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Fleming to approve the financial report. Director Wadman seconded, and motion carried.

A motion was made by Director Cicon to borrow \$100,000 from sewer savings to pay off the Water Loan 2 balance and generate a positive cash flow in Water. Director Wadman seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for May 2019 were reviewed. Expenses of note included:

- Big Johns - chlorine
- Water and Environmental Technologies – water rights
- Advanced Septic Design – MIOX grinder pump
- USA Bluebook – chlorine tester

The Capital One credit card statement for May 2019 was also reviewed.

A motion was made by Director Cicon to approve the bills. Director Fleming seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

## **OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – After many years of planning to connect these two systems into one water system a problem has developed between the engineer (APEC Engineering) and LCWSD. The original intent was to join the Lakeside and Troutbeck water systems into one system to provide domestic service as well as fire flow. Several meetings have taken place between LCWSD, APEC, DNRC, and DEQ where this configuration was discussed and agreed upon. However, the current configuration addresses fire flow only.

LCWSD's concern is that should the well pumps fail to keep up, this booster pump should be able to continue service. Also, without this booster pump moving water through the 1,000-foot line extension more often, the water will become stagnant. The DEQ will not accept the current configuration as one system; therefore, the Lakeside Estates Phase 3 cannot be approved. The DEQ wants the booster pump to be able to pump to the upper system under non-fire flow conditions. Without VFD's or a smaller jockey pump, the pressure spikes and drops on the system are too drastic.

APEC states that LCWSD changed the requirement after the fact to include domestic use; therefore, the design is primarily for fire flow use.

The DEQ will be contacted to discuss what needs to be done to move forward.

Water Rights – 8-hour pump tests of the Lakeside and Troutbeck wells must be conducted. A motion was made by Director Cicon to have LCWSD operators conduct the tests and Water and Environmental Technologies prepare the test plan, coordinate the testing, and prepare and submit the water right application. Director Heim seconded, and the motion carried.

## **PROJECT UPDATE:**

None

## **NEW BUSINESS:**

South 80 Homeowners – are exploring options to alleviate road dust including using a water cistern for road watering. LCWSD will install an old water meter and evaluate usage.

Flathead Marina – a new C-Store at the docks will include two bathrooms and a sewer dump for boats. A sewer flow meter will be needed to measure inflow to the sewer system. Discussed charging \$.03/gallon for this service that will be combined with their monthly bill.

Treatment Site Leak Test – completed test on one holding cell and one treatment cell. Testing should be completed on the remaining cells next week.

Budget for 2019-2020 – the revenue and expenditure budget was presented. A motion was made by Director Wadman to approve the budget as presented. Director Cicon seconded, and the motion carried.

Outside District – none

Inside District

- Water and sewer hookups (6)
- Sewer hookup (1)

Customer Appreciation – LCWSD held a “customer appreciation” barbecue a few years ago. Would like to do something this year. Board will discuss options at an upcoming Board Meeting.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, JULY 16, 2019)**



# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING JULY 16, 2019

**PRESENT:** Directors Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Marc Liechti

Director Wadman called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Fleming to accept the agenda. Director Cicon seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the June 18, 2019 Board meeting were reviewed. A motion was made by Director Cicon to accept these Minutes. Director Heim seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Fleming seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for June 2019 were reviewed. Expenses of note included:

- SEM Electrical – Booster Station Project
- Riverside Garage Doors – replaced shop door
- Virtual Circuit – two new computers and updated software
- Metron-Farnier – meters
- Proforma Albrecht – pens

The Capital One credit card statement for June 2019 was also reviewed.

A motion was made by Director Heim to approve the bills. Director Fleming seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

**Lakeside/Troutbeck Water Connection** – Soft starts will be replaced with VFDs that will be controlled by Mission. Booster pumps will be exercised on a regular basis.

The final engineering invoice will be modified per e-mail to Engineer from General Manager. Time spent investigating the design problem will not be billed to LCWSD. LCWSD will purchase the VFDs and the Engineer will pay for the electrician required for installation and testing. This e-mailed process was verbally agreed to by the Engineer. A motion was made by Director Cicon to accept the e-mailed agreement regarding final payment (Inv. 11492) and the sharing of costs to correct the problem.

After the discussion of the project, Director Cicon wanted to discuss LCWSD's policy regarding contracting with a firm owned by a board member. The Board agreed this should not take place in the future and instructed the general manager to include the Montana Code of Ethics – Standards of Conduct in our Procedures manual.

**PROJECT UPDATE:**

None

**NEW BUSINESS:**

Treatment Site Leak Test – completed the final leak test. PER should be available by the August Board Meeting.

MACO Liability Insurance – liability insurance increased by \$900/year. Insurance broker also discussed cyber security liability insurance with general manager at a cost of \$2,500 per year. As our risk is minimal, it was decided not to purchase cyber security liability insurance at this time.

Outside District – none

Inside District

- Water hookup (1)

The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, August 20, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING AUGUST 20, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, and Jim Heim and employee Rodney Olson, General Manager

**ABSENT:** Roxanne Wadman, Beth Dotson

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Cicon to accept the agenda. Director Heim seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the July 16, 2019 Board meeting were reviewed. A motion was made by Director Heim to accept these Minutes. Director Fleming seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Fleming to approve the financial report. Director Cicon seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for July 2019 were reviewed. Expenses of note included:

- Jakola Engineering – Treatment Site leak study and PER
- Riverside Garage Doors – motor for garage door
- Water and Environmental Technologies – water rights
- Ferguson Waterworks – fire hydrant parts
- Montana Assoc. of Counties – liability insurance
- Precision Builders International – smaller meter for Flathead Marina

The Capital One credit card statement for July 2019 was also reviewed.

A motion was made by Director Cicon to approve the bills. Director Fleming seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

Lakeside/Troutbeck Water Connection – VFDs are being installed today.

**PROJECT UPDATE:**

None

**NEW BUSINESS:**

Treatment Site Leak Test – the final leak test was completed and showed that the ponds were not leaking. The PER concluded that the ponds are in compliance with DEQ requirements.

Pleasant Grove Trailer Park – new owner would like to build apartment units. When and if owner requests service for these apartments, LCWSD will address their needs.

LS 1A VFD #2 – VFD # 2 has failed and needs to be replaced; estimated cost \$6,300.00.

Outside District – none

- 315 School Addition Road (1" and upgrade from a 2" to a 3") – sewer
- 1147 Mackinaw Loop – sewer

Inside District

- 175 Redfield Lane – water
- 121 Vista Court – water
- Flathead Harbor Pumping Station - water and sewer
- 317 Bierney Creek Road – water

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, SEPTEMBER 17, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING SEPTEMBER 17, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** The agenda was amended to include Water Rights under Old Business. A motion was made by Director Wadman to accept the agenda as amended. Director Cicon seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the August 20, 2019 Board Meeting were reviewed. A motion was made by Director Cicon to accept these Minutes. Director Heim seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Fleming to approve the financial report. Director Wadman seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for August 2019 were reviewed. Expenses of note included:

- Safeguard Business Systems – envelopes
- Mission Communications – annual fee
- Precision Automation Systems – VFD drives
- APEC – final payment on Booster Project
- LHC – Lakeside Blvd extension – blow off
- Big Sky Rents – compressor for hydrant sand blasting
- ME Labs – VOC/SOC 3-year sampling
- Syneco Systems Incorporated – manhole scrubbers

The Capital One credit card statement for August 2019 was also reviewed.

A motion was made by Director Fleming to approve the bills. Director Wadman seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

## **OLD BUSINESS:**

Lakeside – Troutbeck Water Connection – the connection has been completed, tested, and accepted by DEQ. An operations manual is being developed and training is taking place.

Treatment Site - PER – the final leak test was completed and showed the ponds were not leaking. The remaining capacity in the storage cells is 405 EDUs based on an EDU equal to 200 gpd. The LCWSD flows track around 145-165 gpd because of second homes without families. If a lower EDU value would be acceptable to the DEQ the EDU capacity may increase by 50 to 75 EDUs. Toby (engineer), will contact Emily with the DEQ to discuss this option.

Water Rights – Eight (8)-hour pump tests were successfully conducted on 5 wells. Results will be submitted to the DNRC.

## **PROJECT UPDATE:**

None

## **NEW BUSINESS:**

Stoner Creek Cabins – developer is installing water and sewer mains that will be turned over to LCWSD when complete.

Vista Court Sewer – sewer main is being extended to service Vista Court.

On-Call – an adjustment to the current on-call pay was presented. Issue was tabled until the next meeting.

Habitat for Humanity – they are constructing five (5) residences in Crystal View Court. LCWSD agreed to reduce the sewer hookup fee by 50% and donate the meters and inspection fees for two (2) residences.

Bierney Creek Water/Sewer Extensions – a developer approached LCWSD about extending water/sewer service up Bierney Creek Road to a parcel that he wants to develop for multiple dwellings. Water can be provided from the Shelter Cove main. Two options were discussed for sewer service – 1) main line extension up Bierney Creek Road or 2) installing a lift station to pump to the Shelter Cove main. The best interests of the District would be a main line extension up Bierney Creek Road as future development in this area is anticipated.

Center Pivot – the 12-year old 40 hp irrigation pump needs to be pulled, inspected, and serviced.

### Outside District

- 1077 Mackinaw Loop – sewer

### Inside District

- 35 Bayview – sewer
- 163 Crystal View Court – water & sewer

The meeting adjourned at 4:00 pm.

Respectfully submitted,  
Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, OCTOBER 15, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING OCTOBER 15, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, Roxanne Wadman, and Jim Heim and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** None

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** A motion was made by Director Heim to accept the agenda. Director Cicon seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the September 17, 2019 Board Meeting were reviewed. A motion was made by Director Wadman to accept these Minutes. Director Cicon seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Fleming seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for September 2019 were reviewed. Expenses of note included:

- Metron-Farnier – 1.5” meter
- Galloway, Christopher – refund
- Marc – degreaser for treatment site

The Capital One credit card statement for September 2019 was also reviewed.

A motion was made by Director Wadman to approve the bills. Director Cicon seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

Treatment Site - PER – working on the EDU value before presenting to the DEQ.



On-Call – a motion was made by Director Cicon to increase the on-call reimbursement as follows:

- Weekdays - \$25/day
- Weekends - \$50/day
- Holidays - \$100/day
- 

Director Wadman seconded, and motion carried.

**PROJECT UPDATE:**

Lakeside Club continues to build.

**NEW BUSINESS:**

90-Acre Farm Lease – a local farmer is interested in leasing our 90-acre parcel. Will gather costs for an additional pivot that can be used to draw water from the Wiley Dike slew until such time that we need it for effluent.

Outside District

- None

Inside District

- None

The meeting adjourned at 4:00 pm.

Respectfully submitted,  
Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, NOVEMBER 19, 2019)**

# MINUTES

## LCWSD BOARD OF DIRECTORS MEETING NOVEMBER 19, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Todd Fleming, and Roxanne Wadman and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Jim Heim

Director Liechti called the meeting to order at 2:00 p.m.

**AGENDA:** Agenda was amended to include Control Panel under New Business. A motion was made by Director Wadman to accept the agenda as amended. Director Fleming seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the October 15, 2019 Board Meeting were reviewed. A motion was made by Director Cicon to accept these Minutes. Director Wadman seconded, and motion carried.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Fleming to approve the financial report. Director Cicon seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for October 2019 were reviewed and expenses of note discussed.

The Capital One credit card statement for October 2019 was also reviewed.

A motion was made by Director Wadman to approve the bills. Director Cicon seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

### **OLD BUSINESS:**

**Treatment Site - PER** – Jackola Engineering has been working on the Preliminary Engineering Report (PER) update and was requested to revisit the capacity of the storage cells as this was the limiting factor in the remaining system capacity. Their analyses, submitted in memo form, showed an equivalent dwelling unit (EDU) capacity of approximately 437 EDU, an increase of 32 EDUs.

A motion was made by Director Cicon to submit the draft PER and EDU analysis memo to DEQ and SRF for review. Director Wadman seconded, and motion carried.

90-Acre Farm Lease – The lease on the 90-acre farmland has expired. Two (2) bids were received. The winning bid came from Brosten Farms for a 3-year lease. They are also interested in a 10-year lease if a pivot is provided.

**PROJECT UPDATE:**

None

**NEW BUSINESS:**

Arc Map - a GPS (Trimble) system is currently used to enter GIS data of our systems on the ARC Map. The Trimble computer is over 10 years old and needs to be updated. As this is a somewhat cumbersome and outdated system, new GPS/GIS technology was discussed.

A motion was made by Director Cicon to upgrade the ARC Map with current GPS/GIS technology. Director Wadman seconded, and motion carried.

Pretreatment (grease) Standards Update – The LCWSD Service Standards will be updated to include our pretreatment requirements.

Control Panel – a new control panel for Lift Station 1 was identified as a preventative maintenance item.

A motion was made by Director Wadman to purchase a new control panel for Lift Station 1 at a cost of \$7,350.00. Director Cicon seconded and motion carried.

Outside District

- None

Inside District

- None

The meeting adjourned at 3:20 pm.

Respectfully submitted,  
Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, DECEMBER 17, 2019)**

## MINUTES

### LCWSD BOARD OF DIRECTORS MEETING DECEMBER 17, 2019

**PRESENT:** Directors Marc Liechti, Howard Cicon, Jim Heim, and Todd Fleming, and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

**ABSENT:** Roxanne Wadman

Director Liechti called the meeting to order at 2:04 p.m.

**AGENDA:** A motion was made by Director Heim to accept the agenda as presented. Director Cicon seconded, and motion carried.

**VISITORS:** None

**APPROVAL OF MINUTES:** The Minutes of the November 19, 2019 Board Meeting were reviewed. The Preliminary Environmental Review noted under Old Business was changed to Preliminary Engineering Report. Minutes will be approved at the next meeting.

**FINANCIAL REPORT:** The financial reports were presented by the General Manager. A motion was made by Director Cicon to approve the financial report. Director Heim seconded, and motion carried.

**BILL APPROVAL:** Accounts payable for November 2019 were reviewed and expenses of note discussed.

The Capital One credit card statement for November 2019 was also reviewed.

A motion was made by Director Heim to approve the bills. Director Cicon seconded, and motion carried.

**DELINQUENT REPORT:** Progress continues in collecting payment from delinquent accounts.

#### **OLD BUSINESS:**

Treatment Site - PER – DEQ agreed, we should add the capacity increase argument to the Preliminary Engineering Report (PER) report.

#### **PROJECT UPDATE:**

None

**NEW BUSINESS:**

PRVs (Pressure Reducing Valves) – As Phase III of the Spurwing project gets underway it was decided to abandon the 6-inch AC line and install a new 8-inch line. Lots with 85 psi or greater will be required to install a pit with both a meter and PRV. The Service Standards will be updated to reflect this new requirement.

Lakeside Blvd North – Water Line – This 2-inch line has experienced several leaks in recent years. Board discussed upgrading line (pipe bursting).

Board also discussed initiating a “water reserve” for future long-term water line maintenance projects.

Outside District

- None

Inside District

- None

The meeting adjourned at 3:45 pm.

Respectfully submitted,  
Beth Dotson, Secretary

**(NEXT MEETING DATE IS TUESDAY, JANUARY 21, 2020)**