

MINUTES

LCWSD BOARD OF DIRECTORS MEETING JANUARY 21, 2020

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: The agenda was amended to include “Water Rights” under Old Business and “School Addition Road Force Main” under New Business. A motion was made by Director Heim to accept the amended agenda as presented. Director Fleming seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the November 19, 2019 and the December 17, 2019 Board Meetings were reviewed. A motion was made by Director Fleming to accept the minutes as presented. Director Heim seconded, and motion carried.

FINANCIAL REPORT: A motion to approve Resolution 20-1 Authorizing Participation in the Short-Term Investment Pool (STIP) was made by Director Heim. Director Fleming seconded, and motion carried.

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

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

The Capital One credit card statement for December 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:

Water Rights – DNRC has approved our water rights submittal. A public notice will be published in the near future.

PROJECT UPDATE:

Lakeside Estates Phase III – the current owner may have a client who wants to purchase all of Phase III. Roads will be installed in the spring of 2020. Phase III currently consists of 45 EDUs. Developer will contribute an additional \$40,000 for Phase IV which will include drilling of a new well.

NEW BUSINESS:

Caroline Point Grinder Pumps – The upgrade to the grinder pumps included SCADA. We are now being told that the modems need to be replaced at a cost of \$350.00 each. The value to LCWSD does not justify the cost. Therefore, SCADA will be dropped from the grinder pumps. The alarm lights and sound are still functional.

Land – The overflow from the Tank Well is designed to flow down a ditch line thus avoiding flooding of nearby properties. However, the Tank Well did overflow and did flood a customer's basement. Upon investigating, the ditch line was filled with cat litter and grass clippings, thus blocking the flow. Ditch was reopened and customers were asked not to dump anything in the ditch.

The owner of the approximately 7,000 sq. ft. piece of land directly below the Tank Well may be willing to sell it to LCWSD. This would be valuable to LCWSD for a storage building or possible site of a future well.

School Addition Road Force Main – There are currently two homes on School Addition Rd. Boon Road that are tapped into the LCWSD force main. Other requests for sewer service in this area have been received. Board discussed installing a tapping vault to allow more properties in this area to tap into our sewer line.

Outside District

- None

Inside District

- None

The meeting adjourned at 3:30 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, FEBRUARY 18, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING FEBRUARY 18, 2020

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

ABSENT: Roxanne Wadman

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

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

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the January 21, 2020 Board Meeting were reviewed. A motion was made by Director Fleming to accept the minutes as presented. 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 January 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statement for January 2020 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:

None

NEW BUSINESS

Ordinance 20-1 – A motion was made by Director Cicon to increase the Troutbeck-Rise Lakeside Estates water base rate by 5% from \$16.09 to \$16.89 as of March 26, 2020. Director Heim seconded and the motion carried.

Ordinance 20-2 – A motion was made by Director Cicon to annex 200 Boon Road into the District. Director Heim seconded and the motion carried

Rate Review – A two-member committee was formed to review rates and projections.

PROJECT UPDATE:

None

Outside District

- None

Inside District

- Habitat for Humanity – water & sewer (3 homes at full price and 2 homes with 50% reduced sewer rate and no charge for inspection).

The meeting adjourned at 3:15 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, MARCH 17, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING MAY 19, 2020

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

ABSENT: Howard Cicon

Director Liechti called the meeting to order at 2:15 p.m.

AGENDA: The agenda was amended to include Pisk Blacktail Estates and Siderius Phase 3 under New Business Inside District A motion was made by Director Wadman to accept the agenda as amended. Director Heim seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the February 18, 2020 Board Meeting were reviewed. A motion was made by Director Fleming to accept the minutes as presented. 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 Wadman seconded, and motion carried.

BILL APPROVAL: Accounts payable for February, March, and April 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statements for February, March, and April 2020 were also reviewed.

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

DELINQUENT REPORT: Due to the Corona Pandemic late fees were not assessed for March and April 2020 nor delinquent customers contacted.

OLD BUSINESS:

Rates Committee - due to the pandemic the Rates Committee did not meet. They will meet soon to continue their review of rates and projections.

Lakeside Club – installing water/sewer lines to back side of Ridgeline Cabins.

Lakeside Marina – a boat pumping station is scheduled to be installed this year.

Lakeside Estates Phase 3 – roads are being put in and should be ready for paving soon.

NEW BUSINESS

New Lakeside Well – with the new developments (Blacktail Estates and Lakeside Estates Phase 3) a need for more water capacity is anticipated. LCWSD currently has 45 EDUs. The initial design phase of a new well will be initiated.

Tank Well Land Purchase –the property adjacent to the Tank Well on the north side is unusable by the current owner but would make a good building site for a storage building for the District. A motion was made by Director Heim authorizing Rodney Olson to negotiate a purchase price not to exceed \$10,000 with the owners of this property. Director Fleming seconded and the motion carried.

Ordinance 20-3 – A motion was made by Director Wadman to annex 111 Pine View into the District. Director Fleming seconded and the motion carried.

Insurance Audit – MACO Insurance will be on site on May 21 to do a liability audit.

Lightning Strike – during a storm earlier this month, lightning struck the pivot and damaged the control panel.

The meeting adjourned at 4:00 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, JUNE 16, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING JUNE 16, 2020

PRESENT: Directors Marc Liechti, Jim Heim, Roxanne Wadman, Howard Cicon, and Todd Fleming, 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 Fleming to accept the agenda as presented. Director Cicon seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the May 19, 2020 Board Meeting were reviewed. A motion was made by Director Heim to accept the minutes as presented. 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 Cicon seconded, and motion carried.

BILL APPROVAL: Accounts payable for May 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statements for May 2020 were also reviewed.

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

DELINQUENT REPORT: Due to the Corona Pandemic late fees were not assessed for May 2020 nor delinquent customers contacted.

OLD BUSINESS:

Rates Committee – scheduled to meet on June 25, 2020.

New Lakeside Well – currently gathering estimates.

Garrett White – Water Right – application for a water rights extension to the north side of Bierney Creek Road has been submitted to the DEQ.

Projects Update

Lakeside Club – new sewer lines are being installed to the back lots of the Ridgeline Cabins.

Lakeside Estates Phase 3 – roads have been paved. Lots are ready for sale.

Blacktail Estates – sewer lines are being installed.

NEW BUSINESS

Ordinance 20-4 – A motion was made by Director Cicon to annex 1199 Trappers Creek into the District. Director Wadman seconded and the motion carried.

Ordinance 20-5 – A motion was made by Director Wadman to annex 214 Deer Trail and 632 and 585 Bierney Creek Road into the District. Director Cicon seconded and the motion carried.

Budget Review – the FY21 budget was presented by the General Manager. A motion to approve the FY21 budget as presented was made by Director Cicon. Director Fleming seconded and the motion carried.

The meeting adjourned at 3:27 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, JULY 21, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING JULY 21, 2020

PRESENT: Directors Marc Liechti, Jim Heim, Roxanne Wadman, Howard Cicon, and Todd Fleming, 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 presented. Director Fleming seconded, and motion carried.

VISITORS: Nicole Noonan, Auditor

Nicole presented the 2019 Audit Report. She identified one area for improvement involving compensated absences. Her recommendation has been implemented. Also noted is the deficiency involving LCWSD's knowledge of generally accepted accounting principles. As in the past, this deficiency is remedied by contracting with Nicole Noonan, CPA.

She also noted that the water fund needs to be addressed. Though there are sufficient monies in the water fund for the upcoming period, there is no cushion should a major project arise.

APPROVAL OF MINUTES: The Minutes of the June 16, 2020 Board Meeting were reviewed. A motion was made by Director Heim to accept the minutes as presented. Director Wadman 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 Cicon seconded, and motion carried.

A motion was made by Director Heim to approve Resolution 20-2 that authorizes participation in the Board of Investments of the State of Montana's Short-term Investment Pool (STIP). Director Cicon seconded, and motion carried.

BILL APPROVAL: Accounts payable for June 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statements for June 2020 were also reviewed.

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

DELINQUENT REPORT: Due to the Corona Pandemic late fees were not assessed for June 2020.

OLD BUSINESS:

Rates Committee – the Committee presented their findings and recommendations. It was suggested that a five-year plan be established to bring the differing rates of the four (4) water systems into one rate for all systems. A public hearing will be required. Montana Rural Water will be asked to run this meeting. They will be contacted to schedule a meeting after the first of the year.

New Lakeside Well – two (2) consulting firms provided quotes. A motion was made by Director Cicon to accept the proposal from Water and Environmental Technologies (WET). Director Wadman seconded, and motion carried. The currently identified site for the new well will require a 100-foot protection zone around the well. This will require a variance or easement(s).

Projects Update

Lakeside Club – none

Lakeside Estates Phase 3 – none

Blacktail Estates – The new sewer lines have been installed & tested. The water lines are being installed over the next couple of weeks.

NEW BUSINESS

There were three (3) new sewer hookups inside the District boundaries and one (1) sewer connection outside District boundaries (Somers).

The meeting adjourned at 3:45 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, AUGUST 18, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING AUGUST 18, 2020

PRESENT: Directors Marc Liechti, Jim Heim, Roxanne Wadman, Howard Cicon, and Todd Fleming, 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 presented. Director Wadman seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the July 21, 2020 Board Meeting were reviewed. A motion was made by Director Heim to accept the minutes as presented. 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 July 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statements for July 2020 were 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:

Water and Sewer Rates – Met with Dan Kramer, Montana Rural Water Association, to discuss a public meeting to present the rate increase. A second meeting is scheduled for August 24.

New Lakeside Well – preparing a deviation request to the DNRC for well placement.

Projects Update

Lakeside Club – none

Cooper Farms – Mark Owens contacted Director Liechti regarding the \$100,000 LCWSD currently holds in reserve for a housing development of 800 units. The agreement was extended for an additional seven (7) years to 2027. He wants to use some of this money for water infrastructure development. The agreement states that this money is for hookup fees near the end of the project. With the treatment site expansion required to service this development, the Board is not willing to renegotiate the use of these monies at this time. However, LCWSD may consider renegotiating if the number of desired lots is lowered from the current 800 units.

Lakeside Estates Phase 3 – roads have been paved.

Blacktail Estates – the water lines have been installed and will be pressure tested.

NEW BUSINESS

Phone System – As the current phone system was failing, LCWSD switched to a high-speed internet service and is converting to a VOIP phone system.

Sunset Ridge Water Leak – Prior to LCWSD taking over the Mission View water system there was an old line that serviced three (3) lots (trailers). There was also an unused frost-free hydrant that was locked by LCWSD. These trailers have since been removed and residences built. This main line is under the foundation of one of these residences. The leak was located, repaired, and the frost-free hydrant removed. One of the homeowners requested that this old line be removed. Because the line has been repaired no further action is required at this time. A letter will be written to the concerned homeowner.

Water Split in Accounting – LCWSD currently operates four (4) water systems. Accounting has tracked each system individually within the water fund. As all the monies come from the same fund, a recommendation was made to combine the water systems within the water fund to simplify accounting. The LCWSD auditor will be contacted for input. The Board approved combining the four (4) water systems if the auditor feels there are no obstacles.

There were two (2) new sewer hookups inside the District boundaries .

The meeting adjourned at 3:35 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, SEPTEMBER 15, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING SEPTEMBER 15, 2020

PRESENT: Directors Marc Liechti, Jim Heim, Roxanne Wadman, Howard Cicon, and Todd Fleming, 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 presented. Director Cicon seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the August 18, 2020 Board Meeting were reviewed. A motion was made by Director Fleming to accept the minutes as presented. 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 Wadman seconded, and motion carried.

BILL APPROVAL: Accounts payable for August 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statement for August 2020 was also reviewed.

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

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

OLD BUSINESS:

Water and Sewer Rates – met with Dan Kramer, Montana Rural Water Association. He felt the rate plan was good and in line with the rest of the State. He suggested holding a public information forum prior to the public meeting and using a bond council in drafting the resolution to ensure legal correctness.

New Lakeside Well – met with Water Environmental Technologies (WET) regarding the well location site. Spoke with Dennis Frazier, DEQ, who will be reviewing the deviation request. He said the State is way behind due to the COVID crisis, but he did not see any problems. The request will be sent to the State next week.

Water Split in Accounting – the four water systems have been combined within the water fund resulting in a more simplified accounting system.

Projects Update

Lakeside Club – none

Cooper Farms – none

Lakeside Estates Phase 3 – infrastructure is complete. Phase 3 is now for sale.

Blacktail Estates – water pressure has been tested and the system chlorinated. Next step is paving of the road(s).

NEW BUSINESS

Ordinance 20-6 – a motion was made by Director Cicon to annex 645 N. Juniper Bay road into the District. Director Wadman seconded and the motion carried.

Audit Contract – a standard three-year audit contract was received from Nicole Noonan. New regulations require that a second auditor be retained for financial statement preparation and review of non-audit services. A motion was made by Director Heim to accept the three-year audit contract from Nicole Noonan. Director Cicon seconded and the motion carried.

Somers/Sliter Annexation (Park) – The proposed site is requesting six (6) EDUs. The proposed plan would limit the site to 6 EDUs and the site would be annexed into the District. These 6 EDUs would be used for amenities consistent with a park property. Plant Investment Fees would fall under Lakesides out-of-district fees (late comer & system development) and be required at time of hooking up these amenities. A motion was made to approve servicing and annexing the site by Director Wadman. Director Cicon seconded and the motion carried.

There were six (6) new hookups inside the District boundaries (five sewer and one water and sewer).

MISCELLANEOUS

As one of the three operators resigned, it was suggested that a contract employee be hired to assist in on-call, locates, etc. as the need arises rather than hiring a full-time operator. The Board approved the suggestion and requested that the LCWSD attorney review the contract.

The meeting adjourned at 3:30 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, OCTOBER 20, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING OCTOBER 20, 2020

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

ABSENT: Roxanne Wadman

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

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

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the September 15, 2020 Board Meeting were reviewed. A motion was made by Director Heim to accept the minutes as presented. 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 Heim seconded, and motion carried.

BILL APPROVAL: Accounts payable for September 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statement for September 2020 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:

Water and Sewer Rates – on hold.

Projects Update

Bear Meadows – none

Lakeside Club – none

Cooper Farms – none

Lakeside Estates Phase 3 – infrastructure is complete. Phase 3 is now for sale.

Blacktail Estates – roads have been paved.

NEW BUSINESS

There was one (1) new water hookup inside the District boundaries and one (1) new sewer hookup outside the District boundaries.

MISCELLANEOUS

None

The meeting adjourned at 2:30 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, NOVEMBER 17, 2020)

MINUTES

LCWSD BOARD OF DIRECTORS MEETING NOVEMBER 17, 2020

PRESENT: Directors Marc Liechti, Jim Heim, Howard Cicon, Roxanne Wadman, and Todd Fleming, 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 presented. Director Fleming seconded, and motion carried.

VISITORS: None

APPROVAL OF MINUTES: The Minutes of the October 20, 2020 Board Meeting were reviewed. A motion was made by Director Heim to accept the minutes as presented. Director Fleming 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 Cicon seconded, and motion carried.

BILL APPROVAL: Accounts payable for October 2020 were reviewed, and expenses of note discussed.

The Capital One credit card statement for October 2020 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:

Water and Sewer Rates – on hold.

Land Purchase – a motion was made by Director Cicon to purchase the property adjacent to the Tank Well on Grayling Road for \$8,000.00. Director Heim seconded, and motion carried.

Projects Update

Bear Meadows – none

Lakeside Club – none

Cooper Farms – none

Lakeside Estates Phase 3 – none

Blacktail Estates – none

NEW BUSINESS

There was one (1) new sewer hookup inside the District boundaries and two (2) new sewer hookups outside the District boundaries.

MISCELLANEOUS

None

The meeting adjourned at 2:45 pm.

Respectfully submitted,
Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, DECEMBER 15, 2020)