

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes November 10, 2025 ***

General Meeting:

FINAL

I. Call to Order 7:00 pm

General Meeting for FCWD #101 held this November 10, 2025.

Directors present include Hilary Shirey, president, Linda Parker, vice president, Jody Mason and Steve Fucci.

Directors absent: Norm Nunnally.

Also present: Russ Olsen, property owner; Sasha Marlett with MidWest Assistance Program; Gavin Pirrie, CWO and Tina Morrison Bondy, Board Secretary.

II. Adoption of the Agenda. Linda Parker made a Motion to adopt the Agenda; Steve Fucci seconded and all voted in favor.

III. Review and Approval of Minutes from October 7, 2025.

The prepared minutes were previously circulated to the Board; Hilary addressed the concern raised by Norm Nunnally of a lack of specificity around a comment about a leaking hydrant. Following the acknowledgement from Gavin Pierre, that no leaking hydrants have been found, Hilary made a Motion to approve the minutes as prepared. Jody seconded and all voted in favor.

IV. Time for Public Comment and Discussions - 5 min limit / property owner.

Russ Olsen was attending to discuss whether contractors putting in own hookups. He is an owner at 200 Circle Drive. This property used to have water service, but no meter / meter pit, so not part of the 2019 project.

The discussion was around whether the owner could use licensed, bonded, insured contractors to do the work, with Gavin overseeing. Options are to let the property owner do it themselves (again with a licensed contractor), or the District has someone that they could hire that would work with the property owner and the property owner would be paying. Discussion about impact fees and/or hook up fees as well.

If property is in the district, allowed to run own well with the permission of the district. Can advise the owners of the actual products / specifications through Ferguson, because they need to be to spec, and need to work with the radio-read meters.

Advised Russ that yes, he can tap in, but the Board will need to get back to him on the costs. In the meantime, advised him to go to the fcwd101.com site and fill out / submit a Transfer Ownership form.

V. Reports

- a. **Board President: Last Month Action Items Recap** – addressed along with Water report.
- b. **Water Operations** – (written report attached)

Board was also provided with water reports going back to March 2024 for history.

Gavin discussed that the tank was chlorinated and flushed, took the next bacteria sample earlier today, and awaiting results. He noted no obvious concerns with the tank; door nice and sealed.

He received quote from Inland Potable Services, Inc., for cleaning the tank. The proposal was for \$3650, but split with another district. Bundling would save FCWD101 money and the district's portion would be \$2000 or less. That quote included removing up to 3" of sediment, they jump in the tank with a big vacuum. The quote today is valid once signed for up to one year, and Gavin will work on getting scheduled for spring 2026. Discussion with the board about impact for customers, and noted that there should be a notification to the customers of an upcoming cleaning.

Hilary made a Motion to accept the cleaning bid; Linda seconded and all voted in favor.

To follow up on the confusion after last meeting about a potential leaking hydrant, Gavin talked with Jeff (former CWO), and he couldn't remember anything in particular, thought that perhaps he confused with the GNP. No leaking hydrant found.

Gavin also discussed with Jeff about rectifying the hotel's meter given the access issue (meter is in the mechanical room with their pressure tank); not a huge issue – it should be done but not pressing. This is probably a \$5k project, including installing a meter pit. Board discussed adding this to the scope of work with the PER.

Gavin reported he spoke with Brian at the Wonderstone about Brian being in contact with the DEQ and DNRC about drilling a new well. The company is not opposed to helping financially to improve the district capacity, but they are starting to explore their options.

c. **Financial Operations**

Board was provided a current balance sheet as well as a sheet detailing all expenses paid in October and the aging accounts report.

Hilary advised that typically bill out about \$7000-\$7500 a month; this month was \$7300.

Steve Fucci made a motion to allow Whitefish Financial the ability to pay bills on behalf of the District; Jody seconded and all voted in favor.

Steve and Hilary both went to Glacier Bank to discuss investing some of the larger amounts / accounts and were recommended a 3 month CD at 3.65 interest rate.

Hilary and board discussed amongst themselves, and with Sasha, about putting \$70k of the \$75k from the asset replacement account and \$25k from the FCWD101 checking account both into a 3 month CD.

Steve Fucci made a Motion to put \$70k asset replacement funds and \$25k checking into a 3 month CD at Glacier Bank; Linda seconded, all voted in favor.

d. Admin: Website / Email Updates

Rural Water Impact gave a 6 month review of the current FCWD101.com website. Overall was positive but recommending that all Ordinances and Resolutions be uploaded as PDFs, as well as the approved March 2021 Bylaw amendments.

VI. Unfinished Business

a. Tabor Property Hydrant –

Hilary spoke to surveyor about further defining the easement. Issue remains that the hydrant and meter pit are in the way and Mr. Tabor wants the hydrant to be removed; look into removal of the hydrant. But note that if any substantive functional changes are being proposed, must be engineered.

b. Generator – Hilary contacted Glacier Power Supply – Flathead Electric can type in meter number for determining generator needs. To size a generator properly – add safety or load factor of 20-25%. 25-30 kw would be plenty for what is currently needed; existing generator is 22kw. 48kw was proposed for expansion this summer.

The question was posed to Gavin, if there was a power loss, do all 3 pumps need to be running? In order to calculate peak demand, per Gavin, you size it to your max load – with everything running, minus your biggest thing on the system. Size to all 3 pumps running and the well kicks on.

Recommending we service the current generator and work a new one into an upcoming PER / project.

c. Insurance / Legal Services – Travelers provided an application for Directors and Officers additional coverage. We will complete the application and determine what coverage may cost at the next meeting.

d. Building for the Future – PER – the district was listed on the state site, but not on a separate small government entity site. Per Sasha, there is a CBDG open until the end of the month. There are Montana DNRC and other grants available that Hilary is looking into. Plan is to send out a request for proposal for PER in the meantime.

- e. **MAP review of Bylaws, Policies and Procedures.** Per Sasha, once the local gov't registration is up to date, then they can address the review of the bylaws, policies and procedures. Recommending that the current version of the Bylaws be up to date on the website. Further, 2025 Annual Financial Report (AFR) is due at the end of December. Whitefish Financial should be able to help pull this, but Sasha can help with the required form.

VII. New Business

Hilary advised that some of the manufactured homes that are in the Heights are being purchased on a Rent-to-Own fashion. Discussion about who can be on the water bill, since it is a rent to own. The current procedure is for the owner to be listed. But in this case, the current owner is acting like the bank. So it may make more sense for the purchaser to be listed in the meantime. Do we need to update an ordinance to be able to have the purchaser be listed on the water bill?

Further discussion about the impact fee / costs for adding a meter and meter pit. Need to understand what the capacity is and how many empty lots, in planning for the future. The former Phyggs Deli has been purchased, and there is a current commercial meter there. The new owner has received septic approval for several tiny cabins. The Board / District needs to consider the question about meters and costs for new builds.

Per Gavin, the first week of December, he plans to pull out the meter that is not working in the pumphouse and clean it. Should be about. 10pm. He will let us know so we can communicate to the district customers.

He will also follow up on a quote from a plumber for the backflow preventer.

VIII. Correspondence and Additional Discussion

In discussions about PER and engineering needs – also will need an Income survey – need Census Designated Places (CDP). Sasha can help with this.

Hilary Shirey made a Motion to adjourn the monthly Board Meeting; Steve seconded and all voted in favor.

IX. Adjournment – 8:37pm

-- Board to announce the next General Meeting of the Board scheduled December 9, 2025, 7pm, at the Badrock Fire Department.