

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes October 7, 2025 ***

General Meeting:

FINAL

I. Call to Order at 7:00pm

General Meeting for FCWD #101 held this October 7, 2025.

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

Also present: Gavin Pierre, CWO, Tina Bondy, Board Secretary and customers Clarence Tabor and Norm Nunnally.

II. Adoption of the Agenda – Jody Mason made the Motion to adopt the Agenda, Steve Fucci seconded and all voted in favor.

III. Minutes – *Discussion and approval of the September 2, 2025 Minutes*

The Minutes having been provided in advance to the Board, Hilary Shirey made a Motion to accept the Minutes as drafted; Jody Mason seconded and all voted in favor.

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

No comments / public comments

V. Board Positions

a. New Member Appointment

- i. Hilary introduced the three potential new Board Members based upon the receipt of statements of interest received from Norm Nunnally, Tyler Robinson and Josh Searcy.

Board discussion about voting following Hilary reading the introductions / statements of interest. Linda began looking into the board training protocol references, noting that this will be taking the place of Russ's position, which term expires in 2027.

Propose to move the member appointment to after unfinished / new business – to ensure we do this properly. All in favor – yes.

b. Election of Officers to Fill Vacancy

Following the vote to fill the vacancy, the Board returned to the election of officers for this year.

Steve Fucci made a Motion to appoint Hilary Shirey as President. Jody Mason Seconded and all voted in favor.

**Steve Fucci made a Motion to appoint Linda Parker as Vice President
Jody Seconded and all voted in favor.**

VI. Reports

a. Board President: Last Month Action Items Recap

b. Water Operations - Gavin Pierre in attendance for this meeting, he was hired in July. He forwarded electronically the operator's report for the past month to Hilary and then ran through the following points of interest from going through the operator's reports for the past year:

- Checked all pressure tanks; replaced the bad pressure tank and all leaking valves. All tested and working correctly right now.
- Noted that there was talk of a hydrant leaking. This was in the March 2025 report. Gavin will contact Jeff to determine what hydrant.
- Pressure issues with Wonderstone – hotel meter seems to be inside of the hotel, though this was a question. Gavin inquired whether it got moved outside or into a vault. Any further info on the tanks and being filled at off hours? Russ had discussed with the hotel managers earlier in the summer and recommended that the tanks be filled at night. The hotel was threatening to drill their own well. Given the cost, it may be better use of resources to work with us to improve the district as a whole. Brian is the owner/manager and Gavin will contact.
- Backflow preventer – this previously needed to be rebuilt. Gavin inquiring as to whether this was done. This would be a higher priority item, and would need a plumber.

Hilary asked Gavin to put together a list with recommendations for the Board to review.

- Water meter in tank pumphouse is not currently working. Gavin spoke with Clark at Ferguson and plans in Nov to do a full shutdown, take out guts of meter, clean it; meter company won't send a plate or a loaner, so going to take it out – clean it. Should take about a ½ hour – put it back in and see if it works. If it doesn't work then we can figure out next steps. Will plan for 10-11pm and give notice (mid-week as well).
- Testing – all of the tests are done for the year. Only Storage tank came back positive. Means not a large contamination. Took samples at Outfitter and A&W. No ecoli in the results, will need to chlorinate the tank, flush to the end of the system. Will be low level city grade chlorine, test / retest next month on a regular schedule. Scheduled maintenance; results can be posted on the website. Hoping to start next week.

- Storage tank – need quote to get tank cleaned. Company in Eureka – waiting on quote. Another company that Gavin is aware of is coming up next summer to do this for another tank that will need it. Waiting on numbers for this also.
- Lease on the storage tank – 99 year lease; needs to be a new storage tank and chlorination. District needs to grow and accommodate what we have and for the future. Exploring a PER, need this for the grants/loans. Starting this process and discussion with the Board on this.

c. Financial Operations

i. Appointment of Whitefish Financial to FCWD 101 Glacier Bank Checking Account

Hilary Shirey made a Motion to allow Whitefish Financial access to the account statements; Jody Mason seconded – all voted in favor.

ii. Audit Plan – Hilary lead the discussion of the following items:

1. Have started this and getting Quickbooks back on track; we have identified a clerical error in Nov 2023. QB hasn't been reconciled – partly because they don't yet have the statements.
2. September deposited \$7194.41
3. 85 residential meters and 11 commercial meters (\$45/\$90) + per gallon usage
 - a. Billed out \$7086.

iii. Review of Financial documents

1. Steve brought up the investment of the asset replacement savings account.
2. Per Gavin – there are other districts that do this – put \$\$ into a CD.
3. Glacier Bank does have high yield savings. Already have a savings account there – if we change the type of account – full balance can get interest.

Hilary made a Motion to change the Glacier Bank account (asset replacement) from a saving account to a high yield account. Jody Mason seconded; all voted in favor.

Steve offered to go and talk to Glacier Bank about this.

iv. Aging Accounts Summary

Once we get all accounts properly reconciled – will be able to address the aging accounts. There are a few though that are terribly delinquent; if no efforts to be made, can file a tax lien. Discussion though of need to make sure records are correct; and then also need a policy regarding shut off notices.

d. Admin: Website / Email Updates

All minutes and agendas are on the website – all up to date.

Have access to email.

VII. Unfinished Business

a. Tabor Property Hydrant

Hilary addressing this and has emailed the surveyor for info. Explained to the Board and Mr. Tabor that although the easement that the District paid for several years ago is recorded, it is not clearly defined. The document that was recorded did not include any dimensions or a survey with the easement.

Discrepancy - saying the hydrant is in the easement / Clarence is saying it is not. Discussion about surveyors, other information, etc.

Want to see what was paid for and what we got. Question as to whether this was surveyed in 2019. Hilary to continue working on this issue.

b. Generator

Hilary has reached out to an engineering firm and the question is more complex. The 48kw is sufficient to run what we currently have; if we increase or expand the amount of pumps, no one can answer whether this would be sufficient.

Hilary asked Gavin for any input. If we want to keep what we have now and it's working - probably like for like; all for upgrading.

Currently have a 22kw now - but won't work for what the district has now.

Before proceeding with the 48kw generator, we need to start with identifying goals for what we want the District to look like. Goes back to the PER- in the meantime we do have a generator;

Can calculate for the max kw demand. Would have an electrician come out -

Would it need to run the booster pumps, one well or both?

If the power goes out - booster pumps kick on from storage tank to customers.

Need to talk to an electrician to get current draws and what the generator will do. This was done earlier this year, Hilary will consult with Russ and report back.

c. Insurance / Legal Services

Need to have a list of needs for an attorney - and submit.

Gavin recommends - Crowley & Fleck (from engineer - water rights attorney);

County commissioners office should have a list of requirements for any board or commission;

d. Building for the Future - PER

Hilary found out about a DNRC grant - submitted for a \$40k grant to be used to hire an engineer; once we get this - can send request engineering proposals. She did consult with an engineering consultant to take a look; this is a state grant.

May need to match funds (perhaps with the loans and grants account); should hear back by the end of the month.

Gavin – also has another engineering firm that could help if that doesn't work.

e. Bylaws Review / District Policies / Daily Operations and Procedures

Hilary – talking with MAP about these topics (Midwest assistance); they are reviewing Bylaws and district policies – and will provide a report by next meeting.

VIII. New Business

- a. Note to the Board, as long as notes are disclosed the Board can hold an emergency meeting without public present as long as minutes are properly kept.
- b. Board discussion and vote on new Board Seat. Following the discussions and Linda's review of the procedural aspects, the Board voted to appoint Norm Nunnally to the vacant seat.

IX. Correspondence and Additional Discussion

406 Engineering contacted the District, proposing a boundary line adjustment. This is a mandated DEQ request as the proposed property is within 500 feet of the District. Discussion as to the location of the property, being south of Berne road; There isn't a main that is nearby. Recommendation is a "no".

Linda Parker made a Motion to say "No" to the request by 406 Engineering for this boundary line adjustment. Steve Fucci Seconded and all voted in favor.

Hilary countersigned the document and asked the Secretary to return it to 406 Engineering.

Norm made the Motion to ADJOURN this meeting. Steve Fucci Seconded and all voted in favor.

X. Adjournment - 9:30pm

-- Board to announce the next General Meeting of the Board scheduled November 4, 2025, 7pm, at the Badrock Fire Department.