

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes December 9, 2025 ***

General Meeting:

DRAFT FOR BOARD REVIEW

I. Call to Order 7:01pm

Directors present include Hilary Shepard; President, Linda Parker; Vice President, Steve Fucci, Norm Nunnally

Directors absent: Jody Mason and Secretary Tina Bondy

Also present Sasha Marletts with MAP, Clarence Taber

II. Adoption of the Agenda: Hilary made a motion to approve and all in favor

III. Review and Approval of Minutes from November 11, 2025:

It was noted that the draft minutes should be posted within a week of the meeting and that per MCA they need to be posted within 30 days of approval. No further discussion Steve made a motion to approve, Linda Second, all in Favor.

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

Clarence Taber would like minutes posted ahead of meetings.

He says there are 3 easements on his property, one we paid for, one from the old system and would like a letter that the old one has been abandoned. The property he bought from the state has an easement as well that we (the board) may not know about. Matt from AtoZ said they would draw it up but no one talked to Mr. Taber but the past minutes say they did.

Some info in past meeting minutes was stretched and personal opinions were included (early 2025, 2024 and such) Would like minutes to remain factual.

If there is any info on a public meeting that was held at the county in March, April or May he wants minutes. It was noted that Russ said it was a public meeting and Mr. Taber spoke to a county employee who said they were having a meeting. No one currently on the board is aware of this meeting or was a board member when this happened, no further discussion was had on it.

V. Reports

a. Board President: Last Month Action Items Recap

Linda and Hilary moved money from checking and savings to a 3 month CD earning 3.65% and will renew for 3 months at a time at the highest interest rate until we move it.

b. Water Operations: FCWD101 Operator Report Dec 2025

- Tank condition

- o False positive on the monthly bacteria test

- All repeats came back negative

- If we have another positive test, I think we should drain the tank and get

inside of it if we cannot find any breaches in the tank from the outside.

o Condition of the trusses is not looking very good. They have some buildup on them and, in my opinion, need to be replaced and/or get a new tank. Exposed wood does not play well with moisture. Best replacement is a steel bolted tank (see example photo) **photo was attached to this email report

- Checked meters at 232/238 Gordon to verify they got billed correctly - they did

- Turned off water to 515 (?) Gordon for Hilary

- Plumber never showed up to test back flow preventer and have not been able to get ahold of him again

o Back to square one trying to find someone to come out to test/inspect it

- Meter cleaning is occurring tonight at 10pm. Clark from Ferguson is assisting.

- c. **Financial Operations:** In going through the last couple years books the past president or bookkeeper screwed up the quickbooks and from what we can tell she posted payments and posted the deposit as a whole. Looking for consultants to recommend the best course of action. Seems like we should undo the past two years reconciliation, delete additional deposits and make sure payments were posted to customers accounts and then reconcile. We'd prefer not do a journal entry to keep the records clean especially since the balance in quickbooks is over stated by \$60,116.01

We need to get these cleaned up so our information is correct and we can submit financial reports to the county and state. **See attached expenses

Hilary and Sasha will continue to find the best course of action and to see what is needed and what reports need filed.

- d. **Admin: Website / Email Updates,** we continue to improve the website and make it a true source of information. Some water district users still look at the old site, we need to see if we still have access to old site and the direct users to the new website at FCWD101.com

Discussed adding new forms to the website such as Leak adjustment, Request for Public records and Notice of Abandonment. Linda made a motion to add Request for public records and order for abandonment to website Steve second all in favor. Leak adjustment was tabled for now.

VI. Unfinished Business

- a. **Tabor Property Hydrant:** No longer a topic, easement is of record and when possible have hydrant removed and meter pit moved to property line not in county right of way or road.
- b. **Insurance / Legal Services.** Tina has application for E&O for officers and directors. Spoke with Marcel Quinn and they will take us on as a client needs to meet to further discuss the Water Boards legal needs. The board needs to identify needs before we move forward.
- c. **Building for the Future - PER** We need a statement of needs and send out a request for proposal to start the process. The board needs to further discuss needs.

- d. **MAP review of Bylaws, Policies and Procedures:** Hilary provided a copy of the Hungry horse rules and regulations and asked the board to take home and read and if we should adopt rules and regulations for our district.
Bylaws will be updated to current ones (2021 version) on the website and will have all resolutions and ordinances updated and in PDF form

- VII. New Business:** New service fees: Russ Olsen new owner at 200 circle dr asked for a new tap. It was discussed in the Nov meeting that we could tap in and that he needed to send in an application which he did. It was also noted that we needed to get back to him on the additional cost of hooking up outside of the meter pit and install. We looked at fees in surrounding districts, these are not impact fees but hook up fees to cover districts expenses. Hilary made a motion and Norm second and all in favor to impose a \$2500 fee for a 3/4inch and \$4000 for a 1" tap. These fees will be reviewed at the next few meetings but currently in effect for the next 90 days until a resolution or ordinance is approved.

VIII. Correspondence and Additional Discussion

Norm said we need to update our Dunn and Bradstreet listing

Discussion was also made about the current district boundary and if the county has the most up to date map. Will discuss with Tina and the history of the annexed parcels and if there is a current map.

- IX. Adjournment:** Hilary adjourned the meeting at 8:37

-- Board to announce the next General Meeting of the Board scheduled January 6, 2026, 7pm, at the Badrock Fire Department.