

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes September 2, 2025 ***

FINAL

General Meeting:

I. Call to Order 7:02pm

General Meeting for FCWD #101 held this September 2, 2025.

Directors present include Hilary Shepard, Steve Fucci, Jody Mason.

Directors absent include Linda Parker.

Also present: Bill Meyer and Sasha Marlatt from Midwest Assistance Program, Alex Garcia, Clarence Tabor and Norm Nunnally

II. Adoption of the Agenda

III. Review and Approval of Minutes from August 5, 2025

Steve Fucci read aloud the drafted minutes from August 5, 2025 verbatim. Steve Fucci made a Motion to approve the Minutes as prepared and read; Jody Mason seconded, and all voted in favor.

IV. Board Positions

Russ Barnett, previously elected to President role had circulated his resignation to the Board. Steve Fucci motioned to accept Russ Barnett's letter of resignation. Jody Mason seconded and all voted in favor.

New member appointment: Tyler Robinson and Norm Nunally have expressed interest in being on the board. Norm said the election department needs to advertise it for the public and should be put out to the district to seek other interests before the board appoints someone.

Election of Officers tabled until October until a new board member is appointed.

V. Reports - Last month action items & recap:

Board Pres: From Hilary, Vice President and acting President until next election of officers, working with WF financial to smooth out the process with billing. As acting President just getting up to speed and getting access to email, website and understanding the needs of the district. Met with Gavin who will be taking over meter reading and making sure any non reads are looked into and any leak alarms are also looked into. As the VP and acting Pres. I just want to get better operations and daily flow lined out.

Operator: See attached report from Gavin. One of the issues is that the reservoir needs to be cleaned and that Gavin has divers who will be cleaning other tanks in the valley next year and has reached out to a diver in Eureka to see his availability and cost if we need it cleaned before next year. Alex asked when was the last time it was cleaned. No one knew but that most likely was when the system was under construction.

Financial: Working with WF Financial to make sure all our books are up to date, before we take action on delinquent accounts and hoping in the coming months we will have up to date reports with deposits and expenses.

Audit plan: Norm has been asking for a full audit and that there are issues we need to look into. MAP says we don't have to do a full audit if we don't bring in over \$750,000. Norm and Clarence disagree and Clarence reads MCA ch 7 part 6. Hilary said that we will start with a year-long look back of expenses and approvals of expenses and the current financial reports and what needs done to be up to date and running smoothly and more transparent in the future.

Aging accounts: Hilary found out that we can attach a lien to the tax bills for delinquent accounts. The board would need to notify the customer and have a policy and standard in place and vote on accounts that would be lienied. Norm wants us to go to GIS to meld account numbers to parcel and owners and to have a district boundary on the GIS site. MAP added that the county will have that info and it could be added to GIS

Admin/ Website: Jody has started looking into and updating forms. We will be doing an overhaul of information in the coming months.

VI. Old Business

- a. **Insurance** - we still need to look into E&O for directors and officers, Tina may have more info on this.
- b. **Generator** - Tabled until we have a new bid and we know if the proposed new generator will address the future needs but we would need a PER to fully know what we may need.
- c. **Tabor Property hydrant** - Clarence brought a copy of the easement, Hilary will pull surveys of record and referenced in easement to understand the issue and how to move forward and meet with Clarence. Clarence brought up the hydrants and what's to know who did the survey and believes the hydrant is in the wrong place. Jody asked if Clarence wants it off his property if it is in the wrong place and he said yes. We need to find the survey and verify the easement. Clarence said he hired River Design out of WF

VII. New Business

- a. **Review of Bylaws, District Policy, Operations and Procedures:** MAP said they will review these items and make recommendations and send a report back to us. The county will offer board training with Dan Clake MSU school of Government. Norm doesn't want to allow phone or zoom attendance. Board disagrees
- b. **Building for the Future**-PER it was discussed that a PER is necessary to be able to identify current shortcomings, systems repairs and the needs for the future. We need a new storage tank and need to address low flows, generator size. It will provide us with a clear assessment of what we have and how we need to grow. Hilary motioned to approve to start exploring hiring engineers, look into funding and start the process for a PER, Steve second all approved

VIII. Public Comment

- a. Norm says the plans we have are the "As Builts" The curb stops in the as built or spec'd. But doesn't believe they were put in. We don't know what was supposed to be built or proposed. Wants to see original bids or proposals for work and the rate payers have a right to see. Steve asked who would have original plans and it was noted that Harold or Russ might and it might be in the FCWD 101 files.
- b. Clarence suggests we read the info provided by MAP and see what Rural water has available and encourages us.
- c. Norm asked if people could volunteer to be on a committee. MAP says yes and that after they make their report they can help guide us on what types of committees we may need. He also noted he has been working with the county since '74 and "they have a penchant for not noticing things"

IX. Correspondence and Additional Discussion

X. Adjourned at 8:48pm

Hilary made a motion to adjourn the monthly board meeting. Jody Mason seconded and all voted in favor.

-- Board to announce the next General Meeting of the Board is scheduled on October 7, 2025, 7pm, at the Badrock Fire Department.