

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Agenda June 4, 2024 ***
HELD BY ZOOM

General Meeting:

I. Call to Order - 7:01pm

Directors present include Nicole Bond, President, Russ Barnett, Vice President and Brian Rohletter

Also present – Jeff Soyland, Certified Water Operator, Tina Bondy, Board Secretary, Harold Herman and Christine Herman, district customers.

II. Minutes - *Discussion and approval of the March 5, 2024 Minutes.*

Following Board discussion there were no proposed changes. **Nikki Moved to approve as drafted; Brian and Russ seconded. All voted in favor.**

III. Time for Public Comment and Discussions - 5 min allotment / property owner.

Brian addressed the Board as he was approached by an owner and agreed to bring up a couple of topics of concern: (1) that Board seats have been appointed, rather than being voted upon and (2) Fire Hydrant in the district is marked as being “out of service”.

(1) The Bylaws state that if there is a vacancy on the Board, the Board may appoint an interested District resident, and does not have to wait for the next election period.

(2) The Fire Marshall was notified and they did not know anything about any of the hydrants being marked as “out of service”. Russ advised that he was recently at the fire station and the Chief asked about the hydrants. Russ and Jeff Soyland went through the district and found two hydrants have “out of service” signs, that appear to be official. The Board is not aware of those signs being placed, nor have they been contacted about this. Nikki spoke with John Toftum this past week about Junction Gas water lines and will ask him about this, and will also call the fire department contact. According to Jeff, there are at least 4 of the hydrants that have been checked and are working properly as of April.

IV. Old Business

a. Accounting Discussion

- i. Proposed Bookkeeper Info – following a letter from the District to 406 Consulting, the district has not had any response, with the exception being their latest invoice for \$250 for past month’s work. Nikki will go in and talk to them

about what was going on. Exported all of client data, need invoice history, so we have all of the records.

Roxy Smith, the new Accountant – has not heard from them either. Nikki will help Roxy this weekend to enter in the customer data / addresses, etc. So we can invoice by next week.

- ii. **Electronic Invoicing and Payment Options** – want to make sure the District customers are aware of these advances.

b. Open Board Seat(s)

Board discussion about potential Board Members that may have expressed interest. Specifically there are a couple of business owners that may be interested and/or willing. Would like to get these seats filled as soon as we can. Russ would be willing to go and ask for a letter of interest, to have this on file. If someone is interested in being on the Board, to send the District a communication - Fcwd101@gmail.com

c. 811 - UDig Enrollment Status

When Junction put in, the District did not get notified. John Toftum went and showed the lines for the two meter pits on the Junction gas site – because one is for A&W. We should have rec'd notice from Flathead County.

V. New Business

a. General Manager Position

- i. Board discussed that it may be time to look at hiring someone as a General Manager for the district. Nikki fielding a lot of calls about invoices, late invoices, questions about lines and is having to then contact Jeff for a lot of things. Depending on how much it may cost, it could certainly be worth it to have someone coordinating and then the Board could simply act for overall strategy, rather than the day to day management.
- ii. Russ agreed that this is an old problem and the last few years has been a challenge to find someone willing to do it. The District really does need to have someone that can be responsible for these things.
- iii. Brian also agreed that the District could definitely benefit from having a dedicated person in this role.
- iv. Action item would be to check with Martin City for a job description and potentially how much this could cost.

b. Proposed Annual Budget

Statement of Budget, Income and Equity - looking ahead to this fiscal year, the District could allocate a bit more to personnel – Jeff's time for additional calls; add some additional for a GM at least on a part-time basis.

Russ proposed that it would be good to have a draft job description for all positions (contractors or otherwise). This is such a small district, a GM shouldn't be a full time job, but perhaps a .3 or .4.

c. USDA Fiscal Year Reports Due – August 30, 2024

- i. **Statement of Budget, Income and Equity – covering actuals and budget from year ending June 30, 2024**
- ii. **Balance Sheet for FY just ending June 30, 2024**
- iii. **Statement of Budget, Income and Equity – for year ahead**

d. Proposed Bylaw Amendment due to electronic banking

For convenience and ease, there is a proposal to amend the bylaws to allow for electronic banking.

As an example, with the CWO, he sends the district an email/invoice, and then the district can e-bank transfer funds to pay the invoice. Leave an email trail – two people agree on payment of bills, in lieu of two signing on each check written on behalf of the District.

“In the event of an electronic payment, paid with an invoice and through the Glacier Bank account, summary of which provided to the board monthly”

All Board members voted in favor.

Bylaw amendment passes.

VI. Operator's report – Quarterly Report presented by Jeff Soyland, CWO

- a. All routine samples fine.
- b. Did Manganese flush in May – flushed 4 hydrants for an hour or 90 min.
- c. Submitting our Consumer Confidence Report – a bit of paperwork from DEQ – will be on file this month. Have to provide access for any customers to view that.
- d. Still a few items to address from the Sanitary Survey (3 year) wellhouse one, need to draw down, sanitize and fix the leak and testing the backflow preventer and a pressure tank to be replaced – we can address these in the fall when a bit slower.
- e. DEQ requirement of lead and copper lines assessment – though since we did that a couple of years ago – the District is not yet required to repeat that.

VII. Financial report – Secretary to review financial reports as of June 4, 2024

Secretary reviewed the P&L and Balance sheet; discussion about QB fee for online payments. This year – total has only been <\$20 for the year. We could assess a convenience fee. Board discussion about this, but for the time being, the District will absorb this – in light of the costs avoided.

VIII. Correspondence and Additional Discussion

Nikki has spoken with both Clarence Taber and Norm Nunnally, and invited both to apply for open positions on the Board. She reiterated that this is a Volunteer Board – she is only

here so that the District has water. This is a time consuming and unpaid role, fielding calls, and making sure that the district has water. If we don't have an active Board, we don't have District and the State will step in. The customers will end up with higher rates and higher taxes. None of the people that have been grumbling were in attendance this evening.

IX. Adjournment 8:06pm

President announced the next General Meeting of the Board is scheduled on September 3, 2024, 7pm, at the Badrock Fire Department.