

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes June 3, 2025 ***

General Meeting:

I. Call to Order 7:00pm

General Meeting for FCWD #101 held this June 3, 2025.

Directors present include Linda Parker and Hilary Shirey.

Also present: Russ Barnett and Steve Fucci, Ben Schaeffer, Water Operator from Martin City, Tina Bondy, Board Secretary and Water District Customer: Clarence Tabor,

II. Minutes - Discussion and approval of the March 4, 2025 Minutes of Regular Meeting

Minutes were electronically circulated to the board members including Russ and Steve.

Linda made a Motion to approve the Minutes from the March 4, 2025 General Meeting as presented; Hilary seconded. All voted in favor.

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

Russ addressed the meeting / board in light of the open board seats and the discrepancies as to the existing members.

The County Commissioner will appoint one board member before the next meeting.

Confirmed in writing by the Election Dept that with the two board members listed above at the meeting, they could vote on business matters tonight.

- The district is in need of a CWO / MGR in the meantime, Ben Schaeffer will help us in any emergency; have a reciprocal exchange with Martin City; Ben is Mgr of MC, Corum, HH - awarded Water Operator of the Year for the state of MT in 2024.
- The district needs a professional bookkeeper / payroll service to streamline operations. Proposing Whitefish Financial - \$375 a month. They do bookkeeping and payroll, etc. Efficient, professional and come highly recommended; Intent would be to redesign the invoices to provide more info to customers, and bills would be sent / payments received through Whitefish Financial
- Discussion about auditing the existing records; although the Bylaws stated that there would be an annual audit, this has not yet been done. There are a couple of firms in the valley that could do an audit, but cost would be \$20k. Clarence Tabor suggested he knows someone that would do the audit for \$750. There was further discussion about a Treasurer role, though that is not required per the Montana code.

Ben also suggested that perhaps a customer review of the books may be a better place to start than a formal audit, and benchmarks where are we today.

Clarence will bring in his friend to the next meeting.

- Discussion about short term goal of a new, more suitable generator. Consensus was with a couple of different companies, that we need a bigger one to operate multiple pumps in the event of a power outage. Want to make sure the district is building for the future.
- Discussion about the inline meter at the pumphouse that has stopped counting gallons; best ways to replace / repair. Big liability in the meantime without knowing how much you are pumping – we have the customer usage, but not totals. Ben can come up with a spool and recommendation for a fix.
- Question posed, is the manganese something that could be affecting? Solution it's all gummed up with manganese – pursue (part of PER) permanent solution to the manganese – so it's treated before going through the flow meter.

Clarence Tabor provided his thoughts on the current active board and raised the possibility of putting the notice of meetings on the bill.

IV. Old Business

a. Manager Role / CWO Role / Secretary Role

- i. Proposal to hire a potential candidate, Alex Underwood, however Ben advised that the scope is more extensive than Alex can handle. Ben will help with short term issues.
- ii. Board discussion about posting position publicly.

b. Financial Bookkeeping / Accounting Support

- i. Proposal to hire Whitefish Financial
 - 1. Handle invoices and payments
 - 2. Estimated \$375 a month for under 100 meter/accounts.

Board discussion - Hilary has worked with them previously, and Linda agreed that her CPA has also recommended.

Linda made a Motion to move to Whitefish Financial for all invoicing, payments, accounts payable / receiving and any upcoming employment payroll. Hilary seconded – all in favor.

- c. **New district website - FCWD101.com** – up and running but mentioned we need to get the administrative capabilities info for website from Nikki (past president).

d. Flathead County Elections

1. Board Seats Updates - Still need one additional board member; though Commissioners will be appointing one after June 5.
2. Annexation Updates - discussion about the annexation documents recorded and now effective. There are a couple of previous petitions for annexation that still must be revised.

e. Maintenance Issues to address:

- i. Water tank drain, fix liner, clean and refill schedule
 1. T-5 has had 3 years to complete and still has not happened.
 2. TM Construction – Travis Moore, does work for a lot of water districts, Russ has left a message to connect with him.

V. New Business

- a. Bylaws** - Explanation and proof of Bylaw amendments agreed to and approved March 2021, and request for Board to ratify same.

Hilary made a Motion to accept the prior changes to the FCWD 101 Bylaws that were approved on March 2, 2021. Second by Linda. All in favor.

Further discussion as to the meeting cadence.

Hilary made a Motion to change the meetings back to a monthly meeting.

Seconded by Linda. All in favor.

Secretary to update Bylaws to reflect – NOW MONTHLY MEETINGS.

b. Annual Budget (Fiscal Year ends June 30, 2025)

- i. Brief Board discussion as to whether the District accounts could be shifted to interest bearing accounts. Board agreed to look further into this.

c. Note that Spring flushing of hydrants scheduled – Wednesday June 4, 11pm

VI. Operator's report – Quarterly Report provided by Jeff Soyland

Jeff provided an in-depth report – much of which was covered by Russ' comments.

Linda got a copy of water report from DEQ saying that it needed to be retested. Linda will circulate the letter.

VII. Financial report – Secretary to provide and review financial reports as of June 2, 2025

VIII. Correspondence and Additional Discussion

IX. Adjourned at 8:54pm

-- Board to announce the next General Meeting of the Board is scheduled on July 1, 2025, 7pm, at the Badrock Fire Department.