

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes January 6, 2026 ***

General Meeting:

I. Call to Order - 7:00 pm

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

Also present – Tina Morrison Bondy, Board Secretary; Clarence Taber, District customer and Sasha,

II. Adoption of the Agenda

Hilary – Jody seconded. made a Motion to approve the Agenda; Jody Mason seconded the Motion and all voted in favor.

III. Review and Approval of Minutes from December 9, 2025

Following discussion with the Board and Mr. Taber, around the past minutes correctly reflecting the discussion and being limited to absolute business of the Board, Norm Nunnally made a Motion to accept the Minutes of the December 9, 2025 meeting with discussed changes. Linda seconded and all voted in favor.

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

Mr. Taber asked if the draft Minutes following a meeting could be posted on the website. Sasha advised that yes although need to be clearly marked as only a draft. Further Board discussion and decision to post only the draft Agenda. Although Board advised that Mr. Taber could receive a copy of the draft minutes.

Mr. Taber also brought to the Board a thank you card that he proposed the Board sign and send as a Thank you to Linda Bosworth on the 10-year anniversary of the water district, for all the work she put into getting the district up and running. The Board agreed and signed the card.

V. Reports

a. Board President: Last Month Action Items Recap

b. Water Operations

Gavin – pump house updates: (1) pulled the meter to clean and try to rehab it. Found that the turbine is non-functioning; tried to clean it but still not functioning. Without it, we don't know how many gallons are flowing; would be nice to have; a new meter though is \$2,500-\$3,000 for a new meter, would recommend a different kind, with no moving parts. Hilary asked about this idea, and whether if the investment was made now, in the future growth of the district, if this type of new meter would be sufficient. Gavin believes so, although may want to put in a compound meter (for both large and slow flows) rather than an ultrasonic meter. (2) The valve in the pump house from the remote well into the tank was dripping. He cleaned the seals and seems to have resolved.

There was a new tap installed on Steele for the property on Circle drive. No issues.

If we want to shut part of the system down, will need to be the whole system and from the pump house. Gavin advised that the district does have valves that are under the road base, and as a result, super packed down. Will be difficult to dig out if needed. Things we can do to fix that would be valve risers, though that would involve installation. Not a huge action item now but worth noting.

Backflow preventer – Gavin has not been able to find anyone to work on this, and will continue to try. Has to be specifically licensed for this. There is another hookup inside the pumphouse (a drain for the tank) so could get water to fire service if need it.

Reservoir – had another set of Bac-T hits – came back clean, but each time he looks, he sees something else. This is a concrete tank with an exposed roof / wooden trusses. Fairly common design, but need updating. New building and new reservoir are needed. Note that if we keep having Bac-T hits, going to be forced into chlorination. Hilary inquired whether we were yet on the schedule for reservoir cleaning. Discussion with Gavin about best time to have this done. Note that the reservoir stays online the whole time, so timing shouldn't matter.

Hilary emphasized, this is why we need an RFP – can't go for funding until we have the PER.

c. Financial Operations

Hilary gave a summary of what has been happening since Nov 2023 when the prior president advised that prior accounting firm 406 Accounting was not doing things properly and she moved the accounting to Roxy. Following that move, things such as building customers, receiving payments and reconciling were not being done correctly. Quickbooks entries show payments, but those transactions were not cleared and instead recorded a bulk deposit.

As a result, in the accounting system the books are overstated. We have the deposit scans / details, etc. Hilary has consulted with 3 CPAs to discuss this challenge of correcting, and specifically undoing those months of transactions. There will be some expense for time to do this but believes it's important that this Board doesn't just do a journal entry to "fix it".

At this point, the Aging Accounts report is not correct. Hilary will cross reference with all deposits, so to ensure that all past dues are correct.

Norm brought up the question about how much is owing, which is currently not confirmed. Recommends getting ready to post past dues to county taxes as a way to collect. There is a deadline of June to report to tax bill. He also wants to do an Ordinance and public notice for a meeting to discuss this topic.

Further discussion by the Board about potential ways to collect past dues, such as sending a notice, via email (with read receipt) and add notice to next month's invoice. Also discussed the door hangers that the district has previously used. Steve and Jody are willing to use those to notice past due accounts that the water will be turned off if they do not bring the accounts current.

Discussion about potential costs to get the accounts up to date and accurate. Steve made a Motion to cap the costs for doing this at \$3000, and that if it is going to exceed that, would want an emergency meeting to discuss. Jody seconded the motion and All voted in favor.

Point of order - Norm wants to discuss the emergency meeting process in the Bylaws; Comment by Sasha that there is a requirement to post even a call for an emergency meeting within 24 hours; and minutes need to be kept.

d. Admin: Website / Email Updates

The website is in compliance with Montana MCA - no more jpgs on the website. All Ordinances and Resolutions are posted. Discussion with Board about missing numbers for some of the Ordinances / Resolutions. Secretary to research past history regarding those missing numbers.

VI. Unfinished Business

a. Rules and Regulation, policy and procedures

Hilary advised that there is a need for the Board to take an indepth look at the Bylaws, Rules and Regulations. Proposing to have a Committee to review this, and Norm has agreed to head up that committee.

Sasha advised that 30-day notice is required and if more than 10% of customers want a public meeting, can have this – otherwise can write the Rules, Ordinances and New Bylaws

b. Hook up fees

Hilary received and read correspondence from Russell Olsen, a new meter pit/district customer. This Board allowed the connection on Circle Drive, all of these properties come off of Steele Drive. Prior owner did not elect to have a meter / pit installed with the district upgrade in 2019/2020. Last month the Board discussed and voted on \$2500 as a hook up fee (note that this is not an impact fee); Advised Mr. Russell during the November 10 meeting that the Board would okay the install, but would get back to him on the costs. He provided a check, but wrote a response (add into the minutes).

Board discussion about meter (roughly \$500) and meter pit (roughly \$1000) costs, as well as fittings (another \$300-\$400). The district needs to establish hook up fees; need to look at growth potential. There are costs associated with all of this. Package price needs to be established.

Hilary wants to put a response together, circulate to the Board and then will send. Gavin noted that price will change due to excavating and want to make sure this is carefully worded.

Jody and Norm – the district should be responsible for putting the meter in in the future; Gavin has a couple of contractors that he can check with as to approximate costs, but want to make sure that we are striking the right balance.

We need to have this addressed and draft what they are going to be, provide notice and hold a public hearing.

c. Insurance / Legal Services

Marcel Quinn with Hammer, Quinn and Shaw will take FCWD 101 on as a client; need direction for what we need them to do. As we get Bylaws going – have an attorney look at that.

Travelers application has been sent and awaiting quote / response.

d. Building for the Future - PER

Hilary put together a draft RFP – list of engineers to send this request to and publish to newspaper.

VII. New Business

a. Need for Committees

Addressed this earlier in the meeting and Bylaws Committee will be the first one.

VIII. Correspondence and Additional Discussion

Change of ownership issue with the former Phyiggs deli property, the previous owner Leila Landell is continuing to receive the monthly bills. There is no usage, but there is a monthly fee as the new owner hasn't transferred. Need to include a Notice of Abandonment form on website.

Hilary advised that there is a Rural Water System Conference in Billings over March 23-25. There will be a lot of useful / relevant information for the District. Hilary is willing to attend on behalf of FCWD 101.

Note as to which seats each of the existing Board holds. According to Flathead County:

Steve appointed - 2027

Jody appointed - 2027

Norm - 2027

Linda - 2028

Hilary - 2029

IX. Adjournment Hilary made a Motion to Adjourn the meeting at 8:46pm. Steve seconded and all voted in favor.

Next General Meeting of the Board scheduled February 3, 2026, 7pm, at the Badrock Fire Department.