

# FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

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\*\*\* Meeting Minutes March 3, 2026 \*\*\*

## General Meeting:

### I. Call to Order - 7:01pm

As President, I hereby call to order this General Meeting for FCWD 101 held this March 3, 2026. Directors present include: Hilary Shirey Shepard, President, Linda Parker, Vice President, Steve Fucci, Jody Mason, and Norm Nunnally

Also present: Carole Nunnally, water customer, Sasha Marlett, MAPS, and Tina Morrison Bondy, Board secretary

### II. Adoption of the Agenda - Hilary made a Motion to adopt the agenda as prepared; Steve seconded, and all voted in favor.

### III. Review and Approval of Minutes from February 3, 2026

Noted a typo to amend year to 2026.

Norm made a Motion to approve Minutes as Amended. Steve seconded and All voted in favor.

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

Carole Nunnally addressed the Board with positive comments on latest improvements in getting checks timely cashed.

### V. Reports

#### a. Board President: Last Month Action Items Recap

Hilary advised that the recap would be occurring as the Board goes through the agenda.

#### b. Water Operations

- i Hilary received a text from Gavin, noting that there wasn't really anything to note about this past month; testing was done, and the results will be back in the next day or two. He has also been thinking about the automatic control valve that is leaking in the pump house and whether it is worth it to have in there, as it appears to be another electrical mechanism to go wrong.

### c. Financial Operations

- i After a lot of detailed work, books are now in order. For 2025 financial report – we are \$75 over, likely attributed to a billing error. Current liquid assets are \$139k. Have 2 - 3 month CDs 3.65%, these renew at 3 months at highest interest rate. Took \$70k total out of the asset replacement and general checking accounts to invest.

Hilary reviewed the Reconciliation report from December and the statement ending balance was \$54k. At the same time, the QuickBook balance showed \$105k. Whitefish Financial recommended doing a journal entry to correct. That would seem to cause more problems later. Now we are within \$3400 and the Reconciliation report for end of January balances to zero. There are though, uncleared deposits and credits going back to 2023. Most of these appear to be payments that were entered twice. Some customers think they have a zero balance, but there may be payments in 2024 that were double credited. Hilary asking the board to discuss what they want to do, as this is not the customers' fault. Suggest perhaps a bad debt write off.

Board discussion and want to wait for precise aggregate number before making the motion to write off the discrepancies. Jody made a Motion to wait for the aggregate number before proceeding. Norm seconded, all voted in favor.

For March 3 summary of bills / payments, these are all consistent with previous months. Following some discussion, Norm made a Motion that these amounts (autopays) be approved so that the Board can show these have been addressed. Jody seconded. All voted in favor.

P&L is looking good this year to date. Only thing not on here is the loan payment which is an autopay, but was considered a transfer. Will get this changed to ensure loan payments appear on P&L.

- ii **Aging Summary Discussion** – Board discussed some of the most delinquent accounts, but due to privacy concerns, these names are not reflected in the Minutes.  
Discussed a Notice of Delinquency letter to be sent. Intend to send notification letter first, followed by a certified letter to anyone who does not respond by the deadline listed on the letter. If the Board is going to proceed with a lien on the property, will need to publish this.

### d. Committee Reports

- i Bylaws Committee: Norm Nunnally. He provided, in addition to redline version of the Bylaws, a prepared Resolution to nullify the past Bylaw amendments and put back to 2015 Bylaws because he claims the amendments that were made since 2015 were not handled properly.

Hilary made a motion to repeal the previous approval for the 2021 Bylaws – and revert back to the 2015 Bylaws. Steve seconded the Motion. Steve, Jody, Hilary and Norm voted in favor. Linda did not vote in favor.

First resolution that Norm prepared was Resolution 26-01, which is starting a new numbering system.

Resolution 26-02 – called for the temporary removal and replacement of past bylaws; will stay in effect pending new set of bylaws.

Hilary walked through a Board Summary of the proposed Bylaw changes.

Discussed matters such as (1) the positions of General Manager / Business manager and CWO, clarified that this can be 1, 2 or 3 separate positions. In the past FCWD 101 had a CWO that was also the GM. Currently, Gavin is only CWO and no one is acting as general manager/ business manager.

(2) Finance and Taxation, discussed that there should be a cap on the general manager's signing authority. This also sets in place the policy / operating procedure.

(3) Article 14 proposes requiring a Bylaw amendment rather than a Resolution for any change to rate structures. Discussion about whether to put rates numbers into the Bylaws. Sasha clarified though that the rates should be a Resolution.

Note that Steve Fucci is Stephen Fucci legally and ensure that is correct in the Bylaws.

Ratify in 60 days; and this resolution will expire when new bylaws are in place  
All in favor.

#### **e. Admin: Website / Email Updates**

### **VI. Unfinished Business**

#### **a. Rules and Regulation, policy and procedures**

- b. **Hook up fees and website** – Currently with the owner change order the form does not specify it is an application fee. Hilary suggested the need to amend. Proposing to remove this and discuss at next month's meeting. Application fee and hook up fee.

Hilary talked with Russ Olsen, and advised that the Board was still figuring out the fees. He's agreed to pay for Gavin's time spent on the dig / hook up. We will set rates for hooking up to system. Need to set the fees and once we get the engineering report - we will know the capacity limits on current system. This needs further discussion to be addressed later. Idea would be to have 2 or 3 licensed and bonded contractors which may make it smoother for the new accounts and customers.

- c. **Building for the Future - PER** - Hilary advised that now that finances are in order we can start applying for grants. Going to put together an application for a manganese filtration system. SRF program through state of MT - a 100% loan forgiveness program. Need to have the PER first. Can apply for CBDG funds - if you think the district has more than 51% low-income residents. Hotel does not count; resident only. If multiple families in one house, multiple surveys. Every household in district. Need commissioner to sponsor the CBDG funds.

## **VII. New Business**

Norm went to the elections department. The Board will have 4 seats expiring in 2027. We received an email from Christina Glatz clarifying Linda's seat and expiration. In December 2026 the Board will receive notice from the Elections Dept for 2027. Hilary is only one carrying over to 2029. There will be a 2-year term in 2027 - which Linda would be eligible to take.

## **VIII. Correspondence and Additional Discussion**

Rural water systems conference in Billings in March 23-26. Hilary will go and represent the district. Jody made a Motion that Hilary be reimbursed for her travel costs to the conference.; Steve seconded. Linda, Steve, Jody and Hilary voted in favor. Norm had stepped out of the meeting.

- IX. Adjournment** - Hilary Made a Motion to adjourn at 8:50pm - Jody seconded. All in favor -- Board to announce the next General Meeting of the Board scheduled April 7, 2026, 7pm, at the Badrock Fire Department.