

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Meeting Minutes May 7, 2019 ***

General Meeting:

- I. Call to Order / Roll Call.
 - a. Harold Herman called the May 7, 2019 General Meeting for FCWD #101 to order at 7:00pm.
 - b. Directors present: Harold Herman, President, Russ Barnett, Vice President and Brian Rohletter.
 - c. Also present: District residents Clarence Taber and Laurie Beck; Shane Pierson, Certified Water Operator, Matt Nerdig, A2Z Engineering, Tina Bondy, Board Secretary (by telephone) and Randy Snyder, Snyder Law Office.
- II. Reading and approval of the Minutes from previous meeting.

Secretary reviewed the April 2nd meeting minutes with the Board. Harold made a motion to approve the Minutes as read. Brian seconded and all voted in favor.
- III. New business:
 - a. Randy Snyder, FCWD Board Attorney:
 - i. Continued discussion of necessary easements.

The water line and easement situation is of interest to a variety of the properties. Presently, there's a 1" line serving multiple properties, which the DEQ prohibits. Every user must have a service line. The District can take an existing line as a main so long as it meets the DEQ specifications. The 1" line does not meet those specifications. Discussion of the options, replacing the 1" line from the distribution point to individual owners, or the District installs a new 2" line and acquire easements.

The District has inherited this problem, and with the upgrade project, and being a public water district, it has to be up to the standards: everyone being provided water must be in the district and every water user must have his/her own service line.

The Board is trying very hard to keep the rates as low as they are, but if we have to add additional mains, and pay for individual service lines, it adds up and we go over budget.

Discussion around the homeowner owns the line from the meter to the house. Also further discussion with homeowners in attendance regarding the same. Mr. Taber has asked to see the documentation to verify what the Board and the lawyer is saying about the water lines, service lines, etc.

During the upgrade, water meters will be installed, so that we will have more accurate water readings and because RD is requiring this. We are rolling the costs of these at this time into the cost of the project. After the upgrade is complete, any new owners / properties will need to purchase.

We can't install meters though where there are anticipated to be future properties, will install and property owners must start paying monthly for the water service.

Randy recommended the Board make a decision about the request to add extra water mains to the project.

Harold made a motion that the Board *not* absorb the cost of extending the project to add extra water mains. Russ seconded the motion and all voted in favor.

Randy will draft the easement and draft the petition for the Taber property. Clarence is still proposing to sell the easement to the District for \$3000.

Harold made a motion that the District pay Clarence \$3000 for the proposed easement. Russ seconded and all voted in favor.

As far as annexing the remaining customers into the District, Randy has 3 ready to sign and per Harold there are an additional 3 properties to be included. Harold will get Randy the info on those 3 and Randy will prepare the annexation documentation for those as well.

ii. Legal Services Agreement

Randy provided a formal Legal Services Agreement for his work with the FCWD #101. Provided it is acceptable to the Board, we would like to get this approved.

Harold made a motion to approve the Legal Services Agreement with Randy Snyder and Snyder Law Offices. Russ seconded and all voted in favor.

b. Matt Nerdig, A2Z Engineering - Engineering Update on System Improvement Project

- i. There is an easement for the well property that has been prepared. Randy will review this and Linda Bosworth has agreed to sign, either a modification or a new easement.
- ii. Review of Letter of Conditions and Outstanding Items

Matt spoke with the RD engineer as of Friday, verbal permission that once all of the items on the list are complete, FCWD is good to go to bid. Matt is working through the last of the paperwork, but there is not a lot left to be done. DEQ approval is complete.

Time to collect bids and then review. Board is bound to pick the low bidder, unless there is a legal reason why not. Have to meet all check boxes to even qualify. If there are any red flags in the bids, we need to involve Randy.

c. Shane Pierson, Certified Water Operator

- i. Discussion of Water Operator / Manager Position

Last month there was a discussion with Shane to consider acting as the FCWD General Manager, in addition to his CWO duties. Discussion with Shane and the Board about parameters for this position. He would continue the CWO duties, and also read meters once they are installed, distribute late notices/shut off notices, weekly check the pump house and flushing 1-2x a year. He would also be listed as the primary contact for customers. If there are any turn offs to be done, Shane would do those for an additional \$35 each.

If the meters are radio read, that would be included, but if manual – approximately 6 hours a month at \$35/hr.

The District has in the bid for radio read, which would take less than 1 hour.

Further, Martin City is willing to sublicense the software for the meter reads. Proposing \$120 a month and they will let Shane use their equipment, the money would need to go directly from FCWD to Martin City. Martin City program was a \$20k purchase with \$1200/yr subscription.

Shane is willing to undertake the General Manager duties effective June 1.

Harold made a motion to hire Shane Pierson as the CWO/General Manager effective June 1. Brian seconded the motion and all voted in favor.

Shane has been billing/invoicing his services following each month, so May will be the normal amount, as just the CWO.

IV. Operator's report

Mr. Pierson provided the Operator's Report and the latest water reading taken on May 7, 2019.

Total Reading: 967654 gallons

Well 1 Reading: 579600 and Well 2 estimates: 400,000

Monthly Total: 979,600 gallons of water

Water service to gas station was turned back on this month. All customer lines have thawed and are back in service.

April 8, Shane stopped by the pump house and reset the pumps. On April 18, pump 2 would not start. The decision was made to not repair this pump. It's going to be replaced in the next couple of months. We have backup and other options. If the other pump stops, we still have the well.

Electric bill \$333.15 combined for both wells and the tank house for the past month.

Discussion about shut off cards that need to be updated. Previously customers had 30 days notice. This needs to change to shorten the notice period to 2 days.

V. Financial report

Secretary reviewed current financials and provided reports on all including aging account report.

VI. Old business

VII. Correspondence

a. No additional correspondence for discussion this month.

VIII. Additional items for discussion

IX. Adjournment at 8:41pm.

President announced the next General Meeting of the Board is scheduled on June 4, 2019, 7pm, at the Badrock Fire Department.