



Flathead County Water & Sewer District #1 - Evergreen

130 Nicholson Drive • Kalispell, MT 59901
Phone: (406) 257-5861 • Fax: (406) 756-1588

Regular Meeting
August 21, 2019

Members Present: Jack Fallon, B.J. Lupton, Bob Balding, C.M. Clark, Dennis Falcon, T.J. Wendt, and General Manager, Cindy Murray

Also, Present: Andy Hyde, Ken Benesh, Jeff Walla, John Manion, Rob Collier, Mark James, Joe Musialowski, Wayne Evert, and Chad Wambach

Absent: Bill Matthews

Jack Fallon, President, called the meeting to order at 7:04 a.m. and welcomed the public in attendance.

Bob Balding moved to adopt the Agenda as corrected for the Oversight to be of June and July, which was seconded by T.J. Wendt. The Board passed the motion by unanimous vote.

The Board examined the minutes of the regular meeting of June 26, 2019. Jack noted that we skipped the July meeting. Dennis Falcon moved to approve the June 26 minutes, which was seconded by B.J. Lupton. The Board passed the motion by unanimous vote.

Next the Board examined the Manager's Report. Butch Clark moved to accept the Manager's Report, which was seconded by Bob Balding. After discussion, the Board passed the motion by unanimous vote.

Cindy announced that Steve Stahlberg will be making his presentation to the Board next month. The audit has been moved to late October to allow the Stahlberg firm additional time to complete their work and close the books.

Ken Benesh presented their Final Plans for the proposed Helena Crossing Subdivision. The plans have been reviewed by Andy Hyde and the District Staff. Subject to various conditions, which were discussed, the Staff recommended approval by the Board of the Plans. B.J. Lupton moved to approve Resolution 2019-06 approving the Plans, which was seconded by T.J. Wendt. After discussion, the Board passed the motion by unanimous vote.

Cindy Murray explained the status of the PER and announced that the District has received a \$15,000.00 planning grant to help offset the cost of preparing the Report. The District published an RFQ to solicit proposals for the PER. Two firms responded. A Review Committee of Jack Fallon,

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Bill Matthews, Cindy Murray, Rob Collier, Joe Musialowski, and Mark James reviewed the proposals and conducted interviews. The Committee presented their recommendation that the proposal submitted by Territorial Landworks, Manion Engineering, and Jacobs be approved by the Board. After a firm is selected, the District will negotiate terms and conditions, including a price for the preparation of the PER. Butch Clark moved to approve Resolution 2019-07 to accept the Recommendation, which was seconded by B.J. Lupton. After discussion, the Board approved Resolution 2019-07 by unanimous vote.

Cindy Murray provided an update on the RFP for the Water Tank Restoration Projects. A Committee comprised of Jack Fallon, Rob Collier, Mark James, and Cindy Murray will evaluate the proposals and submit a Recommendation at the September Board meeting.

Cindy Murray and the District Staff presented a State of the District report and discussed the Safety issues that have been raised with the Department of Labor Material Violations. The Board commended the Staff for their hard work during the year and their commitment to safety.

The Board conducted a closed-door session to discuss the performance of Cindy Murray for FYE 2019. After discussion, in open session, B.J. Lupton moved to recognize Cindy for her exemplary performance and a salary increase to \$72,500.00, effective August 1, 2019, which was seconded by T.J. Wendt. After discussion in which various members offered comments regarding their satisfaction with the progress in 2019, the Board approved the motion by unanimous vote.

Jack Fallon raised the issue of summer-season flex time for the Field Staff, which will require payment of overtime. Butch Clark moved to approve the flex time schedule and payment of overtime, which was seconded by Bob Balding. After discussion, the Board approved the motion by unanimous vote.

Cindy Murray gave an update on the addition of ACH payment option and E-bills. Cindy requested authority to offer a .50 bill credit to customers who sign up for the ACH payment and E-bill options. Dennis Falcon moved to allow the .50 credit each for ACH payments and E-bills, which was seconded by Butch Clark. After discussion, the Board approved the motion by unanimous vote.

Jack Fallon led a discussion of replacement of counsel and raised the question is whether to have a lawyer at the Board meetings. T.J. Wendt suggested that we place a large ad in the Daily Interlake to thank Bill Astle for his service. Cindy Murray will continue to investigate options

Bob Balding provided his review and approval of the Oversight materials for the month of June and July. Dennis Falcon moved to accept the checks and financial statements, which was seconded by Butch Clark. After discussion, the Board passed the motion by unanimous vote.

The meeting was adjourned by acclamation at 9:21 a.m. The next regular meeting will be on September 18, 2019, at 7:00 a.m.

Submitted by Cynthia Murray
Cynthia Murray, Secretary

Signed by John T. Fallon
John T. Fallon, President



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RESOLUTION 2019-06 CONDITIONAL APPROVAL OF FINAL PLANS FOR HELENA CROSSING SUBDIVISION

Whereas, the Helena Crossing Subdivision, through its engineering firm, Larsen Engineering and Surveying, Inc., submitted proposed plans for review and approval by the District, and

Whereas, after consultation and several sets of revisions, the latest being a draft dated August 16, 2019, the District Staff in consultation with its engineering firm, Carver Engineering, is prepared to recommend approval, subject to conditions, and

Whereas, after discussion, the Board of Directors is prepared to accept the plans subject to conditions as outlined in this Resolution.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF FLATHEAD COUNTY WATER DISTRICT NO.1 - EVERGREEN AS FOLLOWS:

Plans submitted by Larsen Engineering and Surveying, Inc., for the Helena Crossing Subdivision dated August 16, 2019, are approved subject to the following conditions:

1. The conditions of the Utility Occupancy and Location Agreement (Permit) dated August 12, 2019, issued by the Montana Department of Transportation.
2. Review and approval by the District of the easements required to be granted to the District, by the property owner.
3. A signed Water and Sewer Mainline Extension Agreement.
4. Review and approval by the District of the Covenants for the Subdivision relating to ownership and operation of the sewer system from the master meter to each of the lot lines.
5. Review and approval by the District of the Operations & Maintenance Manual ("O&M Manual") for both the portion of the sewer system that will be owned and operated by the Developer and, subsequently, the Homeowner's Association, and the portion of the sewer system that will be owned and operated by the District.
6. Review and written approval by the District of any changes to the Plans, Covenants, or O&M Manual required by DEQ that are made after the date of this Resolution.

AND FURTHER, BE IT RESOLVED,

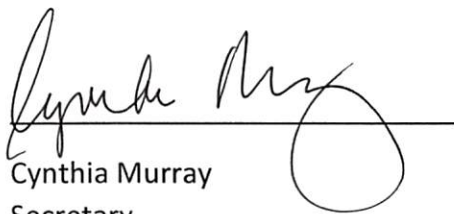
That pursuant to District Policy, this Final Approval is effective for two (2) years from the date of this Resolution and the provision of services will be contingent upon compliance with all of the District's Policies, Specifications, and payment of associated Fees and Charges to the District as well as confirmation of payment to the City of Kalispell of any required fees and charges.

SIGNED: AUGUST 21, 2019



John T. Fallon
President, Flathead County Water District No. 1 – Evergreen

ATTEST:



Cynthia Murray
Secretary



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RESOLUTION 2019-07 SELECTION OF AN ENGINEERING FIRM GROUP TO PREPARE A PROFESSIONAL ENGINEERING REPORT FOR THE FLATHEAD COUNTY WATER DISTRICT NO. 1- EVERGREEN

Whereas, on May 15, 2019, the Board of Directors for the Flathead County Water District approved Resolution 2019-05 to commit funds and direct the District Staff to retain an engineering firm to prepare a Professional Engineering Report (“PER”) on the District’s sewer system, and

Whereas, Resolution 2019-05 also directed the District staff to take such actions as were necessary to apply for financial assistance from the Treasure State Endowment Program (TSEP), and has been awarded a District Planning Grant of \$15,000.00 dated July 31, 2019, and

Whereas, on June 16th and June 30, 2019, a Request for Qualifications to conduct the PER was published in the Daily Inter Lake and posted on the District’s website at www.evergreenwaterdistrict.com, and

Whereas, two firms submitted proposals by the deadline of July 8, 2019 at 5:00 p.m., and

Whereas, a Review Committee comprised of Jack Fallon, Bill Matthews, Cindy Murray, Rob Collier, Joe Musialowski, and Mark James reviewed the proposals and interviewed both firms, and

Whereas, after consultation and scoring of the written proposals and interviews of both firms, the Committee recommends that the District accept a proposal retain a team comprised of Territorial Landworks, Inc, Manion Engineering, and Jacobs Engineering to conduct the PER; and

Whereas, the retention of the engineering firms to conduct the PER will in all respects comply with TSEP Project Administration Manual and all other State laws and regulations that apply;

NOW, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FLATHEAD COUNTY WATER DISTRICT NO. 1 – EVERGREEN AS FOLLOWS:

The District hereby accepts the Review Committee’s Recommendation, and

FURTHER, BE IT RESOLVED:

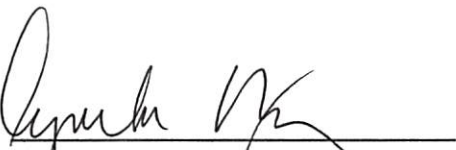
That the District Staff is hereby directed to negotiate terms and conditions of an agreement to conduct a PER with the engineering group comprised of Territorial Landworks, Manion Engineering, and Jacobs Engineering.

SIGNED: AUGUST 21, 2019



John T. Fallon
President, Flathead County Water District No. 1 – Evergreen

ATTEST:



Cynthia Murray
Secretary