



Flathead County Water & Sewer District #1 - Evergreen

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Regular Meeting
September 18, 2019

Members Present: Jack Fallon, B.J. Lupton, Dennis Falcon, Bill Matthews, T.J. Wendt, and General Manager, Cindy Murray

Also, Present: Andy Hyde

Members Absent: Bob Balding, C.M. Clark

Jack Fallon, President, called the meeting to order at 7:01 a.m. and welcomed the public in attendance.

T.J. Wendt moved to adopt the Agenda, which was seconded by Bill Matthews. The Board passed the motion by unanimous vote.

The Board examined the minutes of the regular meeting of August 21, 2019. B.J. Lupton moved to approve the August 21st minutes, which was seconded by Dennis Falcon. The Board passed the motion by unanimous vote.

Next the Board examined the Manager's Report. T.J. Wendt moved to accept the Manager's Report, which was seconded by Bill Matthews. 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 November to allow the Stahlberg firm additional time to complete their work and close the books.

Cindy Murray explained the status of the RFP for Engineering Services in connection with the rehabilitation of the steel water tank and repairs to the concrete water tank. The District published an RFP to solicit proposals for these services. Two firms responded. A Review Committee of Jack Fallon, Cindy Murray, Rob Collier, and Mark James reviewed the proposals and responses to follow-up questions that were sent to both firms. The Committee presented their recommendation that the proposal submitted by HDR be accepted by the Board, subject to negotiation of successful terms and condition and cost of the services. T.J. Wendt moved to accept the recommendation, which was seconded by Bill Matthews. After discussion, the Board accepted the recommendation by unanimous vote.

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Cindy Murray next presented a summary of the HDR Contract terms, including a not to exceed price of \$153,004.00 and asked for approval to complete negotiations and enter into the Contract on behalf of the District. B.J. Lupton moved to approve the not to exceed price and authorize the Contract, which was seconded by T.J. Wendt. After discussion, the Board approved the motion by unanimous vote.

Cindy Murray provided a summary of the Agreement for Engineering Services for the PER with Territorial Landworks, Inc and Manion Engineering, Inc. Bill Matthews moved to approve the not to exceed price of \$63,585.00, which was seconded by Dennis Falcon. After discussion, the Board approved the motion by unanimous vote.

Cindy Murray presented three recommendations related to personnel. The first recommendation concerned the request to create a flex time position for Administrative and Customer Service Support. The position will be full-time from June 15 to August 15 of each year and then will be part-time for the rest of the year, for an annual total of 1040 hours minimum, based on the District's needs and availability of the flex-time employee. The position will be posted at a salary range of 15.50 to 18.50. T.J. Wendt moved to accept the recommendation to create and fill the new flex-time position, which was seconded by Bill Matthews. After discussion, the Board approved the motion by unanimous consent.

The second personnel recommendation was to pay Mark James a Tech stipend of \$100.00 per pay period to be on-call for short consultations that do not result in over-time. B.J. Lupton moved to approve the stipend, which was seconded by T.J. Wendt. The Board passed the motion by unanimous vote.

In connection with the third personnel recommendation, the Board decided to table the discussion of a possible stipend to Cindy Murray for in-house legal services that could be provided within the requirements of Montana law. Cindy Murray advised the Board that she had several resumes for outside legal counsel and was continuing to search for other possible firms in the area with experience representing water districts. The issue of the stipend and outside counsel will be on the October agenda for consideration.

Bob Balding provided his review and approval of the Oversight materials for the month of June and July. The Board suggested that Butch Clark be requested to do review of the Oversight materials as a back-up for Bob Balding. Cindy Murray will discuss this with Butch Clark. B.J. Lupton moved to accept the checks and financial statements, which was seconded by Dennis Falcon. After discussion, the Board passed the motion by unanimous vote.

The meeting was adjourned by acclamation at 8:38 a.m. The next regular meeting will be on October 16, 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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