



130 Nicholson Drive
Kalispell, MT 59901
Phone: 406-257-5861
Email: info@evergreenwaterdistrict.com

Regular Meeting
November 17, 2021

Members Present: B.J. Lupton, Bob Balding, Butch Clark, Bill Matthews, T.J. Wendt, and General Manager, Cindy Murray

Also, Present: Andy Hyde (Carver Engineering), Jeff Walla (IMEG), Rob Collier, Joe Musialowski, Wade Omyer, and Dustin Thornton

Members Absent: Jack Fallon and Dennis Falcon

B.J. Lupton, Vice-President, acting on behalf of Jack Fallon, President, called the meeting to order at 7:03 a.m. and welcomed the public in attendance.

Bill Matthews moved to adopt the Agenda, which was seconded by Butch Clark. The Board passed the motion by unanimous vote.

Butch moved to approve the minutes of the October 20, 2021, meeting, which was seconded by Bob Balding. The Board approved the minutes by unanimous vote.

Cindy Murray then presented the Manager's Report. Rob Collier and Joe Musialowski presented updates on various projects. T.J. Wendt moved to approve the report, which was seconded by Bill Matthews. After discussion, the Board passed the motion by unanimous vote.

Cindy Murray and Rob Collier presented the results of the RFP for Engineering Services in connection with the Water Well Relocation Project. A committee of five people evaluated the RFP responses and recommended that the District select Carver Engineering. After this selection, the Staff will negotiate a services contract with terms acceptable to the District, which will be presented for Board consideration. Butch Clark moved to accept the recommendation, which was seconded by Bill Matthews. After discussion, the Board approved the Motion by unanimous vote.

The Board then considered Resolution 2021-14 to Establish a Policy for Procurement of Certain Services and Equipment and grant the District General Manager Limited Contracting Authority. Bill Matthews moved to adopt the Resolution, which was seconded by Bob Balding. After discussion, the Board approved Resolution 2021-14 by unanimous vote.

Cindy Murray then presented the contract with WET Technologies dated for ratification by the

Board in connection with the Water Well Relocation Project. T.J. Wendt moved to ratify the contract, which was seconded by Bob Balding. After discussion, the Board approved the motion and ratified the contract by unanimous vote.

The Board then took a 10 minute recess.

Rob Collier and Joe Musialowski then presented the Ordinance 2021-15 to approve certain changes to Water and Sewer Specifications and add a Policy pertaining to Auxiliary Dwellings. Butch Clark moved to adopt Ordinance 2021-15, which was seconded by T.J. Wendt. After discussion, the Board adopted Ordinance 2021-15 by unanimous consent.


The Board then went into Executive Session to discuss confidential personnel matters.

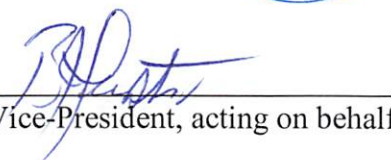
The Board concluded their Executive Session and then reconvened to an open session to discuss the payment of holiday and year-end bonuses to the staff. Cindy Murray recommended to the Board that a Holiday bonus of \$500 be paid to all employees and the one contract employee through LC Staffing. She also suggested that the Board consider a one-time bonus to the Staff. Bob Balding moved that the Board approved the Holiday bonuses of \$500 and a one-time bonus to each employee of \$1000.00. The motion was seconded by Bill Matthews. After discussion, the Board approved the motion by unanimous vote. The Board will have a breakfast for all District employees prior to the December 15 meeting to award the bonuses and thank each employee.

Bob Balding presented the Oversight Reports for September and October.

Butch Clark moved to approve the checks and credit card charges and accept the financial statements for the month of October, which was seconded by T.J. Wendt. After discussion, the Board passed the motion by unanimous vote.

The meeting was adjourned by acclamation at 9:30 a.m. The next regular meeting will be on December 15, 2021.

Submitted by 
Cynthia Murray, Secretary

Signed by 
B.J. Lupton, Vice-President, acting on behalf of the President



Evergreen
Water & Sewer
DISTRICT 1[©]

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RESOLUTION 2021-14

RESOLUTION TO ESTABLISH A POLICY FOR PROCUREMENT OF CERTAIN SERVICES AND EQUIPMENT AND GRANT THE DISTRICT MANAGER LIMITED CONTRACTING AUTHORITY WITHOUT PRIOR BOARD APPROVAL

WHEREAS The District enacted Resolution 98-06 that requires bidding for equipment and services that cost over \$25,000 and for buildings with a cost over \$50,000; and

WHEREAS Montana law has various procurement requirements for certain governmental equipment and services purchases that apply to the District, including, but not limited to Section 18-8-212 (1), which provides that contracts for engineering, architect, and land surveyor services estimated not to exceed \$50,000 may be secured by direct negotiation; and Section 7-5-2301(1) which exempts from bidding requirements the purchase of any vehicle, road machinery or other machinery, apparatus, appliances, equipment, or materials or supplies or for construction, repair, or maintenance for less than \$80,000; and

WHEREAS, the District Board has determined that it should adopt the same procurement requirements as those contained in Montana law, as those laws may be amended from time to time; and

WHEREAS, THE District Board has also determined that the General Manager should have limited contract authority without prior Board approval for contracts for engineering, architect, and land surveyor services estimated not to exceed \$50,000 and for contracts for equipment and other services that are not subject to bidding requirements under applicable Montana law.

NOW, THEREFORE, BE IT RESOLVED that Policy 98-06 is rescinded and replaced by this Resolution 2021-14; and

FURTHER, BE IT RESOLVED that the General Manager has limited contract authority without prior Board approval subject to the limitations of applicable Montana law for contracts for engineering, architect, and land surveyor services estimated not to exceed \$50,000 and for contracts for equipment and other services that are not subject to bidding requirements, with the condition that the General Manager shall report to the Board at its next regularly scheduled

Board meeting on all contracts the General Manager approved without prior Board approval since General Manager's last report to the Board, and

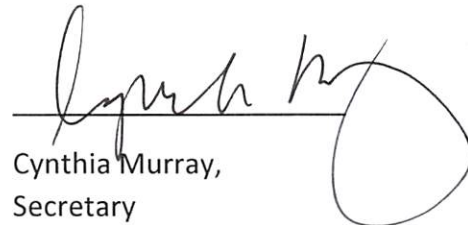
FURTHER, BE IT RESOLVED, that nothing in this Resolution shall limit or expand the duties and responsibilities of the General Manager as directed by the Board, the District's Bylaws, and any other applicable law or regulation.

DATED: November 17, 2021

A handwritten signature in blue ink, appearing to read "John T. Fallon", is written over a horizontal line. To the right of the signature, the letters "FOR" are written in blue ink.

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

ATTEST:

A handwritten signature in black ink, appearing to read "Cynthia Murray", is written over a horizontal line. The signature is stylized and includes a large loop at the end.

Cynthia Murray,
Secretary



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ORDINANCE 2021-15

ADOPTING REVISED WATER AND SEWER SPECIFICATIONS AND STANDARDS
AND PROCEDURES FOR AUXILIARY DWELLINGS
OR USES OUTSIDE THE PRIMARY RESIDENCE ON RESIDENTIAL PROPERTIES

WHEREAS, Flathead County Water District #1 – Evergreen (the “District”) requires that all new additions to its water and sewer systems meet certain Specifications and Standards that have been adopted at various times; and

WHEREAS, the District Staff has recommended that revisions be made to the existing Specifications and Standards and that additional new Specifications and Standards be adopted to meet current needs in the District; and

WHEREAS, the District has adopted various Policies and Rules; and

WHEREAS, the District Staff has recommended that a new Policy be adopted for Auxiliary Dwellings and uses outside the Primary Residence on residential properties to meet current needs in the District; and

WHEREAS, the recommended changes are attached to this Resolution as Exhibit “A” Water Specifications and Standards, Exhibit “B” Sewer Specifications and Standards, and Exhibit “C” Procedures for Auxiliary Dwellings and Uses outside the Primary Residence on Residential Properties.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE DISTRICT ADOPTS THE REVISIONS AND NEW PROCEDURES ATTACHED TO THIS RESOLUTION AS EXHIBIT “A” WATER SPECIFICATIONS AND STANDARDS, EXHIBIT “B” SEWER SPECIFICATIONS AND STANDARDS, AND EXHIBIT “C” PROCEDURES FOR AUXILIARY DWELLINGS AND USES OUTSIDE THE PRIMARY RESIDENCE ON RESIDENTIAL PROPERTIES; and

FURTHER, the Board orders that these specification revisions and new procedures control and take precedence over any other conflicting policies, procedures, rules, and guidelines previously adopted by Ordinance or Resolution of the Board; and

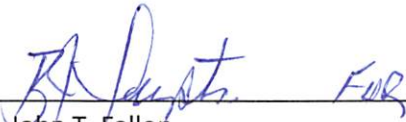
FURTHER, the Board directs the General Manager to publish these revisions and new procedures on the District’s website to provide appropriate notice to customers and the public.

Ordinance 2021-15

Adopting Revised Water and Sewer Specifications and Standards
and Procedures for Auxiliary Dwellings or Uses Outside the Residence on Residential Properties

APPROVED AND ADOPTED: November 17, 2021

FLATHEAD COUNTY WATER DISTRICT NO. 1 – EVERGREEN

By:  _____
John T. Fallon
President of the Board of Directors

ATTEST:

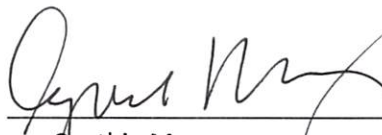
By:  _____
Cynthia Murray
Secretary to the Board

EXHIBIT "A"

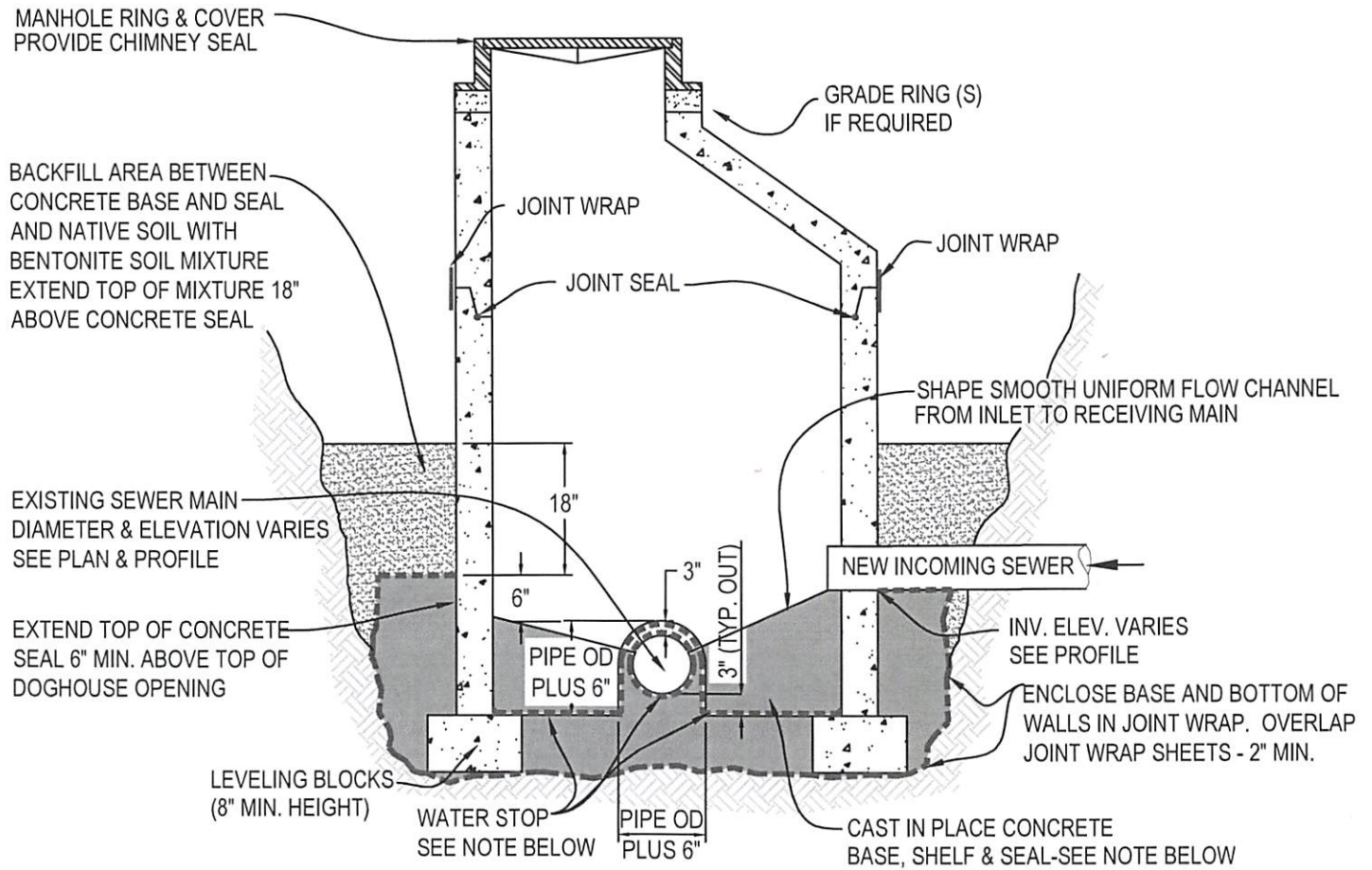
ADDITIONS OR AMENDMENTS TO WATER SPECIFICATIONS

Meter Pits – Commercial

Commercial water using ¾" and 1" services will install a District specified meter pit. The meter pit will have its check valve removed and replaced with an elbow fitting. The commercial business will then install the proper backflow device for that business inside the building.

Properties with Service Installed prior to 2001

Properties serviced prior to 2001 that do not currently have meter pits that meet current District specifications, will be required to install the District-specified meter pit if there is a change in use, additions to, or replacements of dwellings such as mobiles, modular homes, or site-built homes.



DOGHOUSE MANHOLE DETAILS

SCALE: NONE

DOGHOUSE MANHOLE CONSTRUCTION NOTE

Cut in new Doghouse Manhole with 4' inside diameter, precast barrel section and poured-in-place concrete base, shelf and seal, a minimum of 10" thickness below the existing 8" sewer main. Install #4 rebar at 8" on center, each way, centered within the poured in place base. The minimum outside diameter of the poured-in-place bases is 72". Provide 4" concrete blocks or 8" CMU blocks to temporarily hold up the precast barrel section during the concrete pour. **A concrete vibrator is required and necessary to consolidate the concrete during the pour.** Provide waterstops around the existing pipe at pipe penetrations, and along the interface between the cast-in-place concrete base and the precast barrel section.

Provide minimum of 2" of concrete cover around waterstops.

Ladder rungs required at 16" O/C inside manhole below access opening (NOT SHOWN)

DOGHOUSE MANHOLE MATERIALS

- Joint Wrap:** For joints between manhole sections, joint wrap shall be Press-Seal EZ-WRAP. For wrap under the bottom of the base and around the sides of the seal, wrap shall be ConSeal ConWrap CS-212, 0.100" thick, 36 inches or 48-inches in width.
- Waterstop:** Cetco WATERSTOP-RX 102. Install waterstop completely around the outside diameter of the existing sewer main at each wall penetration, to the inner surface of the doghouse openings in the walls of the manhole, and to the base of the manhole as shown.
- Concrete:** Concrete for base, shelf & seal shall be ¾-inch maximum aggregate, minimum 28-day strength of 4,000 psi, 0.35 maximum water-cement ratio, 2-inch maximum slump, sulfate resistant cement (Type II with 20% slag or fly ash), 6 ½ sacks of cement minimum per cubic yard.

EXHIBIT "B"

ADDITIONS OR AMENDMENTS TO SEWER SPECIFICATIONS

Septic Tanks – Burial

New septic tanks cannot be installed deeper than 32". If the owner raises the ground level over an existing septic tank by filling, the owner will be responsible for the cost of the additional riser required to bring the access lid at the new ground level. Cutting down to meet spec will not be allowed as it will create an area where runoff can collect and flow into the tank. The new depth limit is due to difficulty in pumping and thorough cleaning along with the safety hazards it creates for the District staff and its contractors.

Manholes

Where the owner raises the ground level over the level of existing manholes previously installed, the owner must at their expense raise the manhole lid to the new ground surface elevation. Manhole lids can be raised using a maximum of 4-inch of cast iron adjusting riser rings placed inside and atop the existing cast iron manhole cover frame. For applications between 4 and 12 inches, a single piece concrete riser ring set between the top of the concrete manhole section and the underside of the cast iron frame is required. Adjustments greater than 12 inches require manhole barrel sections. After raising the manhole lid to match the ground level, the first ladder step in the manhole must be no deeper than 30 inches below the ground level. For all applications, the finished assembly must be sealed according to District standards using chimney seals, joint wrap, and/or joint seals as appropriate.

Septic Tank Lids – Protection

Septic tank lids according to District specifications are to be protected from traffic or other damage. Lids broken due to damage more than twice will have a cast iron ring and cover installed by the District and cost billed to the owner of property.

Commercial Sewer Service – Connection to Service Stub

New commercial sewer services connecting to the District's sewer main will install a manhole at the supplied service stub at the property line. This provides better line cleaning for the customer and an inspection and troubleshooting point for the District.

Sewer Mains – Minimum Size Pipe

Minimum pipe size of all new gravity sewer mains for both conventional and septic tank effluent mains shall be 8-inch in diameter regardless of the size of the existing sewer main it ties into. New 8-inch mainline pipe into existing 6-inch mains will be connected via manhole. Doghouse manholes will be "Diapered" when installed on District sewer mains (see attached detail). New 4-inch sewer services will be schedule 40 PVC.

EXHIBIT "C"

POLICIES and PROCEDURES

Auxiliary Dwellings and Other Uses on Residential Properties served by the District

Auxiliary dwellings added to residential properties that have existing water and/or sewer services from the District must first get a signoff from the Flathead County Planning and Zoning (form at District office), provide the District with proof of payment of the City of Kalispell's Sewer Treatment Fee and pay the District its Sewer Facility Fee.

Properties connected to the District water system will install a District specified meter pit at the curb stop. Auxiliary uses other than residential uses must comply with the District's applicable water specifications, including the installation of approved backflow devices and meter pits.

Sewer connections can be made to the current sewer infrastructure depending on size and fixtures. Dwellings on sewer-only properties must install a water meter in well line prior to all serviced building connections. This is for purposes of billing flows for sewer only.

Dwellings greater than 600 square feet may have to install separate services from the main(s) depending on water and sewer fixtures (as in washer, multiple bathrooms, dishwasher, etc.) in the proposed Auxiliary Structure. A structure that requires a separate service will be required to pay the full residential facility fee.

Residential/Commercial sewer use will comply with District and City of Kalispell pretreatment specifications and pay all applicable fees that apply. Failure to comply, or to declare uses or auxiliary dwellings will result in all services, commercial or residential, to the residential property (not just the auxiliary structure) being shut off after a disconnect notice is provided per the applicable District policies.