



Hungry Horse County Water & Sewer District

528 Colorado Boulevard, Hungry Horse, MT 59919 | 406-387-5694

Board of Directors Meeting Minutes

January 16th, 2025 | 6:00PM

A. CALL TO ORDER 6:01PM President Wagner called the meeting to order.

B. ROLL CALL 6:01PM PRESENT: President Doug Wagner, Vice President Tom Blakney, Director Jamie Foster, Director Brent Schmidt, Director Dan Stahlberg STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson
EXCUSED ABSENT: Bookkeeper Cassie Ferguson GUESTS: Vivian Allen

C. ADOPTION OF AGENDA 6:02PM

6:02PM Wagner **MOVED** to adopt the agenda. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

D. PUBLIC COMMENT 6:02PM - 6:04PM

Allen submitted written public comment and requested item G3 be tabled.

E. NOVEMBER & DECEMBER 2024 MINUTES TO CORRECT AND APPROVE 6:04PM

6:04PM Wagner **MOVED** to revise the November and December 2024 minutes and adopt with revisions.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

6:04PM Allen requested a copy of the revised minutes.

The board and Goodson went over revisions needed for both November and December.

F. REPORTS 6:07PM

Reports supplied for the Monthly Meeting are available for the public upon request

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:15PM

The board and Shafer went over water loss due to a leak. Shafer gave a summary of his leak investigation and stated a quarter of the town has been eliminated for hydrant leak.

a. FINANCIALS STATEMENTS

b. BILLS; UNPAID BILLS 7:07PM

7:08PM Schmidt **MOVED** to pay the unpaid bills for January once they have been examined.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

c. CORRESPONDENCE

2. MANAGER'S WRITTEN REPORT 6:22PM - 6:31PM

Shafer went over his monthly report including Manganese Levels Test Results. Blakney asked about testing including PFAS and Shafer went over what exactly is in those tests and when we will be getting our results.

3. SECRETARY'S REPORT 6:08PM - 6:15PM

Goodson went over her written report. The board and Goodson went over the bylaws and stated they are ready for the Bylaws to be posted on the website, one change may be needed with the article numbering. The board and Goodson went over the Resolution Register and if the general meeting motions need to be in the register.

G. UNFINISHED BUSINESS 6:31PM - 6:58PM

1. POLICY COMMITTEE- RULES AND REGS. READING & DISCUSSION 6:31PM

The Rule & Policies were still in the works by Goodson. There will be no Rules & Policies meeting the month of February.

2. FINDINGS ON ACCT#349 6:34PM

The issue has been resolved.

6:37PM The board moved into Executive Session.

6:52PM The board exits Executive Session

3. CONTINUED RESOLUTION REGISTER CLEANUP

4. LIST OF TOPICS FOR FUTURE CONSIDERATION BY POLICY COMMITTEE 6:52PM

The Rules & Policies Committee will continue to organize the file room. Wagner went over updates with CKST Water Compact.

H. NEW BUSINESS 6:58PM - 7:27PM

1. EMPLOYEE TASK LIST FOR THE YEAR W/COMPLETION ESTIMATES 6:58PM

Goodson went over her goals for the year including getting Minutes to the board within 2 weeks. Shafer stated his goal is to keep working to find the leak. Shafer went over how other districts have a Meter Replacement Policy. Shafer said he wants to get Pump House #1 insulated. The board went over who will be attending the Board Training in February. Blakney stated he will be attending the Board Training. **7:11PM** The board would like Shafer to have Well House #2 painted and Shafer said his completion estimate is end of June. Wagner asked for Written Reports from Shafer, and stated he thinks there should be an extension over the entrance of Pump House #1. The board discussed the building cleanliness and the Bookkeeper position. Schmidt brought up collecting Service Line Inventories.

2. TASK REVIEW 7:27PM

Shafer will continue on his employees tasks for the year and in addition in the next month he plans to listen to at least one more quadrant of hydrants for leaks.

Foster will recall which documents they will be asking Shafer to check.

Blakney will attend Board Leadership Training.

Goodson will do January Minutes, will add November & December Minutes to the website, will begin archiving older minutes and agenda on the website. She will also update Resolution Register, work on Rules & Regulations, send off approved minutes to the county, and add Service Line Inventory to the website.

I. ADJOURNMENT (7:30PM or sooner) 7:28PM

7:28PM Foster **MOVED** to adjourn. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary