



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

January 18th, 2024 | 6:00PM

A. CALL TO ORDER 6:00PM President Wagner called the meeting to order.

B. ROLL CALL 6:00PM

PRESENT: President Doug Wagner, Vice President Vivian Allen, Director Jamie Foster, Director Brent Schmidt, Director Jamie Foster, Director Richard Hardesty STAFF: GMO Ben Shafer, Bookkeeper Cassie Ferguson (dismissed at 7:43PM)
EXCUSED ABSENT: Secretary Raye Lynn Goodson

C. ADOPTION OF AGENDA 6:01PM

Allen states G3 is a customer matter (account 21) and objects to it. Allen makes the amendment suggestions: Add F7; Follow up rate decrease discussion. Add G2; Board Leadership Training and move every other line item down.

6:03PM Wagner **MOVES** to adopt agenda as amended. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

D. PUBLIC COMMENT 6:05PM

Sarah Steffke, Pam Northrup is attendance. Allen asks if everyone had looked over letter from Acct #21. Wagner asks is we can leave this topic to be addressed as it is a line item on the agenda. Allen would like it addressed this month and rather not wait another month. Allen thanks the district for water and requests final two months bill be combined on November Bill. Ferguson clarifies that Allen was issued a bill and the district has followed standard procedure. Allen asks questions about waterline marking. Shafer answered questions about waterline. Allen makes a suggestion to operator about waterlines and finding the location. Allen asks about fees on the form to reconnect to water district line. The board realize they need to update the abandonment form. **6:16PM** Foster has looked at other policies to compare with and found that Hungry Horse District is reasonable and less extreme than others. Shafer explains why other policies may be more extreme. Ferguson discusses her experience of cost to disconnect in the district in which she lives in. The board discuss that this policy is worth discussing further. **6:21PM** Allen asks about other forms, Ferguson states all forms can be found online. Ferguson brings up that this form needs adjusting. Foster will make all adjustments and email it to Allen. Allen would like to work with Shafer on waterlines in the Spring. **6:25PM** Allen does not want her Account 21 number being recycled and asks the district to use software to make this possible. Ferguson explains the account numbers are not recycled. Allen asks why she did not receive her bill and Ferguson states it was a mistake.

E. REPORTS 6:30PM - 6:49PM

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

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:30PM

a. FINANCIAL STATEMENTS

6:34PM PROFIT & LOSS Allen asks when they can expect to see updates on Bulk Water & State Fund Dividend. Ferguson will get it done on her lunch break in school. **6:36PM** BALANCE SHEET Ferguson states she has more checks to deposit. Wagner asks about totals in Glacier Bank account. **6:38PM** ADJUSTMENTS Ferguson goes over adjustments **6:41PM** CHECK DETAIL Wagner double checks to make sure all staff received their staff appreciation check. **6:42PM** USAGE & LOSS Shafer states he will address some of these numbers in his report. **6:46PM** Allen asks if Operator Backup reading all the meter reading. Shafer states Operator Backup would not have enough hours to work for the district if he did not read meters and he needed to know his service route well before the snow we have right now. It is suggested that the secretary draft up a letter about a meter-pit.

b. BILLS; UNPAID BILLS 6:32PM

Ferguson asks for clarification on attorney bills. Shafer brings up a rate increase based on Udig.

6:33PM Schmidt **MOVES** to pay the unpaid bills. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

c. CORRESPONDENCE 6:47PM

Ferguson states Pastien has reached out to the board via email and she cannot get hold her via phone. Another account received a credit for a mistake. Mulkenburg, owner of multiple accounts, reached out about confusion and staff addressed his concerns.

1. MANAGER'S REPORT 6:50PM - 7:13PM

a. MONTHLY REPORT 6:50PM

Shafer executed test suggested by the well guy to investigate the chirp in the well valve. Shafer goes into detail about how he conducted the test. Shafer asks the board about a meter-pit placement and who will be dealing with this account now that the account holder has passed away. The board and staff discuss this issue.

7:05PM Foster **MOVES** to table the meter-pit discussion until they have gathered more information on this topic. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

7:07PM Shafer did not turn off anyone on the shut-off list because of the cold weather. **7:08PM** Schmidt asks about well details and Shafer answers his questions.

F. UNFINISHED BUSINESS 7:13PM

1. POLICY COMMITTEE REPORT 7:13PM

Foster states they did not have a coram for their meeting. They did meet and discuss policy.

2. CSKT/ ATTORNEY BILL RUNNING TOTAL, PLAGIARISM ACCUSATION REGARDING VP ALLEN'S PERSONAL CSKT OBJECTION FOR HER PRIVATE WELL. 7:16PM

The board and staff discuss the bill. Allen reads a letter addressing plagiarism and her experience being a board member and working with the law office hired for this issue. Wagner asks her about plagiarism and whether she changed a few words. Allen states she stands by her statement. Foster did a quick google search about plagiarism. The board discusses the plagiarism with Allen. The board and staff discuss the legality and ethics behind plagiarism.

3. ELECTION OF BOARD MEMBERS-DEADLINES-SCHEDULE ELECTION W/COUNTY 7:43PM

Wagner brings up deadlines to file. Filing begins December 14th, Deadline to file is February 12th. Deadline to file an election is February 12th. The board and Shafer discuss the election, attendance, and distribution, cost of election.

7:48PM Foster **MOVES** to call for their 2024 Election and to have it conducted by mail.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

4. COPY OF MINUTES AUTHORIZING CHANGE TO TAX PAYMENTS FROM COUNTY 7:42PM

Wagner states he has had the secretary draft up the minutes needed for Foster to move forward with the county accounts.

5. NEWSLETTER AND SURVEY FINAL DECISION TO COMPLETE AND MAIL 7:51PM

Shafer gives an update on the newsletter and survey. Foster states the proper email procedure through board members and staff.

7:53PM Schmidt **MOVES** to amend the deadline from January 31st to February 29th to receive the \$5 bill credit.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:02PM Wagner **MOVES** to extend the meeting no longer than 8:15PM.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:03PM Wagner **MOVES** to send the newsletter as soon as humanly possible.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

6. DISCUSS RESOLUTION REGISTER INSTRUCTIONS W/SECRETARY FOR UPDATE 8:07PM

The board discuss verbiage and confusion the secretary may have. The board decide to hold off going further on this topic until the secretary is present.

7. FOLLOW UP RATE DECREASE DISCUSSION 8:08PM

Allen gave a summary of details connected to the rate decrease based on Forest Service and Secretary of State. Shafer asks what the rate decrease has to do with the development. Allen answers his question to the best of her ability. The board discuss the change and development.

G. NEW BUSINESS 8:12PM

2. BOARD LEADERSHIP TRAINING 8:13PM

Allen gives the board the dates of training; February 8th 2pm & 5:30pm. The board discuss the location; 1035 1st Ave West - State University Room B

6. TASK REVIEW 8:15PM

Foster asks the board to review the rules & Policy and give some clarification.

8:15PM Foster: Deliver minutes to change how county checks are distributed.

8:16PM Shafer: Get the newsletter out and post the \$5 incentive. Will give secretary access to website.

8:17PM Wagner: Will notify the county that we are having an election.

8:17PM Goodson: January Minutes

H. ADJOURNMENT 8:18PM

8:18PM Wagner **MOVES** to table everything else on the agenda for the next meeting.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:19PM Wagner **MOVES** to adjourn **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Ben Shafer, General Manager