



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting

February 15th, 2024 | 6:00PM

A. CALL TO ORDER 5:58PM President Wagner called the meeting to order.

B. ROLL CALL 5:58PM

PRESENT: President Doug Wagner, Vice President Vivian Allen, Director Jamie Foster, Director Brent Schmidt, Director Richard Hardesty STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson EXCUSED ABSENT: Bookkeeper Cassie Ferguson GUESTS: Pam Northrup

C. ADOPTION OF AGENDA 5:59PM - 6:00PM

5:59PM Wagner **MOVES** to adopt agenda as amended. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

D. PUBLIC COMMENT 6:01PM - 6:10PM

6:01PM Allen gave documents and asked them be attached to the minutes. The board discussed whether Allen's documents should be attached to the minutes. **6:07PM** The board decided to attach documents to the minutes with a disclaimer that they were not approved by the board. **6:08PM** The board went over proper procedures to accepting these documents and Robert's Rules.

E. REPORTS 6:11PM - 6:39PM

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

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:11PM

Water loss was quite high and Shafer covered this in his report.

a. FINANCIAL STATEMENTS 6:16PM

6:16PM PROFIT & LOSS Allen pointed out some line-items that need to be rearranged such as Bulk Water. **6:19PM** BALANCE SHEET Shafer read off the balances of the bank accounts. The board looked over the Balance Sheet in detail and discussed line-items such as detained earnings, and bank accounts. **6:23PM** ADJUSTMENTS Account 21 was the only adjustment **6:24PM** CHECK DETAIL **6:26PM** PAST DUE LIST Shafer stated the list is getting a bit long and the board discussed the costs when it comes to abandonment and reconnect. **6:27PM** USAGE & LOSS **6:27PM** After discussion, it is decided that this month's time-sheets will be included in next month's pre-meeting packet

b. BILLS; UNPAID BILLS 6:13PM

Shafer read through the bills in detail and went over line-items with the board.

6:15PM Schmidt **MOVES** to pay the unpaid bills. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

c. CORRESPONDENCE 6:30PM

Foster received an email from the county requesting our district boundaries.

Shafer stated he will handle sending district boundaries to the county.

6:34PM Allen **MOVES** to have Shafer send off the district boundaries to the county.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

6:35PM Shafer stated that the surveys were coming back.

1. MANAGER'S REPORT 6:37PM

a. MONTHLY REPORT 6:37PM

Shafer explained the issues with Well 2 of water running back down the well. The Usage & Loss report shows there is a leak somewhere and Shafer believes this is the culprit. Shafer stated the cost of part needed for the repair is over his approved spending limit of \$2000 and he needs approval to purchase the Spring-assisted Check Valve. The cost is \$2867.89 before freight and staff should be able to handle the labor.

6:39PM Foster **MOVES** to approve the purchase of the Spring-assisted Check Valve.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

F. UNFINISHED BUSINESS 6:45PM - 8:12PM

1. POLICY COMMITTEE REVIEW SECTIONS 1 & 2 OF THE RULES AND REGS. 6:45PM

Schmidt distributed sections 1 & 2. He stated that not many changes needed so not many changes were made.

Foster read the sections out loud. Board discussed changes they would like to see.

2. VOTE ON VP'S REQUEST TO COMPENSATE DIRECTORS @\$80.00/MONTH PER MCA'S 6:56PM

The board discussed the cost of this request.

6:56PM Allen **MOVES** the board vote to compensate directors @\$80/month per MCA's

AYE (1) Allen NAY (4) Wagner, Foster, Schmidt, Hardesty MOTION FAILS

3. DISCUSS UPCOMING ELECTION / 5 CANDIDATES FILED/ APPROX. COSTS 7:00PM

The board discussed details and dates of the election. May 7th is when Election will be held. June 3rd is when new members will take their seat on the board; first Monday of the month. They discussed the outdated names on the county website and who they may need to contact to get all the information updated. The board discussed cost of the election; Wagner believes it will be approximately \$140.

4. REPEAL PROCEDURAL MOTION FROM MAY 2020 7:10PM

Wagner stated it seems out-of-date. After this Motion is appealed, Foster stated that the Rules & Policy Committee will still go through the Procedural Motion to make sure that there isn't anything that isn't covered by State Law or by-laws that need to be implemented.

7:11PM Allen **MOVES** to refer this to the Rules & Policies Committee to edit and bring it back to the board when revised.
AYE (1) Allen NAY (4) Wagner, Foster, Schmidt, Hardesty **MOTION FAILS**

7:13PM Wagner **MOVES** to repeal the Procedural Motion from May 2020
AYE (4) Wagner, Foster, Schmidt, Hardesty NAY (1) Allen **MOTION PASSED; SO RESOLVED**

5. DISCUSS DOUBLING UP ON RD LOAN PAYMENTS 7:15PM

The board discussed if doubling up on the RD Loan is in this year's budget. They discussed interest rates, the idea of making balloon payments and what the total of the loan is compared to their bank account totals.

6. DISCUSS RESOLUTION REGISTER INSTRUCTIONS W/SECRETARY FOR UPDATE 7:19PM

Goodson stated she now has access to the Resolution Register and can begin working on updating the spreadsheet.

7. APPROVE BACKLOG OF MEETING MINUTES 7:21PM

Wagner stated that November 15, 2022 (special meeting) minutes need to be redone. The board decided to only allow passing of the minutes with scrivener's error corrections added.

7:22PM Wagner **MOVES** to accept the September 21, 2023 Minutes as presented by the Secretary.
AYE (4) Schmidt, Wagner, Foster, Hardesty NAY (1) Allen **MOTION PASSED; SO RESOLVED**

7:23PM Allen **SUB-MOTIONS** to approve the September 21, 2023 Minutes as corrected by Allen.
AYE (2) Allen, Hardesty NAY (3) Schmidt, Wagner, Foster **MOTION FAILS**

7:30PM Wagner **MOVES** to accept the October 19, 2023 Minutes as presented by the Secretary.
AYE (2) Wagner, Foster NAY (1) Allen, Hardesty, Schmidt **MOTION FAILS**

7:40PM Wagner **MOVES** to accept the October 19, 2023 Minutes as corrected by the Board.
AYE (3) Schmidt, Wagner, Hardesty NAY (2) Allen, Foster **MOTION PASSED; SO RESOLVED**

7:41PM Wagner **MOVES** to accept the November 16, 2023 Minutes as presented by the Secretary.
AYE (4) Wagner, Schmidt, Hardesty, Foster NAY (1) Allen **MOTION PASSED; SO RESOLVED**

7:45PM Wagner **MOVES** to accept the December 12, 2023 (Special Meeting) Minutes as presented by the Secretary.
AYE (4) Wagner, Foster, Hardesty, Schmidt NAY (1) Allen **MOTION PASSED; SO RESOLVED**

7:57PM Allen **MOVES** to extend the meeting to wrap up the minutes.
AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

7:59PM Wagner **MOVES** to accept the December 21, 2023 Minutes as presented by the secretary.
AYE (4) Wagner, Foster, Hardesty, Schmidt NAY (1) Allen **MOTION PASSED; SO RESOLVED**

8:00PM Wagner **MOVES** to extend the meeting 8:10pm. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

8:10PM Schmidt **MOVES** extend the meeting to 8:20pm. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

8:11PM Wagner **MOVES** to accept the January 18, 2024 Minutes as presented by the secretary.

8:11PM Allen **SUB-MOTIONS** to approve the January 18, 2024 Minutes as corrected by Allen.

8:12PM Foster **SUB-MOTIONS** to move accepting the January 18, 2024 Minutes to the next meeting.
AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

G. NEW BUSINESS 8:13PM

8:13PM The board discussed the McAllister (no account #) and Account #236 situation and if it will be added to the March Agenda. Allen asked if the board would like her to bring a report from the Board Leadership Training she attended. The board decide they do not need a report and there is no need for a motion.

1. NONE

2. TASK REVIEW 8:16PM

8:16PM Shafer: He will follow up with Ferguson regarding the fee to the Department of Administration, have "State Fund" moved to "Other Income" and have "Bulk Water" added into "Ordinary Income". He will investigate why our "Retained Earnings Balance" went down further. He will have the Time-sheets added as well and get Hardesty a "Service Line Inventory Form".

8:17PM Foster: Will prepare a "Secretary Job Description"

8:18PM Schmidt: Rules & Policies Committee Meeting March 6th, 2024 10:00am.

8:19PM Goodson: February 15, 2024, November 15, 2022 Minutes, Begin Resolution Register, corrections to approved minutes.

H. ADJOURNMENT AT 8:00PM OR SOONER

8:20PM Hardesty **MOVES** to adjourn AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary