



# Hungry Horse County Water & Sewer District

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

## Board of Directors Meeting Minutes

February 20th, 2025 | 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 Tom Blakney, Director Jamie Foster, Director Brent Schmidt STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson, Bookkeeper Cassie Ferguson GUESTS: Vivian Allen EXCUSED ABSENT: Director Dan Stahlberg

**C. ADOPTION OF AGENDA 6:01PM**

The board removed G4 from the agenda as it was accidentally added from last month's agenda.

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

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

Allen submitted multiple written public comment documents.

**E. JANUARY MINUTES TO CORRECT AND APPROVE 6:05PM**

The board discussed the public comment section of the January minutes and whether it needed more content.

**6:05PM** Wagner **MOVED** to adopt the January 2025 Minutes. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**F. REPORTS 6:07PM**

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

**1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:08PM**

**a. FINANCIALS STATEMENTS**

The board and staff went over financials, water loss and other items in the bookkeeper's report.

**b. BILLS; UNPAID BILLS**

**6:14PM** Schmidt **MOVED** to pay the unpaid bills for February.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**6:15PM** The board and staff went over Profit & Loss.

**6:18PM** The board and staff went over the Balance Sheet.

**c. CORRESPONDENCE**

ACCT#357/388 wrote for leak forgiveness from September.

The board and staff discussed using the Leak Adjustment Policy to this matter and will respond accordingly.

**6:38PM** Foster **MOVED** to pay the retainer for Hammer Law

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**2. MANAGER'S WRITTEN REPORT**

Shafer went over his monthly written report with the board.

**3. SECRETARY'S REPORT**

Goodson went over her monthly written report with the board.

**G. UNFINISHED BUSINESS 6:57PM**

The board and staff went over the updated Public Records Request form.

**7:01PM** Wagner **MOVED** to adopt the updated Public Records Request form.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**7:01PM** Wagner **MOVED** to forgive Allen's cost towards documents received previously and move forward with a zero balance. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**1. POLICY COMMITTEE- RULES AND REGS. READING & DISCUSSION 7:14PM**

The Rule & Policies were still in the works and Goodson will attend the Rules and Regulations meeting on March 5th at 10am to go over edits needed by the committee.

**2. FINDINGS ON ACCT#349 7:17PM**

Foster stated that discrepancies were found. The board and staff discussed this account.

**7:20PM** Schmidt **MOVED** the Water District credit the discrepancy and move forward.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

**7:21PM** Wagner **MOVED** to table G3 a-d. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

~~**3. CONTINUED RESOLUTION REGISTER CLEANUP**~~ Tabled for next meeting.

~~**a. AMEND OFFICIAL MINUTES FORMAT WRITTEN NOT ELECTRONIC**~~ Tabled for next meeting.

~~**b. AMEND PROCEDURAL MOTION FROM REGISTER**~~ Tabled for next meeting.

~~**c. MEETING ETIQUETTE PROPOSED STATUS CHANGE**~~ Tabled for next meeting.

~~d. 2 PARLIAMENTARIAN REPORTS TO BE RECLASSIFIED~~ Tabled for next meeting.

**H. NEW BUSINESS 7:22PM**

**1. EMPLOYEE TASK LIST FROM BOARD 7:22PM**

Wagner gave Shafer a written task list. The board and Shafer went over the list.

**7:30PM** Wagner **MOVED** to extend the meeting to 7:35PM. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**2. TASK REVIEW 7:30PM**

**7:31PM** Foster will attend the March 5th Rules & Regulations Meeting.

**7:31PM** Ferguson will do a lot with Taxes and Interest.

**7:32PM** Schmidt will attend the March 5th Rules & Regulations Meeting.

**7:33PM** Goodson will attend the March 5th Rules & Regulations Meeting and do February Minutes.

**7:33PM** Wagner may attend the March 5th Rules & Regulations Meeting

**7:34PM** Shafer will work on his task list.

**I. ADJOURNMENT (7:30PM or sooner) 7:39PM**

**7:39PM** Foster **MOVED** to extend the meeting to 7:40pm and adjourn.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

Signed \_\_\_\_\_

*Douglas T. Wagner, President*

Date \_\_\_\_\_

Attested \_\_\_\_\_

*Raye Lynn Goodson, Secretary*

Date \_\_\_\_\_