



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting

April 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 (**6:54PM arrival**), Director Jamie Foster, Director Brent Schmidt
STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson (**6:02 PM arrival**), Bookkeeper Cassie Ferguson
EXCUSED ABSENT: Director Richard Hardesty

C. ADOPTION OF AGENDA 6:01PM - 6:02PM

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

D. PUBLIC COMMENT NONE

E. REPORTS 6:02PM - 6:48PM

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

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:02PM

Shafer stated the Check Valve at Well #2 has been replaced and he expects the water loss to go down significantly.

a. FINANCIAL STATEMENTS 6:12PM

PROFIT & LOSS Schmidt asked about permits. Ferguson read off all permits that fall under the "Permits" category. Shafer stated one of the "permit items" was not a permit, but a fee. Ferguson and Shafer worked out and explained any discrepancies between permits, fees and bills. The board and staff investigate the "State User Fee". Ferguson stated she will call them to figure out the "State User Fee". Schmidt stated he liked the interest number and asked if they were farther ahead than last year. Ferguson said yes. Foster asked about total expenses versus what was budgeted for. Ferguson compared the numbers and explained the differences. Shafer expanded on the budgeted totals versus actual. **6:21PM** BALANCE SHEET Wagner asked Ferguson if she answered all of his previous questions. Ferguson printed off items in response. Wagner said if you go to the Credit Union and read the balance it was different. Ferguson stated that there were items that hadn't been entered, and some things had been entered twice. Wagner and Ferguson compared the bank total versus Ferguson's Report. Wagner and Ferguson discussed if totals needed to be added or subtracted to find the correct number. Foster stated there are no additional accounts. Wagner stated there is another \$40k not listed that is in a CD. Shafer asked when Wagner pulled his totals from the Bank and Wagner said today. Shafer said the discrepancies between Glacier Bank would not be accurate because the report was pulled at a different date. Shafer said the Credit Union balance should be correct. **6:34PM** ADJUSTMENTS Ferguson stated that the \$5 credit is the main adjustment. She created a code but it didn't work, so she redid the code. 36 total people turned in their surveys by the deadline to receive the \$5 credit. **6:36PM** (BALANCE SHEET) Wagner asked about contributed capital regarding "3rd Street Main Line". Shafer stated it was an equity item or asset. The board and staff discuss more items that contribute to capitals. **6:38PM** CHECK DETAIL The board asked about acct #100. Shafer stated acct #100 was on the shut-off list but the bill got paid by both people that live there. Ferguson said she refunded their bill but there was an issue with their account. The board and Ferguson went over any discrepancies and line items on the check detail. **6:41PM** PAST DUE LIST Shafer went into detail about accts on the list and explained many of their situations.

b. BILLS; UNPAID BILLS 6:03PM - 6:11PM

Ferguson stated there is one that is not correct (Montana Dept of Administration). This has already been paid and she will be removing it. Manugh Fire & Safety is now Summit Fire. RVS is a remainder amount. USDA Forest Service amount is on hold until the board discuss it. Wagner stated the amount differs from the amount on the report and explained the situation. Shafer gave a description of what Summit Fire did for the district. Ferguson went through line items she had questions about and compared amounts that may differ.

6:11PM Schmidt **MOVED** to pay the Unpaid Bills for April. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

c. CORRESPONDENCE 6:45PM Ferguson gave the board an update on her correspondence with customers regarding their bills.

1. MANAGER'S MONTHLY WRITTEN REPORT 6:48PM - 6:56PM

Shafer read his written manager's report and answered any questions to board had regarding his report. Shafer went over his experience at the Rural Water District Management meeting in Great Falls. Shafer went over a new 2" install for an account and said half of their bill has been paid. Shafer stated some acct holders had tried to turn off their own water. Wagner gave his experience on one of the individuals trying to turn off the water themselves.

F. UNFINISHED BUSINESS 6:56PM - 8:00PM

1. POLICY COMMITTEE REVIEW SECTIONS 7 & 8 OF THE RULES AND REGS. 6:56PM - 7:35PM

Schmidt read Article 7 and stated there were no changes. **6:58PM** Schmidt stated there were minor changes to Article 8 and read the revised article. Allen stated the language must have not been in action during a customer issue.

a. Secretary Job Description 7:01PM Foster stated they had a couple examples to pull from and cited where they were from. Schmidt stated they had created it in a way other boards can use and model their job descriptions from. Foster read the Secretary duties. **7:07PM** Allen gave her suggested additions and revisions. The board revised the Secretary Job Description. The board discussed who would be able to organize the file room. After the board revised the Secretary Job Description, they reviewed it with the staff and asked them if they had any revisions they would like to add as well. Staff gave their input and accepted the revisions.

7:35PM Schmidt **MOVED** to accept the Secretary Job Description as amended in this meeting.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

2. FOREST SERVICE SPECIAL USE PERMIT 7:35PM - 8:13PM

Wagner asked if everyone had a moment to look over the permit and stated he did not see the current amount. Wagner read and summarized the permit content. **7:37PM** The board and Shafer discussed why they pay for their permit and what exactly the Forest Service is providing. **7:42PM** Shafer asked to be point of contact with the Forest Service due to his knowledge on the matter. The board and Shafer discuss the time-frame, dates and details in the permit.

3. \$ TRANSFER TO GLACIER BANK CD 7:51PM

Wagner stated he and Allen signed off on the transfer of funds. Wagner gave the information to track how much the CD will be making. Wagner gave Ferguson all documents regarding the CD.

4. DISCUSS SERVICES 138, 236, 364 AND RESOLVE ANY ISSUES. 7:53PM - 8:10PM

Wagner stated they needed to resolve this issue tonight for landowners. Foster asked about updates that have been made to ownership of these accounts and details regarding this issue. Wagner and Ferguson answered questions from the board. Wagner gave a description of the issue. Shafer helped the board and Ferguson go through documents with these accounts. The board and staff work to resolve this issue in this meeting. Ferguson gave the board her experience dealing with Title Company's and Realtors regarding this District's policy on unpaid bills. The board and staff discussed their policy compared to other districts and utilities in the county. The board discussed the ownership of each account and transfer of land ownership.

8:00PM Schmidt **MOVED** to extend the meeting to no later to 8:10PM. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

8:10PM Schmidt **MOVED** the bill and meter for acct #236 would be attached to the property that it serves and that upon the sale of those properties, later attached to the properties it serves.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:13PM Wagner **MOVED** that all other items be tabled and moved to the next meeting with exception of the Task Review.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

Allen asked for more information regarding acct #138. Foster gave an answer to the best of her ability.

~~5. APPROVE BACKLOG OF MEETING MINUTES AS AVAILABLE TIME PERMITTING~~ Tabled for next meeting.

G. NEW BUSINESS 8:14PM

1. NONE

2. TASK REVIEW 8:14PM

8:14PM Shafer will follow up with the Forest Service Regarding their Permit.

8:14PM Ferguson will continue to make sure accounts and cash balances are accurate.

8:15PM Goodson will do April Minutes.

8:15PM Foster will email a copy of the ordinance to the board.

8:16PM Schmidt will work of 9 & 10 of Rules & Regs.

H. ADJOURNMENT AT 8:00PM OR SOONER 8:17PM

8:17PM Wagner **MOVED** to adjourn **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary