



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

April 19th, 2025 | 10:00AM

A. CALL TO ORDER 10:00AM President Wagner called the meeting to order.

B. ROLL CALL 10:00AM PRESENT: President Doug Wagner, Vice President Tom Blakney, Director Brent Schmidt, Director Dan Stahlberg, Director Jamie Foster STAFF: GMO Ben Shafer, Bookkeeper Mallory Mumma GUESTS: Vivian Allen EXCUSED ABSENT: Secretary Raye Lynn Goodson

C. ADOPTION OF AGENDA 10:01AM

10:01AM Allen asked for a pre-meeting packet and received them from the board.

10:01AM Wagner **MOVED** to adopt the agenda. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

D. PUBLIC COMMENT 10:01AM - 10:05AM

Allen stated she could not find the agenda on the district's website as late as 9:30PM, the 17th of March. Allen submitted physical public comment. Allen covered her opinion on the Public Comment Policy and verbalized that creating an Employee Handbook should be top priority. Allen said she gathered references to "several competent open meeting law attorneys" from the Board Training Class in February. She stated she has contacted them. Allen stated if a lawsuit came to be it would be clear to the public and to the customers of the district that any out of pocket damages they may suffer will have nothing to do with her, but everything to do with the board and their lack of thoughtful intelligence and attention to their duty on the public's behalf. Allen went on to state "it will be shown that virtually all the folly in this room is used in the Manager's lack of character". Allen continued with "Who can, and along with all those who listen indiscriminately to him be held personally liable as neither having conducted yourselves in fiduciary duty to the customer and public, nor have given to head your obligations in public service." Allen stated the Rules & Policy Meeting Minutes are hidden from the public. She submitted her public comment from the April 2nd, 2025 meeting of that committee in written form. Allen also submitted written public comment (her "minutes") for February 20, 2025.

E. MARCH 2025 MINUTES TO CORRECT AND APPROVE 10:05AM

10:05AM Wagner **MOVED** to adopt the March 2025 Minutes. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

10:06AM Allen asked for a copy of the March 2025 Minutes Draft.

F. REPORTS 10:07AM

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

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 10:07AM

Shafer went over the water loss and how his investigation is going to find the leak.

a. FINANCIALS STATEMENTS 10:09AM

PROFIT & LOSS 10:09AM Shafer went over adding a column for percent v. budget. **BALANCE SHEET 10:10AM** Shafer addressed the board to go over training, and inaccuracies that may be present as the bookkeeper is in training. The board and staff covered how the sprinkler rate will be implemented. **PAST DUE LIST 10:13AM** Mumma stated the Past Due will need updating. Shafer covered how the shut-off costumers appear and why the list looks longer. The board and staff discussed accounts where the costumer had passed away and how the balance will be collected.

LOAN STATUS 10:26AM Wagner stated they never had their loan payment made. The board and staff discussed how to move forward with making the payment.

b. BILLS; UNPAID BILLS 10:14AM

The board and staff went over bills that need to be paid and which line-items will need to be updated.

They also went over which bills are on auto-pay.

10:16AM Schmidt **MOVED** to pay the unpaid bills for March 2025. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

c. CORRESPONDENCE 10:17AM

Shafer stated there were emails and notes that had not been addressed by the previous bookkeeper. He said they had caught up on all correspondence. The board and staff went over how all correspondence will be documented.

2. MANAGER'S WRITTEN REPORT 10:28AM

Shafer gave a summary of his activities during the month of March and into April. He covered extinguisher maintenance, helping a customer with a broken curb-stop-valve replacement and his communication with Midwest Assistance Program helping the district to complete the unknowns from the lead service-line inventory. Shafer covered new line extensions for a new RV park and his discussion with their engineer and the volunteer fire department. The board and staff discussed possible easements needed. Shafer discussed his assistance's completion of hours and will be a certified operator soon.

3. SECRETARY'S REPORT 10:36AM

The board went over the Secretary's Report.

G. UNFINISHED BUSINESS 10:37AM

The board and staff discussed updating accounts and documents with the county.

1. RULES & REGULATIONS FINAL VIEW & APPROVE 10:39AM

The board and staff discussed approving the Rules & Regulations as the Rate Schedule can be easily updated.

10:40AM Schmidt **MOVED** to approve the most recent copy of Rules & Regulations.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

a. PUBLIC COMMENT POLICY DISCUSSION & ADOPTION 10:41AM

The board discussed the proposed Public Comment Policy and addressing written public comment.

10:50AM Schmidt **MOVED** to adopt the presented Hungry Horse County Water & Sewer Public Comment Policy and Guidelines as amended. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

10:50AM The board discussed and decided the Rules & Policies Committee will go on break until needed as they have covered all Rules & Policies presented by the board.

b. POSSIBLE CSKT COMPACT UPDATE 10:53AM

The board discussed the updates on the CSKT Compact.

H. NEW BUSINESS 10:56AM

1. TASK REVIEW 10:56AM

10:56AM Wagner will go to the bank for the check scanner and any other tasks needed.

10:57AM Shafer will contact Rural Development about paying down the loan and share info with Mumma.

He will also work on finding an auditor for the financials.

10:58AM Mumma will also work on the loan payment and follow up on everything that needs to be updated including the Past Due List.

11:01AM Goodson will add the March 2025 Minutes and update the Rate Schedule on the website.

11:02AM Schmidt **MOVED** to let the CDs in Whitefish Credit Union to rollover into the next period.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

I. ADJOURNMENT (12:00PM or sooner) 11:03AM

11:03AM Schmidt **MOVED** to adjourn. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____

Douglas T. Wagner, President

Date _____

Attested _____

Raye Lynn Goodson, Secretary

Date _____