



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

August 15th, 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 Tom Blakney, Director Jamie Foster, Director Brent Schmidt, Director Dan Stahlberg (**7:58PM Departure**) STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson, Bookkeeper Cassie Ferguson GUESTS: Vivian Allen

C. ADOPTION OF AGENDA 6:01PM

6:01 PM Wagner **MOVED** to adopt the agenda. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

D. PUBLIC COMMENT 6:01PM - 6:06PM

Vivian Allen submitted "written public comment" regarding the minutes. Wagner made a public comment asking why Allen continues to attend meetings now that she is not on the board, or a customer.

E. REPORTS 6:06PM - 7:15PM

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

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:06PM - 6:48PM

a. FINANCIAL STATEMENTS 6:06PM - 6:11PM

Blakney asked about delinquent accounts. Shafer answered his question with letting him know this is the time of year where they send these bills off to the Tax Office to be collected. Foster asked if they were commercial accounts.

b. BILLS; UNPAID BILLS 6:11PM

Shafer and Ferguson went over an "annual renewal" that they have a duplicate bill. Shafer and Ferguson went through the duplicate bills and figured out it is only one bill to pay. The board and staff discussed this bill and the rest of the bills in the report. They compared their budget to what is being spent. Glacier Bank: the board had questions about this line item., Ferguson stated it was a payment to someone that had overpaid

6:16PM Schmidt **MOVED** to pay the unpaid bills for July and regarding the "Electrical Consultancy Inc" only paying the correct amount. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

PROFIT & LOSS The board and Staff looked over Profit & Loss and discussed the numbers and corrected any errors.

6:22PM BALANCE SHEET Foster stated the transfer from WFCU to Glacier Bank was not reflected. Ferguson stated that will show up next month. **6:29PM** The board and staff discussed why "Bulk Water" is on the balance sheet. **6:31PM**

USAGE & LOSS Shafer went over Valve Maintenance.

c. CORRESPONDENCE 6:33PM - 6:48PM

Ferguson went over correspondence with customers. ACCT#349 wrote in letters saying the bill is paid. ACCT#385 was brought up regarding their bill and shut-off. Shafer brought up that he has received phone calls regarding missing physical water bills, he has been directing them to pay via the website.

d. FINAL BUDGET NUMBERS 7:15PM - 7:23PM

Ferguson printed the Budget. The board and staff decide to post an announcement on the website that the budget is available for the public.

2. MANAGER'S WRITTEN REPORT 6:50PM - 7:02PM

Shafer went over status of the wells. He covered pump cycles, power use, notifications he hopes to receive when wells are running over-time. Shafer covered the notifications may be an additional cost. The board and staff discussed the wells, locations, and use. Shafer went over the upgrade to Montana Sky has been a benefit.

3. SECRETARY'S REPORT 7:02PM - 7:15PM

June & July Minutes (corrections & adoption)

The board went over corrections they wanted made to June 2024 Minutes. **7:09PM** Allen gave input regarding her "written public comment"

7:10PM Wagner **MOVED** to accept June 2024 Minutes as corrected. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

7:11PM The board went over corrections they wanted made to July 2024 Minutes. **7:12PM** Allen gave input regarding the posting of the Agenda on both the website and the post office.

7:14PM Wagner **MOVED** to accept July 2024 Minutes as corrected. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

F. UNFINISHED BUSINESS 7:23PM - 8:19PM

1. POLICY COMMITTEE - RULES AND REGS. 7:23PM - 7:57PM

a. 11 & 15 7:23PM - 7:57PM

Schmidt read the changes to the Rules & Regulations out loud. The board and staff discussed the changes made by the committee. They discussed how the Rules & Regulations can be exercised in the field. **7:40PM** Allen gave input on spelling. **7:44PM** The board and staff moved onto looking over Article 12. They discussed changes and bills regarding transfer of service. **7:49PM** Allen gave input regarding the transfer of service process. Schmidt continued to read through the changes made to sections of Article 12. **7:50PM** The committee went over Article 13 with staff and the board. The board and Shafer discussed how a customer may be able to observe a reading or testing of the Water Meter. Foster stated that Article 14 & 15 was the Leak Adjustment Policy, which has already been approved by the board.

7:57PM Foster **MOVED** to extend the meeting by 15 minutes. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

2. BYLAWS 7:58PM - 8:07PM

Review of proposed written changes of Art. 6,7 & 8

Schmidt read the changes to Bylaws that have been made. Blakney asked about specification of when board members take office and step down. The board answered his questions. Schmidt continued reading the changes. **8:03PM** Allen gave input regarding the Bylaws. Wagner reminded her that Public Comment was over. Foster read rules regarding debate being reserved for board members. Allen continued to argue about Public Comment. **8:06PM** Schmidt read the rest of the Bylaws out loud for the board. **8:07PM** Allen attempted to give more input regarding the bylaws.

3. DISCUSSION OF BANK AND CREDIT UNION CD INVESTMENTS 8:08PM

Wagner brought up the discussion of putting more money into a CD. The board discussed the amount they would be putting into a CD and how long they would like it to be in there. Ferguson gave input on the amount to put in.

8:15PM Blakney **MOVED** to put \$75,000 in 5% interest rate CD and \$75,000 in 4.75% interest rate CD.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:15PM Schmidt **MOVED** to extend the meeting to 8:20PM. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

~~4. RATE SCHEDULE REVIEW AND ADJUSTMENTS~~

5. RESOLUTION REGISTER CLEANUP 8:17PM - 8:19PM

Foster brought up that minutes need to be sent off to Flathead County.

8:17PM Foster **MOVED** to amend a motion: that the board secretary will send each month's approved signed minutes to the County.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

8:18PM Foster **MOVED** to rescind a motion (11/19/2020) that was resolved to adopt the bookkeeper's recommendation to automatically put plant-investment fees and delinquent to taxes money received from the Flathead County Treasurer into the District's savings account. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

8:19PM Wagner asked Foster to give her update on Transfer of Service when property is sold within the district. Foster gave her update based on her discussions with real estate agents.

G. NEW BUSINESS

1. NONE

H. TASK REVIEW 8:20PM - 8:22PM

8:20PM Ferguson will send letters to customers, title company, update any budget changes, follow-up with "Megan & Jennifer", rate structure, follow up with county taxes, help Foster.

8:21PM Foster will attend a Rules & Regulations Committee meeting.

8:21PM Blakney will attend a Rules & Regulations Committee meeting.

8:21PM Goodson will send minutes to the county, write August 2024 minutes, will add 2024 minutes to website, write text for website, announce on website that budget it ready.

8:21PM Wagner will go into the bank to establish CDs.

I. ADJOURNMENT (8:00PM or sooner) 8:22PM

8:22PM Wagner **MOVED** to adjourn. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary