



# Hungry Horse County Water & Sewer District

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

## Board of Directors Meeting Minutes

September 19th, 2024 | 6:00PM

**A. CALL TO ORDER 6:00PM** President Wagner called the meeting to order.

**B. ROLL CALL 6:02PM** PRESENT: President Doug Wagner, Vice President Tom Blakney, Director Jamie Foster, Director Brent Schmidt, Director Dan Stahlberg STAFF: GMO Ben Shafer (**6:31PM Departure**), Secretary Raye Lynn Goodson, Bookkeeper Cassie Ferguson GUESTS: Vivian Allen

**C. ADOPTION OF AGENDA 6:02PM**

**6:03PM** Wagner **MOVED** to adopt the agenda. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

**D. PUBLIC COMMENT 6:03PM - 6:06PM**

Allen asked to receive a pre-meeting packet. Allen objected to signed and attested minutes not being posted online. Allen objected to the public not being provided timely pre-meeting packets upon request. Allen objected to minutes which 1: editorialized public comment, or 2: inaccurately represent public comment, or 3: does not even state what public comment related to as defined by the commenter, or 4: does not even relate to the substance to the public comment, or 5: does not even relate the public comment. Allen stated "These are no minutes at all in my opinion." Allen objected to the secretary making misleading statements that a member of the public, herself, "doctored screenshots of the website to show the board had not properly notified the public of the meeting at least 72 hours in advance." Allen stated that the "above" problems with the minutes show up in June, July and August minutes. Allen stated she would like to see her comments added to the minutes. Allen submitted "written public comment" that were screenshots of the website with hand written times and dates on them.

**E. REPORTS 6:06PM** Reports supplied for the Monthly Meeting are available for the public upon request.

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

Foster brought up that the Pre-meeting packet was just the Draft Minutes and Agenda. Shafer stated Steve had an injury and they had not been able to accomplish the street-valve inspection to find the leak yet, in regards to water loss. Blakney asked if the leak was going into a customer's property, Shafer stated this is not likely.

**a. FINANCIAL STATEMENTS**

**b. BILLS; UNPAID BILLS/ CORRESPONDENCE 6:10PM - 7:06PM**

Wagner asked about the ECI bill from last month, Ferguson spoke with the ECI and found that there was in fact 2 bills covering previous years. Shafer brought up a bill from Northwest Pipe Fitting and stated it was replacement stock.

**6:16PM** Schmidt **MOVED** to pay the unpaid bills for August. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

**6:17PM** PROFIT & LOSS Shafer had a question on how they were over budget on "membership travel & training."

Ferguson stated it was for training. **6:19PM** BALANCE SHEET Wagner had a question about the Credit Union balance.

Wagner read the balances of the Credit Union accounts. The board and Ferguson went over the balances. Allen asked about Retained Earnings. **6:42PM** ADJUSTMENTS Blakney had a question about a building next to the gas station and Ferguson stated that will be covered in correspondence. **6:45PM** CORRESPONDENCE Ferguson asked if she could do a ride-a-long with Ben to verify addresses. The board and Ferguson talked about how addresses aren't correct and what resources are available to verify addresses. The board and Ferguson referenced the Past Due List in Correspondence.

The board and Ferguson discussed ACCT#385 and want Ferguson to follow-up with correspondence again. ACCT#250 wrote a letter regarding a leak. The board and Ferguson discussed what the solution would be for this customer and if the customer on file even lived there. The board discussed that the account has not been in good standing for a while and that accounts must be in good standing to qualify for leak forgiveness. The board decided to respond by sending ACCT#250 a copy of the Leak Adjustment Policy. Wagner had a request for Leak Forgiveness. ACCT#33 was brought up in regards to if it will be sent to the county.

**c. BUDGET NUMBERS W/FINAL ADJUSTMENTS 6:48PM**

Ferguson printed the budget for everyone to review. The board and Ferguson finalized the budget numbers.

**2. MANAGER'S WRITTEN REPORT 6:23PM - 6:30PM**

Shafer needed to head out and deal with a leak in Martin City. Shafer stated his truck was parked at the Water District Office and someone attempted to steal gas by cutting his gas-line. Shafer stated he has been locking the gate and Blakney may be able to provide a camera. Shafer stated he put in a new service on Gamma Road and gave a summary of the new service connection. Shafer brought up "manganese" and what The Heights is doing to take care of this in their water. Shafer stated we are also required to test for this now as well and he plans to get the water tested soon. He went over other testing requirements and results. Shafer covered his engagement with ECI about new alarms.

**3. SECRETARY'S REPORT 7:09PM**

**AUGUST MINUTES (CORRECTIONS & ADOPTION) 7:15PM - 7:18PM**

Wagner asked if anyone found any changes needing to be made to the minutes.

**7:17PM** Wagner **MOVED** to accept the August Minutes as presented. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

**a. REPORT ON OTHER ASSIGNED TASKS. 7:09PM - 7:15PM**

Goodson sent off minutes to the county and posted them all online. Goodson wrote a bio for the website and read it out loud. Goodson read the verbiage for the alert to be posted about the new budget being ready to be added to the website. Goodson asked about updating the Rates & Policies. Goodson asked if we should add that we are working on Rules & Policies to Current Projects on the website.

**F. UNFINISHED BUSINESS 7:18PM**

**1. POLICY COMMITTEE - RULES AND REGS. 7:18PM**

**UPDATE IF ANY** Wagner asked if there were any updates to Rules & Regulations. Schmidt stated no, because they had some questions they needed to ask before going forward. They verified if numbers were correct. The board and committee went over fees and where the sizes would apply. The board and committee discussed changes to the Base Rates. Allen stated a motion regarding the Base Rate. They discussed changes to the Rate Schedule.

**a. BYLAWS, ADOPT PROPOSED CHANGES 7:50PM**

**7:57PM** Foster **MOVED** to extend the meeting 10 minutes. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Schmidt read the Revised Bylaws. Allen asked if Schmidt could reread a section for her again.

**8:02PM** Wagner **MOVED** to adopt the amended Bylaws. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Schmidt sent over the Bylaws to Goodson to update some of the pages and get it added to the website.

**2. RATE SCHEDULE REVIEW AND ADJUSTMENTS 7:35PM**

**a. SPRINKLING RATE 7:35PM**

Wagner reviewed Coram's Sprinkling rate and proposed one for Hungry Horse. The board discussed the pros and cons of a Sprinkling Rate. Allen gave a statement about the Sprinkling Rate and it may encourage others the Sprinkle. The board discussed how much money the costumer would be saving.

**7:47PM** Wagner **MOVED** to adopt a Sprinkling Rate at \$1.20/1000gal based on Coram's rates.

**AYE (3) Wagner, Stahlberg, Blakney NAY (2) Schmidt, Foster MOTION PASSED; SO RESOLVED**

**3. RESOLUTION REGISTER CLEANUP 8:03PM**

Foster stated why some things on the Resolution Register needed some cleaning up now that the board better understands why motions should be made.

**8:05PM** Foster **MOVED** to rescind a 09/16/2021 Financial Motion that states. "b Lietz's August 19, 2021, thirteen page Financial Clean Up Report to the District which she presented at our August meeting." to change it to receive it rather than accepting it. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

**8:09PM** Foster brought up a motion from 12/17/2020 and why it needed to be rescinded.

**8:10PM** Foster **MOVED** to rescind the Policy that was adopted on 12/17/2020 "Resolved that this request be referred to the Rules and Policies Standing Committee, aka Sitting Committee, and a formal Grievance Policy be brought back to the Board for vote and that until such time as that happens, number sixteen on page two of this request be utilized as the Board's Grievance Policy." **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

**G. NEW BUSINESS**

**1. NONE**

**H. TASK REVIEW 8:11PM**

**8:11PM** Ferguson is going to look into GIS request for addresses, she is going to see about "retained earnings", she is going to send a reminder and CC the board about ACCT#97, ACCT#385 will be handled with Shafer, look into Leak Forgiveness for ACCT#351, will send Rate Schedule to board, print budget.

**8:12PM** Goodson will update names on Bylaws, will do September Minutes, will begin updating the Resolution Register, will continue to update website.

**8:13PM** Schmidt will host the Rules & Policies Committee meeting.

**8:14PM** Foster will attend the Rules & Policies Committee meeting.

**8:14PM** Blakney will attend the Rules & Policies Committee meeting.

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

**8:15PM** Foster **MOVED** to adjourn. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*Douglas T. Wagner, President*

Attested \_\_\_\_\_ Date \_\_\_\_\_  
*Raye Lynn Goodson, Secretary*