



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

October 17th, 2024 | 6:00PM

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

B. ROLL CALL 6:01PM PRESENT: President Doug Wagner, Vice President Tom Blakney, Director Jamie Foster, Director Dan Stahlberg, Director Brent Schmidt STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson, Bookkeeper Cassie Ferguson GUESTS: Vivian Allen

C. ADOPTION OF AGENDA 6:01PM

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

D. PUBLIC COMMENT 6:01PM - 6:04PM

Vivian Allen stated she did not receive the meeting packet before the meeting. Wagner stated we did not receive a form request. Allen stated she turned in a "continuing form". Wagner stated a "continuing form" does not exist, but we can print a packet for her. Allen continued on stating the form she turned in during the month of August was supposed to cover getting her forms for the rest of the meetings.

E. REPORTS 6:04PM Reports supplied for the Monthly Meeting are available for the public upon request.

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:04PM - 6:43PM

a. FINANCIALS 6:04PM

Wagner asked about "turned-off accounts" and "amount owed" regarding \$14,947. Ferguson stated this is regarding the HHCP account.

b. BILLS; UNPAID BILLS/ CORRESPONDENCE 6:05PM

Shafer went over charges regarding installs. Wagner asked about the quickbooks charge. Ferguson said she spoke with quickbooks about the charge and will update it as it is fixed. The board and staff discussed if they wanted to stick to Quickbooks or look for other bookkeeping services. They decided to continue using Quickbooks for another year.

6:13PM Foster **MOVED** to pay the unpaid bills with Intuit being \$1150 instead of \$1750.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

6:14PM PROFIT & LOSS The board and staff discussed the amount on line item "Travel & Training".

6:16PM Allen asked about retained earnings. Wagner reminded her that she is not a member of the board and should have asked all her questions during public comment. The staff addressed Allen's question. Allen suggested everyone attend trainings like she did.

6:19PM The board and staff discussed dividends. 6:22PM CORRESPONDENCE Ferguson stated we received several Service Line Inventories back. ACCT #349 wrote in regarding their bill's balance. Both Ferguson and Shafer gave a summary of their correspondence with ACCT #349. ACCT #152 contacted Shafer regarding water under her building and stated it must be water from the district. Shafer stated he looked into if we had leak that could possibly be causing the water and found no evidence. 6:38PM PAST DUE LIST The board and staff went over Past Due Accounts and their status regarding payment and being shut-off.

2. MANAGER'S WRITTEN REPORT 6:44PM

Shafer gave a summary of the month including a new service, and sending samples for PFA and manganese testing.

6:46PM Allen asked for a written report.

3. SECRETARY'S REPORT 6:46PM

Goodson updated the Resolution Registrar for 2023 and 2024, and updated the website.

6:48PM Allen asked for a copy of the September 2024 minutes.

SEPTEMBER MINUTES (CORRECTIONS & ADOPTION) 6:48PM

The board and Goodson went over the minutes. 6:50PM Allen gave her suggested corrections to the minutes.

6:51PM Wagner **MOVED** to accept the September Minutes as corrected by the board.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

a. UPDATE ON ASSIGNED TASKS.

F. UNFINISHED BUSINESS 6:52PM

1. RULES AND REGS. TO DISCUSS 6:52PM

6:53PM Allen asked for a printed copy of the Rules & Regulation changes. 6:54PM Schmidt read the Rule & Regulations with changes made by the committee. The board and staff discussed the changes. 7:07PM Allen stated there should be a way to know if customers use their front or back door when leaving "Notice Tags" for them. Wagner thanked Allen for her input and she continued to speak on this subject regarding an "or" that had been removed. 7:09PM The board and staff continued their discussion of the changes.

2. BYLAWS 6:52PM

Wagner stated they needed a final printed copy with the changes they have made. Goodson stated she would make the corrections and generate a new Bylaws Document.

3. RATE SCHEDULE 7:15PM

Schmidt went over the changes, and the board and staff discussed the changes. They covered line sizes and which ones were currently being utilized by customers of the district. **7:20PM** Allen stated she was looking at a Rate Schedule from 2019 and read the amounts listed on it to the board. **7:21PM** Schmidt continued on Rate Schedule changes as made by the committee including fees. The board and staff went over fees and changes.

7:35PM Schmidt **MOVED** to adopt the Rate Schedule as presented by the Rules & Policies Committee.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

7:36PM Schmidt **MOVED** to adopt the Sprinkling Rate. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

4. RESOLUTION REGISTER CLEANUP 7:37PM

Foster went over resolutions that needed to be addressed because they may not or do not apply to the district anymore. The board and staff went over these resolutions.

7:39PM Foster **MOVED** to rescind the UPS Store Card motion from 05/28/2020.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

G. NEW BUSINESS 7:40PM

1. NONE

H. TASK REVIEW 7:41PM

7:41PM Schmidt will host the Rules and Policy Committee

7:42PM Foster will attend the Rules and Policy Committee and contact ACCT #349 about their balance.

7:43PM Blakney will attend the Rules and Policies

7:43PM Ferguson is going to check the Rate Schedule for 3" lines, check with "RBS" on Sprinkling Rate adjustments, will email the updated balance sheets to the board, check to make sure all cancellations are correct, send information about ACCT #349 to Foster. Foster will also continue on correspondence.

7:45PM Goodson will write October Meeting Minutes, update the Bylaws Document, and continue working on the Resolution Register.

I. ADJOURNMENT (8:00PM or sooner) 7:53PM

7:53PM Foster **MOVED** to adjourn. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary