



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

December 19th, 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 STAFF: GMO Ben Shafer, Bookkeeper Cassie Ferguson EXCUSED ABSENT: Secretary Raye Lynn Goodson GUESTS: Vivian Allen

C. ADOPTION OF AGENDA 6:01PM

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

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

Allen submitted written public comment and stated that the district has had some problems with minutes. Allen "entered into the record" multiple samples of her written public comment.

E. NOVEMBER 2024 MINUTES TO CORRECT AND APPROVE

F. REPORTS 6:04PM - 7:09PM

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

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

a. FINANCIALS 6:04PM Shafer and the board discuss the leak investigation in-depth. They attempted to troubleshoot the leak(s) together including checking the wells, hydrants, and check valves. Shafer said he still believes it is a hydrant. The board and staff discussed the financials and bills. PROFIT & LOSS Ferguson gave a description for Profit & Loss. Shafer asked about "total bank charges". The board and staff discussed financials including the CDs. BALANCE SHEET The board and staff reviewed the Balance Sheet. PAST DUE LIST The board and staff reviewed the Past Due List and Shafer gave an update on who is off.

b. BILLS; UNPAID BILLS 6:10PM

6:10PM Schmidt **MOVED** to pay the unpaid bills for December. AYE UNANIMOUS MOTION PASSED; SO RESOLVED

c. CORRESPONDENCE 6:24PM

They discussed a customer that asked for Leak Forgiveness and Shafer stated his ask for Leak Forgiveness does not follow their guidelines and should not be granted. Foster brought up that they did not approve the Leak Forgiveness in a past meeting. 6:36PM Allen stated this is correct from her review of past month's minutes.

2. MANAGER'S WRITTEN REPORT 6:37PM - 7:01PM

Shafer stated that Irene Shafer Hall (Water District Office) was shot at, and he filed a report (#24-38579) with the Flathead County Sheriff Department. He gave a summary of how he found the bullet holes, and his interaction with law enforcement. The board and Shafer discussed installing cameras and how serious this matter is.

6:44PM Wagner **MOVED** to have Shafer add getting cameras and installing them onto his task list.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

Shafer stated that their CCR (Consumer Confidence Report) Certification is completed, and said the Bacteria Sample was absent. He asked the electrician for Martin City Water to check out Hungry Horse's updated system, and said they have more damaged remotes than most winters due to the amount of snow. The board and Shafer talked about how they measure a water leak, and Shafer gave a description of how he investigates a leak. Shafer and the board talked about what replacing all the meters would cost and what system they might get.

7:02PM Wagner asked if the board wanted to re-up their CD that matured at the Credit Union on 12/16/24 that was for \$75,000 for 4 months. The board discussed interest rates and CD re-up procedures. They discussed the Glacier Bank CD that will automatically re-up on 12/22/24. The board discussed the new totals going into accounts.

7:08PM Schmidt **MOVED** to add an additional \$40,000 to the CD that is maturing at Glacier Bank and roll it over another 3 months.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

7:09PM Schmidt **MOVED** to renew the CD maturing at Whitefish Credit Union for an additional 4 months.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

3. SECRETARY'S REPORT

G. UNFINISHED BUSINESS 7:09PM - 7:23PM

1. POLICY COMMITTEE- RULES AND REGS. READING & DISCUSSION 7:09PM

Schmidt gave a summary of getting all the Rules & Regulations over to Goodson for Formatting. Wagner asked if there is anything they need to look at when it comes to "timely manner" in services and communication. Ferguson and the board

discussed what that would mean as far as documentation of all communication. Foster set a date for the next Policy Committee Meeting - Jan 8th at 10am.

2. FINDINGS ON ACCT#349

3. CONTINUED RESOLUTION REGISTER CLEANUP 7:17PM

Foster stated that a motion on 09/03/2020 and asked if it got done. Shafer gave an update on the items pertaining to that motion and asked to be sent the verbiage on the motion to give a better update. Foster brought up a motion on 05/28/2020 about rules & regs and a motion from 12/17/2020 that was regarding employee handbook items. Foster asked where the board would like the Policy Committee to work on going forward about employee handbooks.

4. LIST OF TOPICS FOR FUTURE CONSIDERATION BY POLICY COMMITTEE 7:20PM

7:20PM Foster **MOVED** to edit the motion from 12/17/2020 that just employee evaluation forms be referred to the committee. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

7:21PM Foster **MOVED** to meet with Goodson to go over the Record Request Form.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

H. NEW BUSINESS 7:24PM - 7:34PM

1. EMPLOYEE APPRECIATION DISCUSSION 7:24PM

The board and Shafer discussed what the amount of the appreciation would be.

7:29PM Blakney **MOVED** to give 3 staff members double the amount of last year's Employee Appreciation.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

7:30PM Schmidt **MOVED** to extend the meeting 5 minutes. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

7:31PM Blakney **MOVED** to give Shafer a \$1000 Employee Appreciation.

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

2. TASK REVIEW 7:31PM

Foster stated there is a task for everyone on streamlining things and bringing ideas on how to improve for the upcoming year. Shafer will review "zero-use" meters and make repairs as appropriate, and ask his staff to make a list of improvements for the next year. Blakney will attend the 01/08/24 meeting.

Foster will continue working on ACCT#349, post the meeting by 01/06/24 for the meeting on 01/08/24.

Ferguson will continue working on ACCT#349, past due accounts, go over bank card receipts with Foster, follow up with customers, and document communication.

Wagner will transfer money from accounts.

Schmidt will attend the 01/08/24 meeting.

I. ADJOURNMENT (7:30PM or sooner) 7:35PM

7:35PM Wagner **MOVED** to adjourn. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary