



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting

December 21, 2023 | 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 Vivian Allen, Director Jamie Foster, Director Brent Schmidt, Director Richard Hardesty STAFF: GMO Ben Shafer, Bookkeeper Cassie Ferguson (via phone & dismissed at 6:30PM) EXCUSED ABSENT: Secretary Raye Lynn Goodson

C. ADOPTION OF AGENDA 6:01PM

6:01PM Allen **MOVES** that item G1 be the next item on the agenda.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

6:01PM Wagner **MOVES** to approve the agenda as amended.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

D. PUBLIC COMMENT 6:10PM

Allen asks if everyone received a letter from Shafer that she sent to him to circulate. Shafer will send the letter before the next meeting. **6:13PM** Luke Foster & Pam Northrup in attendance.

E. REPORTS 6:14PM - 6:55PM

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:14PM - 6:30PM

a. FINANCIAL STATEMENTS

PROFIT & LOSS 6:17PM Allen asks about bulk water & state fund dividend and their placement as a line item. Allen asks Ferguson to clarify more line items. **BALANCE SHEET 6:20PM** Ferguson gives an explanation of her updates such as debit card numbers added to the line item. **ADJUSTMENTS 6:21PM** **CHECK DETAIL 6:21PM PASS DUE LIST 6:22PM** Ferguson tells the board about checks coming from the county. Foster needs our minutes to change how the checks are distributed. Board and staff discuss an action plan on the check distribution from the county. **USAGE & LOSS 6:24PM** Shafer asks about the report having the information (gallons) displayed differently. Ferguson and the board discuss the change.

b. BILLS: UNPAID BILLS 6:15PM

Foster asks about utilities. Ferguson and Shafer clarify that this is a yearly renewal.

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

a. CORRESPONDENCE

1. MANAGER'S REPORT 6:30PM - 6:55PM

a. MONTHLY REPORT 6:31PM SUMMARY OF ACTIVITIES Shafer covers that 2 services have been abandoned. Shafer says it may be time to look over the abandonment policy. Shafer and the board go over the current abandonment policy. Shafer spoke with HHCP about abandonment & their plans. The board and Shafer discuss when they can get this policy on an agenda soon. The board and Shafer discuss the future of the water operations as Hungry Horse grows in population. Shafer explains the nitrate results and well updates. Shafer goes over the customer survey and the board asks questions. Shafer and the board go over when the survey should be sent.

6:54PM Schmidt **MOVES** to add a \$5 bill credit incentive to customers returning their survey by January 31st, 2024. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

F. UNFINISHED BUSINESS 6:56PM

1. BASE RATE REDUCTION (\$2.10) EXPLANATION AND POSSIBLE MOTION 6:56PM - 7:15PM

Wagner explains the history of rates changes and their effects on the numbers overall. Wagner covers the bank balances. The board and Shafer discuss what reducing the rates would look like in the long run and how the growth of customers will effect the district.

7:13PM Wagner **MOVES** to reduce the base rate (\$2.10) starting on next month's billing cycle (FEB '24) AYE (3) Allen, Hardesty, Wagner NAY (2) Foster, Schmidt **MOTION PASSED; SO RESOLVED**

2. POLICY COMMITTEE REPORT IF ANY 7:15PM

Schmidt gives an update on policy committee and will bring updated docs in the next meeting. Foster discusses bringing a policy every meeting to get through them. The board decides this is a good idea.

3. LOW INCOME WATER ASSISTANCE PROGRAM 7:18PM

Foster reads information about deadlines to participate in the state program. The board discussed the state level water assistance program in depth. Based on the information presented Allen withdrew a motion to participate in the Water Assistance Program until the application window is open.

7:25PM Foster **MOVES** that \$75,000 is moved from Glacier Bank to the Whitefish Credit Union account. **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

The board discussed the movement of money being because of the dividend.

4. CSKT UPDATING 7:30PM The board go into a closed meeting.

5. VP FORMAL OBJECTION TO CENSURE 7:40PM

7:41PM Allen **MOVES** that the board resend their motion of censure and give a formal apology to the Vice President. **AYE (2) Allen, Hardesty NAY (3) Wagner, Foster, Schmidt MOTION FAILED**

6. WEBSITE UPDATING 7:42PM - 7:57PM

Allen brings up that the minutes have not been added to the website in many months. The board and Shafer discuss the secretary taking on the website tasks. Shafer will share the administrative access with the secretary.

G. NEW BUSINESS 7:57PM

1. REQUEST TO BEGIN EACH MEETING WITH PRAYER 6:01PM - 6:10PM

Allen passes out a doc from the National Park Service and read quotes from her sources supporting prayer. **6:05PM** Allen reads off verbiage from the Montana Constitution & other sources. **6:07PM** Foster did research online about proper procedure when adopting prayer in the beginning of a meeting. Schmidt quotes scripture from the bible about prayer in public.

6:03PM Allen **MOVES** that every meeting begin with prayer led by Director Schmidt.

AYE (2) Allen, Hardesty NAY (3) Wagner, Foster, Schmidt MOTION FAILED

2. DISCUSS 2023 END EMPLOYEE APPRECIATION 7:57PM

7:57PM Schmidt **MOVES** to extend the meeting 15 minutes

AYE UNANIMOUS MOTION PASSED; SO RESOLVED

7:58PM Schmidt **MOVES** to give GMO \$500 and \$250 for employees for appreciation bonus.

AYE (4) Wagner, Schmidt, Hardesty, Foster NAY(1) Allen MOTION PASSED; SO RESOLVED

8:00PM Allen withdrew a motion for board members to receive a \$80/month stipend as it will be an agenda item for next month.

3. NEWSLETTER DISCUSSION 8:01PM

The board discussed the information in the newsletter and when they would like it circulated.

The board discussed having a monthly draft of the proposed rules & regulations on the website.

4. TASK REVIEW 8:09PM

8:09PM Hardesty: Newsletter

8:10PM Allen: Brief summary of CKST update for newsletter

8:10PM Foster: Needs November minutes to change how county checks are distributed.

8:10PM Schmidt: Rules & Policy Meeting

8:11PM Shafer: Working on pump leak

8:11PM Ferguson: Transferring money & adjustments (state fund, bulk water)

8:11PM Goodson: December Minutes & Special Meeting Minutes.

H. ADJOURNMENT 8:11PM

8:11PM Schmidt **MOVES** to adjourn **AYE UNANIMOUS MOTION PASSED; SO RESOLVED**

Signed _____ Date _____
Douglas T. Wagner, President

Attested _____ Date _____
Raye Lynn Goodson, Secretary