

HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT BOARD OF DIRECTORS' REGULAR MEETING
Thursday, June 16th, 2022

Call to Order: President Wagner called the meeting to order at 6:01 p.m.

(0:11) Those present: President Doug Wagner, Vice President Vivian Allen, Director Brent Schmidt, Director Richard Hardesty (Chief Financial Officer Jamie Foster joined the meeting at 6:07pm)
Staff: General Manager/Operator Ben Shafer. Bookkeeper Cassie Ferguson

(0:28) Public Comment: None

(0:32) Minutes: The Board reviewed VP Allen's additions and corrections to the May 19, 2022 Meeting Minutes. President Wagner moved to accept the May 19, 2022 minutes as amended and corrected. Two ayes, Directors Foster and Schmidt abstained. MOTION CARRIED. **SO RESOLVED (12:28)**

Reports: *Reports from monthly meetings are available from the District's office upon request.*

1. (12:36) Bookkeeper's Report – Bookkeeper Ferguson submitted all financial reports and answered questions regarding:

- Mrs. Ferguson presented paperwork from the bank to transfer money from checking to savings, as requested in the May meeting.
- VP Allen requested that the FY2023 proposed budget be sent to the Board as soon as it is available.
- Four miles reported on Steve Kvapil's timecard were not credited to him for the pay period. They will be added to next month's payroll.
- Potential changes and adjustments to the upcoming budget were discussed, with many items clarified.
- Correspondence: Inquiries about whether customers are being charged a late fee continues since the billing software update. Cassie explained to the customers that they are not being assessed the fee unless their payment is actually late.
- The unpaid bills list was presented and discussed. VP Allen moved that we pay the month's bills as delineated in the bookkeeper's report. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (39:06)**

2. (39:13) Manager's Report - GMO Shafer read his written report and answered questions.

- **Summary of activities** - GMO Shafer read his summary of monthly activities.
- **Leak Update** – GMO Shafer has completed maintenance on 65/68 mainline valves. At each valve, he used a leak detecting listening device in search of signs of the leak. A few were suspicious, and will be listened to again. A small leak was running back down Well #1, which should be fixed when the new check valve is installed. For now, GMO Shafer has isolated the well at its street valve. GMO Shafer showed those assembled the listening device borrowed from Martin City County Water and Sewer District, and briefly described its operation.
- **Account #349 correspondence** – No new information
- **Customer request for hookup per previous agreement** – GMO Shafer relayed to the potential customer, the Board decision to honor the agreement, and to credit the customer \$1,490 toward future water connections.
- **ARPA Update** - GMO Shafer and Mrs. Ferguson completed and returned another round of documents to the County at their request. The Scope and MECA documents need further revision and delivery.
- President Wagner inquired about the septic system for a house immediately west of Well #1. GMO Shafer will investigate and report his findings.

F. Unfinished Business (01:03:17)

1. Policy Committee Report - Did not meet since last meeting.

2. District Newsletter #2 – GMO Shafer shared that he had compared the cost per page to use our new printer with that of the UPS Store at \$.04 per page. When factoring the number of pages, mileage, and wages for Mrs. Ferguson to travel and order the prints, it is actually less expensive for us to just print them at the office. Water Notes #2 has been delivered to staff for distribution to our customers.

3. Election of Officers – Tabled without motion, pending County certification of the renewed appointments.

4. Budget Discussion: Rates, fees, loan and account balances – Discussion of the budget commenced under item 1.D of the bookkeeper’s report, and had largely been covered. Discussion will resume after a draft FY2023 budget has been reviewed by the Board.

VP Allen reported her learning and observations from a recent MRW operator’s training course she had attended. Highlights included:

- MRW is now conducting an operator’s apprenticeship program which can be found on their website.
- John from ME Labs in Kalispell reported on sampling, including some information on the forthcoming Lead & Copper Rule revisions.
- Robin from MRW shared a presentation on emerging contaminants, some of which are yet to be regulated.
- Bill from ISI West presented on tank mixing and system basics.
- Barb from MRW presented on cross-connections and backflow.

G. New Business (1:37:02)

1. Task Review – Staff and Directors reviewed the tasks they had been assigned during the meeting.

GMO Shafer to investigate the proximity of septic systems to Well #1.

GMO and Mrs. Ferguson to investigate the apparent absence in Quickbooks of any invoices from ME Lab since February.

Mrs. Ferguson will change references in the P&L of depreciation to fixed asset replacement, to avoid a confusing misnomer. She will also prepare a preliminary budget for next year. She will strike through any accounts which are turned off on the Past Due report. She will also review the “reimbursement” category and relabel items as “office supplies” as appropriate. She will assist GMO Shafer in preparing our Scope document for the ARPA projects. Staff will print, fold, and mail Water Notes Volume #2 and an ACH form for each customer.

Director Hardesty will deliver his Oath of Office to the County.

H. Adjournment – Meeting was adjourned at 7:43pm.

Signed _____ Date _____
President Douglas T. Wagner

Attested _____ Date _____
Pro Tem Secretary, General Manager Ben Shafer