

HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT BOARD OF DIRECTORS' REGULAR MEETING
Thursday, March 17, 2022
Location: Irene Shafer Hall, 528 Colorado Boulevard, Hungry Horse, Montana
Personal Protective Equipment Optional

Call to Order: President Wagner called the meeting to order at 6:00 p.m.

(0:21) Those present: President Doug Wagner, Vice President Vivian Allen, Chief Financial Officer Jamie Foster, Director Brent Schmidt

Staff: General Manager/Operator Ben Shafer. Bookkeeper Cassie Ferguson, Backup Operator Steve Kvapil

(0:56) Public Comment: GMO Shafer introduced the new Backup Operator. Steve expressed his appreciation for the opportunity, and has already been given study materials for the certification exam. The Backup operator hired last month did not work out. Director Allen asked to be notified of a MRW study session if we host one.

(6:14) Minutes: The Board reviewed VP Allen's additions and alterations to the February 17, 2022 Meeting Minutes. The board will need to determine for sure if code permits the GMO to fill the Secretary position.

Director Wagner moved to accept the minutes as corrected. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (25:10)**

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

1. (26:58) Bookkeeper's Report – Bookkeeper Ferguson submitted all financial reports and answered questions regarding:

- Discrepancy on Director's Report, which showed incorrect gallons sold, was explained by staff.
- The Bookkeeper is still reviewing the numbers requested by the board on cost/1000 gallons, etc.
- **(42:38)** Director Schmidt moved that we pay the unpaid bills for the month as detailed in the bookkeeper's report. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED.**
- **(45:45)** A request for leak forgiveness was presented to the Board in the amount of \$200.40. The customer had promptly repaired the leak. Director Allen moved that we forgive half of Account #73's leakage in the amount of \$200.40 forgiveness. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED.**
- To date, 38 customers have signed up for our ACH program of automatic monthly payments. GMO Shafer suggested that if the Board decides to mail copies of Water Notes Volume #2 to customers, including an ACH form could lead to higher enrollment rates, as observed in Coram water district.
- Discussion continued about whether it is more cost effective for the District to have a Quickbooks payroll subscription, versus entering all the data manually. Data is not yet available. Director Wagner moved that we table it until the next meeting. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (59:35)**
- Director Richard Hardesty joined the meeting at 7:08pm.

2. Manager's Report - GMO Shafer read his written report and answered questions.

- **(01:09:41)** Corporate Seal Changes – No progress to date, but we hope to have it ready in time for the Newsletter.
- **(1:10:27)** Cost Savings – CenturyLink has been provided the specific circuit IDs for lines we would like to discontinue service on.
- **(01:11:07)** Summary of activities – GMO read the summary of the month's activities from his report.
 - A quote from TWE, who maintains our backup generator, was presented for replacement of the leaking radiator for \$3,794.47. The observed leak is very small. Director Schmidt suggested that the radiator may be repairable rather than replaced. GMO will follow up with their technician about this possibility.
 - Jonathan Foust had reached out to the District to offer his services as a backup operator. He has a strong history as a Certified Operator. At this time, he does not desire to have regular work with

the District. His goal is to have a District with whom he is associated, so he can keep his certification current. Director Schmidt moved that we place Jon Faust on the bottom position of our roster, as a backup operator. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (1:23:18)**

- Source Water Protection Plan – Directors inquired as to what specific changes have been made to the plan in this most recent revision. Since they are minor but numerous, the Board has requested a digital copy of the 2013 version so they may be compared. President Wagner stated some of the material in our old SWWP does not apply to this district. VP Allen requested the new changes be delineated. GMO will ask Montana Rural Water for the digital version, to be provided prior to the next meeting.
- Neptune Pocket Pro meter reader – Martin City water has agreed to sell us their used PPR at \$550. It retails for \$1,500 where it can be found online.
- Printer Update – The appropriate printer has been found and is on order. (Bookkeeper reported the district can now print 4 vs. 3 bills on the cardstock.)

F. Unfinished Business (01:47:45)

1. Final Copy of Bylaws - The Board signed the closing page of the recently adopted Bylaws. GMO will place the bylaws on the district website. It will be sent to the Secretary of State. The R&PSC will hold a meeting to begin work of the District Rules and Regulations prior to next meeting.

2. File room progress report - No progress since last meeting, but Director Schmidt updated the Board on his progress of organizing our file room.

3. Discussion of District Credit Card – Discussion resumed on whether staff should be provided with debit cards for business expenses, and if so how that would be implemented. It appears this could require putting the GMO and Bookkeeper as signatories on the District bank account. CFO Foster will check with Glacier Bank on further debit card details. Director Wagner moved to table the debit card discussion until the next meeting and put it back on the agenda until next time. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (2:02:16)**

4. Low Income Water Assistance Program - It was determined this program will have little effect on the Bookkeeper’s workload. There was concern about consumer fraud and possible use of the program to rack up and then avoid paying delinquent bills. GMO Shafer stated at least six months of a delinquent bill would still go to the tax rolls to be recouped by the county for the district. Director Allen moved that we participate in the Low Income Water Assistance Program. President Wagner, Director Schmidt and Director Hardesty voted NO. VP Allen and CFO Foster ABSTAINED. The motion fails.

G. New Business (2:13:15)

1. Draft Newsletter – President Wagner offered his revision of the draft newsletter. All present discussed the content and distribution of Water Notes Volume #2. Director Hardesty will format it.

2. Upcoming Election – Director Wagner shared that the filing deadline had passed, and no challengers had presented themselves. (The county had failed to send out an election schedule.) A county election will not be needed. Director Schmidt and Director Hardesty both stated they are willing to be re-elected by the board in May. VP Allen will contact the County Administrator about Board Training Classes.

Those present reviewed their notes and listed any tasks they had been assigned, so they may be added to the Task Register.

H. Adjournment – Meeting was adjourned at 8:35pm.

Signed _____ Date _____
President Douglas T. Wagner

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