

## HUNGRY HORSE COUNTY WATER AND SEWER DISTRICT BOARD OF DIRECTORS' REGULAR MEETING

Location of meeting: Water District Office, 528 Colorado Blvd., Hungry Horse, Montana

Thursday, July 21, 2022

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

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

Staff: General Manager/Operator Ben Shafer.

**(0:25) Public Comment:** None

**(0:51) Election of Officers:** After having at the May meeting reelected Directors Schmidt and Hardesty to a new four-year term as directors, and the process now being complete at the county, the Board elected officers to serve for the next two-year term of office. Director Hardesty nominated Doug Wagner to continue as President. Director Schmidt moved that we elect Doug Wagner to a second term as President. 4 ayes. President Wagner abstained. MOTION CARRIED. **SO RESOLVED (4:04)** President Wagner nominated Vivian Allen to continue as Vice President. Director Schmidt moved that Vivian Allen continue in her office of Vice President. Unanimous, all ayes. MOTION CARRIED. **SO RESOLVED (5:30)** The position of Chief Financial Officer was not included in the bylaws, so the official position will be retired. Director Foster has agreed to continue with the financial duties as required. Vice President Allen will continue in her role of Parliamentarian.

**(11:19) Minutes:** The Board reviewed VP Allen's additions and corrections to the June 16, 2022 Meeting Minutes.

President Wagner moved to accept the June 16, 2022 minutes as amended and corrected. All ayes. Unanimous. MOTION CARRIED. **SO RESOLVED (12:30)**

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

**(14:35)** Bookkeeper Cassie Ferguson joined the meeting.

1. **(12:46) Manager's Report.** - GMO Shafer read his written report and answered questions.

- **Cost Savings** – No specific news to update
- **Leak Update** – GMO Shafer suspects that the leak may be on 4<sup>th</sup> St. West. As this is a dead-end road with only a few customers, he will notify customers via door hanger that their service will be temporarily interrupted overnight. This should show a decrease in usage during that period.
- **Well #1 nearby septic system** – GMO Shafer shared a drawing of the septic permit for the system in question. The permit specified that 100ft distance be maintained between the drainfield and our well. Typically a Wellhead Protection Zone prohibits any part of the system from being within 100ft of the well, not just the drainfield. Kyla Terry of MRWS is investigating whether the District had filed a Wellhead Protection Plan prior to the approval and installation of the septic permit, and what if any recourse the District might have at this time.
- **Summary of Activities** – GMO Shafer read his summary of activities from the prior meeting until today.

2. **(58:56) Bookkeeper's report**

- **Budget Proposal** – The bookkeeper presented the proposed budget for FY2023. Those present discussed adjustments to expenses and income based on the best available information. Enough questions and changes were identified that the Board would like to see an updated version for the August meeting.

Director Foster was excused from the meeting at 7:15pm **(1:16:21)**.

- **Financial Statements** – Due to mechanical issues with our printer, Mrs. Ferguson worked through the financial report verbally for the Board. A full copy of the report will be furnished to the Board in advance of the next meeting.

- **Bills** – Director Schmidt moved that we pay the bills for July. All ayes, unanimous. MOTION CARRIED. **SO RESOLVED. (1:33:34)**
- **Correspondence** – We received a letter from the US Department of Justice detailing the potential impact of the Water Compact with the Salish and Kootenai tribes. Our attorney has indicated that it shouldn't impact the District. The preliminary decree in question is aimed largely at surface water and stream flows, but the District only utilizes groundwater sources.
- **Quickbooks update – ME Lab invoices** – The discrepancy involving missing invoices from ME Lab has been resolved.

**F. Unfinished Business (01:43:31)**

**1. Policy Committee Report** - Directors Schmidt and Hardesty have identified and located documents which will be used to form future policies. These materials have been shared with the committee.

**2. Fire hydrant flags and painting project.** – HHRVFD has offered to repaint all of our hydrants if we pay for the paint. They are also investigating buying a full set of hydrant delineator rods, and will pursue grants to pay for them.

**3. Sand Creek status vs. Water Compact decision** – See Correspondence section above. GMO Shafer advised that moving to transfer our Sand Creek water right could cause the DNRC to evaluate our current demand and well logs, which could result in reduction of our total claimed water. The growth bringing a change of use can also pay for the process at that time. While discussing his conversations with our attorney, President Wagner also shared that he had inquired into the legality of having our district manager writing the minutes. The reply was that the code did not prohibit it. GMO Shafer suggested that the District stood to save almost \$10k per year by shifting this responsibility to the general manager. He also suggested that part of that saving should be shifted to additional compensation based on the added secretarial work load.

**4. Further discussion on thermoclines at storage tanks** – Since we don't chlorinate the system regularly, GMO Shafer suggested that we could periodically overflow the tank to purge any accumulation of chlorine byproducts or any other accumulates in the top of the tank.

**5. Leak forgiveness discussion update** – President Wagner had spoken with the customer at account #349 about her request for leak forgiveness. He again requested any further documentation she could provide to corroborate her timeline. Unless account #349 inquires further, the Board will consider the manner closed.

Traditionally, the District has used the Exceptional Use report to identify accounts which have used which used +100% of their previous month's usage. GMO Shafer had learned that the report can be run in multiple ways, including a maximum usage threshold, which may identify leaks sooner. Mrs. Ferguson will begin running the report both ways so GMO Shafer can alert customers to excess use in either scenario.

**G. New Business (2:04:00)**

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

GMO Shafer – Start forwarding approved minutes to the County for their records and publication. Call RVS software about the \$5 late fee notification which has been confusing customers. Work with the bookkeeper to implement the second version of the Exceptional Use report. Rectify malfunctioning scanner printer situation.

Mrs. Ferguson – Refine the proposed budget and deliver it to the Board in advance of the next meeting. Send copies of this month's financial report to the Board.

**H. Adjournment** – Meeting was adjourned at 8:08pm.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 President Douglas T. Wagner

Attested \_\_\_\_\_ Date \_\_\_\_\_  
 Pro Tem Secretary, General Manager Ben Shafer