



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting

September 21st, 2023 | 6:00PM

A. CALL TO ORDER 6:01PM

President Wagner called the meeting to order

B. ROLL CALL 6:02PM

PRESENT: President Wagner, Vice President Vivian Allen, Director Jamie Foster, Director Richard Hardesty, Director Brent Schmidt. STAFF: GMO Ben Shafer, Secretary Raye Lynn Goodson EXCUSED ABSENT: Bookkeeper Cassie Ferguson

C. ADOPTION OF AGENDA 6:02PM - 6:10PM

Discussion of changes made by Allen.

Allen made a **MOTION** to delete H. Adjournment Deadline.

AYE - Allen NAY - Wagner, Foster, Hardesty, Schmitt. **MOTION FAILED.**

Wagner made a **MOTION** to adopt the agenda. AYE - Unanimous **MOTION PASSED; SO RESOLVED.**

D. PUBLIC COMMENT 6:10PM

Wagner made a **MOTION** to let Vice President Allen to direct the meeting.

6:11PM Allen asked if the Morris' would be attending.

E. REPORTS 6:13PM - 7:30PM

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

1. BOOKKEEPER'S REPORT 6:13PM - 6:20PM

Bookkeeper was excused absent for this meeting. No Bookkeeper's Report.

6:13PM Allen made a **MOTION** to table Bookkeeper's Report until the next meeting.

A. Financial Statements

B. Bills 6:14PM - 6:17PM

Schmidt made a **MOTION** to pay the unpaid bills for September as to be reviewed at the next meeting.

AYE - Unanimous **MOTION PASSED; SO RESOLVED.**

6:15PM There was discussion of when they would be able to obtain the Bookkeeper's Report.

6:16PM Foster asked if there were any bills they were not aware of.

Shafer recalled an annual website bill around \$500 and some installs.

7:08PM Shafer received an update on bills. The website fee was \$457.

C. Correspondence 6:18PM

Wagner brought up the discussion of investing in the Credit Union, Allen said it will be discussed in F1.

D. Corrected 2024 Budget 6:20PM

Shafer brought up that Martin City does not have their 2024 Budget approved either.

Allen asked about the deadline. Shafer let her know that it already passed, but it's not a hard deadline.

2. MANAGER'S REPORT 6:20PM - 6:24PM

Allen asked if Shafer could put his updates on an official report even if there aren't any so they have it on record.

A. Monthly Report 6:24PM No Updates

B. Asset Management Update 6:24PM No Updates

C. Status of Water Service Record Instructions 6:25PM No Updates

3. REPORT FOR INDIVIDUAL DIRECTOR AUTHORITY 6:25PM - 6:45PM

Allen read her summary of events handling Acct #19's Correspondence. Wagner asked where the "Individual Directory Authority" came from. The board had a discussion over proper procedures with correspondence.

6:42PM The board and staff discussed setting up an "auto-response" email to be sent in a timely manner to costumers while the board works on their formal correspondence. The whole department agreed this will help avoid any conflict between board members, staff, and costumers while working on formal correspondence.

6:44PM Foster made a **MOTION** to approve the letter to Acct #19

AYE: Unanimous. **MOTION PASSED; SO RESOLVED.**

F. UNFINISHED BUSINESS 6:45PM - 7:58PM

1. WFCU 4 MONTH SAVINGS CD 6:46PM - 6:52PM

The board discussed putting \$100K of funds into a CD. The CD is called 5.12 APY. Shafer asked where the funds would be coming from. Foster is going to look further into the investment decision via county fund, the availability, and the regulations of being a government entity.

A. \$2.10 base rate reduction motion, vote and public notification. 6:53PM - 6:59PM

Wagner made a **MOTION** to lower the rate by \$2.10. **6:59PM** Wagner asked to **TABLE MOTION** until the December 21st

meeting. AYE: Unanimous **MOTION TABLED.**

Shafer said he and the bookkeeper based on current economic impacts that the staff doesn't support lowering the rate. **6:55PM** Allen asked what the new base rate would be. Wagner responded with \$40.40. Schmitt brought up that people will notice when they raise it again.

2. POLICY COMMITTEE UPDATE 7:00PM - 7:11PM

Schmidt let the board know they have no update. Allen asked about a progress report. Schmidt said to expect an update in December. Shafer would like to be invited to the Policy Committee Meetings. The Policy Committee discussed when they would meet next. Foster brought up bringing a Policy every meeting for the board to discuss. The board discussed publishing the Policy online.

A. Leak Adjustment Policy Language (corrected final copy) 7:12PM A discussion of the final copy.

3. CSKT UPDATE ON MEETING WITH ATTORNEY AND MEDIATOR. 7:13PM - 7:22PM

Wagner had no update. A discussion if a meeting happened and a recall of the event.

Allen gave a summary of events from her last experience in a meeting. They also discussed the compact and water rights.

4. Report: Robert's Rules of order on Negative Reports. 7:22PM - 7:38PM

Wagner asked about the proper procedure when it comes to moving reports.

The board discussed what is kept on record and what isn't.

7:25PM Foster asked what happens when things are added to the minutes when it is not approved by the board.

She stressed that the public would not know that it is not approved by the board.

7:29PM Schmidt asked if it could be noted on the report that it was entered by a certain board member and it is not approved by the board. The board discussed this option and verbiage to be used.

7:32PM Wagner asked if the board can reject reports. The board discussed the Parliamentary Role.

A. MINUTES 11/25/22, 4/20/23, 5/15/23, 8/17/2023 A & C'S (10 minutes time-limit per set of minutes) 7:38PM-7:58PM

7:39PM Allen made a **MOTION** that all documents be sent to the Secretary by the Friday before the meeting to be sent out in a pre-meeting packet on Monday. Staff and the board discussed the timeline.

7:45PM MOTION AMENDED that all documents be sent to the Secretary by the Monday before the meeting to be sent out Tuesday in the Meeting Packet. AYE: Unanimous **MOTION PASSED; SO RESOLVED.**

7:46PM Allen made a **MOTION** that documents be submitted be submitted in PDF format.

AYE: NAY: Unanimous ABSTAIN: Allen **MOTION FAILED.**

7:50PM Schmidt stated that the board will send in PDF format out of courtesy.

7:51PM - 7:56PM Allen made a **MOTION** that the Secretary get an emboss and/or stamp for the district with emboss being the preference. AYE: Unanimous **MOTION PASSED; SO RESOLVED.**

7:56PM Wagner made a **MOTION** to table everything else on the meeting agenda except for Task Review(4A-G2).

AYE: Unanimous. **MOTION PASSED; SO RESOLVED.**

G. NEW BUSINESS 7:56PM - 8:04PM

1. FEBRUARY FINANCIAL MATERIALS FROM COUNTY Tabled for next meeting

2. NEWSLETTER DISCUSSION Tabled for next meeting

3. TASK REVIEW 8:02PM

8:02PM Wagner: Get ahold of attorney about CKST

8:02PM Schmidt: Rules & Policy Meeting 10/09/2023 10AM

8:03PM Hardesty: Rules & Policy Meeting 10/09/2023 10AM and Leak Forgiveness

8:03PM Foster: Interest Rate

8:03PM Shafer: Going to talk to Martin City Water about approving budget.

8:04PM Goodson: September Minutes, Stamp/Seal Research & Design, June & July Minutes if time.

H. ADJOURNMENT (8:00PM or sooner)

8:04PM Wagner made a **MOTION** to adjourn. AYE - Unanimous **MOTION PASSED; SO RESOLVED.**

Signed _____

Douglas T. Wagner, President

Date _____

Attested _____

Raye Lynn Goodson, Secretary

Date _____