



# Hungry Horse County Water & Sewer District

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

## Board of Directors Meeting

November 16th, 2023 | 6:00PM

**A. CALL TO ORDER 6:00PM** President Wagner called the meeting to order.

**B. ROLL CALL 6:01PM**

PRESENT: President Doug Wagner, Vice President Vivian Allen, Director Richard Hardesty, Director Jamie Foster STAFF: GMO Ben Shafer, Bookkeeper Cassie Ferguson EXCUSED ABSENT: Secretary Raye Lynn Goodson, Director Brent Schmidt GUESTS: Patty O'Neil in attendance for a spigot removal. Pam Northrup in attendance.

**C. ADOPTION OF AGENDA 6:01PM - 6:02PM**

**6:02PM** Wagner makes a **MOTION** to approve the agenda with an amendment to include a line item 3 under reports for Allen's correspondence for CSKT.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**D. PUBLIC COMMENT 6:02PM - 6:38PM**

O'Neil discusses the spigot she wishes to have removed. O'Neil explains septic drain fields, easements, and property lines. Allen asks about the history & Shafer answers with what information he has in his knowledge. Allen provides more information in past minute reports. O'Neil provides documents and Ferguson requests all documents be checked with our records. Foster asks if the board can handle this type of matter. Wagner says it's on our water system and it's a question to ask the County Attorney. Shafer says the history of the spigot would be nice to know. The board and O'Neil review all records provided. Wagner says they will not have an answer at this moment for the spigot. O'Neil gives more of a verbal history of the spigot.

**E. REPORTS 6:38PM - 8:20PM**

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

**1. BOOKKEEPER'S REPORT 6:38PM - 8:15PM**

**A. Financial Statements 6:38PM - 6:39PM**

Shafer brings up the water loss and that Bryce Civil Constructors was invoiced for their water usage.

**B. Bills 6:39PM - 7:10PM UNPAID BILLS 6:39PM** Foster asks about Forest Service and Ferguson discusses the lease agreement. Foster points out a Glacier Bank Bill for the safety deposit box.

**6:41PM** Foster makes a **MOTION** to pay the unpaid bills.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**PROFIT & LOSS 6:41PM** Allen asks for clarification on changes to the Balance Sheet & Budget.

Ferguson explains the budget and the differences in numbers between years. Shafer helps to explain the numbers. Office Supplies are higher due to Quickbooks. Shafer explains the format the information has been reported in the past for Ferguson. Ferguson updates report and prints it for the board. **BALANCE SHEET 6:55PM** Allen points out the positive impacts the board have made. Wagner reports numbers from the Bank & Credit Union accounts. Foster says they need the minutes for the County in order for them to switch the type of account we have. Foster will take care of it when she gets the minutes. Wagner suggests putting money into an account where the money can grow interest.

**6:59PM** Foster makes a **MOTION** to move \$100,000 from the Glacier Bank checking account to the Whitefish Credit Union account. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**7:02PM** Foster ask about bulk water sales. Ferguson will send that information in an email.

**ADJUSTMENTS 7:03PM** There was one adjustment **PAST DUE LIST 7:03PM** Ferguson explains the new list format and answered any questions about accounts. **USAGE & LOSS 7:09PM** Shafer gives a summary about Usage & Loss

**C. Correspondence**

**7:10PM** Ferguson covers new and current customers reaching out for water service & bills.

**D. Budget Numbers 7:12PM - 8:15PM**

The board discuss changes and ask questions about the budget at hand. Ferguson addresses all questions. The board go over numbers and changes to the budget that are needed. The board adjust numbers and line items. **7:35PM** Bulk Rate Report: Ferguson did research to find pricing about bulk rate mailing. The minimum mailing is 500 pieces and we do not have that many pieces of mail being sent.

**7:39PM** The board returned to going over the budget with Ferguson.

**8:00PM** Wagner made a **MOTION** to extend the meeting until 8:20PM.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**8:01PM** The board and staff continue to work through the budget and make changes needed.

**8:15PM** Wagner made a **MOTION** to approve the amended budget.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**2. MANAGER'S REPORT 8:15PM - 8:19PM**

**A. Monthly Report 8:15PM** Shafer reports business as usual. Discussed some pump failures and communications he has taken care of throughout the month. Shafer has been in communication with "120 Water" a software/support package company that helps them with their copper and lead service line inventory. Shafer has a quote and it's around \$10K. We wouldn't need the service for more than a year. Shafer reports that other local entities have offered this service for free even if it's more work for staff.

**3. CSKT REPORT** Tabled for next meeting

**F. UNFINISHED BUSINESS** Tabled for next meeting

**1. POLICY COMMITTEE/ BRANCH SERVICE LANGUAGE ON-GOING** Tabled for next meeting

**2. LOW INCOME WATER ASSISTANCE PROGRAM** Tabled for next meeting

**3. SET DATE FOR SPECIAL MEETING TO CORRECT MINUTES**

**8:19PM** Wagner will send an email to establish a date and time for the meeting.

**G. NEW BUSINESS** Tabled for next meeting

**1. REQUEST TO BEGIN EVERY WATER BOARD MEETING WITH A PRAYER** Tabled for next meeting

**2. NEWSLETTER DISCUSSION** Tabled for next meeting

**3. TASK REVIEW**

**8:19PM** Ferguson has "a lot" to do before the next meeting regarding changes to the budget.

**H. ADJOURNMENT 8:20PM**

**8:20PM** Allen made a **MOTION** to table the rest of the items on the agenda.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

**8:20PM** Wagner made a **MOTION** to adjourn AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

Signed \_\_\_\_\_

*Douglas T. Wagner, President*

Date \_\_\_\_\_

Attested \_\_\_\_\_

*Raye Lynn Goodson, Secretary*

Date \_\_\_\_\_

