



Hungry Horse County Water & Sewer District

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

Board of Directors Meeting Minutes

December 18th, 2025 | 6:00PM

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

B. ROLL CALL 6:00PM

PRESENT: President Doug Wagner, Vice President Tom Blakney, Director Dan Stahlberg, Director Jamie Foster

STAFF: GMO Ben Shafer, Bookkeeper Mallory Mumma, Secretary Raye Lynn Goodson GUESTS: Vivian Allen

EXCUSED ABSENT: Director Brent Schmidt

C. ADOPTION OF AGENDA 6:01PM

6:01PM Wagner **MOVED** to adopt the agenda. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

D. PUBLIC COMMENT 6:01PM None

E. NOVEMBER MINUTES TO CORRECT & APPROVE 6:01PM

The board went over changes needed in the minutes when it came to a sentence.

6:02PM Wagner **MOVED** to accept the November 2025 minutes as corrected.

AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

F. REPORTS 6:03PM

1. BOOKKEEPER'S REPORT (DIRECTOR'S REPORT) 6:03PM

a. FINANCIAL STATEMENTS 6:03PM

The board and Mumma went over the Financials and Bookkeeper's report. ADJUSTMENTS Mumma went over the shut-off list and past due list. The board and Mumma went over how to create a list that specified shut-off and past due costumers. **6:12PM** PROFIT & LOSS The board and Mumma discussed the Profit & Loss and how the December bills will affect the numbers.

b. BILLS 6:17PM

6:17PM Foster **MOVED** to pay the unpaid bills. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

c. CORRESPONDENCE 6:18PM

The balloon payment of \$140,000 went through.

2. MANAGER'S WRITTEN REPORT, DAILY LOG & TO-DO LIST UPDATE 6:20PM

Shafer went over his month in a written report which covered DNRC and DEQ communication. DEQ reports show a higher number of residents based on peak season. Shafer communicated with DEQ over the population update and what that would mean for turning in monthly samples. DEQ will require 2 samples due to the update. The samples just need to be in 2 different sites and can be turned in at the same time. **6:29PM** Allen asked where Shafer does his sampling and if he uses "special devices" and Shafer informed her of the locations for sample sites. Wagner went over his findings of the population of Hungry Horse. **6:32PM** Shafer covered the EPA and that they are now in charge of the Lead Service Line Inventory. The district will need to notify the public that the Service Line Report was turned in but not by the deadline. **6:35PM** Shafer supplied graphs and went over the Water Loss and the potential leak. The board and Shafer went over how the water flows from the well to the costumer. They went over gallons and percent loss, and the month the numbers started looking off and suggesting a leak. Shafer suggested a file cabinet of tracking communication, hardware and reports for costumer accounts and suggested this may help better track a leak, but also any discrepancies. **6:50PM** Shafer stated a fire hydrant needs repair as it was struck by a vehicle. Parts are in and he is hoping to have it repaired by the end of the year, weather permitting.

3. SECRETARY'S REPORT 6:53PM

Goodson went over the Secretary's Report. The board and Goodson went over the ADA requirements for the website and Goodson stated this has been done.

G. UNFINISHED BUSINESS 6:55PM

1. FLOOD INSURANCE 6:55PM

The district does not need flood insurance.

2. BANK CREDIT CARD 6:55PM

Mumma went over the process of getting a bank credit card.

6:57PM Foster stated they need to add Sick Leave and Vacation Pay to next month's agenda. Sick Leave and Vacation Pay are required and they need to go over how far back they need to add this to the employee's account.

6:58PM Foster **MOVED** to extend the meeting 10 minutes. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

3. ORGANIZATION OF THE FILE ROOM DISCUSSION 7:00PM

Foster covered last month's discussion of letting Goodson organize the file room. The board and Goodson discussed how many hours a month the secretary should spend working on the file room. They also went over how old some of the files are and what exactly are in the file boxes. **7:06PM** Vivian asked what the timeline was for the Manager to do the file room.

7:09PM Blakney **MOVED** to allow the secretary 10 hours a month to work on the file room, but not exceeding 40 hours a month in total. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

H. NEW BUSINESS 7:10PM

1. NONE

The board discussed a Christmas/New Year Bonus for employees and adding it to next month's agenda.

2. TASK REVIEW 7:10PM

Foster will meet with Goodson to go over the file room.

The board will add the Executive Session Minutes approval to next month's agenda.

7:11PM Allen stated what she believes how the Executive Session Minutes should be handled.

I. ADJOURNMENT (7:00PM OR SOONER) 7:11PM

7:11PM Wagner **MOVED** to adjourn. AYE UNANIMOUS **MOTION PASSED; SO RESOLVED**

Signed _____
Douglas T. Wagner, President

Date _____

Attested _____
Raye Lynn Goodson, Secretary

Date _____