



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 15, 2011
6:30 pm

Location: Antler's Lodge (moved from Visitor Center)

Board Members in Attendance: Kay Whittle, Matt Asplund, Rick Sommers
Marilyn Hartley, District Clerk

Public Attendance: None

The Board requested that Marilyn use her list of agenda items as a format for the meeting.

Minutes from the previous meeting were reviewed, unanimously approved and signed.

Marilyn again presented the FY12 budget for approval and signatures. It was previously tabled pending questions from the Board which have since been sufficiently answered. Marilyn reminded them that an official budget was required for presentation to Rural Development. The Board unanimously accepted the budget as presented and the document was appropriately signed.

There were 4 items of communication to the Board.

1. Another letter from Jack Tuholski was reviewed with regard to his being charged for 2 EDU's, one for the upstairs and one for the basement. This was discussed at the last meeting and the Board had tabled it until they could discuss the situation with the Tulhoskie's housekeeper. It was determined that the Tulhoskies can meet the burden of proof and a unanimous decision was made to credit the overages from November and December billings and Marilyn would compose a letter letting them know of the Board's decision.
2. Antler's Lodge has requested a reduction of 2.0 EDUs from the removal of 4 RV risers some time ago. Matt verified that he was involved when they were removed, so the Board saw no reason to continue charging for them and unanimously instructed Marilyn to reduce the Antler's Lodge billing to 11.5 EDUs from the 13.5 EDUs currently being billed. Antler's Lodge has not requested any credit for previous payments.
3. A letter of inquiry was received from the Martinesons requesting information as to the procedure for getting water service to their new home which is currently under construction. Matt recommended that they send a letter along with their hookup fee approximately 30 days prior to when they will be ready to tap into the system. Marilyn will see that the Martinesons are appropriately notified to that affect.
4. A reminder notification was received from DEQ about the requirement for nitrate samples which are due by December 31st. Matt will check to see if it has been done and, if not, see that it is.

At that point, a conference call was initiated with Rosie Barndt from Holmes & Turner, our auditing firm. She wanted to perform her statutory duty to communicate with the Board about doing an MD&A (Management Discussion & Analysis). She indicated that it was not a critical item at this point, but suggested it would be a good idea. Marilyn indicated that she has had experience in this, but would not have time this year and that perhaps she may be able to do one next year. Rosie reviewed pertinent aspects of the financial statements and indicated that everything looked to be in good shape. However, she strongly recommended that the Board initiate review of bank statements (whether by 2nd copy or online access) for the purpose of catching potential fraud early. This is strictly a protective measure for both Marilyn and the Board. Marilyn asked Rosie a few technical questions related to journal entries and then the conference call was ended.

Marilyn presented copy of the renewal documentation for the District's Special Use Permit with the USDA – Forest Service. The new permit is for 25 years and needed to be signed and returned by December 31st. The Board unanimously

agreed to the terms and Kay signed the document. Marilyn will send it back to the Forest Service. They will then sign and send copy of the fully executed document back to the District.

The Board then reviewed and signed November & December claims as follows:

Chk #2187	USPS - \$132.00 - 3 rolls of stamps
Chk #2188	U S Treasury - \$329.46 - 3 rd Qtr payroll taxes
Chk #2189	Bridger Analytical Lab - \$28.00 - Water sample testing
Chk #2190	Flathead Electric - \$378.09 - October Utility (electric)
Chk #2191	MT State Fund - \$38.12 - FY12 Worker's Comp premium
Chk #2192	Ferguson Enterprises - \$46.47 - Meter repair parts
Chk #2193	Century Link - \$41.09 - November Utility (phone)
Chk #2194	Marilyn Hartley - \$554.90 - November salary (less deductions) + reimb for security software
Chk #2195	Staples - \$57.78 - Case for small laptop & case of paper
Chk #2196	Park Co Clerk & Recorder - \$252.30 - Bill for trustee mail ballot election
Chk #2197	Quality Propane - \$1219.36 - Propane for well house
Chk #2198	USDA Forest Service - 244.00 - Annual land rental + admin fee
Chk #2199	Marilyn Hartley - \$443.93 - December salary (less deductions)
Chk #2200	Flathead Electric - \$412.04 - November Utility (electric)
Chk #2201	Bridger Analytical Lab - \$28.00 - Sample testing
Chk #2202	Century Link - \$41.09 - December Utility (phone)

Marilyn communicated with the board regarding some accounting items:

1. Thoughts on offering Pay-By Phone as an option for customer payments. The Board agreed to sending out a note with January bills requesting interest in such an option before spending approximately \$400 to purchase software & supplies.
2. A new contract for receiving 2011 funds from the resort tax was needed because the original one could not be found. Marilyn presented a new copy and Kay signed on behalf of the Board. Requests for 2012 Resort tax funds will become available in January.
3. Question regarding whether a vote needed to be taken for Board Chair for the next year. This item was tabled for next meeting.
4. Renewed discussion regarding a website for the District. Several possibilities were raised and the Board unanimously decided to accept a proposal offered by Scope Strategies out of Livingston back in September, if they were still interested. Marilyn will communicate with them to see if their offer of \$500 for design, implementation and 2 years hosting & maintenance is still good. If so, the Board authorized Marilyn to give them the 'go ahead'.

Discussion then ensued regarding repairs that need to be done to the water system and getting the meters up and running. Matt stated that he believed he could get the meters going fairly quickly and recognized the importance of having the repairs done first thing in the spring if the District can afford to pay for them. Marilyn indicated that funds are available and there is nothing financial that is prohibiting the repairs.

With no further business to attend to, the meeting was adjourned at 8:55pm.

The next meeting is to be held on Thursday, January 19th @ 6:30 pm at the visitor center.

Respectfully Submitted,



Marilyn Hartley
District Clerk

BOARD APPROVAL:



Date: 1-19-12