



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
July 19, 2012
6:30 pm

Location: Cooke City Community Center
Conference Room

Board Members in Attendance: Deb Myers, Kay Whittle, Troy Wilson
Lucas Jack, Water Operator

Public Attendance: None

Minutes taken by Kay Whittle.

The first order of business was to review and sign the June minutes. Troy made a motion to approve the minutes as read and Kay seconded the motion.

The Board reviewed the Profit and Loss Report and A/R Report provided by Marilyn.

The board reviewed and signed the June requests for bill payment; motion made by Rick, seconded by Troy. The bills Marilyn submitted for payment were all approved as follows:

- Chk #2250 Bridger Analytical Labs - \$28.00 – Sample Testing
- Chk #2251 MT Unemployment Division - \$11.47 – 4th Qtr SUTA taxes
- Chk #2252 US Treasury - \$339.15 – 2nd Qtr Payroll taxes
- Chk #2253 Century Link - \$41.23 – July phone bill
- Chk #2254 Flathead Electric - \$568.80 – June power bill
- Chk #2255 Lucas Jack - \$424.57 – July salary (less deductions)
- Chk #2256 MACO - \$1668.00 – Annual Liability insurance premium
- Chk #2257 Marilyn Hartley - \$558.27 – July salary (less deductios)
- Chk #2258 RVS Software - \$418.00 – Annual Maintenance & Support fee

Update and discussion on Skunk Hollow and Broadway; the district has roughly \$150,000 to complete both the Broadway and Skunk Hollow projects. Great Western and CTA Architects submitted engineering proposals for the District to review. Parks Frady from CTA Architects Engineers attended our meeting to go over the proposal his firm provided (a copy of the proposal is attached to these minutes). Parks said we would probably not be able to get Skunk Hollow done this year, when you factor in the time for the permitting process to go under Highway 212. Parks also informed the board that we must go through the bidding process if amounts exceed the following; \$20,000 for engineering and \$50,000 for construction. Parks also pointed out that the District would need to find some money, grants, loans, etc. since we only have \$150,000 to spend at this time. Deb mentioned to Parks the Districts desire to purchase the materials, thus saving approximately 25% and he said it would be no problem and would save us money. Parks wrapped up his summary of their proposal saying he would need information on the last portion of the project when the system was installed so he could see how they charged for work in this area. He also said he would prepare a project breakout, engineering costs and construction costs for Broadway. Parks had a recommendation for a temporary fix (this year) in Skunk Hollow and that was to install blue board over the main to hopefully prevent freezing this winter. He

stated that blue board was not cheap, but the work could be completed without permits or engineering costs. The board took it under advisement.

Water Operator Update (Lucas)

Lucas reported that he has been able to read some of the meters, but not all. He will get a list of meters together that he has not been able to read and get them to Matt. Matt said he would have a magnet with him during the day as he was working and would go by some of the meters Lucas was having difficulty with and try to wake them up. He reported that he is currently having trouble with windows 7 and the road runner. Tim from Data Matic is helping him with it. Lucas also said he would get a list of the meters he had readings for to Marilyn.

Communications from Marilyn:

Marilyn had the signature cards changed and included them for board members signatures. The cards were signed as indicated and returned.

Marilyn will complete fiscal year 2013 Budget document for signatures at the August meeting.

Marilyn got a cell phone for District use and the number is 406 224-3891. She will have it on her desk and check it each day when she gets home from work. She recommended the board members still call her on her personal cell for anything that requires her immediate attention/communication during the work day.

Marilyn reported that our unemployment rate has dropped from .45% to .25% for fiscal year 2013.

Martinson's requested information back in December for a water hook-up, but are not ready for it yet.

Marilyn has not been able to find out if Rick had paid the hook-up fee for his new house. She had asked Patti about it and Patti said she had not received any money from Rick while she was District Clerk. Since Rick was not present at the meeting, we decided to table the matter until we could talk to Rick.

Marilyn needed more clarification on Whittle's new house. Kay explained it to the board and offered to contact Marilyn by phone to answer her questions.

Marilyn included an email she had received from Ken Pitman with regard to the surveyor pins having been removed from his property during the initial water system installation. At the time they were removed, Great Western said they would replace all pins that had been removed, but did not. The board agreed that the property owner had every right to have the pins put back by a surveyor, but the one year warranty period had definitely expired. It was decided that we would ask Marilyn to check into whether or not we could claim this under our insurance and if so, how would it affect the premium.

Marilyn reported that she is currently working on the following;

- Getting ready for our audit and would be hearing from Rosie in the next month or so.
- Needs to complete 4th quarter/end of year report for Rural Development and respond to their request for an update on where we are at with reading meters and the Skunk Hollow repair.
- Working on a comparison of the tax roll to customer list.
- Will copy system drawings and bring along with her to the September meeting instead of paying postage to mail them.

The last item of business was a letter Marilyn received from Montana Association of County Water & Sewer Districts, inquiring whether or not there was support for an organization to represent the interests of County Water & Sewer Districts in Montana. The board read the letter and decided it was a possibility in the future, but not at this time.

Deb Meyers adjourned the meeting at 8:10 pm.

Respectfully Submitted,

BOARD APPROVAL:

Marilyn Hartley
District Clerk

Signatures on file.

Date: _____