



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
August 16, 2012
6:30 pm

Location: Meeting could not be held at the Visitor Center because of a scheduling conflict, therefore it was held at Antlers Lodge.

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

Public Attendance: None

Minutes taken by Kay Whittle.

Meeting was called to order by Deb Meyers at 6:52 PM.

Minutes from the July meeting were read and approved; Matt made motion, Kay seconded.

The profit and loss statement and A/R Report was reviewed by the board.

The board reviewed and approved all bills submitted by Marilyn for payment, as follows:

- Chk #2259 USPS - \$137.75 – 3 Rolls of stamps + add'l postage
- Chk #2260 Bridger Analytical Lab - \$28.00 – Sample testing
- Chk #2261 CenturyLink - \$42.38 – Aug phone
- Chk #2262 Flathead Electric - \$1085.86 – July power bill
- Chk #2263 Lucas Jack - \$601.47 – Aug salary + July add'l hrs (less deductions)
- Chk #2264 Marathon Printing - \$75.00 – customized envelopes
- Chk #2265 Marilyn Hartley - \$558.28 – Aug salary (less deductions)
- Chk #2266 Verizon Wireless - \$70.61 – July & Aug Cell phone + equipment

DEQ issued a sanitary report for the District in which there were minor deficiencies. The board reviewed the report and it was noted that the deficiencies were considered minor and the board was already aware of them and all are in the process of being satisfied. One of the issues noted in DEQ's report is damage to the fence around the water tank. The report suggests the damage is from snowmobilers, but the damage is actually due to the weight of the snow. Kay recalls the District had to obtain approval for the materials used in construction of the fence at the time of construction. The issue for the Forest Service was aesthetic and DEQ for safety and keeping people out of the area. The District does not believe any of the damage is due to people or motorized travel, but Lucas will look into having signs made to post on the fence for no entry. A copy of the report is attached to these minutes.

Skunk Hollow & Broadway

Broadway: Parks had questions for system they are engineering and wants to submit plans to DEQ for permits. He is having difficulty keeping it under \$50,000 and thinks we should go through public bidding process. He says adding the contingency puts it over \$50,000, but we must have the contingency. Parks also had an additional fire hydrant going in with the Broadway project. Matt will check on the fire hydrant assembly for the current hydrants we have to ensure we get the same style for Broadway.

Skunk Hollow: The Skunk Hollow project will be bigger and more expensive; therefore we will have to do it next year. Because of cost, we will need to explore getting grants or loans between now and then. Currently the pipe that is being used in both Broadway and Skunk Hollow is 4". The District will purchase the pipe independently to save the mark up by the contractor. Parks suggested we install 8" line in both the Broadway and Skunk Hollow project, even though everything else is 6" line. Parks suggests 8" line in order to plan for growth in the future. Matt pointed out that the line coming from the PRV Vault is 8" and then it goes into 6" line for everything else. Matt also pointed out that because of where Cooke City is the potential for growth is minimal and therefore should not be a consideration for installing a larger pipe. He also pointed out that 8" line will cost a lot more. Rick suggested getting a cost for both pipe sizes and comparing them prior to purchasing the material. On the subject of saving money, Rick and Matt pointed out that Century Link is presently in Cooke City installing a fiber optic line for high speed internet, so all of the equipment is here now to run the pipe under 212. Rick and Matt will talk with them about completing that part of the project this year.

Water Operator Update (Lucas)

Lucas submitted a bill and a report of his activity to the board. The report which is attached to these minutes reflects a total of 13 hours worked for July. The board approved the bill submitted which is broken down as follows; 5.5 hours for regular duties and 7.5 hours billed above and beyond contract duties @ \$25.00 per hour. Lucas reported that he is still having difficulty with some meters and getting the Roadrunner to work. He is continuing to work with Tim at Datamatic to resolve issues. The Board acknowledged the fact that the meters have been a problem, most of them needed to be awoken and the problems with the Roadrunner (the device used to read the meters remotely). The consensus was that as soon as the meters are awoken and the Roadrunner is fixed, the meter reading and maintenance of the equipment will be a part of the monthly duties of the operator, as the contract states.

Luke also acknowledged that because of the requirements, he will not be able to obtain an independent contractors license, so will therefore be unable to install meters. He will contact DW Burns about installing our meters.

Luke has set his goal to become certified by October 31, 2012. He will keep the board informed of his progress and any problems or changes.

Communications from Marilyn;

The Board reviewed and signed the 2013 budget document.

Marilyn pointed out she has 6 boxes of old District records and is storing them in her garage. Lucas says there is space in the well house if Marilyn will bring them to the next meeting she attends.

Marilyn received a note from the Tuholskies requesting information about meter readings. She will respond as soon as possible.

Marilyn sent copies of a proposed new contract for Holmes & Turner and requested that both be reviewed and signed. It is a 3-year contract (which is typical) and the rate is comparable to what we have been paying. The Board approved and signed both copies.

Marilyn reported that she has received a list of requested items to begin the audit from Rosie. She was also provided with a template for writing an MD&A for a smaller entity. She will be getting everything over to her as soon as she has everything ready (by the end of the month).

Marilyn will provide the 2013 budget document, the final fiscal year 2012 balance sheet and our rate schedule to satisfy Rural Development.

Lastly, Marilyn received the packet of information on the Annual Financial Report for Fiscal Year 2012. It needs to be filed by 12/31/2012 which will be done as soon as the audit is completed.

Kay brought up the fact that since we are entering the fall and many board members leave town or vacation between September and December, we should get schedules from each Board Member to make sure we have a quorum for each meeting or have the opportunity to reschedule the meeting(s) if needed. Kay agreed to send an email to all Board Members regarding this.

Troy made a motion to adjourn the meeting, Matt seconded. Meeting was adjourned at 8:16 PM.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on file.

Date: _____