



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 3rd, 2012
6:30 pm

Location: Cooke City Community Center
Conference Room

Board Members in Attendance: Deb Myers, Rick Sommers, Kay Whittle, Matt Asplund, Troy Wilson
Lucas Jack, Water Operator
Marilyn Hartley, District Clerk
Parks Frady, CTA Engineering

Public Attendance: Steve Hartley

Deb Myers called the meeting to order at 6:35pm.

September, October & November minutes were reviewed and signed by the board. As the October and November meetings were cancelled due to lack of quorum, those minutes consisted of only a statement to that affect. During this time, Marilyn also presented the current A/R Aging report and a current Profit & Loss statement for review. She reported that everyone with the exception of the same 2 or 3 accounts was keeping current. Discussion ensued as to the status of the account that was setup to collect for damages to a hydrant. The board agreed that it was not interested in writing it off just yet and discussed different avenues for collection. Marilyn was asked to look into the process for filing in small claims court and research who the Park County Treasurer uses as a collection agency.

The board reviewed and signed the October, November & December requests for bill payment. The bills Marilyn submitted for payment were all approved as follows:

From October:

Chk #2274 Bridger Analytical labs - \$28.00 – Sample testing
Chk #2275 CenturyLink - \$41.86 – Oct phone bill
Chk #2276 Ferguson Enterprises - \$141.34 – Meter parts
Chk #2277 Flathead Electric - \$948.41 – Sept power bill
Chk #2278 Lucas Jack - \$424.57 – Oct Salary (less deductions)
Chk #2279 Marilyn Hartley - \$558.27 – Oct salary (less deductions)
Chk #2280 Montana DEQ - \$180.00 – Annual Connectivity fee
Chk #2281 MT Unemployment Division - \$9.25 – 1st Qtr SUTA tax
Chk #2282 US Treasury - \$657.10 – 3rd Qtr 941 taxes
Chk #2283 Verizon Wireless - \$14.69 – Sept cell phone bill

From November:

Chk #2284 USPS - \$140.75 – 3 rolls of stamps + certified postage to IRS
Chk #2285 Bridger Analytical Labs - \$56.00 – Sample testings
Chk #2286 Ferguson Enterprises - \$720.85 – Meter parts
Chk #2287 Flathead Electric - \$777.23 – Oct power bill

Chk #2288 Marilyn Hartley - \$558.28 – Nov salary (less deductions)
Chk #2289 Montana State Fund - \$395.40 – Annual Workers' Comp Premium
Chk #2290 Quality Propane - \$440.00 – Propane for wellhouse
Chk #2291 Verizon Wireless - \$14.15 – Oct cell phone bill
Chk #2292 Lucas Jack - \$424.58 – Nov salary (less deductions)
Chk #2293 Flug Services - \$225.00 – YTD water samples

For December:

Chk #2294 D.W. Burns Plumbing & Heating - \$615.67 – Install meter & readout
Chk #2295 Bridger Analytical Labs - \$28.00 – sample testing
Chk #2296 CenturyLink - \$41.86 – Nov phone bill
Chk #2297 Flathead Electric - \$903.26 – Nov electric bill
Chk #2298 Lucas Jack - \$424.58 – Dec salary (less deductions)
Chk #2299 Marilyn Hartley - \$558.28 – Nov salary (less deductions)
Chk #2300 Verizon Wireless - \$13.11 – Nov cell phone bill

Out of the Construction Acct: (for Broadway/Huston repairs)

Chk #126 CTA Engineering - \$2690.08 – Engineering services for repairs
Chk #127 Livingston Enterprise - \$390.00 – Legal Ad for bids
Chk #128 Ferguson Waterworks - \$4228.47 – Supplies for project
Chk #129 CTA Engineering - \$3650.00 – Engineering services for repairs
Chk #130 Ferguson Waterworks - \$1234.03 – Supplies for project
Chk #131 Asplund Enterprises - \$48,566.43 – Construction contract
Chk #132 MT Dept of Revenue – 490.57 – 1% Gross receipts on contract

Old Business:

Update and discussion on Skunk Hollow and Broadway

Parks Frady from CTA Engineering gave an update on how the repairs went for Asplund Enterprises. There were connection issues at some places because the maps were off a little. The issues at Republic & Broadway were such that the whole town could have lost water at any time if not repaired. Overall, he felt that everything went as well as it could and Asplund did a good job. One valve repair needed to be put off until spring due to winter freezing. Mr. Frady reviewed the final payment request for Asplund and indicated to the board that everything looks to be in order and that they could feel comfortable in approving the payment. He then presented the board with a bound book that includes all of the documentation on the project.

Discussion was then initiated as to what the district could expect in the spring with the Skunk Hollow project and how it could be paid for. Matt indicated that the bulk of the materials were already on hand, but a little more pipe bedding and miscellaneous fittings may be needed. Marilyn informed the board that there was approximately \$48,500 in the 'short-lived assets' account and only about \$20,000 left in the savings account. The board asked Marilyn to contact Conor at Rural Development to see what they would need to consider assistance with the project. They also requested that she question him as to the feasibility of a lawsuit against Western Municipal for quality issues. Marilyn reported that the issue with returning funds to RD was resolved with copy of the invoice from Ferguson Waterworks for the supplies. Kay expressed relief that it was taken care of. Deb indicated that she did some research on other lawsuits that the District could potentially jump on with, but didn't find any that looked promising. Matt said that he'd heard of one and would check into it further.

The subject of adding service to Montana St was introduced. Matt said that the pipes from the well house run right up the middle of the street, but there were no connectors provided for hookups. Rick & Kay indicated that it should have been part of the original project and Kay wondered if that could be another project and combined with the Skunk Hollow project. There would need to be a second boring under the highway on the west end for Montana Street. Matt made a motion to do both projects on one contract and was seconded by Kay. There was no opposition to the motion. Parks indicated that a contractor is accountable to follow specifications to exact 'discovery' as the work is being done. He also said that he would try to help with finding funding for the remaining project(s).

Water Operator Update (Lucas)

Lucas reported that all meters are up and running with the exception of 5. He is still waiting on help from DataMatic with which communication is difficult. Meanwhile, he is teaching himself the Mosiacs software and will then pass on what he learns to Marilyn. Valid meter readings can't begin until the 5 are running because one of them is Soda Butte Lodge which is a heavier user.

The wells are working fine except for calibration issues with the readings.

Callie MacIntosh from the Community Development Assistance Program has indicated that the completed documents for a disaster plan for the system is about 2 ½ weeks out and she will present it for board adoption as soon as it is ready.

Clerk Update:

Marilyn reported on the status of the audit and believes that it will be done very soon. She has been working on the MD&A which needs to go along with the audit and everything else is up-to-date. Matt expressed concern about the exorbitant cost of the audit and Marilyn explained that it isn't as high as it used to be . . . less than \$6000 now.

New Business:

Two notes were passed on to the board by Marilyn. The first was related to the Johnson's freezing issues. The Board asked Marilyn to compose a letter letting them know that the Board is aware of their problem and will do whatever it can to address their issues as far as the District's range of responsibility goes. The second was from Patti Smith to let the Board know that she will no longer be paying Roberta's water bill . . . effective January 1st. A suggestion was made that the Snowmobile Club be approached to pay for her water in exchange for the power they use off of her meter for search & rescue missions. There is a Club meeting schedule for Dec. 12 and Rick & Lucas will bring it up then.

Other Business:

The subject of moving Patty Ma's meter to their side of the road was discussed. Also, Lucas wanted to know about doing work outside of the District's realm of responsibility. Suzy Hahn had asked him to help when a yard spigot froze and broke at the YRC trailer. The question was: should the District charge for these types of services since Lucas is not a contractor. The Board instructed Lucas to go ahead and do the work when requested and then have Marilyn bill for his services at the rate of \$27.50 per hour. If the bill doesn't get paid, their water could be shut off at the curb.

Lucas reported that John Burbach @ Grizzley Cabins raised his meter pit to fix the issue he was having.

Discussion then moved to the January meeting. It was decided to move it to Antler Lodge so the Kay could participate in the event that a quorum was in question. Deb asked if it would help to move the time back to 7:00 from 6:30 and Kay indicated that it might. As far as minutes are concerned, Marilyn indicated that she is usually available either by phone conference and now Skype. Rick will also try to find the tape recorder and they will let her know what to expect.

With no further business to discuss, Matt made a motion to adjourn the meeting and was seconded by Kay. Deb then adjourned the meeting at 8:20 pm.

The next meeting will be on Thursday, January 17th @ 7:00pm at Antler Lodge.

Respectfully Submitted,

BOARD APPROVAL:

Marilyn Hartley
District Clerk

Signatures on file.

Date: _____