



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 14, 2013
6:30 pm

Location: Antlers Lodge

Board Members in Attendance: Rick Sommers, Matt Asplund, Troy Wilson, Kay Whittle
Marilyn Hartley, District Clerk
Lucas Jack, Water Operator

Public Attendance: Parks Frady & Kevin Feldman from CTA Engineering, Steve Hartley

Matt Asplund called the meeting to order at 6:30pm.

Marilyn read the minutes out loud. Rick made a motion to accept the minutes as presented and was seconded by Matt. Motion was approved.

After receiving a cash report from Marilyn, a budget-vs-actual as of March 13th was reviewed. There are no concerns regarding the budget at this time. Marilyn also presented the status of accounts and reported that she had sent out two 90-day notices to the usual slow payers and that a last collection letter was sent to both the property owner and business believed responsible for the hydrant damage. No response had yet been received.

The board reviewed the March requests for bill payment. Troy made a motion to approve all of them and was seconded by Matt. The bills Marilyn submitted for payment were approved as follows:

Chk #2320 Asplund Enterprises - \$385.00 – Dec, Jan, Feb snow-plowing @ wellhouse
Chk #2321 Bridger Analytical Labs - \$28.00 – Sample testing
Chk #2322 Century Link - \$41.66 – March phone
Chk #2323 Flathead Electric - \$1324.61 – February power bill
Chk #2324 Lucas Jack - \$415.57 – March salary (less deductions)
Chk #2325 Marilyn Hartley - \$545.27 – March salary (less deductions)
Chk #2326 Verizon Wireless - \$13.09 – February cell phone

Old Business:

Update and discussion on Skunk Hollow and Montana St

Parks from CTA presented a proposal for \$34,000 for engineering and permitting of the 2 projects combined. He suggested that both planning and construction grants could be sought, but that some may require a match. Parks believes that the planning grant would have a better chance if the two projects were bunched together. Marilyn stated that Conor from RD had told her a while back that the funds in our debt reserve account could be used for such a purpose. She also read an email string from Conor stating that the district is welcome to apply for grants with RD at any time and also with DNRC. Parks said that he believed 2 permits would be required: an encroachment/occupancy permit to punch under the highway and one from DEQ to allow for crossing the creek. Matt reported that there are at least 2 people on Montana St who are waiting to get on the system and that Randy & Mike Holland are planning a small development which would require access to

the system. Matt & Rick discussed the concept of having the Hollands help pay for the Montana St project as it would need to be done before a line could be run to the property they want to sub-divide. They will need to annex their property into the district and pay late-comer fees. The Board will determine how to charge when the time comes.

Water Operator Update (Lucas)

Still nothing new to report on meter repairs.

Lucas stated that he shut pump 3 down for the winter to save a little on our power bill. He still wasn't getting any help from anyone, so he decided to call Siemens (the pump manufacturer) directly. It is believed that the radio relay may be interfering with the calibration, but there is software available to help Lucas figure it out. He thinks a dummy load adapter may help, too. Marilyn reminded that there are funds budgeted for tools that haven't been spent yet. Matt made a motion to purchase the specialized tool for the adapter if it is under \$20 and was seconded by Troy. Motion passed.

Callie MacIntosh communicated with Lucas that she's making good progress on the disaster plan.

Clerk Update:

A proposed conference call with Rosie from Holmes & Turner to finalize the audit was cancelled by the Board after reading through the material themselves. Rick had signed the necessary paperwork at the February meeting which is sufficient. Marilyn will take care of communicating with Rosie and seeing that the audit processes are wrapped up.

Marilyn reported that the resort tax had been allocated earlier in the day and that she will put in the request for funds as soon as the contracts are issued by Park County.

An email string was read by Marilyn to fully communicate the request from Yellowstone Ecological Research regarding their water bill and the number of units they are being charged for. Matt stated that Antlers Lodge had to remove the hookups they had in order to get the EDUs removed from their bill, and that he thinks the district needs to be consistent. He brought up the possibility of leaks on the unused lines and the impact of removal of the hookups on the value of the property. Troy stated that, as a realtor, he believed that it would be easier to sell in the future if the hookups were left in. There is also the cost of removal versus the higher rate for water. Rick stated that, ultimately, the decision of removal belongs to YERC, but that the Board needs to stand its ground. Marilyn will communicate with YERC to that end.

Communications:

Marilyn supplied a flyer from Northwest Pipe Fittings regarding their lead-free pipes.

She also communicated that she had received a call from the USDA asking about an issue they had cited the District on previously. Basically, they just wanted to make sure that all other sources of water had been shut down in favor of the new system. Marilyn stated that she told them that to the best of her knowledge, they had.

New Business:

In her absence, Deb Myers had asked Marilyn to suggest that the District's schedule of charges be added to the website to help users understand how their charge for water was derived. The answer was a resounding 'yes' from the members in attendance.

Lucas asked about extra (chargeable) hours to fix the well issues. Rick asked him to submit them to him before passing on to payroll and board approval so that he could determine between those that are chargeable and those that should be considered part of his regular duties.

There was discussion as to finishing the valve repairs at the groomers shed that was left over from the Broadway/Huston project. In order to accomplish this, the water will need to be turned completely off for as little as 4 hours but up to 2 full days once the frost leaves the ground. Marilyn will put a 'heads up' notice in the next monthly bill and see that the information also gets put on the website as soon as possible.

With no further business to attend to, Marilyn made a motion to adjourn at 7:47pm and was seconded by Troy. Matt then adjourned the meeting.

The next meeting will be Thursday, April 18th @ 6:30pm at the Community Center meeting room.

Respectfully Submitted,

BOARD APPROVAL:

Marilyn Hartley
District Clerk

Signatures on file.

Date: _____