



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 4th, 2014
6:30 pm

Location: Cooke City Chamber Conference Room

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

Members absent: Deb Myers, Matt Asplund

Public Attendance: Ken Hufford, Steve Hartley

The meeting was called to order by Rick Sommers at 6:43pm.

Agenda:

- 1) September minutes were previously emailed to board members for review. No additions or corrections were noted. Troy made a motion to approve them as presented and was seconded by Kay. Motion passed unanimously. Minutes for October reflected that the meeting was cancelled due to lack of quorum and those for November stated the fact that no meeting had been scheduled. Both of these minutes were included in the motion for approval of the September minutes.
- 2) Cash report as of 11/30/14 was reviewed and showed a total cash balance of \$162,699.87
- 3) A/R Report from November 30th was reviewed with no immediate issues.
- 5) September, October and November Profit & Loss reports were reviewed.
- 5) Board members approved and signed bill payments for October and November as follows:

October:

Chk #2494 CenturyLink - \$42.38 – October phone
Chk #2495 Ferguson Enterprises - \$170.58 – Repair parts for pump
Chk #2496 Lucas Jack - \$415.58 – October Salary (less deductions)
Chk #2497 Flathead Electric \$1377.12 – September electric
Chk #2498 Marilyn Hartley - \$684.98 – October Water & Fire salary (less deductions)
Chk #2499 RVS Software - \$484.00 – Annual software support
Chk #2500 Verizon Wireless - \$13.13 – September cell phone
Chk #2501 US Treasury - \$929.21 – 3rd Qtr 2014 payroll tax deposit
Pd w/Credit Unemployment Insurance Division - \$18.51 – 1st Qtr SUTA

November:

Chk #2502 Bridger Analytical Lab - \$28.00 – October sample testing
Chk #2503 CenturyLink - \$42.38 – November phone

Chk #2504 Lucas Jack - \$415.58 – November Salary (less deductions)
Chk #2505 Flathead Electric \$842.32 – October electric
Chk #2506 Marilyn Hartley - \$153.70 – Reimbursement for 3 rolls o stamps & certified postage
Chk #2507 Marilyn Hartley - \$684.98 – November Water & Fire salary (less deductions)
Chk #2508 Montana State Fund - \$393.23 – FY15 Workers Comp premium
Chk #2509 Verizon Wireless - \$13.42 – October cell phone

Old Business:

- 1) Kautz Repair Update: Lucas reported that the repair has been completed, but hasn't been tested yet.
- 2) Holland Hookup Update: Nothing new. No communications from Holland.
- 3) Letter to Commission regarding damage: Marilyn apologized for not preparing this yet. The board requested that she draft one as soon as she can. The main shutoff was damaged by grader work done on Montana Street during the summer. It has not yet been repaired and could possibly freeze over the winter.

Operator Update: (Lucas)

Firefly update: Lucas reported that, in October, he was down to only 2 that weren't working. However, in November, he was back up to 6 not working. The warranty on the existing meters has expired and he can only order new ones by the case of 12 which would cost approximately \$2400. Lucas stated that he wasn't going to worry about it until spring

Water rate schedule discussion: A count by Lucas indicates that there 96 hookups/meters and approximately 5000 gallons in the base calculations. After further discussion, the Board instructed Lucas to submit the information as is for starters.

Auto-bleeders for Skunk Hollow: Lucas reported that he has found a better deal for dead end lines. He now estimates accost of \$3000 plus installation for lines 6 feet deep. It will require access to power on a separate meter. Since nothing can be done now until spring/summer, a decision has been tabled until later.

Operator Extra hours: Because Matt has been gone, other arrangements need to bemade for plowing up to the well house so Lucas can take the required readings there. The Board approved payment for extra hours for Lucas to do it himself as necessary.

Software update: Lucas said that he has been working with the RVS software that the District has been using and is becoming more familiar with it, but it's a slow process.

Accessing Meter Pits: Lucas expressed concern that 4 or 5 summer residents are accessing their meter pits to turn water off. Not only is this creating issues for him, but it is not legal Discussion was had on issuing a notice to remind users of this, but will be issued closer to spring when summer residents begin to return.

Power Outage: A power outage caused the pumps to fail. Lucas reported that he switched them to manual until power was retored.

Clerk Update: (Marilyn)

FY14 Audit: Marilyn reported that the audit is nearly completed and she expects to receive a draft copy soon.

New Business:

1) Review/Adopt Conflict of Interest Policy: Kay requested more time to review the draft policy that was presented,so the decision was tabled for that purpose.

2) Whittle Request: The Whittles have removed the old caboose and that there is only a shed there now. Kay indicated that they will be requesting a reduction of 1 EDU accordingly. She was asked to put it in writing for the Board to review before acting on it.

3) Spring Election: Discussion was had on the upcoming elections for the Board. Marilyn stated that Deb, Rick and Troy will have their seats up for re-election in May.

4) Meeting Venue: The subject of where to hold future meetings was discussed and it was determined to hold all future meetings at the new fire house unless it needs to be held at Antlers Lodge to allow for Kay to attend to make a quorum.

A motion to adjourn was made by Troy and seconded by Kay. Troy adjourned the meeting at 7:43pm

The next meeting is scheduled for January 15th @ 6:30pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____