



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 24th, 2015
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Kay Whittle, Rick Sommers, Troy Wilson, Brandon Richardson
Lucas Jack, Operator
Marilyn Hartley, District Clerk

Members absent: None

Public Attendance: Ken Hufford

Chair, Deb Purvis, called the meeting to order at 6:02pm.

The minutes from the August meeting were reviewed. Rick made motion to accept the minutes as presented and was seconded by Troy. All were in agreement and motion carried.

The Cash report as of 8/31/15 was reviewed and showed a total cash balance of \$172,179.92 of which all but \$45,360.39 is held in mandatory reserve accounts.

The A/R Report from August 31th was reviewed. Marilyn noted that Super 8 Motel is in danger of being shut off. Everyone else is OK for now.

The August Profit & Loss report was reviewed. Rick expressed concern that the District continues to spend more than it takes in because of the cost of all the repairs that are needed.

Following review of invoices presented, Kay motioned to approve all of them and was seconded by Troy. Everyone concurred and Board members signed bill payments for September as follows:

Chk #2582 Bridger Analytical Lab - \$28.00 – August Sample Testing
Chk #2583 CenturyLink - \$42.46 – September Phone
Chk #2584 Dana Kepner Company - \$860.22 – Repair supplies
Chk #2585 Datamatic - \$4062.16 – 2 cases of meters
Chk #2586 Flathead Electric - \$1206.71 – August electric
Chk #2587 Lucas Jack - \$415.58 – September Salary (less deductions)
Chk #2588 Marilyn Hartley - \$659.98 – September Water & Fire salary (less deductions)
Chk #2589 Verizon Wireless - \$13.19 – August cell phone

Old Business:

Marilyn reviewed the proposed FY16 budget and answered any questions the Board had related to it. Kay then made a motion to adopt the budget as presented and was seconded by Troy. Motion passed unanimously.

Operator Update: (Lucas)

Lucas presented a repair log as had been requested by the board.

Electric update – Lucas suggested that he could try shortening the on/off legs to see if it would reduce kilowatt usage a little. He wasn't sure how much of an affect it would have.

Meters & Fireflies – The fireflies need to be reviewed to see which ones need work in order to meet the necessary 12 month timeframe for collecting usage data. Lucas knows for sure that he needs 2 meters and there are a few locations that he's not sure are actually meter issues. He also needs curb stop keys because he can't find the others.

Lucas presented an estimate of \$4425.80 for all of the materials needed for the Skunk Hollow fix. For about \$6000, Ferguson Waterworks will build everything and Lucas will just need to dig the hole to put it in place. After discussion, Troy made a motion to spend the \$6000 to go ahead with the project before winter sets in. Kay seconded and motion passed with all in agreement.

The DEQ inspection went great. The District needs to have the tank inspected for next year's visit. This should be done every 10 years. Lucas will work on getting an estimate for the cost to get it done.

Lucas informed the Board that there are issues with the Martineson installation. When he started digging things up, he discovered that there is no 6-inch line to the Tulhoskies, so there may be an issue with line size. This problem will bump the installation out 10 days to 2 weeks.

There are 2 customers who have requested work on their water lines and/or meters for which they will reimburse the District. The Rhones have a leak at the their garage and Ken Hufford needs a leak repaired and wants to relocate his curb stop from the alley to Broadway St in front of his house. Currently, the line runs under his shop. Ken will pay for the relocate and repair while the District will cover the cost to move Ken's meter into his house at the same time. Rick made a motion to have Lucas go ahead with the Hufford project as proposed and was seconded by Brandon. Motion passed unanimously. Lucas requested help from John Hahn if he's available and was granted permission to do so. The Board will call an emergency meeting regarding the Rhone repair, if necessary.

Clerk Update: (Marilyn)

Location of by-laws – Marilyn hasn't yet been able to locate the by-laws. Since Ken was at the meeting, Deb asked him if he would happen to have a copy from when he was chairman of the Board several years ago. He said he didn't think so, but would check at home.

Online-banking issue – The setup has been completed and Marilyn will move the previously approved funds to maximize debt reserve and setup the monthly transfer to short-lived assets.

FY15 Audit – Marilyn has dropped off all of the necessary stuff for the FY15 audit for Rosie at Holmes & Turner in Bozeman.

Election – There were only 3 candidates for the 3 open seats, so all 3 will be appointed by acclimation as soon as the Clerk & Recorder's office provides the information to the Commissioners.

New Business:

The subject of the October meeting was addressed. It was decided to keep the meeting scheduled for October 22nd and Marilyn will check with the Board members around the 10th to see if there will be a quorum.

Deb asked if Lucas should check with Nick Clos at Rural Water to get started with revisiting the District's EDU amount to see if an increase is in order. The thought is to invite Nick to the March meeting to work on the rate schedule. Troy made a motion to have a workshop with Nick in the afternoon prior to the March 17th meeting. Brandon seconded and all were in agreement. Motion passed.

The Board instructed Lucas to begin sending Marilyn the meter readings he takes. During discussion regarding the readings, Marilyn expressed concern that there could be customers who are not being billed. Kay agreed and asked Marilyn about getting the necessary lists to confirm this. Lucas also asked about a list of physical addresses for meters so that he can make sure that he's not missing anything, either. Marilyn will check to see what she can come up with to facilitate this. Kay also suggested that maybe it would be appropriate to send a form to customers requesting update and/or confirmation of the information the District bases assignment of EDUs on. No action will be taken on this until the above evaluation is completed.

With no further business to attend to, Kay made a motion to adjourn and was seconded by Brandon. With no objection, Deb adjourned the meeting at 7:26pm.

The next meeting is scheduled for October 22nd @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____