



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 17th, 2015
6:00 pm

Location: Cooke City Fire Station Meeting Room

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

Members absent: Deb Purvis, Brandon Richardson

Public Attendance: Shelley Nolan

Rick Sommers called the meeting to order at 6:04pm.

The minutes from the October meeting & November non-meeting were reviewed. Troy made a motion to accept the minutes as presented and was seconded by Kay. All were in agreement and motion carried.

The Cash report as of 11/30/15 was reviewed and showed a total cash balance of \$172,263.89 of which all but \$45,408.79 is held in mandatory reserve accounts.

The October & November Profit & Loss reports were reviewed with no notable comments.

The A/R Report from November 30th was reviewed. Marilyn explained about an ongoing issue with non-payment by Evelyn Taylor and that the property is scheduled for disconnection on the 19th. The Board requested that they be kept informed.

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

November:

Chk #2601 USPS – 3 rolls of stamps & 941 certified postage
Chk #2602 Bridger Analytical Lab - \$28.00 – October Sample Testing
Chk #2603 CenturyLink - \$42.44 – November Phone
Chk #2604 Ferguson Enterprises - \$5504.35 – Skunk Hollow fix
Chk #2605 Flathead Electric - \$867.09 – October electric
Chk #2606 Lucas Jack - \$308.05 – Reimbursement for supplies from HD Supply
Chk #2607 Lucas Jack - \$923.50 – November Salary + extra hours (less deductions)
Chk #2608 Marilyn Hartley - \$659.98 – November Water & Fire salary (less deductions)
Chk #2609 Northwest Pipe Fittings - \$625.03 – Repair parts
Chk #2610 Quality Propane - \$524.40 – Propane tank fill @ pump house
Chk #2611 Verizon Wireless - \$13.62 – November cell phone

December:

Chk #2612 Gateway Office Supply – \$24.80 – Check Stamper
Chk #2613 Bridger Analytical Lab - \$28.00 – November Sample Testing
Chk #2614 CenturyLink - \$42.57 – December Phone

Chk #2615 Cooke City Exxon - \$540.00 – Bobcat rental & motor oil
Chk #2616 Flathead Electric - \$1667.87 – October electric
Chk #2617 Lucas Jack - \$729.92 – Reimb for supplies, fuel & gravel for Skunk Hollow repair
Chk #2618 Lucas Jack - \$415.58 – December Salary (less deductions)
Chk #2619 Marilyn Hartley - \$125.72 – Reimb for software security renewal & case of paper
Chk #2620 Marilyn Hartley - \$659.98 – December Water & Fire salary (less deductions)
Chk #2621 USDA Forest Service - \$170.69 – 2016 land use permit
Chk #2622 Verizon Wireless - \$13.19 – December cell phone

Old Business:

None.

Operator Update: (Lucas)

Firefly & Meter Update – Lucas is still working on them and is about done except for any unforeseen malfunctions. He requested that Marilyn email the list of taxpayers and addresses she got from the Park County Treasurer so that he can verify users and meters.

Skunk Hollow Project Update – The project is complete and seems to be working for now.

Cleaning & Inspection of tank – Lucas reported that the cleaning will not require a scuba diver and is scheduled for in the spring. He will get a cost estimate from Utility Specialties.

Hufford Project update – All of the excavation work has been completed. All that remains is to move the meter into the house when Ken is there next.

Communication from Shelley Nolan – She will assist with evaluating water rates in the spring but can't commit to a number of hours she can commit to the District right now. She believes there may be air getting in the water lines and that the design of the system was "funky" at best. She still wants to meet with the engineer to review the final design. Shelley estimates that the tank was not located at the elevation specified in the design which causes issues with the pumping of water from the wells. Pump #3 is operating at a reduced rate of 10 gpm which may be a result of that problem. The increase in elevation may also be responsible for the 175 pounds of head pressure. The Board asked if there might be any grants that would help defray the cost of putting things right. Shelley said that there is an RD planning grant that she will get the Board an application for.

Clerk Update: (Marilyn)

Update on By-laws – Marilyn said that the copy of by-laws provided by Ken Hoffman was not signed, but will be something to go on. There are obvious items that need to be updated because of the clerk's logistics. She also acquired a copy of by-laws from the Town of Clyde Park's water district and will do her best to compose a draft of new by-laws in the next month or two for Board consideration.

FY15 Audit – Marilyn is working on an MD & A to go with the audit which is nearing completion.

Bob Smith letter – Marilyn that she hadn't yet gotten to it, but will compose a letter to Bob Smith regarding the road grading damage to risers on the east end of town and copy it to the County Commission.

New Business:

The January meeting date was visited. It was decided to move the meeting back to the 4th week due to better potential for a quorum.

With no further business to attend to, Troy made a motion to adjourn and was seconded by Kay. With no objection, Rick adjourned the meeting at 7:16pm.

The next meeting is scheduled for January 28th @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____