



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**October 20, 2011**  
**6:30 pm**

Location: Cooke City Community Center  
Conference Room

Board Members in Attendance: Kay Whittle, Rick Sommers, Matt Asplund

Public Attendance: None

Minutes taken by Kay Whittle.

The Board reviewed a letter sent by Jack Tuholski with regard to his being charged for 2 EDU's, one for the upstairs and one for the basement. He expressed that his original intention was to be able to rent the upstairs and downstairs separately, but it was unsuccessful because if he rented the upstairs he found they were not comfortable with having "strangers" downstairs. He paid his most current bill (the last quarter of the year) under protest, requesting that his EDU's be changed to 1 and reimbursement for the past. The Board decided that we would ask Vicki Menuey (the person who cleans for them) if she had ever seen different renters upstairs and downstairs. It was decided that if we could get verification that he did not rent them out separately, we would ask Marilyn to change his billing to 1 EDU and see if she could adjust his bill for the last quarter and reimburse him, but that we would not refund him for anything in the past.

Marilyn sent information in her packet regarding implementation of a website for the board to review. The subject was discussed at the last board meeting and the estimate for designing, implementing and maintaining it for one year was \$500. After that there was supposed to be an annual maintenance fee, but there was no information on what that fee would be. The board requested that Marilyn inquire about the fee and we would discuss it at the next meeting. Marilyn did inquire about the fee and found out that it would \$30 to \$40 per year. Rick said he thought the website would be a good idea, but that it would be great if we could pay someone local to do the work. He suggested asking Lucas Jack because he had implemented one for the fire department. Rick said he would ask Lucas about it.

Marilyn requested approval for the purchase of a Toshiba 17.3 with 50% more memory. She found the computer on sale at Staples for \$499 with a 2 year warranty. The smaller laptop will be given to the water operator if he needs it. The board approved Marilyn's request for the new computer.

Marilyn also sent a letter in the packet she sends for each board meeting with regard to advertising the job of Water Operator. She said that she believes advertising open positions is a requirement for any entity receiving tax revenue. Her concern is that Matt has been struggling to perform the requirements of the job, water samples, meter reading, etc. and that the board should consider advertising the position. The Board Members present discussed the matter and Matt said his intentions have been to complete the job requirements, but due to him being too busy running his own business, he had been unable to. Matt said if we could find someone else to take the job, he would be ok with letting it go, since he did not have the time. He also said he would wake up the meters and start reading them before winter began.

Jason Flug sent a bill for taking water samples and a letter of resignation, expressing in the letter that he would continue taking the samples until the Board found someone new. The bill Jason sent was approved for payment.

Matt brought up the following items for discussion;

- 1) The fire hydrant in front of Dale Dempsey's house does not work. Rick thinks there is a valve in front of Cooke City Motor Sports that is turned off. Matt will check into it and report at the next meeting.

- 2) Matt also brought up marking the fire hydrants with permanent markers, instead of just having bamboo markers.
  
- 3) Matt also brought up the fact that we need to let local General Contractors know that they need to check with the Water Operator on what materials are used to stub up to where the meter starts.

The bills Marilyn sent for payment were all approved as follows:

Chk #2177	Century Link - \$41.04 - September phone bill
Chk #2178	Dept of Labor & Industry - \$18.44 - Qtrs 1,2 & 3 Unemployment Contributions
Chk #2179	Staples - \$695.05 - New laptop, case, 2 yr service agreement + supplies
Chk #2180	Marilyn Hartley - \$443.92 - October salary (less taxes)
Chk #2181	US Treasury - \$38.05 - 1 <sup>st</sup> & 2 <sup>nd</sup> Qtr penalties and interest
Chk #2182	Bridger Analytical - \$56.00- Water sample testing ( Invoices 9141 & 9825)
Chk #2183	Ferguson Enterprises - \$35.69 - Inv 556202-1 for supply parts
Chk #2184	Flathead Electric - \$535.20 - September electricity
Chk #2185	Century Link - \$41.09 - October phone bill
Chk #2186	Flug Services - \$222.00 - Taking water samples and other labor

Meeting was adjourned.

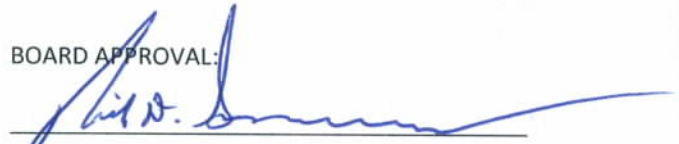
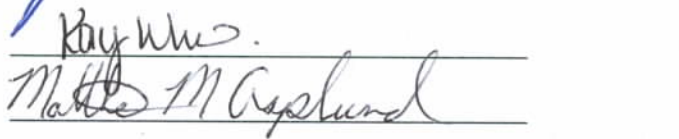
The next meeting is to be held on Thursday, November 17<sup>th</sup> @ 6:30 pm at the visitor center.

Respectfully Submitted,



Marilyn Hartley  
District Clerk

BOARD APPROVAL:

Date: 12-15-11