



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 15, 2012
6:30 pm

Location: Antler's Lodge (moved from Visitor Center)

Board Members in Attendance: Deb Myers, Rick Sommers and Kay Whittle

Public Attendance: None

Minutes taken by Kay Whittle.

Meeting was called to order by Deb Myers at 7:50 PM.

New Business

Deb Myers was acting Board Chair for meeting and selection of Board Chair for 2012 was tabled until next meeting.

Minutes from the February meeting were reviewed and a motion to approve the minutes as read was made by Kay Whittle and seconded by Rick Sommers.

Board reviewed Profit and Loss Report and AR Aging Report submitted by Marilyn Hartley.

Monthly bills submitted by Marilyn were as follows;

Chk #2223	USPS/Postmaster - \$102.40 - 2 certified postages & 2 rolls stamps
Chk #2224	Marilyn Hartley - \$443.92 - March Salary (less deductions)
Chk #2225	Flathead Electric - \$404.14 - February Utility (electric)
Chk #2226	Cooke City Community Council - \$10.00 - Newsletter ad
Chk #2227	Bridger Analytical Labs - \$251.00 - Water samples taken + nitrates
Chk #2228	Century Link - \$41.26 - March Utility (phone)

Motion to approve bills as submitted was made by Kay Whittle and seconded by Deb Myers.

Old Business

The District is required to have a second copy of the bank statements reviewed by another individual. Deb Myers has volunteered to be that second person and Marilyn will notify the bank immediately to have the second copy mailed to Deb each month.

Marilyn notified the Board of two unpaid accounts that she had sent shutoff notices and to date had not been paid. She advised the Board that if payment was not received by March 31, 2012, they would need to be turned off. The Board reviewed the accounts and authorized Matt Asplund to shut off the water if payments were not received by Marilyn by the 31st.

Water Operator Update: Lucas Jack has completed his paperwork and submitted it to Marilyn. The Board discussed and approved a job description for the position.

- Lucas will shadow Jason Flug on Water Testing until he is qualified to do them on his own.
- Set up water meters, complete monthly readings and coordinate them with the District Clerk for billing.
- Maintain well house and PRV Vault.
- Maintain a log for all standard monthly duties; well house and PRV Vault checks. Log to be kept at Well House.

- Attend Board meetings.
- Any and all new or ongoing issues and/or complaints will be directed to Lucas and he will notify and keep the board current on such issues until resolved.
- Operator will keep an accurate record, with date and time of any and all work performed as Water Operator.
- Water Operator will be paid \$450.00 for standard monthly duties. Any additional time which is above and beyond stated monthly duties will be paid at an hourly rate of \$25.00 (man hours), plus equipment rental.

Board will request that Marilyn compose a description of her (District Clerk) job duties and prepare an agreement for the Board to review.

Skunk Hollow Update: Rick asked Jason Hahn to layout plans for Skunk Hollow so we can go into a bidding process. Jason acknowledged his request, but did not commit.

Website Update: An announcement will go in with the April billing. Marilyn met with Scope to learn how to set up the email addresses connected to the website on the Boards computers and will help anyone who needs it when she comes to the meeting in May. It was discussed and decided that the Water Operator's email should be included on the website.

Marilyn would like to purchase a version of Office 2010 and it would cost \$79.99. Lisa (former Clerk) purchased home version and it does not include Outlook. If we update to a business version of Office 2010, it would be included. Kay made a motion to authorize Marilyn to purchase Office 2010, Rick seconded.

The Board continued discussion on the Community Council's request for removal of the water assessment from the tax bill. It was the decision of the board, not approve the removal of the assessment from the tax bill in part because there are so few to pay for the system as it is and the Board is concerned about setting precedence. Kay made a motion not to approve the Community Council's request for removal of water assessment from the tax bill, Rick seconded.

Marilyn gave Connor Kay's phone number for communications for RD Compliance Review and to date Connor has not contacted Kay.

The application for Resort Tax funds was completed and approved by the Commission on the 2nd of March. Marilyn enclosed a copy of the contract for the Board signature. It was approved by the Board.

It was noted by all Board Members that many community members have been asking about when the meters will be read. Lucas will be working on getting the meters located as soon as snow is not a problem and Marilyn updated the board on the RVS System. She will see what is available in the line of training on the software for her and Lucas. If nothing else is available, she will look at some online or dvd training that she could purchase.

Marilyn advised the board that the District has more than met the requirements for Debt Reserve (\$56,815). She recommends that we move the excess (\$4100) to Short-Lived Assets (SLA) and discontinue the monthly transfer (\$349) to Debt Reserve. She advises that it will take a little while longer to meet the \$66,000 reserve requirement in the SLA account, but we could facilitate that by doubling up on SLA with the savings from not making the Debt Reserve transfer. A suggestion would be to take some of the \$349 and make a monthly transfer to SLA of say \$500 or \$600 to get the \$66,000 sooner. Deb motioned to approve Marilyn's suggestion, Rick seconded.

Ken Hufford sent the Board a letter of resignation to be effective March 15, 2012. The resignation was accepted by the board. A discussion ensued about filling the board vacancy and Rick said he had mentioned it to Troy Wilson and he had expressed interest in filling the position. The Board unanimously approved Troy filling the vacant Board Member's position and will request a letter of appointment from Marilyn.

Jason Flug submitted a bill for 1 hour of work in setting up a temporary water source for Pierces. The Board discussed the matter and because at the present time (until the service can be dug up) there is no way to tell whether or not the problem is the Districts or the Pierces. The Board decided that Pierces should pay Jason Flug initially, and if it is determined it is the Districts fault, the District will reimburse Pierces.

Rick says that Curt Johnson's water is frozen, but because the people behind him have water, the main is not frozen. The District is responsible from the main to the water meter so we need to ascertain where the problem is. The District will request that Lucas dig up the meter to see if the water is frozen.

Birdies water is still frozen and efforts to date have not been a success. As of today tactics have changed and the heater was placed in a different location. Rick suggested another way to get Birdie temporary water since the next door neighbor would not allow a hose to run from his house to hers. Since the District owns the meter, Rick suggested that we run a hose from John and Janet Burbachs water meter to get Birdie temporary water.

Marilyn advised the Board that Taylor Levitt requested a balance sheet for preparing the renewal of our liability insurance for next year and she provided it.

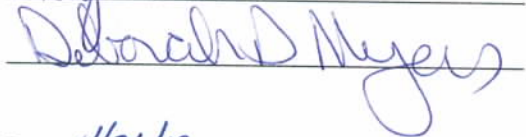
Meeting was adjourned.

Respectfully Submitted,



Marilyn Hartley
District Clerk

BOARD APPROVAL:



Date 4/26/12