



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**May 17, 2012**  
**6:30 pm**

Location: Cooke City Community Center  
Conference Room

Board Members in Attendance: Deb Myers, Kay Whittle, Matt Asplund, Troy Wilson  
Marilyn Hartley, District Clerk

Public Attendance: None

Meeting was called to order by Chair, Deb Myers @ 6:35pm.

Old Business:

Marilyn requested the Board resign a reformatted copy of the March minutes in keeping with the standard format the District has been using. After reviewing and signing the meeting minutes from April, the Board approved & signed the following bills which were submitted by Marilyn for payment:

Chk #2236	Flathead Electric - \$366.57 - March Utility (electric) <i>(missed in Apr minutes)</i>
Chk #2237	Bridger Analytical Labs - \$28.00 – May sample testing
Chk #2238	VOIDED – Misprinted (stuck in printed)
Chk #2239	Flathead Electric - \$358.74 – April Utility (electric)
Chk #2240	Flug Services - \$136.58 – Mar, Apr, & May Water samples
Chk #2241	Marilyn Hartley - \$469.67 – May salary (less deductions) + certified postage reimbursement
Chk #2242	Scope Strategies - \$250.00 – 2 <sup>nd</sup> half website development
Chk #2243	VOIDED – Accidental duplication related to #2238
Chk #2244	CenturyLink - \$41.23 – May Utility (phone)

*(Voided checks added by clerk for tracking purposes only)*

Copies of the current A/R and budget reports were handed out and reviewed. Discussion ensued related to a business that had been issued a shut-off notice. Deb relayed portions of her discussion with the business owner who pleaded confusion over dates on the 2 separate notices he received. Kay reiterated concern that the Board needs to maintain consistency in dealing with delinquencies and, therefore, an exception should not be made. Everyone else agreed. A little time was taken to explain our policies and process for handling non-payers to new board member, Troy Wilson.

As to the budget, Matt strongly recommended that when the Broadway project going the District purchase the materials ahead of time and bring them onsite. It's his premise that significant saving would be realized by the District if only the labor needed to be contracted out. No formal decision was made at this time. Marilyn brought up that she believed we would need to return funds if the project wasn't finished by the end of the year, Kay stated that there is apparently some confusion on Rural Development's part because she is not aware that we ever received any funds from them for that purpose.

Matt, then, brought up a concern about the amount of interest Flug Services had charged believing that there is now a maximum that can be charged by law. Marilyn was instructed to withhold the interest charges from that bill until further research could be done. Kay made a quick phone call to the Flugs to find out what the interest was for. The regular portion of their March invoice was missed in the payment process because of a charge on the invoice that the Board

believed should have been billed to an individual water user and not the District. This created confusion for Marilyn who missed the regular portion of the bill when she processed March payments.

Marilyn presented an official employment agreement for Lucas Jack, the new water operator along with copy of his job description. She said that she still hadn't received copy of his driver's license. Kay stated that she'd sent him an email, but hadn't received a response. Marilyn will email Susan Jack to try again. Both Deb and Matt questioned whether Lucas would really have the time to fulfill the assigned duties. Matt was approached by Jeff Overstreet who is retiring and moving permanently to Cooke City. He would be interested in the position if Lucas was unable to find time to do what was needed. The Board will forward the agreement to Lucas for his signature.

Discussion on Skunk Hollow & Broadway projects: Matt reported that Jason Hahn had agreed to do the drawings for the Broadway project, but was dragging his feet. Kay motioned that the Board give him until next meeting to produce something or they'd look for someone else. Marilyn suggested CTA in Livingston because that's who Park County is currently using and because the District is not happy with Great West. Matt seconded Kay's motion and it was unanimously approved. Matt also suggested that the District should call a contractor to get a cost on boring a hole under the highway to loop the system from the Tulhoskies to Gary Brown. It is believed that this would go a long way toward solving the freezing issues with Skunk Hollow.

Kay asked what was happening with RD's compliance review. Marilyn stated that as far as she knew, it was still on hold and that Connor at RD will let us know when he's ready.

Marilyn communicated that she had contacted RVS for training and that there were 2 options. Full, on-site training by the company owner would cost approximately \$2500. Mike # RVS suggested that he could do a phone training for free because we have tech support with our annual contract. He recommended that the District start there and then go with the on-site training if it was deemed necessary. However, he would only be able to do in in the middle of a month because of their work load. Marilyn wants to get it done in June so that official meter readings could commence in July. Kay suggested that she thought it would be a good idea if one or two board members were involved in the training so that someone else knows how things work, too . . . just in case it's needed down the road. The Board was unanimous in its agreement and Kay recommended that the training be held in the middle of a week for those the sake of those board members who have business to run that would like to participate.

#### Communications:

Marilyn presented a reminder that the Board needed to respond to the Dept of Administration regarding the FY11 audit finding that the District hadn't provided an MD&A with the Audit Report. Marilyn explained that the Management Discussion & Analysis is a document that provides insight as to management's view of the current financial status of the District and what lies ahead in the next year or two. She admitted that she is somewhat familiar with an MD&A because of her work with Park County and would probably attempt one for FY13. She also explained that they are not looking for the District to go back and do it, but that they just want to know why one was not done and what the plan is to rectify the problem. Kay made a motion for Marilyn to write a response and send it to Deb for review before mailing. Matt seconded and motion passed with no dissent.

#### New Business:

Per indication from the March minutes, Marilyn provided the Board with a job description listing all of the things that she does. Because of the way they wanted to structure Lucas's agreement, she wasn't sure which of the duties they would want to specify in her agreement. She said that she is sometimes not sure what the Board actually expects from her and doesn't want to make the mistake of doing things that the Board thinks they should be doing themselves. After reviewing the long list of duties Marilyn is currently performing on their behalf and her level of expertise, Matt made a motion to increase her pay to a flat rate of \$650 per month as opposed to including an hourly rate for certain other duties. Marilyn stated that she had only planned on requesting a small stipend for each time she travels to Cooke City for a meeting, but



that if they chose to give a pay increase, she would not request any additional amounts. It was determined to make the increase affective with the new fiscal year in July. The motion was seconded by Kay and unanimously approved.

Marilyn also brought up the concept of the District acquiring a dedicated cell phone to act as the District's official means of telephone communications. She indicated that one with a small gov't plan with 105 minutes per month could be ordered through Park County for approximately \$13/month and billed directly to the District. This would be allowed because the District is considered an agency of Park County. The concept of doing this was discussed as relates to having a phone number that could move along with a new clerk in the future as such a time as one would be needed. Matt made a motion to proceed with getting one and was seconded by Kay. Motion passed unanimously.

Bank Signatory Cards: Marilyn indicated that she can get the appropriate paperwork to drop Ken and add Deb by presenting a copy of signed minutes from last month . . . which were made official earlier in the meeting.

Other Business:

Marilyn asked if the Board was still interested in comparing the tax roll to the list of customers for the purpose of making sure no one has been overlooked. Kay said she thought it would be a good idea. Marilyn was asked to go ahead and do the comparison when she had time and report and discrepancies or questions that arise. The Board can then justify or look further into the issue.

Matt made a motion to adjourn the meeting and was seconded by Troy. All were in favor and meeting was adjourned at 8:30pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

\_\_\_\_\_  
(Signatures on file)  
\_\_\_\_\_

Date \_\_\_\_\_