



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 21, 2012
6:30 pm

Location: Cooke City Community Center
Conference Room

Board Members in Attendance: Deb Myers, Kay Whittle, Matt Asplund, Troy Wilson, Rick Sommers
Lucas Jack, Water Operator

Public Attendance: Park County Sanitarian, Barbara Woodbury

Minutes taken by Kay Whittle.

Meeting was called to order by Chair, Deb Myers @ 6:30pm.

Old Business:

Minutes from the May meeting were read and approved; Matt made motion, Rick seconded.

Board reviewed current Balance Sheet and A/R Report.

Board reviewed and approved bills submitted for payment as follows:

Chk #2245	CenturyLink - \$41.23 – June Utility (phone)
Chk #2246	Flathead Electric - \$391.60 – May Utility (electric)
Chk #2247	Marilyn Hartley - \$543.91 – June salary (less deductions)+Reimb for Office upgrade
Chk #2248	Gerlie Weinstein – Prorated reimb for water @ sale of property
Chk #2249	Lucas Jack – May & June salaries (less deductions)

Board reviewed and approved Marilyn's contract; motion by Matt, seconded by Kay.

Skunk Hollow and Broadway Update:

Matt reported that he had spoken with and requested bids from CTA and Chad (Great Western) and they were supposed to have the bids to him for review at this meeting. However, Matt did not receive the bids and said he would call them to find out when we could expect them. CTA had expressed that he was concerned there would not be enough time to get a permit from Federal Highways to repair Skunk Hollow this summer and recommended a temporary fix by installing insulation to prevent it from freezing this winter. Matt informed him that the District does not have deep pockets and needs to spend all of the money on fixing Skunk Hollow and Broadway. Barbara Woodbury said she would do whatever she could to help us with the Federal Highways permit.

Website Update:

Marilyn reported she will be re-posting the minutes without board signatures showing and posting CCR when she has it done. She will have the direct connection activated for her on the website and has requested Scope to create email for Lucas waterop@cookecitywater.org. Email addresses for Board Members will also be on the website and Marilyn asked the board if they want to create new addresses or use their current addresses. The Board Members opted for Marilyn to use their current addresses.

RD Compliance Review: No communications.

Marilyn requested and received \$31,900+ from Park County Treasurer for 2011 tax payments.

Update Meter Reading:

Lucas reported the Road Runner (remote meter reading device) is not working. He sent it in for repair and should have it back by next week.

Change in signatory process:

Marilyn reported she had just received the paperwork from the bank on Friday and will forward it for signatures at the next board meeting.

Communications:

Marilyn reported the CCR will be completed on time, June 30, 2012. She will post on the website and in the newsletter that it is available upon request. She added that there will be 2 violations noted on the report, one for being late with the CCR last year and another for being late with the nitrate testing.

Marilyn is working on a preliminary budget and needs to know about future hook-ups; future hook-ups include Alan Edens and Martinson. Whittles' constructed a new building, but tore an existing cabin down last summer and continued to pay the water for that building, therefore there will be no new hook-up. Marilyn also wanted to know when to start billing for EDU's on a new hook-ups. The board discussed the matter and it was decided that when the water meter is installed, the monthly billing is to begin; motion by Rick, seconded by Matt.

Marilyn wanted the board to discuss the construction account that is not currently being used. She believes we should keep it open to use it for Skunk Hollow and Broadway. The board concurred and Kay made a motion to keep the construction account open and Troy seconded.

Marilyn wanted the board to discuss Lucas's "extra time". She proposed that his hourly rate would be paid in the following month in order to simplify payroll. The board discussed the matter and decided that Lucas would keep a detailed log on his normal duties and go over them at each meeting. He will submit a bill at each meeting for any "extra" time that is not covered in his normal duties and be paid the following month. Lucas reported that Kelly at Midwest is helping him with study material for his test.

Meeting was adjourned by Deb Myers at 7:45 PM.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

(Signatures on file)

Date _____