



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**February 12<sup>th</sup>, 2014**  
**6:30 pm**

Location: Antler Lodge

Board Members in Attendance: Kay Whittle, Rick Sommers, Troy Wilson  
Lucas Jack, Operator

Public Attendance: None

**Minutes taken by Troy Wilson.**

Rick Sommers called the meeting to order at 6:45pm

January minutes were read and Troy made a motion to approve them. Kay seconded and the minutes were unanimously approved and signed by the board. Marilyn sent a cash report showing a balance of \$179,915.91 as of December 31<sup>th</sup>. An A/R report as of 1/31/14 was reviewed and showed that the issue with High Country has been resolved.

The board reviewed the bill payments for January. Troy made motion to approve all of them and was seconded by Kay. Motion passed. The bills Marilyn submitted for payment were all approved as follows:

- Chk #2417 Asplund Enterprises – \$945.00 - Install line to Edens & meter
- Chk #2418 Bridger Analytical Lab - \$995.00 – Special annual sample testings
- Chk #2419 Flathead Electric - \$635.58 – January power bill
- Chk #2420 Lucas Jack - \$415.58 – February Salary (less deductions)
- Chk #2421 Marilyn Hartley - \$684.98 – Water & Fire February salary (less deductions)
- Chk #2422 Montana DEQ - \$188.00 – Annual Public Water Supply fee
- Chk #2423 Verizon Wireless - \$13.18 – January Cell phone
- Chk #2424 CenturyLink – \$42.40 – January phone bill
- Chk #2425 Lucas Jack – \$31.46 – Reimbursement for sample shipping charges

Construction Acct:

- Chk #139 - Asplund Enterprises – \$25,432.00 - Montana St main installation

Old Business:

Marilyn reported that the auditor has accepted Lucas's estimate of how much old pipe remains in the system and will adjust the depreciation on the system accordingly.

The issue of maintaining the District's website still needs to be addressed. Lucas stated that he is working on getting the hosting information from the current provider and will look into taking over the management of it. He will submit a proposal of fees as requested by the Board.

Water Operator Update (Lucas)

Lucas reported that the meters were read on Feb 1st, but there are 17 meters that are still inoperable.

The subject of acquiring a credit or debit card to purchase supplies on the fly without Board approval was brought up by Lucas. After some discussion, Kay made a motion to get him a debit card with a \$500 limit and was seconded by Troy. (2 weeks later via email to Marilyn, Troy, Matt, Deb and Kay decided that a credit card would be better than a debit card to best protect public funds.) Marilyn will be asked to take care of acquiring it.

Clerk Update:

Marilyn's report stated that she still hasn't received the completed audit yet.

It has come to her attention that she needs to keep District business as separate as possible from her regular work at Park County. This means that Marilyn no longer has access to a scanner that works with Windows 7 on the laptop. She has asked if the Board wants to buy one to add to inventory, or if she needs to purchase one on a personal level for her office. Troy made a motion to allocate up to \$200 for a multi-functional printer and Kay seconded. Rick agreed and motion passed.

New Business:

Asplund Enterprises presented an invoice for plowing at the well house. Troy made a motion to approve payment and was seconded by Rick. Motion passed.

Rick stated that he received a questionnaire for the audit regarding fraud and/or misleading information and told them that he knew of none.

A request was made by Rick for a monthly profit & loss statement as a matter of course each month instead of periodically. The question is whether the District is increasing its cash each month, or not. Troy will let Marilyn know of this request.

With no further business to discuss, Troy made a motion to adjourn the meeting at 7:18 pm and Kay seconded. The next meeting will be held March 13th at 6:30 at the Antler Lodge.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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**(Signatures on File)**

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Date: \_\_\_\_\_