



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
May 15th, 2014
6:30 pm

Location: Cooke City Chamber Conference Room

Board Members in Attendance: Deb Myers, Matt Asplund, Troy Wilson
Lucas Jack, Operator

Public Attendance: None

Minutes taken by Lucas Jack

Confidentiality: Public

Members absent:
Rick Sommers
Kay Whittle

Agenda:

- 1) Meeting called to order by Deb Myers at 6:34pm.
- 2) Reading of March minutes & approval. Matt Asplund made motion to accept with a correction. Matt commented that he had called into the March meeting but was told he wasn't needed. Wanted it noted he should be in attendance. Deb motioned to accept this change to the March minutes, Troy Wilson 2nd. None opposed.
- 3) Cash report reviewed
- 4) A/R Report reviewed
- 5) Approve and sign April & May bill payments: There was a correction by Matt Asplund about Asplund Enterprise snow plowing bill presented in March. Matt's books show that they plowed 6 times and Matt personally plowed 3 of the times. Since Matt could not vote on this issue, quorum was not met on this payment. However, the bill was approved by Deb and Troy. Verizon Wireless bill from Marilyn regarding April's invoice had a typo. This was fixed by the board after a phone call to Marilyn. The April and May bills that were approved are as follows:

April:

Chk #2436 Bridger Analytical Lab – \$28.00 – March Sample testing
Chk #2437 CenturyLink - \$42.40 – March phone
Chk #2438 DateMatic - \$295.08 – Portion of meter reader annual fee
Chk #2439 Flathead Electric – \$857.32 – March power bill
Chk #2440 Lucas Jack - \$415.58 – April Salary less deductions
Chk #2441 Marilyn Hartley - \$684.98 – Water & Fire April salary (less deductions)
Chk #2442 Verizon Wireless – \$13.16 – April phone bill
Chk #2443 US Treasury - \$896.70 – 2014 1st Qtr payroll taxes
Chk #2444 USPS - \$159.49 – 2 certified postages & 3 rolls stamps
Pd w/Credit MT Unemployment Division - \$13.65 – 3rd Qtr SUTA

May:

Chk #2445 American Bank – \$95.30 – Credit Card charges / supplies (Lucas)
Chk #2446 Asplund Enterprises - \$665.00 – Dec – March snow plowing
Chk #2247 Bridger Analytical Lab - \$28.00 – April Sample testing
Chk #2448 CenturyLink - \$42.42 – April phone
Chk #2449 DataMatic - \$2950.83 – Balance of annual fee
Chk #2450 Flathead Electric - \$816.25 – April power bill
Chk #2451 G C Controls - \$1126.23 – Repair supplies for meters
Chk #2452 Lucas Jack - \$29.95 – Reimbursement for wellhouse supplies & sample postage
Chk #2453 Lucas Jack - \$415.58 – May Salary less deductions
Chk #2454 Marilyn Hartley - \$684.98 – Water & Fire May salary (less deductions)
Chk #2455 Rick Sommers – \$180.42 – Reimb for Lucas’s training expenses (Hotel & gas)
Chk #2456 Verizon Wireless - \$13.18 – May cell phone

Old Business:

- 1) Website transfer update – All needed items were transferred to Lucas and the new website should be up and running within a month.
- 2) Credit card update – Motion to cancel the \$26,000 credit card once the \$500 card comes in for operator use. Motion made by Troy Wilson and 2nd by Matt Asplund. None opposed.

Operator Update:

- 1) Long distance: Long distance was discussed regarding the well house long distance. Motion was passed to allow Lucas to buy a calling card for any long distance calls and to leave it at the well house. Motion was made by Troy Wilson and 2nd by Matt Asplund. None opposed.
- 2) Meters - Lucas brought up an issue with the installation of meters inside houses. In the fine print of our agreements to the water users, the Cooke City Water District is responsible to the water meter and not the curb-stop. A motion to have a generic form typed up for the users was entertained to explain to the current households that the water board is responsible only to the curb-stop on their property and not beyond that point . . . other than for the meter itself. Troy Wilson motioned to have a form created and, Matt Asplund seconded. None opposed.
- 3) Firefly update - Lucas would like to proceed in fixing this issue. The only option the board would have to make sure we were able to read all meters throughout the entire year due to snow, would be to move and mount the Fireflies (radio relay) from the meter pits, to a location up high on the homeowners’ houses. Troy Wilson made a motion to have a generic notice typed up for distribution to homeowners that this would be done, as well as explaining why it needs to be done and the cost to do so. A second form will be created to be signed by the homeowner giving approval to move their meter as well as accepting the “extra” time/cost to do this. Matt Asplund 2nd the motion. None opposed.
- 4) Billing Software – Lucas spent time on the phone trying to figure more out with the billing software we currently are using. After a phone call to Datamatic Ltd, it was discussed that the best software to use that mesh's with our current meter reading software is a program called “Incode”. Lucas did some research on “Incode” and will be getting pricing for this. “Incode” is a web-based software that would better facilitate future billing as well as create an easier route for trouble-shooting other issues regarding the compatibility between the meter reading software and the billing software. More information will be presented at the next meeting.
- 5) Well house roof – Lucas brought up that the well house roof had not been fixed last winter. He was curious as to who was to repair this roof. We were paid by the insurance company, however, never indicated who was going to be fixing it. Troy Wilson requested that Lucas find out.
- 6) Bills – Bills were presented by Lucas for re-reimbursement and approved.

7) Pressure relief valve – Lucas attended training in Butte, MT with G.C. Systems. Our system and its issues with getting water to the other end of town was discussed. One suggestion was that pressure relief valves could be installed on each house on the west side of town and set to 65-75 psi allowing the system to be turned up higher to get more water to other users. Troy Wilson made a motion to have this looked into, with a price per household to be presented and was seconded by Matt Asplund. None opposed.

Clerk update:

1) All issues were reviewed with no opposition.

New Business:

1) Suzy Hahn Annexation request – Suzy Hahn attended the meeting to ask about meter progress. It was explained to her where we are with current meter situations. Suzy was concerned that dealing with all of the issues was delaying future growth and limits us for future development as the District is unable to annex any new properties until current usage and availability is determined. Mike Holland was also in attendance. Mike is waiting to annex property he owns into the system. He would prefer if we were able to annex his land in and to pay the Water District than to drill his own well. Conditions were entertained of a possible future agreement after more information became available to the Board regarding how much water was used and whether or not our system could handle more. Troy Wilson brought up that we needed to know more about his development on this annexed land for the Board to better evaluate if this was possible. Mike mentioned it would be 8 taps max, however, was not totally sure. Matt Asplund made a motion to re-visit this issue and reconsider the request as more information became available in August. Troy Wilson seconded the motion. None opposed.

2) Mike Hollend request – Mike Holland made an official request to get water for his property that is in the water district on the lots west of town and across the highway.

3) Next meeting was moved up to June 12th at the Community Center.

The meeting was adjourned by Deb Myers at 7:55 PM

Respectfully Submitted,

BOARD APPROVAL:

Marilyn Hartley
District Clerk

(Signatures on File)

Date: _____