



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 18, 2014
6:30 pm

Location: Cooke City Chamber Conference Room

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

Members absent: none

Public Attendance: Bill Whittle, Steve Hartley

The meeting was called to order by Chair, Deb Myers at 6:40pm.

Agenda:

- 1) Reading of July minutes & approval. Matt made motion to accept them as presented and Troy seconded. Motion passed unanimously.
- 2) Cash report as of 9/18/14 was reviewed and showed a total cash balance of \$158,493.68
- 3) A/R Report from August 31st was reviewed with no issues.
- 5) August Profit & Loss report was reviewed.
- 5) Board members approved and signed September bill payments as follows:

Chk #2485 USPS - \$98.00 – 2 rolls of stamps
Chk #2486 VOIDED - Misprinted
Chk #2487 Bridger Analytical Lab - \$28.00 – September Sample testing
Chk #2488 CenturyLink - \$42.35 – September phone
Chk #2489 Flathead Electric \$1795.89 – August electric
Chk #2490 Lucas Jack - \$415.58 – September Salary (less deductions)
Chk #2491 Marilyn Hartley - \$684.98 – September Water & Fire salary (less deductions)
Chk #2492 Verizon Wireless - \$13.13 – August cell phone
Chk #2493 American Bank Card Services - \$502.17 – Charges for repair parts

Old Business:

- 1) Kautz Repair Update: Lucas & Matt projected that this work would be completed the beginning of the next week or the following week.
- 2) Wellhouse roof repair insurance: Marilyn confirmed that the district received approximately \$500 (after the deductible). Since the roof isn't leaking much, it isn't of high priority and will wait another year.
- 3) Water rate schedule discussion: Lucas still needs information on the number of lines and their sizes. Deb suggested that it should get done over the winter and that Lucas can toss questions around via email. If the

information is all put together by June, calculations would be done in July and August with a goal of passing a base rate at the September 2015 meeting. Marilyn will get certified taxable value from the Department of Revenue for this purpose.

4) FY15 Budget review and adoption: After a brief review and question answered by Marilyn, Kay made a motion to pass the proposed budget as presented and was seconded by Matt. The motion passed unanimously.

Operator Update: (Lucas)

Firefly update: Lucas is still working on it with no movement this month. His goal is to get the unreadable meters fixed before winter and there are 18-20 of them that need work.

Software research update: The cost of switching to Black Mountain Software to facilitate future billing would be \$7330 with an additional \$1150 for initial training. Lucas reported that most utilities use and love it and that, unfortunately, our RVS Software is not very user friendly. The Board is not willing to put out the funds to pay for new software at this time, but may consider it in the future. Lucas will experiment further with RVS to try to figure it out more and Marilyn was instructed to pay the current invoice for annual tech support for RVS.

Auto-bleeders for Skunk Hollow: Lucas reported that the system is not a true 'bleeder' system. If we go forward with this fix and it works well, looping the system will not be necessary. It will cost \$3183 to purchase the all-weather flushing unit from Automatic Flushing. After further discussion, the Board asked Lucas to see if he can get references. Troy made motion to approve the expenditure pending the outcome of references and was seconded by Kay. Motion passed unanimously. Lucas will report to the Board and move forward by communicating with the Board via email when necessary.

Clerk Update: (Marilyn)

CCR due: The CCR has been completed and the violations will need to be addressed via DEQ requirements.

FY14 Audit: Marilyn reported that she will be dropping everything off at the Holmes & Turner offices next Monday. She said that Rosie is back because the new gal quit.

Credit Card Usage: Marilyn expressed concern that she wasn't getting receipts for the few credit card charges that are made. Besides the main card, Lucas and Marilyn each have a card with a \$500 limit. Discussion was had on using credit and Rick made a motion that limit on the main card be reduced to the minimum amount or closed entirely (if possible) and was seconded by Kay. Motion passed. Marilyn will take care of seeing to it.

New Business:

1) Title II Grant application discussion: After discussion of possible projects, the Board decided to not pursue anything at this time. Individuals can apply for themselves if they have a project that fits the parameters of the grant.

2) Excavation damage: It was determined to compose a letter to the County Commission asking who gets the bill for the damage to a District line caused by their contractor as he was grading a Cooke City street. Lucas said the damages were between \$900 and \$1000, but will calculate the exact amount to report to the Commission. Deb will email Park County Civil Attorney for legalities.

3) Holland Install: Matt reported that Mike Holland may be asking for his water to be hooked up. This will take more from the District as the main is further away and the District needs to be prepared to do it if he asks.

4) Winter Meeting schedule: It is unclear whether there will be a quorum for an October meeting, so Marilyn was asked to email members the first week in October to make that determination. As a matter of course, a November meeting will not be scheduled, but the December meeting will be moved up accordingly to December 4th.

A motion to adjourn was made by Kay and seconded by Troy and Deb adjourned the meeting was adjourned at 8:15pm

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____