



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**January 22<sup>nd</sup>, 2015**  
**6:30 pm**

Location: Cooke City Fire House

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

Members absent: Matt Asplund

Public Attendance: Donna Rowland

**Minutes taken by Lucas Jack.**

Chair, Deb Myers, called the meeting was called to order at 6:42pm.

**Agenda:**

- 1) Deb read the minutes from the December meeting. Troy made a motion to accept the minutes as read and was seconded by Rick. Motion passed.
- 2) Cash report as of 12/31/14 was reviewed and showed a total cash balance of \$175,947.91
- 3) A/R Report from December 31st was reviewed with no immediate issues noted.
- 5) The December Profit & Loss report was reviewed.
- 5) Board members approved and signed bill payments from/for December & January as follows:

December:

Chk #2510 Bridger Analytical Lab - \$56.00 – Nov & Dec sample testing  
Chk #2511 CenturyLink - \$42.38 – December phone  
Chk #2512 Cooke City Exxon – 600.00 – Equipment rental for Kautz repair  
Chk #2513 Flathead Electric - \$884.94 – November electric  
Chk #2514 Lucas Jack - \$415.58 – December Salary (less deductions)  
Chk #2515 Marathon Printing - \$79.00 – 2 Boxes custom envelopes  
Chk #2516 Marilyn Hartley - \$584.98 – December Water & Fire salary (less deductions)  
Chk #2517 Verizon Wireless - \$13.13 – November cell phone

January:

Chk #2518 Cooke City Exxon - \$80.00 – Equipment rental to plow wellhouse  
Chk #2519 Flathead Electric - \$1553.03 – December electric  
Chk #2520 Lucas Jack - \$415.58 – January Salary (less deductions)  
Chk #2521 Marilyn Hartley - \$584.98 – January Water & Fire salary (less deductions)  
Chk #2522 Unemployment Ins Division - \$3.52 – 3<sup>rd</sup> Qtr SUTA tax (less remaining credit)

Chk #2523 USDA Forest Service - \$139.67 – Annual Special Use Permit

Chk #2524 Verizon Wireless - \$13.13 – December cell phone

### **Old Business:**

- 1) Holland Hookup Update: No new official business to report.
- 2) Conference call from Auditors: The meeting moved forward until the call came in @ 7:00pm. Rosie from Holmes & Turner reviewed the audit statements with the Board and asked for any questions. There were None, so the call was ended.
- 3) Conflict of Interest Policy: The Board agreed that a policy was needed and Kay motioned to adopt the policy provided by Marilyn. Troy seconded and motion passed unanimously. It was discussed that Matt Asplund need to be located and informed.
- 4) Water rate schedule discussion: It was determined that this can't be finished until Lucas Jack completes the sheets he is working on. The Board desires to move forward with this as soon as possible. Lucas will contact Nick Clos with MRWS to request his attendance at a future Board meeting to assist the Board. Other Departments will also be consulted to help. The Board requested that Marilyn help Lucas and be in attendance at this meeting when it has been arranged.

### **Operator Update: (Lucas)**

Firefly update: Nothing new to report at this time.

Auto-bleeders for Skunk Hollow: No new information this month.

Electric Update: Lucas stated that he reviewed everything that was done in the vault that might make the electric bill so high. The Board asked Lucas to discuss the problem with John at Flathead Electric to see if he might have any ideas that may help pinpoint and resolve the issue(s).

### **Clerk Update: (Marilyn)**

The Board reviewed a list of usual duties that Marilyn sent along indicating many of the tasks that she is working on, including the annual IRS reporting that needs to be completed.

### **New Business:**

- 1) Board training: It was revisited that the District By-Laws need to be located. Katie Weaver with MSU Extension looked for them at the courthouse without success. Patti Smith was also consulted with no results.
- 2) Meeting Minutes: The Board discussed and agreed to have Lucas start doing the minutes when Marilyn isn't present. Lucas was asked to have Marilyn add this to his contract.
- 3) Public Information: Discussion was had regarding the need to keep the District Users (i.e. the public) informed as to what they were doing and decisions being made.
- 4) Hydrant Maintenance: It was brought up that all of the hydrants need to be pressure-checked at some point in 2015. This will be discussed further at the next meeting

A motion to adjourn was made by Troy and seconded by Kay. Deb adjourned the meeting at 7:30pm

The next meeting is scheduled for February 19<sup>th</sup> @ 6:30pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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*Signatures on File*

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