



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
July 16th, 2015
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Kay Whittle, Rick Sommers, Troy Wilson, Brandon Richardson

Members absent: Lucas Jack, Operator, Marilyn Hartley, Clerk

Public Attendance: None

Minutes taken by Kay Whittle.

Chair, Deb Purvis, called the meeting to order at 6:03pm.

The minutes from the June meeting were reviewed. Deb noted a change to her last name. Troy made motion to accept the minutes as presented upon correction of Deb's last name and was seconded by Rick. All were in agreement and motion carried.

The Cash report as of 6/30/15 was reviewed and showed a total cash balance of \$189,595.78 of which all but \$62,776.25 is held in mandatory reserve accounts.

The A/R Report from June 30th was reviewed. Marilyn noted those who were running late and that one user appears to be ignoring the late fees. The Board discussed this and decided that, regardless of the amount of delinquency, the District's policy must be followed.

The June Profit & Loss report was reviewed with no comment.

Following review of invoices presented, Kay motioned to approve all of them and was seconded by Rick. Everyone concurred and Board members signed bill payments for July as follows:

Chk #2562 USPS – \$147.00 - 3 rolls of stamps
Chk #2563 MT Unemployment Division – \$17.55 - 4th Qtr SUTA tax
Chk #2564 US Treasury - \$971.70 – 2nd Qtr Payroll taxes
Chk #2565 Flathead Electric - \$1144.03 – June electric
Chk #2566 Bridger Analytical Lab - \$28.00 – June Sample Testing
Chk #2567 CenturyLink - \$42.46 – July Phone
Chk #2568 Lucas Jack - \$415.58 – July Salary (less deductions)
Chk #2569 MACO/JPIA - \$1795.00 – Annual Liability Insurance premium
Chk #2570 Marilyn Hartley - \$659.98 – July Water & Fire salary (less deductions)
Chk #2571 RVS Software - \$674.00 – Annual software support fees
Chk #2572 Verizon Wireless - \$13.18 – June cell phone

Old Business:

Brandon officially accepted the vacant position on the Board pending ratification by the County Commissioners.

It was determined the hydrant maintenance issue had been discussed and issue resolved. That item can be removed from the agenda for now.

Water rate workshop and possible EDU increase will be tabled until the September meeting. Marilyn has discussed this at length with Conor at Rural Development and will discuss with the Board at the meeting in September.

The CCR and violations were reviewed and discussed by the Board and it was decided that Lucas will be asked to explain why these occurred; unaware of them, organizational issue, etc.

Operator Update: (Lucas)

Lucas sent a written update to suffice in his absence. A summary is as follows:

Main leak & Electric – There is a leak in front of the Sniders house at the school which is getting worse. He has tested all of the meter pits in that area, but didn't find a problem. He will locate the main shutoff in preparation for making the repair in a week or two. John Hahn is willing to help as long as he has adequate notice. The District has the smaller supplies for the repair, but no pipe in case it's needed. The Asplunds have been asked about a purchase of sand and gravel for filter after the fix is completed. Rental equipment is available from Cooke City Exxon and the affected property owners have been put on notice of the upcoming inconvenience. A price quote is unavailable at this time. Lucas believes that this leak may be contributing to the higher electric bills.

Meters & Fireflies – Lucas has received his shipment of meters. They cost approximately \$190 each. He has yet to receive the fireflies that he ordered and called Tim at Datamatic to check on them. Tim has yet to get back to him on it. He has an appointment with the same guy to do some fine-tuning on the roadrunner as he's been having issues with it, too. He hopes to have everything up and running in August . . . September at the latest.

Skunk Hollow – Lucas wants to know if he should go ahead and order the auto-flushing unit for installation before winter.

Call-out book – In response to the Board's request for a log, Lucas reports that he has had 4 calls so far this month. Ken Hufford was one who thinks he has a broken or leaking line between the main and his house. Lucas will meet with Ken when he returns this fall. The others were: Mike Hamilton at Cooke City Rocks, David Kautz and Brandon at High Country Motel who was continuously popping haot water tank valves. Lucas discovered another rock at the bottom of the main valve which caused it to be stuck wide open. In the process of looking at this problem, he discovered that the fireflow valve is also stuck open and there is a cracked/leaking ¾" copper T in the vault that will need replaced.

DEQ inspection – The annual inspection by DEQ has been arranged for the 21st when Carl will be in the area. Last year, we were in good shape and Lucas anticipates the same for this year.

Website – Everything is updated and going well.

After reviewing the statement Lucas prepared, the Board determined that the leak in the main deserves the highest priority, especially because of the high electric bills we have been receiving. After speaking with Lucas on the phone during the meeting, the Board approved Lucas's request to rent the equipment and hire John Hahn. Lucas was not sure what John would want for pay, so the Board approved an hourly rate not to exceed \$20.00. Lucas said he would complete the project no later than Monday, June 22nd. Lucas also said he would get Martinson's water hookup done on Tuesday the 23rd.

Clerk Update: (Marilyn)

In her absence, Marilyn sent the following information:

Location of by-laws – Marilyn has gotten through 3 of the 10 or so boxes with no success.

Rural Development – The Board contacted Marilyn by phone to ask about her conversation with Conor. She communicated that she believes she was able to adequately address their concerns and received some interesting information on several things that she'll review with the Board when she attends the September meeting.

Online-banking issue – The District's on-line account has gone dormant and needs to be re-authorized. Marilyn sent along a form for Deb to sign to get it going again.

EOY closing – She has begun the process of closing the books on FY15 in preparation for the audit.

New service request – The Martineson's have requested and paid for their service to be installed.

New Business:

The board reviewed and discussed the FY16 Budget that Marilyn sent and decided to table it until the next meeting.

Deb, Troy and Rick were notified their terms as board members would be expiring. If they wanted to seek reelection, Marilyn included the forms they would need.

The discussion/decision on a new contract with Holms & Turner (auditors) will be tabled until the next meeting.

With no further business to attend to, Kay made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:02pm.

The next meeting is scheduled for August 20th @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____