



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 30th, 2016
6:00 pm

Location: Fire House Meeting Room

Board Members in Attendance: Deb Purvis, Kay Whittle, Rick Sommers, Troy Wilson, Brandon Richardson
Lucas Jack, Operator & Marilyn Hartley (via phone)

Members absent: None

Public Attendance: Rick Stryker / PEC Engineering (via phone)

Deb Purvis called the meeting to order at 6:05 pm.

The minutes from the May meeting were reviewed. Troy made a motion to accept the minutes as presented and was seconded by Brandon. All were in agreement and motion carried.

The Cash report as of 5/31/2016 was reviewed and showed a total cash balance of \$163,379.55 of which all but \$36,483.56 is held in mandatory reserve accounts.

The May Profit & Loss report was reviewed with no notable comments.

The A/R Report from 5/31/16 was reviewed. No immediate issues were noted as many customers are choosing to pay ahead.

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

- Chk #2668 Flathead Electric – \$910.05 – April Electric
- Chk #2669 Flathead Electric - \$1032.35 – May Electric
- Chk #2670 American Bank Card Services – Repair Supplies
- Chk #5671 Bridger Analytical Lab - \$28.00 – May Sample Testing
- Chk #2672 CenturyLink - \$51.85 – June Phone
- Chk #2673 Marilyn Hartley - \$29.99 – Reimburse for case of paper
- Chk #2674 Marilyn Hartley - \$659.98 – May Water & Fire salary (less deductions)
- Chk #2675 Matovich, Keller & Murphy PC - \$1105.63 – May legal fees
- Chk #2676 Verizon Wireless - \$15.26 – May cell phone
- Chk #2677 Cooke City Contracting – \$3552.00 - Equipment rental & repair services
- Chk #2678 Cooke City Exxon – FY16 Skid steer rental for FY16 snow removal
- Chk #2679 Lucas Jack - \$1062.03 – May Salary + Nov-May extra hrs (less deductions)

Old Business:

Discuss/Decide on Engineer's report (moving forward) – The Board called Rick Stryker to get further input. He stated that an email was going out to everyone to get them up to speed on where things stand and where the District is at with billing. Deb will forward the email that she received from Emily (legal) to the other Board members and discuss the District's contracts with Emily and Scott (engineer).

Discuss DEQ request – Deb informed the Board that DEQ is asking for the number of connections to the system. Lucas will provide that count to Deb within a few days.

Audit Update - Marilyn communicated that the Board's management letter has been sent to Rosie and the deadline for her to file with the State is June 30th.

Operator Update: (Lucas)

There is no major news at this time. Lucas has been given instruction by the Board to follow any direction given by Rick Stryker and the Board will try to stay ahead of the larger scope of the project. The French drain project was put on hold due to questionable funding.

Clerk Update: (Marilyn)

CCR Update – The 2015 CCR has been completed, users notified and the report sent to the state'

Resort Tax Update – The request for the annual allocation of \$20,000 to the District has been submitted to Park County and payment is expected this week.

RD Quarterly Reports – Marilyn is working on the 3rd quarter report and preparing for the 4th quarter submissions.

New Business:

Discussion/Decision on Status change for Clerk - Marilyn has started a business (Hartland LL) and is now eligible to be paid as a contractor. She is requesting to have her salary move in that direction with Emergency Services paying her directly now. Her request is for the current monthly amount plus a portion of the matching employer taxes the District has to pay through payroll (which is \$50/month) to help her cover both sides which she will have to pay herself. After minimal discussion, Troy made a motion to approve both parts of the request and was seconded by Kay. All were in favor, so motion passed. Marilyn will draw up a contract for Board review as soon as possible.

Discussion/Decision on Engineer's Phase 2 proposal – It was decided that more information is needed. Deb will get together with Rick for clarification and report back to the other Board members via email.

Discussion/Decision on Permanant change to meeting time – Item was tabled until the next meeting that Marilyn will physically be attending.

With no further business to attend to, Kay made a motion to adjourn and was seconded by Troy. With no objection, Deb adjourned the meeting at 7:40 pm. The next meeting will be held on Thursday, July 21st @ 6:00pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____