



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
Sept 15th, 2016
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Kay Whittle, Brandon Richardson
Lucas Jack, Operator

Members absent: Rick Sommers, Troy Wilson

Public/Other Attendance: None

Minutes taken by Deb Purvis.

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

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

The Cash report as of 8/31/16 was reviewed and showed a total cash balance of \$169,513.94 of which all but \$42,567.05 is held in mandatory reserve accounts.

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

The A/R Report from August 31st was reviewed with no notable issues.

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

Chk #2715 Antler Lodge - \$148.50 – Lodging for Engineer
Chk #2716 Bridger Analytical Lab - \$28.00 – August Sample testing
Chk #2717 Flathead Electric - \$1147.78 – September Electric
Chk #2718 Hartland LLC (Marilyn) - \$700 – September Accounting Services
Chk #2719 Holmes & Turner - \$2200.00 – Balance of FY15 Audit Services
Chk #2720 Lucas Jack - \$784.98 – September Salary (less deductions)
Chk #2721 Matovich, Keller & Murphy - \$1420.00 – Legal Services
Chk #2722 Verizon Wireless - \$13.23 – August Cell Phone

Old Business:

Discussion ensued regarding Performance Engineering's recommendation to replace Antler Lodge service with 1 ½" line. Brandon made the motion and was seconded by Deb. Motion passed. Bill Whittle will provide assistance in getting it done.

Deb revisited the importance of taking regular meter readings, both at the well house and individual meters, in order to meet regulatory requirements, perfect well permits, and help with solving water usage mysteries. This will help to show a correlation between what is being drawn from the wells and what is actually being used. Kay made a motion to direct Performance Engineering to research and make recommendations to solve meter reading issues. Brandon seconded and motion passed unanimously.

After reviewing a proposal from Red Tiger Drilling for replacement of pump #1, Brandon made a motion to accept it while noting that the actual amount came in less than the initial estimate.

The Datamatic invoice was re-visited and tabled until the next meeting. The District’s attorney will be contacting them with a proposal to pay an amount proportional to the number of meters that can be read with their equipment. Other water systems are negotiating similar deals with Datamatic.

Operator Update: (Lucas)

Lucas provided a written report of his activities in lieu of his presence.

Clerk Update: (Marilyn)

In Marilyn’s absence, Deb reported that Marilyn was able to obtain a copy of the District’s old by-laws from Rural Development. Deb has reviewed them and hopes to bring suggestions for changes to the next meeting.

New Business:

The Board discussed ways in which they could be helpful to Lucas in getting the information that the engineers need on a more consistent basis. The results of the conversation were as follows:

- 1) Brandon will pick up the log book and clipboard that was suggested by Performance Engineering to keep at the well house to facilitate weekly readings.
- 2) A few days ago, Deb asked Lucas which day would work best for him to take readings and he said that Monday works best for him.
- 3) Deb is planning to go with Lucas on Tuesday to open and close all valves at the tank per the engineer’s request.
- 4) Board members wondered if adding regular meter reading to Lucas’s job description would help. Deb will request a copy of his job description from Marilyn to see if it is already there, or needs to be added.

Deb noted that the August minutes were not available to approve due to technical issues with Marilyn being able to access the electronic files that Lucas sent her. They need to work out a ‘permissions’ process.

Marilyn sent a proposed budget document for fiscal year 2017. The Board tabled approval until both Marilyn and a full Board can be present.

The Board has been informed that there is a new leak at the Hahns’ property. They had reported it earlier in the year, but wanted to wait to make sure it wasn’t ground water. Since ground water shouldn’t be an issue now, the Board will direct Lucas to investigate the leak via Deb.

Brandon and Kay will be gone for most of October, so the next meeting will have to wait until early in November.

With no further business to attend to, Brandon made a motion to adjourn and was seconded by Kay. Deb then adjourned the meeting at 6:50 pm.

The next meeting will be scheduled for November 3rd @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____