



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 15th, 2017
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Troy Wilson, Rick Sommers, Kay Whittle
Marilyn Hartley, Clerk

Members absent: Lucas Jack, Operator & Vacant Seat

Public Attendance: Bill Whittle, Steve Hartley, Victor Sandonato , Bob Smith, Forrest Sanderson (from KLJ)

Chair, Deb Purvis, called the meeting to order at 6:00pm.

Prior to conducting District business, a representative for the engineering firm of KLJ requested time to present his company and what they can offer. This was in response to the RFQ the District advertised for.

The minutes from the May meeting were not available due to recordings not sent to clerk in time.

The Cash report as of 6/30/17 was reviewed and showed a total cash balance of \$155,640.28 of which all but \$36,642.73 is held in mandatory reserve accounts. The pump upgrade will be paid out of reserves.

The May Profit & Loss report was reviewed. It was noted that the District is still experiencing monthly losses, but it's getting better.

The A/R Report from May 31st was reviewed with no current issues.

Following review of invoices presented, Kay made a motion to approve all of them and was seconded by Rick. Everyone was in agreement, so Board members signed bill payments for June as follows:

Chk #2787 USPS - \$147.00 – 3 rolls of stamps
Chk #2788 American Bank Card Services - \$191.00 – Annual website hosting fee
Chk #2789 Bridger Analytical Lab – \$28.00 – May Sample testing
Chk #2790 CenturyLink - \$45.23 – June Phone @ well house
Chk #2791 Cooke City Store - \$10.50 – Batteries
Chk #2792 Flathead Electric - \$805.53 – May Electric
Chk #2793 Hartland LLC (Marilyn) - \$700.00 – June Accounting Services
Chk #2794 Livingston Enterprise - \$418.00 – RFQ Legal ads
Chk #2795 Matovich, Keller & Murphy - \$240.00 – May legal fees
Chk #2796 Troy Wilson - \$149.88 – Reimbursement for filing cabinets
Chk #2797 Verizon Wireless - \$13.21 – May Cell Phone
Chk #2798 Zenner - \$6113.80 – New meters
Chk #2799 Lucas Jack - \$415.58 – June Salary (less deductions)

Old Business:

Deb reported that Rick Stryker (Performance Engineering) is working on Pump #3 replacement and that the

parts for repairing Pump #2 are on order. He is coming to Cooke City this weekend to meet with the electrical contractor to determine correct parameters. She also reported that the District's attorney received some of the information that was requested. The questions were related to the sizing of supply lines and who was responsible for an apparent uninformed decision. Marilyn brought some documents that she found related to a lawsuit by Super 8 having to do with haphazard construction of the new lines by the contractor. Bob explained to the Board what had happened and Deb thought it could play into the lawsuit. She will forward it to Emily.

Lucas sent word to Deb that, out of the District's 91 meters, there are 12 meters yet to be replaced and Deb said that the new technology is producing some great reports. They are currently waiting on some pieces and parts to be able to replace the remaining meters. Since the Zenner invoice has been paid, Marilyn asked if she should go ahead and submit for reimbursement from Resort Tax funds. Deb indicated that there will still be some additional expenses and that she should wait until all of the costs are tallied.

On the PER grants for a wastewater system, Deb reported that the District did indeed receive the DNRC grant that was applied for and that she is still waiting for word on the TSEP planning grant for 2018 funding.

There is still no definite interest in the vacant seat on the Board. However, Deb stated that Ben Zavora may be interested.

Discussion ensued related to the preliminary draft of the by-laws. Marilyn will complete her review of the financial section and send it to Deb. Because Don Holt has asked to be shut off, the determination of a reconnect fee when someone requests it became foremost in the conversation. Flathead Electric charges \$200 and the Board wants to make it reasonable, yet weighty enough to discourage frivolous shut-offs. Nor does the Board wish to make it too expensive to reconnect. After further discussion, Kay made a motion to set the reconnect fee at \$250 and was seconded by Troy. Motion passed unanimously.

Operator Update:

As Lucas was not in attendance, there was no report on the status of the tank cleaning.

Clerk Update:

Marilyn reported that the RFQ for engineering services has been posted. July 7th is the deadline for response and the July meeting has been set for July 13th. She will bring them along to the meeting. She also said that she has gone through the District files, but isn't comfortable organizing until she can purge the old stuff and doesn't want to throw anything out until the lawsuit is settled. Board members agreed. However, Marilyn did bring along the old Water Association files and wondered what the Board wanted to do with those. As the Water District is working with Emergency Services to acquire a little space in the fire hall for files, it was decided to keep them in the boxes there and not fuss with them. Marilyn also reported she is still working on the RFQ, but that it should be done in time. She will also bring along a preliminary budget for the new fiscal year to the July meeting.

New Business:

There was some concern as to the status of a right-of-way easement with Lin Rogers for placement of the vault. Marilyn was able to obtain a copy of the easement filing in the clerk and recorder's office, so all is well.

The concept of Emergency Services providing a small space for the District to locate files, the equipment related to the operating the new meters, and other supplies was discussed. The District would be willing to sign an agreement for such. Troy will take the request to the Emergency Services Board meeting and report back.

With no further business to attend to, Rick made a motion to adjourn and was seconded by Troy. Deb then adjourned the meeting at 7:07 pm.

The next meeting will be scheduled for July 13th @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Signatures on File

Date: _____