



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
August 17th, 2017
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Troy Wilson, Rick Sommers

Members absent: Kay Whittle & Vacant Seat, Lucas Jack, Operator & Marilyn Hartley, Clerk

Public Attendance: Victor Sandonato, Bob Smith

Chair, Deb Purvis, called the meeting to order at 6:09pm.

The minutes from the May meeting were still not available due to missing audio on the recorder. Rick made a motion to accept the July minutes and was seconded by Troy. Motion passed unanimously.

The Cash report as of 7/31/17 was reviewed and showed a total cash balance of \$111,911.40 of which all but \$5207.76 is held in mandatory reserve accounts.

The July Profit & Loss report was reviewed. It was noted that the District experienced a significant loss in July due to payment of the large bi-annual loan installment, as well as continued engineering and legal fees. Rick expressed concern over the rapid reduction of District account balances.

The A/R Report from July 31th was reviewed with no significant issues.

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

Chk #2813 Bridger Analytical Lab – \$28.00 – July Sample testing
Chk #2814 CenturyLink – \$45.89 – July Phone
Chk #2815 Don Holt – \$178.00 – Return credit @ disconnect
Chk #2816 Flathead Electric - \$726.36 – July Electric
Chk #2817 Hartland LLC (Marilyn) - \$801.65 – August Accounting Services + mileage
Chk #2818 Lucas Jack - \$415.58 – August Salary (less deductions)
Chk #2819 Matovich, Keller & Murphy - \$90.90 – July legal fees
Chk #2820 Northwest Pipe Fittings - \$23.74 – Meter flange set
Chk #2821 Verizon Wireless - \$13.23 – August Cell Phone
Chk #2822 Zenner - \$604.90 – Parts for new meters
Chk #2823 Performance Engineering - \$2101.25 – July Engineering & Consulting fees

Old Business:

Agreement for PER – Deb explained that the agreement was a “standard short form agreement” for the purposes of finalizing the contract with Performance Engineering and meets the State’s requirement for the \$55,000 grant between DNRC and TSEP. She asked for a motion of approval for her to sign the document.

Troy made the motion and was seconded by Rick. With no further discussion, the motion passed unanimously. Deb will sign it and the original will be sent to Rick Stryker for submission to the State.

RVS Software Renewal – The annual support fee for the RVS billing software is currently \$759. Deb stated that since we are not expecting to bill on meters for at least a year, it didn't seem prudent to spend money on something we won't use . . . especially with the cash flow issues being experienced at this time. She reported that there are 97 meters, but Marilyn is manually processing the monthly billing right now. The question was raised as to whether there are meters at the fire house and the apartment. There is one for the fire station , but not on the apartment because of the future removal of it.

Engineer Activity – Deb reported that Sandy Kust suggested that the District try to have the PER done and be ready to make application for funding for the sewer system in the spring of 2018. Otherwise, 2020 will be the next open cycle to apply. Discussion revealed that the mindset of the Board is only toward facilitating the PER and not necessarily to promote a sewer system. Furthermore, the consensus is that there would be no way to have the PER completed by spring since it hasn't yet been truly put into motion.

Legal Activity – The big news is that Emily has broken away from Matovich, Keller & Murphy to start her own firm. A letter from MKM requested a response as to whether the District wished to stay with them, or move the current case to Emily's new firm. After discussion, the Board determined that it didn't make sense to start all over with someone else and that it would be best to stay with Emily. Troy made the motion and was seconded by Rick. Deb was also in favor, so motion passed.

Board Vacancy - According to Deb, Beau Fredlund is willing to consider filling the vacancy on the Board. Troy expressed concern about availability, so Deb will discuss that with Beau and report back before the Board makes the decision.

Adopt By-Laws – Marilyn reworded much of the draft by-laws, corrected an amount in one section and provided a resolution to officially adopt the new by-laws. As Board members were provided with the final draft ahead of time, Troy made motion to adopt the by-laws by resolution. Rick seconded and motion passed unanimously, so Board members signed the resolution. The Board will request that Marilyn include a copy of Section 18 (related to fixing leaks) with the September billing.

FY18 Budget – After having additional time to consider additions and/or deletions from the budget from last month, it was determined that all was in order. Rick made the motion to adopt the proposed budget as presented and was seconded by Troy. Deb agreed and motion passed.

Operator Update: (via email)

Tank Cleaning Status – In consultation with Nick Clos of Rural Water Systems, the District was informed that tank cleaning is not a requirement . . . only a recommendation. Rick stated that he was OK with not doing it right now because the tank is pretty clean as it is. Troy suggested to let it go another year and discuss it again. No action was taken.

Meter Replacement Update – Deb & Lucas thought there were 4 meters – that were not accounted for as far as names, but now there are 5. Randy Rhone is not Alpine and Lucas needs to check the number on the Exxon house meter.

Spiking at the Well house – Rick stated that spiking occurs at the well house about every 6 months or so and that it could probably be fixed by replacing brass fittings with stainless steel. The brass doesn't hold up long term and it would only cost a few hundred dollars to replace them

Clerk Update: (via notes to agenda)

Marilyn is waiting for final Zenner invoices to submit for reimbursement from Resort Tax for meter replacement. She is also working on entries to close FY17 in the software system so she can begin preparing the Annual Financial Report to the state.

When completed, Marilyn requested an updated list of customers from the new meter installations to compare to current billing. Deb indicated that she will get the list to her as soon as it is complete.

New Business:

Customer Billing Change – Sandy Kust and Rick Stryker will discuss billing rates next month. Right now, Rick is working on perfecting the District’s permit.

Annexation Request – The guy who bought Mike Holland’s property on the town hill is asking about hooking into the water system. It was determined previously that the property is not in the District and an annexation would need to take place. Rick reminded that such an action can’t take place for another 1 to 2 years during which time the District reads meters for 12 months. This is needed to determine how much water is used out of the system by current users. The District needs to meet the needs of current District members first, before considering annexation.

With no further business to attend to, Troy made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:14 pm.

The next meeting will be scheduled for September 12th @ 6:00pm at the Fire House. The change is due to a lack of quorum for the rest of the month. Marilyn will be asked to email Board members a week or so before to confirm attendance.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL: (SIGNATURES ON FILE)

Deb Purvis, President

Kay Whittle, Vice President

Rick Sommers, Board Member

Troy Wilson, Board Member

Vacancy, Board Member

Date: _____