



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**March 22nd, 2018**  
**6:00 pm**

**Location:** Cooke City Fire Station Meeting Room

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

**Members absent:** None

**Public Attendance:** Brian Boyle, Ken Hufford, Lisa Ohlinger, Donna Rowland, Bob Smith, &  
Victor Sandonato (via phone)

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

The minutes from the February meeting were reviewed with no additions or corrections noted. Rick made a motion to approve the minutes as presented and was seconded by Troy. Motion passed unanimously.

The Cash report as of 2/28/18 was reviewed and showed a total cash balance of \$118,432.12 of which all but \$11,684.96 is held in mandatory reserve accounts. There is also \$3,353.30 in tax revenue being held by the Park County Treasurer.

The January Profit & Loss report was reviewed. It was noted that the District's again suffered loss in February.

The A/R Report from February 28<sup>th</sup> was reviewed with no significant issues and many customers are actually paying ahead.

Review of March invoices were reviewed for payment. There were no issues with them, so Kay made the motion to approve them and was seconded by Troy. Board members then signed bill payments as follows:

Chk #2884 Verizon Wireless - \$16.53 January Cell Phone  
Chk #2885 American Bank Card Services – \$240.32 – Repair parts & website fee  
Chk #2886 Bridger Analytical Lab – \$56.00 – Jan & Feb sample testing  
Chk #2887 CenturyLink – \$46.04 – March Well house Phone  
Chk #2888 Dykman Electric - \$6,562.70 – VFDs for Pumps 1 & 3  
Chk #2889 Flathead Electric - \$561.10 – February Electric  
Chk #2891 Hartland LLC (Marilyn) - \$700.00 – March Accounting Services  
Chk #2891 Performance Engineering - \$1645.00 – Jan Engineering & Grant services)  
Chk #2892 Rob Vance - \$415.58 – March Salary (less deductions)  
Chk #2893 Robert Smith - \$440.00 – Feb snow plowing @ well house  
Chk #2894 Verizon Wireless - \$16.53 – February cell phone

**Old Business:**

**PER Update** – Deb reported that a public information meeting for the PER has been scheduled for May 18<sup>th</sup> for members of the community to meet the project engineer and to educate the public and answer their questions.

She also reported that a grant for PER education that she applied for was denied, but she just applied for a septic system locate grant for \$5000.

Legal Activity – An executive session was announced by Deb for immediately after this one to provide confidential information from Jones Law to the other board members.

Ordering Add'l meters – Rick reported difficulties in communicating with Zenner sales people and Rob confirmed that the same thing happened to him. Rick was told that the meter model number was needed and he will call them again with that information. Deb offered to call the owner if necessary.

EDU Rate calculation – Nick Clos sent a spreadsheet for making the calculations. Marilyn will update the amounts if necessary.

Prioritize repair list – Board members spent time determining which repairs were most important and how to spend the reduced resort tax allocation request. It was decided that the pumps are first priority.

### **Operator Update:**

Update on pumps 1&3 – Rob reported that Yellowstone Electric is coming next week to evaluate the pumps for soft starts and will then come the following Monday to do the work.

Update on Auto-dialer – The proximity alarm continues to go off. Rob is still trying to find the right person to help figure it out.

Update on Vault valves – Rob is planning to get a sump pump to handle any flooding when the time comes.

Meter replacements – Rob will begin replacing meters as the snow melts.

Well house generator & pump functions – Yellowstone Electric will evaluate the issue when they are here evaluating the pumps.

License status – Rob indicated that he is considering options for schooling that he needs to keep his operator license current.

Time Log – While he did keep a time log, Rob forgot to bring it to the meeting, but indicated that he is satisfied with his alary so far.

### **Clerk update:**

Credit Cards – Marilyn reported that she is still working on getting Rob his own credit card, but has run into a problem with having authority to make changes to the account. Since he is the only one who does, Rick stated that he is willing to give her those permissions.

Website Update – Marilyn informed the Board that she is being told that the platform being used for the website will be too complicated for her to learn. She has spoken with Lucas and he disagrees. He indicated a willingness to teach her when he next heads to Livingston or Bozeman.

### **New Business:**

DEQ approval for tank repairs – Rob questioned if a request for approval should be done before the repairs that are needed are determined.

Water tank freezing – Discussion related to a tank mixer resulted Rick Sommers stating that he is not particularly impressed with the concept and the expense. The proposal from the engineer for a mixer that runs on solar power is for \$38,000. Engineer, Rick Stryker, will look into the limits for by-passing the bidding process. He will also look into the life of the battery packs that would run it. After further discussion with Mr. Stryker via phone, Troy made a motion to sign the Medora bid since it is the only option and was seconded by Rick. Motion passed unanimously. Rick also motioned to revise the work order for the DEQ permit. Troy seconded and all were in agreement, so motion passed.

Resort tax contracts – Marilyn brought the resort tax contracts for signature. Deb entertained a motion to approve her signing of them. Rick made the motion and Troy seconded. Motion passed without dissent.

Next meeting – It appears that there will not be a quorum for an April meeting, so it was determined to cancel that meeting. The May meeting will be held as usual on the 17<sup>th</sup>.

With no further business to attend to, Troy made the motion to adjourn and was seconded by Kay. Deb then adjourned the meeting at approximately 7:16 pm with the executive/closed portion to follow.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL: **(SIGNATURES ON FILE)**

\_\_\_\_\_  
Deb Purvis, President

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Kay Whittle, Vice President

\_\_\_\_\_  
Rick Sommers, Board Member

\_\_\_\_\_  
Troy Wilson, Board Member

\_\_\_\_\_  
*Vacancy*, Board Member

Date: \_\_\_\_\_