



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 21st, 2018
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Rick Sommers, Troy Wilson, Brian Boyle, Bill Whittle
Rob Vance, Operator & Marilyn Hartley, Clerk

Members absent: None

Public Attendance: Scott Aspenlieder (Performance Engineering),
Victor Sandonato & Bob Smith

Deb Purvis called the meeting to order at 6:03pm.

The minutes from the May meeting and an executive meeting held in early June were reviewed with no additions or corrections noted. Rick made a motion to approve the May minutes as presented and was seconded by Troy. Motion passed unanimously. Troy made the motion to approve the minutes from the special meeting and was seconded by Rick. Those minutes were also approved unanimously.

The Cash report as of 5/31/18 was reviewed and showed a total cash balance of \$135,219.20 of which all but \$28,450.99 is held in mandatory reserve accounts. There is also \$9,515.61 in tax payments being held by the Park County Treasurer. Troy presented 2 checks from a construction company for whom he filled a water tank twice.

The May Profit & Loss report was reviewed showing a net income of \$241.03 for the month.

The A/R Report from May 31st was reviewed showing 2 customers who may need further action if payment is not made soon.

Review of June invoices were reviewed for payment. Troy made the motion to approve the rest of them and was seconded by Bill. Board members then signed bill payments as follows:

Chk #2915 American Bank Card Services – \$164.70 – License fee + sample mailing
Chk #2916 Bridger Analytical Lab – \$28.00 – May sample testing
Chk #2917 CenturyLink – \$45.95 – June well house Phone
Chk #2918 Energy Laboratories - \$140.00 – Special testing for engineer
Chk #2919 Flathead Electric - \$500.94 – May Electric
Chk #2920 Hartland LLC (Marilyn) - \$752.32 – May Accounting Services +1/2 mileage for extra mtg
Chk #2921 Park County Clerk & Recorder - \$114.22 – Election fees
Chk #2922 Performance Engineering - \$3025.55 – May Engineering & Grant services
Chk #2923 Rob Vance - \$415.58 – June Salary (less deductions)
Chk #2924 Bob Smith – March snowplowing @ well house
Chk #2925 Verizon Wireless – \$14.34 – May cell phone

Old Business:

PER Committee Update – No new meetings are scheduled. Deb & Scott Aspenlieder (Performance Engineering) met with Kristen Galbraith from Nittany Grantworks for review of progress and strategy. Park

County has offered to pay for her services out of their annual budget. SilverGate Water has indicated possible interest in solid waste management in the future which could add a new dynamic to the project.

Scott Aspenlieder attended the meeting to discuss an issue that came to light regarding Rick Stryker's involvement with things outside the scope of the PER Grant. This will cause a shortage for which other funds need to be sought. Performance Engineering will do their due diligence in assisting the District in finding sources to make up the difference at no cost for their services. He also indicated that Rick continues to work with DEQ on potential sites for sewage treatment.

Legal Activity – Mediation for the lawsuit is scheduled for July 12th. Deb ask if anyone would be available to attend with her and Brian indicated that maybe he could.

EDU Rate calculation – Marilyn 'tweaked' the calculation spreadsheet for Board review. Indications are that the numbers are getting closer to being real. There was discussion as to whether there ought to be a distinction between commercial and residential. No conclusion was arrived at. Scott suggested that it is a good time to involve Rural Water Systems. Deb will call Nick Clos and Marilyn will continue to work on her spreadsheet.

Operator Update:

Status of Leaks – Rob is working on finding the sources of several leaks that have become apparent.

Dykman Extra bill – A case of 'phone tag' is going on. No answer yet.

Breaker for Well #2 – Rob is waiting on a bid to come in.

New hookup – There is a new owner of the vacant lot behind the Alpine who wishes to acquire service. Marilyn will email Rob the form.

Clerk update:

Credit Cards – Marilyn hasn't had time to call to order the new card for Rob and shut off Lucas's old one. She will get to it as soon as she can.

Website Update – Marilyn hasn't been able to spend time on the website, yet, but will try to get it updated by next meeting.

RD Reports – Marilyn reported that she's been informed by a gal from Rural Development that the District was only required to complete the quarterly reports for the first year after the system was put into use. Moving forward, only the annual report will need to be completed and is due by August 31st.

CCR Status – Marilyn is currently working on it and plans to have it done by the June 30th deadline and an insert will be put in with the July billing to notify customers of its availability.

FY18 Budget-to-Actual Report – Marilyn presented a current look at the FY18 budget and where the numbers stand to date.

New Business:

Election of Officers – Tabled to next meeting.

Hartland Contract – Marilyn presented a new 2-year contract which increases the monthly amount for Hartland LLC to \$750 to include supplies and postage. After explaining how it was calculated, Rick made the motion to accept the new contract and was seconded by Troy. With no objection, the motion passed unanimously.

FY19 Budget – Marilyn presented a preliminary FY19 budget for Board consideration. She asked them to review and let her know if they think of anything that has been overlooked in the numbers. The final document will be presented for adoption at the August meeting.

Whittle letter – Deb read a letter from the Whittles that requests annexation for a newly purchased property on Broadway into the water district as soon as reasonably possible.

Camper fills - It was brought up that the Exxon and Chamber are not allowing for camper fills because of concerns about running out of water. Since this is no longer a major concern, Deb will talk with them about it.

Mileage for Operator – Rob asked about receiving mileage for the traveling he does for supplies, etc. Deb requested that Marilyn put it on the agenda for July.

Next meeting – The July meeting will be held as usual on Thursday, July 19th at the fire station.

With no further business to attend to, Troy made the motion to adjourn and was seconded by Brian. Deb then adjourned the meeting at 7:50 pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

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

Deb Purvis, Chair

Rick Sommers, Board Member

Troy Wilson, Board Member

Brian Boyle, Board Member

Bill Whittle, Board Member

Date: _____