



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
August 15th, 2019
6:00 pm

Location: Cooke City Fire Station Meeting Room

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

Members absent: Marilyn Hartley, Clerk

Public Attendance: Monica Tietz, Jan & Leo Gaertner, & Allen Edens

Chair, Deb Purvis, called the meeting to order at 6:04pm.

The minutes from the July meeting were reviewed with no additions or corrections noted. Brian made a motion to accept the minutes and was seconded by Troy. Motion passed unanimously.

The Cash report as of 7/31/19 was reviewed and showed a total cash balance of \$271,148.06 of which \$138,007.49 is held in mandatory reserve accounts. There is also approximately \$1000.00 in tax revenue being held by the Park County Treasurer.

The July Profit & Loss report was reviewed with no comment. It reflected a significant loss due to the second payment of the larger bi-annual loan.

The A/R Report from July 31st was reviewed with no significant issues. It was noted, however, that one or two are approaching the need for warning.

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

Chks #3062-64 VOIDED due to misprinting
Chk #3065 American Bank Card Services – \$7.35 – Postage for water sample
Chk #3066 CenturyLink – \$47.12 – August Phone
Chk #3067 Flathead Electric – \$568.165 – July Electric
Chk #3068 Gray Dog Services, LLC (Rob) – \$500.00 - August Operator services
Chk #3069 Performance Engineering – \$15,000.00 – PER Grant s received
Chk #3070 Verizon Wireless – \$13.44 – July Cell Phone
Chk #3071 Hartland LLC (Marilyn) – \$750.00 – August Accounting Services

Old Business:

Rate Calculation Follow-up – Deb informed that a 25-day notice is required for a public meeting related to making a change to the rate structure and each user needs to be notified of potential impact to their water bill. Discussion ensued as to the concept of sending individual letters within the allotted time. Deb asked the Board to choose one option for presenting to the public. Rick expressed concern about low capital improvement reserves and Brian is concerned about public impression. It was agreed that the District needs to err on the side of solvency. With that in mind, Troy suggested to go with the highest rate with a planned review after 5 years. Brian made a motion to go with the highest rate which includes \$25,000 in capital improvement funds. Troy seconded and motion passed unanimously. Deb will contact Marilyn to get

customer information to update for the letter to users. It was determined that the letters needed to go out by September 1st so that the meeting could be scheduled for September 26th at 5:00pm.

Letter to Users – Deb recommended that Marilyn be asked to draft a letter for Board review. After further discussion, Rick made a motion that individual July usage be included in the letters and was seconded by Troy. Motion passed without dissent.

PER Grants – Deb reported that the District has received the first half of the DNRC grant which is \$7500 and needs to be forwarded to Performance Engineering. The first half of the TSEP grant is expected any day.

Permit perfection – As a continuum. (Nothing new)

Operator Update:

Status of Leaks – No change

Well house meter readings – Meter has been reset

Meter reconciliation project – Rob reported that Skunk Hollow is the only area left for matching meters to correct property owners.

Tank mixer project – Rob has contacted Medora and the 2 contractors are communicating. A tentative date for installation has been set for September 10th.

Clerk Update:

Marilyn reported that she continues to work on the FY20 budget and FY19 close.

Laptop issue & options – Marilyn requests that the Board keep the laptop issue under consideration.

New Business:

Preliminary FY20 Budget – As Marilyn didn't include another copy of the preliminary budget, there was no discussion to be made.

Shutoff Notice issue – The owners of J & D Deli expressed frustration at having received a shut-off notice and the timing of payments versus notice dates. Deb got Marilyn on the phone to review payments, dates and current status for J & D Deli. Indications are timing issues created their frustration and all is well. Leo also expressed concern that his check hadn't yet cleared the bank, but was assured that as long as the payment was applied to his account, he need not be concerned. Deposit of payments is the Board's concern.

MRWS Media Guide – Deb explained that MRWS is offering for water systems to advertise in their new guide for a fee. A brief discussion was had related to what could be advertised and whether or not the cost could be justified. In the end, no motion was put forth, so the item was taken off the table.

Public Comment: Allen Edens had questions about correct meter readings and Rob provided explanation that the hand-held reader wasn't working correctly.

Deb then inquired as to the water operator's status. Rob expressed concern over loss of credit card, late invoice payments and the Tulhoskie problem. Rick made a motion to do whatever it takes to fix the issue(s) up to the curb stop and have Rob work with Lilli Tulhoskie to fix things from there to the house. Troy seconded and motion passed unanimously.

The next meeting will be on the 4th Thursday of September (the 26th) in the Fire Station meeting room immediately following the public rate structure meeting.

With no further business to attend to, Brian made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:16 pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Deb Purvis, President

Troy Wilson, Vice President

Rick Sommers, Board Member

Brian Boyle, Board Member

Bill Whittle, Board Member

Date: _____