



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 26th, 2019
6:00 pm

Location: Cooke City Fire Station Meeting Room

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

Members absent: None

Public Attendance: Donna Rowland

Chair, Deb Purvis, called the meeting to order at 6:08pm.

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

The Cash report as of 8/31/19 was reviewed and showed a total cash balance of \$267,292.87 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 another loss due to the payment of grant funds to Performance Engineering.

The A/R Report from August 31st was reviewed with no significant issues.

Following review of September invoices presented, Brian made a motion to approve all of them and was seconded by Bill. Everyone was in agreement on all but the Bob Smith invoice (Rick refused to approve), so motion passed and Board members signed bill payments as follows:

Chk #3072 American Bank Card Services – \$7.35 – Postage for Sept water sample
Chk #3073 Flathead Electric – \$587.15 – August Electric
Chk #3074 Gray Dog Services, LLC (Rob) – \$500.00 – Sept Operator services
Chk #3075 CenturyLink – \$49.26 – Sept Phone
Chk #3076 Energy Laboratories – \$40.00 – Aug & Sept Sample testing
Chk #3077 Federal Licensing, Inc – \$175.00 – Radio Frequency License
Chk #3078 Hartland LLC (Marilyn) – \$750.00 – Sept Accounting Services
Chk #3079 Medora – \$36,420.00 – Water tank mixer
Chk #3080 Performance Engineering – \$165.00 – Assistance w/ tank mixer
Chk #3081 Robert Smith – \$570.55 – Assistance with repairs
Chk #3082 S & S Machines – \$6260.00 – Solar panel & installation for tank mixer
Chk #3083 Verizon Wireless – \$13.44 – August cell phone

Old Business:

Rate Calculation Follow-up – Deb informed that the District needs to wait for all meters to be reading properly and identified correctly. Brian asked if she thought a year was a reasonable amount of time to expect, but Deb didn't know. Rick doesn't feel that the information produced so far is solid enough to make a decision yet. Deb stated that she and Rob are making their best efforts to get things squared away.

Letter to Users – The Board was presented with draft copies and after discussion, determined that they needed to be put on hold until a new calculation can be made.

PER Grants – Deb reported the first half of the TSEP grant has been received and payment for the \$7500 will be sent to Performance Engineering. The second half will be coming from TSEP when the final PER is presented to them.

Permit perfection – As a continuum. (Nothing new)

Operator Update:

Status of Leaks – Rob reported that the Tulhoskies are about ½ fixed and the rest are done. There was discussion regarding possible leaks at the Alpine and Bob Smith's mobile homes. Deb reminded that both Grizzly pad meters are indicating leaks but none can be found.

Well house meter readings – 10 meters still need adjusted. Rob needs to call Zenner for advice on some of the issues.

Meter reconciliation project – Rob reported that he's still working on this and getting closer. Brian offered to help if needed.

Tank mixer project – The small holes still need to have silicone applied and a safety chain installed to go up to clean solar panels. Troy made a motion to purchase a stainless steel chain of the appropriate length and was seconded by Bill.

Clerk Update:

Marilyn reported that she continues to work on the FY19 close and other business as usual. She then proceeded to give an overview of the accounting processes and the other duties she provides for the District to inform newer members that what she does is very different from usual business accounting and with a lot more government oversight and requirements.

Laptop issue & options – Discussion resulted in Troy making a motion to allow Marilyn to spend up to \$800 for a new laptop and was seconded by Deb. Motion passed unanimously.

New Business:

Preliminary FY20 Budget – After a brief final review of the proposed FY20 budget, Rick made a motion to adopt it and was seconded by Troy. All were in agreement so motion passed. Deb request a Budget-to Actual report for each meeting moving forward.

Credit card use – The continued use of credit cards by the District was addressed. Marilyn communicated her discussion with the MT Department of Labor during which she was informed that while it's not illegal, it's highly discouraged. Troy suggested that the District do the same as the Emergency Services. Marilyn explained that that system uses a separate checking account with a debit card and a defined balance. As things are charged and receipts presented, the balance is recharged. Troy made a motion to rename and use the 'Construction' checking account for this purposed with a \$2000 maximum balance and was seconded by Brian. Motion passed with Deb abstaining.

Conflict of Interest – Deb reminded that the Board needed to be careful about creating a conflict of interest and that it was probably time to review the District’s policy for possible changes. Bill agreed to do this and send his information for the next meeting.

Public Comment: None

The next meeting will potentially be on the 5th Thursday of October (the 31st) in the Fire Station meeting room at 6:00pm.

With no further business to attend to, Brian made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:18 pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL: (SIGNATURES ON FILE)

Deb Purvis, President

Troy Wilson, Vice President

Rick Sommers, Board Member

Brian Boyle, Board Member

Bill Whittle, Board Member

Date: _____