



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
May 21st, 2020
5:30 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Deb Purvis, Brian Boyle, Bill Whittle, Ken Hufford
Rob Vance, Operator & Marilyn Hartley, Clerk

Members absent: None

Public Attendance: Donna Rowland, Troy Wilson, Lisa Ohlinger, Kay Whittle, Bob Smith, Jessica Grunderson

Chair, Deb Purvis, called the meeting to order at 5:40pm with a call for public comment. Hearing none, she moved on to the first order of business. Deb & Ken Hufford took their oaths of office after having been duly elected earlier in the month. The election also resulted in a tie between Jessica Gunderson and Bob Smith for the third open seat. A ballot vote was held resulting in the appointment of Jessica to join the Board by taking her oath of office. Deb then gave a brief history of the Board as a reminder of how things have progressed to present.

The minutes from the February, March & April regular meetings plus 2 special meetings were reviewed with no additions or corrections noted. Bill made a motion to accept all of the minutes and was seconded by Ken. The motion passed unanimously.

The Cash report as of 5/31/20 was reviewed and showed a total cash balance of \$257,728.73 of which \$138,210.15 is held in mandatory reserve accounts. There is also \$22,462.45 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report for March thru April and a Budget-to-Actual Report for May were reviewed with no noted concerns.

The A/R Report from May 31st was reviewed. Deb noted that there were no customers who were significantly past due, but a few were getting close to being of concern.

Following review of March, April & May invoices presented, Bill made a motion to approve all of them and was seconded by Ken. Everyone was in agreement, so Board members signed bill payments as follows:

March

- Chk #3126 American Bank Card Services – \$38.50 – Sample mailing + fees
- Chk #3127 CenturyLink – \$56.97 – April Phone
- Chk #3128 Flathead Electric – \$416.17 – February Electric
- Chk #3129 Energy Laboratories – \$44.00 – Feb & March Sample testing
- Chk #3130 Grey Dog Services – \$500.00 – March Operator Services
- Chk #3131 Hartland LLC (Marilyn) – \$750.00 – March Accounting Services
- Chk #3132 Mrachek, Popp & Assoc – \$1650.00 – Cost accounting for Rate Study
- Chk #3133 Performance Engineering – \$330.00 – Feb hourly services
- Chk #3134 Verizon Wireless – \$13.90 – March cell phone
- Chk #3135 Yellowstone Electric – \$1599.00 – Electrician services for pumps

April

Chk #3136 American Bank Card Services – \$7.50 – Sample mailing
Chk #3137 CenturyLink – \$48.81 – May Phone
Chk #3138 Energy Laboratories – \$403.50 – April sample testing + well head testing
Chk #3139 Grey Dog Services – \$500.00 – April Operator Services
Chk #3140 Flathead Electric – \$412.54 – March Electric
Chk #3141 Hartland LLC (Marilyn) – \$750.00 – April Accounting Services
Chk #3142 Verizon Wireless – \$13.64 – April cell phone
Chk #3143 Zenner Performance – \$533.72 – Stealth reader & mounting boxes
Chk #3144 Cooke City Contracting – \$194.63 – Tulhoskie finance charges

May

Chk #3145 American Bank Card Services – \$28.50 – Sample mailing + fees
Chk #3146 CenturyLink – \$56.81 – June Phone
Chk #3147 Energy Laboratories – \$22.00 – May sample testing
Chk #3148 Flathead Electric – \$350.45 – February Electric
Chk #3149 Grey Dog Services – \$500.00 – May Operator Services
Chk #3150 Hartland LLC (Marilyn) – \$750.00 – May Accounting Services
Chk #3151 Marilyn Hartley – \$122.99 – Reimburse for check stock
Chk #3152 Robert Smith – \$770 – Nov thru March plowing @ wellhouse
Chk #3153 Verizon Wireless – \$13.29 – May cell phone
Chk #3154 Victor Sandonato – \$80.98 – Refund prepaid @ sale of business
Chk #3155 Grey Dog Services – \$925.75 – Tulhoskie repairs + finance charges

Deb, then, asked if anyone needed to require the wearing of masks during the meetings for the duration of the COvid-19 emergency. No one indicated their preference, so masks will not be required.

Old Business:

EDU Rate Calculation Discussion – Marilyn had done some work on creating a new rate structure and Deb asked her to present the figures to the Board. After much discussion, it was determined that Board members would like to take a look at some tiered rates. Marilyn indicated that she would be willing to attempt such a project in time for a phone meeting prior to the June regular meeting. Deb expressed a desire to make a decision at the next regular meeting.

Resort Tax Contracts – The resort tax contracts from Park County were presented for signature. There was no dissentation against Deb signing them, so she will do so.

Tulhoskie Issue – Discussion was had concerning work done on the Tulhoskie water issue. Bill indicated that he believes that it will take another \$3000 to \$4000 to try again. Rob has re-submitted his bill for the work he did last fall on the project. Board members expressed a desire to put the past behind, so Bill made the motion to pay Rob’s bill and was seconded by Jessica. Motion passed unanimously.

Permit perfection – Deb reported that there was nothing new happening at this time. Final resolution will be about 2 years out.

Operator Update:

Status of Leaks – Rob enumerated the leaks that he was aware of.

Well house meter readings – Nothing to report

Status of meter reading project – Rob indicated that he has not been able to move forward. Deb reported the she and Marilyn spent some time reviewing meter locations against customer billing and believes all of the meters have been matched to the correct customers.

Well Issues – The thought is to have Red Tiger pull the pumps and test the leads.

Clerk Update:

Current focus / projects – Business as usual

Software update – Marilyn reported that she has purchased Microsoft Office 19 at a cost of about \$65 and needs to get iPage to help set up Outlook email on the new laptop. She has researched updating QuickBooks from version 2011 to 2020 and will work with their tech support to get it done safely without compromising the District database.

New Business:

Suggestion for Tulhoskie fix – Deb suggested the possibility of the proposed fix for the Tulhoskie issue may also work for Skunk Hollow. Some discussion followed as to the viability.

Duke Issue / Communication – Marilyn had reported on a phone call from James Duke who is concerned about water being available at the curb stop. Rob indicated that he is meeting with him to discuss options.

Leak Letters – Indication is that the Alpine has a problematic leak. Rob will communicate with Marilyn if a letter needs to be sent to them.

It was determined to have the next meeting on the usual 3rd Thursday of June, which is the 18th, and at the usual time of 6:00pm.

With no further business to attend to, Bill made a motion to adjourn and was seconded by Brian. Deb then adjourned the meeting at 7:32pm.

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: _____