



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 17th, 2020
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Bill Whittle

Public Attendance: Bob Smith, Monica Tietz

Chair, Deb Purvis, called the meeting to order at 6:12pm.

The minutes from the August meeting were reviewed. Brian made a motion to accept the minutes as presented and Ken seconded. The motion passed unanimously.

The Cash report as of 8/31/20 was reviewed and showed a total cash balance of \$245,204.63 of which \$138,237.60 is held in mandatory reserve accounts. There is also \$1237.44 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report from August was reviewed without significant comment.

Deb reported on the A/R Report from 8/31/20 noting no significant issues.

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

- Chk #3188 American Bank Card Services – \$13.72 – Aug sample postage & repair supplies
- Chk #3189 CenturyLink – \$51.80 – Sept Phone @ well house
- Chk #3190 Energy Laboratories – \$274.00 – Sept sample testing + Well house testing
- Chk #3191 Flathead Electric – \$603.83 – August Electric
- Chk #3192 Hartland LLC (Marilyn) – \$750.00 – Sept Accounting Services
- Chk #3193 Verizon Wireless – \$13.62 – August cell phone
- Chk #3194 Grey Dog Services – \$875.00 – Sept Operator Services + July extra hrs

Old Business:

By-law review – No update available at the time of the meeting.

Loan Refinancing update – Deb reported still no response from Anna Miller.

Preliminary Budget – Marilyn clarified some of the questions from the prior meeting and pointed out changes made from their discussion. Deb requested that the Board be given until the next meeting to re-evaluate the preliminary document prior to approval. Brian made the motion to that affect and was seconded by Ken. Motion passed unanimously.

PER Balance Due – The Board discussed at length the latest statement from Performance Engineering. Ken motioned to table further discussion until Marilyn can get the details on each item still owed and was seconded by Brian. Motion passed without objection.

Permit perfection – Deb reported that there was nothing new happening at this time. She has requested the deadline from the engineers but no answer yet.

Operator Update:

Update on leaks – There are still several leaks that Rob stated he is working on.

Meter reading issues – Rob said that he is working on the communications and non-reading problems with Zenner.

Well functions – The control box needs repaired or replaced and Rob is waiting on a technician to come and look at things before doing anything.

Clerk Update:

Current focus / projects – Marilyn reported that it is business as usual.

New Billing process – Marilyn explained the way she has decided to reflect usage on customer billing and the total results the August usage.

Leak notification questions - Marilyn requested clarification on the timing of sending leak notifications.

New Business:

Operator Resignation – Rob submitted his formal resignation letter along with his invoice for September. He also included an invoice for extra hours from July when the tank cleaners were there. After reviewing the itemization of the July hours, Jessica made a motion to approve \$375.00 of the \$450 submitted and was seconded by Brian. Motion passed unanimously and Marilyn wrote out the check for him. After brief discussion, Jessica also made a motion to accept Rob’s resignation and was seconded by Brian. Motion passed without dissent.

Executive meeting to review contracts – Deb reported that an executive meeting cannot be held for non-employees. Discussion on contracts needs to be in a public meeting. She requested that it be put on the agenda for the next meeting.

Brandon Richardson’s new service – Rob reported that Brandon may not get approved for a septic, so this potential request may become a non-issue. Some discussion of by-laws and annexation followed. Deb requested that the issue be added to the agenda for the next meeting for further discussion.

No public comment was offered.

The next meeting will be scheduled for the 3rd Thursday of October (which is the 15th) at the usual time of 6:00pm.

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Brian. Deb then adjourned the meeting at 7:36pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Deb Purvis, President

Jessica Baumgartner, Vice President

Brian Boyle, Board Member

Ken Hufford, Board Member

Bill Whittle, Board Member

Date: _____