



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**February 18<sup>th</sup>, 2021**  
**6:00 pm**

**Location:** Cooke City Community Council Meeting Room

**Board Members in Attendance:** Deb Purvis (via phone), Jessica Baumgartner, Brian Boyle, Bill Whittle, Ken Hufford, Rob Vance, Operator & Marilyn Hartley, Clerk (via phone)

**Members absent:** None

**Public Attendance:** Michelle Pond, Dave Eiermann & Megan Simone

Vice-Chair, Jessica Baumgartner, called the meeting to order at 6:06pm.

The meeting was opened for public comment with none presented.

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

The Cash report as of 1/31/21 was reviewed and showed a total cash balance of \$257,318.24 of which \$138,265.41 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 January was reviewed along with a Budget-to-Actual Report without notable comment.

Deb reported on the A/R Report from 1/31/21 during which discussion was had relating to Soda Butte Lodge withholding payment until the meter and/or leak issue is resolved. Rob reported that the meter has tested to be OK, but that they did find a leak in another part of the building. That leak has been repaired, so they should be sending payment shortly. Rob will talk to the manager and Marilyn will follow up with an email if necessary.

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

Chk #3231 American Bank Card Services – \$28.50 – Postage for January sample + late fee  
Chk #3232 Energy Laboratories – \$22.00 – February sample testing  
Chk #3233 Flathead Electric – \$483.03 – January Electric  
Chk #3234 Grey Dog Services – \$500.00 – Jan/Feb Operator Services  
Chk #3235 Hartland LLC (Marilyn) – \$750.00 – February Accounting Services  
Chk #3236 MT Rural Water Systems – \$200.00 – 2021 Annual Membership fee  
Chk #3237 USPS/Postmaster – \$188.00 – Annual PO Box rent  
Chk #3238 Verizon Wireless – \$13.83 – February cell phone

**Operator Update:**

Leak Report – There are a few minor leaks that will require attention in the spring.

Well Function Report – The box burned out on Well #1. Yellowstone Electric will replace it.

Update on New Wiring Project – Rob is working on the permitting with the Forest Service.

Meter Report – There is a need to replace 3 meters. Rob is working on trying to reprogram Allen Eden's meter, but it may need a new reader.

As a side note, Rob reported that Chip Lamirande's water has frozen again . . . most likely due to plowing.\

### **Clerk Update:**

Software update – Marilyn has spent time with the Fishs and they don't think there will be a problem putting together an excel spreadsheet that will integrate Stealth reports with QuickBooks. She does need to upgrade the District's QuickBooks software to a current version before it can be accomplished. Marilyn will try to get to it as soon as possible.

County Plowing Request – The county public works director was asked about including the plowing at the well house in their contract with Bob Smith. Mr. Whitman indicated that it was do-able but would still incur a cost. Marilyn will further explain the connection between the District and the County to see if that makes any difference.

Credit Card research – After careful consideration, Marilyn expressed concern over keeping customer credit card number on file. The Board generally agreed so the concept was dropped.

Sewer District Letter– Marilyn hopes to get a draft composed soon.

### **Old Business:**

By Law Changes – Deb made a motion to accept the proposed changes to the by-laws and was seconded by Brian. Motion passed unanimously. Marilyn will compose the resolution to be signed at the next meeting. Jessica will send copy of the adopted version to be included with the resolution.

Rules & Regulations– These explain the Users' relationship with the District. Jessica made a motion to pass the 1<sup>st</sup> reading and was seconded by Brian. Motion passed without dissent. A final reading will take place at the March meeting.

Loan Refinancing – Deb still hasn't heard from Anna Miller, so Katie Weaver offered to get involved. She has made contact with Anna and will request documents as they are needed.

Operator Position – Discussion was had as to whether Jessica's husband could apprentice for the position and how it would work from a legal perspective and the best way to handle it from a business approach. No decision was made.

Engineer RFQ – Michele Pond will assist the District in putting something together.

Plowing contract – Barring any change of mind from the County, Deb made a motion to accept Bob Smith's proposal at \$55.00 for each time plowed at 5 inches or more. Ken seconded and motion passed unanimously.

Website Progress – Jessica hasn't had adequate time to work on the website, so there is no progress at this time.

Permit perfection – Brian is working on getting the necessary data to the State. Deb offered to assist him with it.

### **New Business:**

Clerk Hour Study – Marilyn was asked to document her time for the months of April thru June in order to make sure she is being paid adequately.

Resort tax Applications – Besides the usual \$20,000, Deb made a motion to request an additional \$20,000 to help with the wiring project. She was seconded by Brian, but after further conversation the motion was amended by Ken to \$50,000 and seconded by Brian. Motion passed unanimously and Marilyn will prepare the application accordingly.

New Hook-up Request – Dave Eiermann & Megan Simone are requesting a new hook-up for their property on East Main. This item was tabled to next meeting while the official application is completed and submitted.

Check Signing Backup – Ken made a motion to have Jessica added to the checking account to sign vendor checks when Deb isn't physically present at a meeting. Deb seconded and motion passed unanimously.

No additional public comment was offered.

The next meeting will be scheduled for the 3<sup>rd</sup> Thursday of March (which is the 18<sup>th</sup>) at the usual time of 6:00pm.

With no further business to attend to, Deb made a motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at 7:57pm.

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: \_\_\_\_\_