



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**April 22<sup>nd</sup>, 2021**  
**6:00 pm**

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

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

**Members absent:** Brian Boyle, Bill Whittle

**Public Attendance:** Donna Rowland

Chair, Deb Purvis, called the meeting to order at 6:05pm.

The meeting was opened for public comment with none presented.

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

The Cash report as of 3/31/21 was reviewed and showed a total cash balance of \$267,926.09 of which \$138,265.41 is held in mandatory reserve accounts. There is also \$24,581.29 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report from March was reviewed along with a Budget-to-Actual Report without notable comment.

The A/R Aging report was not provided, but Marilyn indicated that there are a few who are late but not worrisome.

Following review of April invoices presented, Jessica 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:

Chk #ACH American Bank Card Services – \$40.00 – Replace missing check  
Chk #3248 Grizzly Pad Cabins/Burbachs – \$34.35 – **VOIDED** (to correct amount)  
Chk #3249 Grizzly Pad Cabins/Burbachs – \$35.34 – Refund credit @ sale  
Chk #3250 CenturyLink – \$53.23 – March Electric  
Chk #3251 Flathead Electric – \$460.09 – March Electric  
Chk #3252 Grey Dog Services – \$330.00 – March/April Operator Services  
Chk #3253 Hartland LLC (Marilyn) – \$949.00 – April Accounting Services + Software reimbursement  
Chk #3254 Verizon Wireless – \$14.02 – April cell phone  
Chk #3255 Energy Laboratories – \$22.00 – April Sample testing

**Operator Update:**

Leak Report – Nothing new to report.

Well Function Report – Yellowstone Electric replaced the controller parts, but now needs to find fuses to complete repair.

Update on New Wiring Project – Rob is finishing the drawings that the Forest Service needs to issue a permit

Meter Report – Rob stated that as the weather turns nicer he will begin working on finding and/or fixing the meters that aren't reading. The handheld needs updated and is still not working. Rob will re-updated and test before the Board decides on replacing it.

Freezing Issue(s) – A hydrant was broken at the well house . . . most likely during snow plowing . . . and needs replaced. There is no way to know which of the 2 plowers may have been responsible. Rob is still dealing with Ben Zavora’s freezing issue, but hasn’t heard anything more from Lilly Tulhoskie. No one has thawed yet and will check with the house at the end of the line.

**Clerk Update:**

Current focus – Marilyn is preparing to complete the CCR (Consumer Confidence Report).

Software Update – Marilyn has completed the update of QuickBooks to 2021 on the new laptop and is gradually moving other documents from the old to the new equipment.

Checking Account Signatory – Marilyn is working with American Bank to get Jessica on the checking account. Jessica will need to stop by the bank to sign on.

Printing Issues – Marilyn communicated that she is having trouble connecting the District’s multi-function machine to the new laptop. Discussion was had related to the age of the machine. Ken made a motion to approve up to \$200 for a new machine and was seconded by Jessica. Motion passed unanimously.

**Old Business:**

Loan Refinancing – Marilyn will research the company that the County uses sometimes.

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.

Operator Position/Plan – Nothing new was reported. Deb asked that this item be moved into Rob’s operator per-view moving forward.

Engineer RFQ – The intent is for Michelle Pond’s RFQ to run until May 30<sup>th</sup>.

Website Progress – Marilyn will work on preparing the minutes and send them over as soon as she can get to them.

Permit perfection – Scott at Performance Engineering has indicated that he should be able to complete his part of the documentation in June.

**New Business:**

County Assistance for projects – Deb has discussed the prospect with Commissioner Bill Berg and wasn’t discouraged. The Board discussed approximately how much would be needed to loop the system on the east end. The consensus is about \$500,000 would be the request. Deb will attend a May commission meeting to discuss the concept.

Meeting Order of Business – Ken requested that a request for items for the next meeting be part of the meeting and added to that agenda.

No additional public comment was offered.

The next meeting will be scheduled for the 3rd Thursday of May (which is the 20<sup>th</sup>) at the usual time of 6:00pm.

With no further business to attend to, Ken made a motion to adjourn and was seconded by Jessica. Deb then adjourned the meeting at 7:20pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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Deb Purvis, President

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Jessica Baumgartner, Vice President

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Brian Boyle, Board Member

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Ken Hufford, Board Member

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Bill Whittle, Board Member

Date: \_\_\_\_\_