



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 18th, 2021
4:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Brian Boyle, Bill Whittle & Rob Vance, Operator

Public Attendance: Donna Rowland, Lillian Tuholskie, plus Cassidy Tuholskie & Spencer McDonald,
Attorney (both via phone)

Chair, Deb Purvis, called the meeting to order at 4:08pm.

The meeting was opened for public comment.

Minutes from the May 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 5/31/21 was reviewed and showed a total cash balance of \$266,502.21 of which \$138,265.41 is held in mandatory reserve accounts. There is also \$24,888.50 in tax revenue being held by the Park County Treasurer.

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

The 5/31/21 A/R Aging report indicates that couple of accounts are getting close to needing a shut-off warning.

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

Chk #3261
Chk #3262 CenturyLink – \$53.37 – May Phone bill
Chk #3263 Energy Labs – \$22.00 – May Sample testing
Chk #3264 Flathead Electric – \$572.60 – May Electric bill
Chk #3265 Grey Dog Services – \$608.00 – May/June Operator Services
Chk #3266 Hartland LLC (Marilyn) – \$750.00 – June Accounting Services
Chk #3267 Verizon Wireless – \$13.89 – May cell phone
Chk #3268 Yellowstone Electric – 4441.57 – Wiring assistance w/wells 1 & 3

Operator Update:

No Operator update due to Rob's absence. Deb reported that Zenner came and fixed several meters, but there are 5 left to replace. Rob is waiting on an order of replacement meters. Zenner also fixed the issue with the hand-held.

Clerk Update:

Current focus – Marilyn is nearly done with the CCR (Consumer Confidence Report) and will focus more heavily on the RD annual report.

Update on time tracking – Marilyn presented an update on the time tracking that was requested by the Board for the months of April through June.

Update on billing import progress – Marilyn hasn't received any communication yet from those who are assisting with importing to QuickBooks. Deb suggested that she try again.

Duke request for Assistance – Marilyn reported that James Duke called to request further assistance with getting his water pressure improved. Ken volunteered to contact him.

New Customer – A new customer on Broadway Street has contacted Marilyn regarding hooking into the system. She believes that he is already in the District, but will report more at the July meeting.

Old Business:

By-Laws – Ken made a motion to again table the 2nd reading of the by-laws until the July meeting when, hopefully, more members will be present. Jessica seconded and motion passed unanimously.

County Assistance update – Nothing new to report at this time.

Website progress – Jessica is waiting on Marilyn to start sending the minutes over to add to the website. Marilyn will try to get to them soon.

Tuholskie Attorney comments – Attorney McDonald presented his case as to why he and Lilly Tuholskie believe that everything that was done related to her freezing issue is the responsibility of the District. They are requesting removal of the charges for repair and excess water be removed from her bill. Deb requested that the issue be added to the July agenda to give time to consult with the District's attorney.

Permit perfection – Deb & Brian are still waiting on Scott from Performance Engineering to complete the documentation needed.

New Business:

Preliminary FY22 Budget preparation – Discussion was had relating to specific items that the Board wants to see budgets for in the next fiscal year.

Policy for Damages – After some discussion regarding paying for damages such as those that occurred during plowing snow this past winter, Deb offered to discuss the issue with the attorney.

Zoom account – Deb asked if the Board would be interesting in paying a nominal monthly fee to establish a Zoom account. There was very little support for it.

Zavora freezing – Deb passes some information from Bill on to Board members. He and Rob plan to fix it this summer. Deb reminded that projects over \$20,000 require a formal, written estimate.

Annexation – Marilyn reported that Jeremy Paye doesn't appear to currently be in the District as he has not been paying District taxes. She will try to verify that by looking at the original list in the RD document book.

Tuholskie legal – The Board will discuss the issues with its attorney before proceeding any further.

Meanwhile, Jessica made a motion to provide a temporary fix on the District’s water line from the hydrant on Harris Street to the Tuholskie property which shall consist of digging up the line and insulating with required estimates provided. Ken seconded the motion and Deb agreed, so motion passed unanimously.

Engineering RFQs – The District has received 3 RFQs for consideration. Deb would like to schedule Zoom interviews with each one on Tuesday morning. Jessica and Ken indicated that they could be available. Deb will notify Bill and Brian.

Additional public comment was offered. Lillian Tuholskie expressed her appreciation to the Board for their willingness to work toward a solution on her issues.

The next meeting will be scheduled for the 3rd Thursday of July (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 Ken. Deb then adjourned the meeting at 5:25pm.

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: _____