



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
May 26th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Deb Purvis (via Zoom), Jessica Baumgartner, Brian Boyle, Ken Hufford, Ben Zavora & Marilyn Hartley, Clerk (via Zoom)

Members absent: None

Public Attendance: Kris Desper, Cushing Terrell Engineering & Meg Simone (both via Zoom)

Chair, Deb Purvis called the meeting to order at 6:21pm.

Skunk Hollow Project:

Kris Desper presented the board with a rough overview of 2 options for making permanent repair to Skunk Hollow. After discussing both options, Deb made the motion to move forward with Option 1 . . . which is to install a whole new, deeper line off of the main. She was seconded by Jessica and motion passed unanimously. Jessica will submit an amendment to the plan with Kristen Galbraith at Park County

The meeting was opened for public comment with none presented.

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

The Cash report as of 4/30/22 was reviewed and showed a total cash balance of \$261,588.57 of which \$138,304.54 is held in mandatory reserve accounts. There is also still \$25,303.62 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from April was reviewed with no issues noted. The 4/30/22 A/R Aging report indicates that most customers are in good standing. Marilyn reported that she has had email contact with the new delinquent owner and has sent him a bill, but hasn't received anything yet.

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

Chk #3354 Ben Zavora – \$51.84 – Reimbursement for fuses
Chk #3355 CenturyLink - \$121.96 – April & May phone
Chk #3356 Cushing Terrell – \$454.01 – April Engineering service
Chk #3357 Energy Laboratories - \$52.00 – April Sample testing
Chk #3358 Flathead Electric - \$487.62 – April Electric
Chk #3359 Hartland LLC (Marilyn) – \$750.00 – May Accounting Services
Chk #3360 Jones Law Firm - \$405.00 – By-law review & recommendations (cont)
Chk #3361 Montana Rural Water Systems – \$200.00 – 2022 Member fees
Chk #3362 Verizon Wireless – \$13.63 – April cell phone

ACH Rural Development Loan payments - \$3478.00

Operator Update:

Leak Report – Nothing new.

Well function report – Jessica is working on getting up to speed on operations. Pump #1 is not running.

Meter Report – Mike Holt's meter was replaced.

Forest Service permit – Ben hasn't started working on this yet. He's been focusing on the pump repairs.

New Hook-ups – Dave Eiermann & Meg Simone will be back in Cooke City on June 18th and would appreciate being hooked into the system when they get there, or shortly thereafter.

Clerk Update:

Marilyn reported that she had given notification of new rate for July 1st on the May billing and will do so again for June. She continues

to work on the CCR and will be putting a preliminary budget together for next meeting.

Old Business:

Sewer District letter – No one has received a response yet

By-Laws/Rules & Regs Review – Ben motioned to table this item to the June meeting and was seconded by Brian. Motion passed unanimously.

Non-District Connections – Ken motioned to table this item to the June meeting and was seconded by Jessica. Motion passed unanimously.

Website Update – Meg Simone brought forth more information on a new website with available options and corresponding costs. A decision was postponed to June meeting.

Lockbox for well house key – Jessica has purchased one and will take it to the well house

Workers Comp for Board – Discussion was had on why Board members would need Workers Comp. Ben made a motion to re-issue a Workers Comp policy and was seconded by Ken. All were in favor so motion passed.

Asst Water Operator Update – Marilyn will split the duties from the previous operator contract and present for review at next meeting.

Permit perfection – Nothing new to report.

New Business:

Yellowstone Electric Consult – The Board gave Ben permission to follow-up with Yellowstone Electric on a future wiring project to ask for their advice on what needs to be done if the District doesn't replace the wiring as planned.

Kautz Refund Request – Ben made a motion to deny the Kautz request for refund of base fee based on the fact that we've not done it for other customers when they freeze. HE was seconded by Brian and motion passed unanimously.

Financial Audit – After discussion on whether to request an audit, Ben made a motion to authorize a 5-yr financial audit pending cost evaluation. HE was seconded by Jessica. Motion passed unanimously.

Generator Servicing – Discussion was had related to the need for servicing the generator at the well house and who could be contracted to do it. Jessica will call Quality Propane to start with to see if they could do it and at what cost.

The next meeting will be scheduled for the third Thursday of June (which is the 16th) at the usual time of 6:00pm.

Before adjourning the meeting, Marilyn reminded Jessica to send the payments out next day to get the electric payment there in time.

With no further business to attend to, Ken made a motion to adjourn and was seconded by Brian and all were in favor. Deb then adjourned the meeting at approximately 8:24pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Deb Purvis, President

Jessica Baumgartner, Vice President

Brian Boyle, Board Member

Ken Hufford, Board Member

Ben Zavora, Board Member

Date: _____