



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
April 18th, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Brian Boyle, & Ken Hufford, Lindsey Tollefson & Ben Zavora (both via Zoom), Operator Spencer Stone & Marilyn Hartley, Clerk

Members absent: Caleb Burnley, Asst Operator

Public Attendance: Meg Simone & Travis Tollefson (in person),
Deb Purvis & Elizabeth Woodson (both via Zoom)

Jessica called the meeting to order at 6:07pm.

The meeting was opened for public comment. None was presented.

Lindsey Tollefson was sworn in as a new Board member.

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

The Cash report was reviewed which showed balances of: \$11,095.97 in checking, \$70,795.29.24 in regular savings, \$138,482.41 in mandatory saving accounts and \$22,039.31 with the Park County Treasurer.

The Profit & Loss report for March indicated a loss of \$443.85 due to the extra water sample testing. A quarterly Budget-to-Actual report indicates that the District is well within budget to date.

A review of the 3/31/23 A/R Aging report again showed that there were no significant anomalies that Marilyn hasn't already addressed. Brian reported that there is no further information on the amount due from the Sewer District.

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

March:

- Chk (ACH) CenturyLink – \$57.49 – Ach Well house phone
- Chk #3444 Curb Box Specialists Inc – \$1020.00 – April Operator services + Reimbursables
- Chk #3445 Flathead Electric – \$443.18 – March Electric
- Chk #3446 Hartland LLC (Marilyn) – \$775.00 – April Accounting Services + Grant services
- Chk #3447 JT Upkeep & Property Mgmt – \$60.00 – 1 night accommodations for Operator
- Chk #3448 Verizon Wireless – \$13.73 – April cell phone

Vault Project:

Discussion was had regarding the Yellowstone Electric bid. Jessica suggested that the District not move forward until final input from the engineer is received. Marilyn provided information as to where things stand with the insurance company. Ben motioned to move forward with the Yellowstone Electric bid as soon as possible and was seconded by Brian. Jessica and Lindsey were in favor and Ken abstained. Motion passed.

Operator Update:

Leak Report/Status – Spencer reported that there are no leaks at this time, but there are more frozen lines than usual. He believes that this is due to a longer than usual winter. Spencer and the Board discussed each one and how to deal with them.

Well function report – Pump 2 may be mis-reading.

Meter report – Frozen meter at Jay's was replaced. The lid and insulation blanket are missing at the Palmer-House location and needs to be replaced. Spencer recommended that meter pits be flagged with fiberglass poles for winter plowing and parking.

New hookups – No new hookups at this time, but the Board still needs to deal with an annexation request

Clerk Update:

Marilyn gave an overview of her current focus and the projects and/or issues she's working on. She expressed concern over time reporting issues with Caleb. Jessica will continue to work with him to address her concerns. She also reported that the FEMA grant will be closed soon.

Old Business:

Website Update – Meg again asked about .org emails for Board members and posting of documents on the website. She will check with Park County MSU Extension to see if they have a recommendation for email addresses and how to structure them. The Board wishes to have all public documents posted on the website with the exception of the monthly A/R Aging report.

Discuss / Decide on Rules & Regs – Ben made a motion to accept the latest version provided by Jessica and was seconded by Brian. Motion passed unanimously.

Update on Annexation Form – Marilyn presented draft of an application she created. Edits were discussed and Marilyn will provide an updated version for review and adoption at May meeting.

Permit perfection – Deb Purvis had no update.

New Business:

Asst Operator Substitute pay – Jessica suggested that pay be commensurate with Kaleb's. Ben made the motion and Ken seconded. Motion passed unanimously.

Fine for illegal Use of Water – Jessica will double-check on what the new Rules & Regs indicate and will provide the information for Marilyn to bill Jay.

One-call Locates – Spencer provided information for the '811' system that's available . . . it's cost and the liabilities and responsibilities associated with it.

Before adjournment, Spencer provided up-to-date information on the 2022 CCR and requested that long distance be provided for the well house phone. Marilyn asked about changing the way meeting packets are provided each months to address waste of paper.

The next meeting will be set for the 3rd Thursday of May (which is the 18th) at the usual time of 6:00pm . . . back to the normal schedule.

With no further business to attend to, Ken made the motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at approximately 8:46pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

Date: _____

BOARD APPROVAL:

Jessica Baumgartner, Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Lindsay Tollefson, Board Member

Ben Zavora, Board Member