



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**April 28<sup>th</sup>, 2022**  
**6:00 pm**

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

**Board Members in Attendance:** Deb Purvis (via phone), Jessica Baumgartner, Brian Boyle, Ken Hufford & Ben Zavora

**Members absent:** Marilyn Hartley (Clerk)

**Public Attendance:** Allen Eden, Dave Eiermann & Meghan Simone

Chair, Deb Purvis called the meeting to order at 6:10pm.

The meeting was opened for public comment with none presented.

Election/Vacancy Appointment – Ben Zavora took his oath of office as the newest, elected Board member.

Minutes from the March (April 7<sup>th</sup>) meeting were reviewed. Ben made a motion to accept them as presented. Ken seconded and motion passed unanimously.

The Cash report as of 3/31/22 was reviewed and showed a total cash balance of \$262,224.03 of which \$138,302.27 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 and Budget-to-Actual reports from March were reviewed with no issues noted. The 3/31/22 A/R Aging report indicates that most customers are in good standing, but the new property owner who has reportedly not been heard from. Ben will try to catch up to him when he's here over the weekend.

Following review of April 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 #3346 CenturyLink - \$68.48 – April phone  
Chk #3347 Cushing Terrell – \$359.06 – March Engineering services  
Chk #3348 Energy Laboratories - \$52.00 – March Sample testing  
Chk #3349 Flathead Electric - \$495.95 – March Electric  
Chk #3350 Hartland LLC (Marilyn) – \$750.00 – April Accounting Services  
Chk #3351 Jones Law Firm - \$90.00 – By-law review & recommendations (cont)  
Chk #3352 Verizon Wireless – \$13.53 – March cell phone  
Chk #3353 Grey Dog Services LLC – Final Operator Services (Feb-March)

ACH Rural Development Loan payments - \$3478.00

**Skunk Hollow Project:**

Cushing Terrell has assigned a new engineer (Kris Desper) to the District and she met with Ken in Cooke City the day before. She would like to know the elevation between the town and the water tank.

**Operator Update:**

Leak Report – Nothing new.

Well function report – There were a few power bumps recently that tripped the breaker at the well house. Pump 2 is the only one operating while the District waits on fuses for pump #1. Ben offered to see if he could purchase them locally.

Meter Report – Nothing new.

Forest Service permit – Ben offered to pick up where Rob left off. Deb emailed to request that the application be sent to Ben. Ben requested access to keys to the wellhouse. After discussion, Ben made a motion to purchase a lockbox for the keys and to be kept at the wellhouse. Brian seconded and motion passed unanimously. Jessica will purchase the lock box.

New Hook-ups – The Eiermann hookup is not complete. No new movement on this yet.

**Clerk Update:**

Marilyn reiterated that she is planning to notify customers through both the May and June billings of the upcoming rate change in July. She is still working on the 2021 CCR report which is due by June 30<sup>th</sup>. The end of the fiscal year is approaching, too.

**Old Business:**

Sewer District letter – Jessica indicated that she has sent the letter along with an invoice.

By-Laws/Rules & Regs Review – Nothing new from the attorney.

Non-District Connections – Same as with By-Laws review

Website Update – Deb brought the availability of a website that would allow for customers to access their water usage and/or pay their bill online. There would be a \$299 setup fee and then a \$429 annual fee for being on the platform. Their website is RuralWaterImpact.com. It was decided to put it on the agenda for next month.

Paye connection fee – Marilyn hasn't had time to write the letter to go along with mailing the Jeremy Paye's check back, but will try to get to it as soon as possible.

Permit perfection – Deb had nothing new to report.

**New Business:**

Workers Comp for Board members – The Board asked Marilyn to call the District's insurance agent to see if liability insurance would cover them instead and then add to the next meeting agenda.

Assistant Operator Compensation – After much discussion regarding the best structure for a local water operator, Ben made a motion to split the duties between a licensed, non-local contractor and a local assistant at \$35/hr. He was seconded by Jessica and motion passed unanimously. Marilyn will take a look at splitting the duties on the current job description for review at the next meeting.

Resort tax Contracts – Jessica made a motion to approve for Deb to sign the Resort Tax contracts provided by Park County and was seconded by Ken. All were in favor so motion passed.

Since Deb will be in Cooke City, the next meeting will be scheduled for the last Thursday of May (which is the 26<sup>th</sup>) at the usual time of 6:00pm.

Before adjourning the meeting, Allen Eden expressed his frustration about not receiving invoices and meter readings.

With no further business to attend to, Ben made a motion to adjourn and was seconded by Ken and all were in favor. Deb then adjourned the meeting at approximately 7:47pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

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

BOARD APPROVAL:

\_\_\_\_\_  
Deb Purvis, President

\_\_\_\_\_  
Jessica Baumgartner, Vice President

\_\_\_\_\_  
Brian Boyle, Board Member

\_\_\_\_\_  
Ken Hufford, Board Member

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Ben Zavora, Board Member