



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**August 24<sup>th</sup>, 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, Caleb Burnley, Asst Operator Marilyn Hartley, Clerk (via Zoom)

**Members absent:** None

**Public Attendance:** Rick Sommers, Meg Simone (via Zoom)

Chair, Deb Purvis called the meeting to order at 6:14pm.

The meeting was opened for public comment. Rick Sommers requested review of his July billing for June consumption. He believes that the revised amount is still not correct. The Board agreed to test his meter and Ben requested a spreadsheet from Marilyn showing monthly consumption for Rick's property at 211 Main over the past year.

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

The Cash report as of 7/31/22 was reviewed and showed a total cash balance of \$274759.92 of which \$138,313.94 is held in mandatory reserve accounts. There is also still \$855.44 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from July was reviewed with no issues noted. The 7/31/22 A/R Aging report indicates that most customers are in good standing, but there are still two who need shut off notices.

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

Chk #3379 CenturyLink – \$58.61 – August Wellhouse phone  
Chk #3380 Cushing Terrell – \$2444.44 – July Engineering service  
Chk #3381 Energy Laboratories - \$104.00 – (2) July Sample tests  
Chk #3382 Flathead Electric - \$1385.88 – July Electric  
Chk #3383 Hartland LLC (Marilyn) – \$750.00 – August Accounting Services  
Chk # Jones Law Firm - \$45.00 – PE lawsuit communications (Paid w/credit)  
Chk #3384 JT Upkeep & Property Mgmt – \$96.84 – Temporary operator services - July  
Chk #3385 Verizon Wireless – \$14.76 – July cell phone

ACH Rural Development Loan payments - \$3474.00

**Skunk Hollow Project:**

Marilyn provided a revised budget for the Project for Board review. Deb suggested that the District could apply for a Small Business Loan instead of acquiring loan from the County. Jessica motioned to approve it and was seconded by Ken. Motion passed unanimously.

**Operator Update:**

Leak Report – None at this time.

Well function report – Spencer Stone(Operator) and Canyon Electric are working on restarting pump #3.

Meter Report – Antlers second meter has been fixed and is now reading. Spencer & Caleb checked on 11 or 12 problematic meters and will work to fix them when Spencer comes back in September.

Forest Service permit – This is on hold until the electrician can evaluate what is going on.

New Hook-ups – None last month.

**Clerk Update:**

Marilyn is working on the Annual Report for Rural Development and finalizing FY22. She asked how much of the fee schedule the Board wanted on the website. It was determined to put the entire schedule that was adopted in June of 2020.

**Old Business:**

Pump #3 operations & wiring update from Yellowstone Electric – Tabled until Operator provides information.

Generator Servicing Update – Quality Propane has serviced the generator and noted that there are no problems beside the fact that it overheats. They will return to repair.

Website Update – Meg reported that she continues to add more information to the new website. She plans to train Caleb on how to post alerts as they arise.

Discuss / Decide By-Laws/Rules & Regs – Tabled to September meeting due to time constraints.

FEMA Grant – Deb and Marilyn updated the other Board members on the status of the grant and that there is a 25% match which may or may not be covered by ARPA funds.

Annexation Process – Deb reviewed the requests for annexation to date. Jessica made a motion to ask the lawyer to analyze the MCA process and then proceed with annexation. She was seconded by Ken and motion passed unanimously (except for Ben who left early).

FY23 Budget – Tabled to September meeting due to a correct copy not provided.

Permit perfection – Nothing new to report. (Continuum)

**New Business:**

Contract for new Water Operator – The Board reviewed the requirements provided by Curb Stop LLC without issue. Discussion turned to payment of Assistant Operator. It was determined that Caleb needs to be compensated through payroll instead of a contract. Marilyn will compile and send him the forms he needs to complete prior to paying him.

Grants Contract for Hartland LLC – The Board reviewed a proposed contract which provides for a higher rate of \$50/hour for grant administration work . . . currently ARPA and FEMA. Jessica made a motion to approve the contract and was seconded by Brian. Motion passed unanimously (without Ben).

Canyon Electric estimate – Tabled to September meeting

Change to Billing Schedule – Tabled to September meeting

The next meeting will be scheduled for earlier in the month in order to accommodate attendance of new Operator who will be in Cooke City. The meeting was scheduled for the second Tuesday of September (which is the 13<sup>th</sup>) at the usual time of 6:00pm.

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Brian and all were in favor. Deb then adjourned the meeting at approximately 8:10pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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Jessica Baumgartner, Vice President

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

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

\_\_\_\_\_  
Ben Zavora, Board Member

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