



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**February 17<sup>th</sup>, 2022**  
**6:00 pm**

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

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

**Members absent:** Brian Boyle, Rob Vance (Operator) & Marilyn Hartley (Clerk)

**Public Attendance:** Dave Eiermann & Meg Simone

Chair, Deb Purvis called the meeting to order at 6:04pm.

The meeting was opened for public comment with none presented. However, Deb indicated that she has looked at some other district websites and sent Meg an email. She replied with some explanations and costs. She will discuss with the Board at the next meeting.

Minutes from the January meeting were reviewed. Jessica made a motion to accept them with an amendment that corrects that the motion to increase connection fee passed. Ken seconded and motion passed unanimously.

The Cash report as of 1/31/22 was reviewed and showed a total cash balance of \$269,792.54 of which \$138,299.92 is held in mandatory reserve accounts. There is also \$17,139.81 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from January was reviewed and it was noted that the engineering services need to be moved from 'source' to 'distribution'. The 1/31/22 A/R Aging report indicates that most customers are in good standing, but two accounts are past due and will soon require shut-off notices.

Following review of February 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 #3331 CenturyLink - \$68.60 – February phone
- Chk #3322 Cushing Terrell – \$1524.33 – January Engineering services
- Chk #3323 Flathead Electric - \$416.00 – January Electric
- Chk #3324 Grey Dog Services, LLC - \$249.30 – Jan/Feb Operator services
- Chk #3325 Hartland LLC (Marilyn) – \$750.00 – February Accounting Services
- Chk #3326 Jones Law Firm - \$855 – By-law review & recommendations
- Chk #3327 USPS/Postmaster – \$212.00 – Annual PO Box rental
- Chk #3328 Verizon Wireless – \$13.53 – January cell phone

**Skunk Hollow Project:**

No new items/issues for discussion.

**Operator Update:**

Meters - In Rob's absence, Deb reported that Marilyn has discovered 2 meters that do not have MIU's associated with them.

Forest Service permit - Deb has requested a copy when Rob sends to FS. She has not seen it yet.

Violation notices – The Board discussed Marilyn's concern over the additional expense she incurs when she has to send notices to every customer when samples are not taken. Suggestions were that Marilyn should invoice Rob directly.

Operator Assistance – Jessica with ask Tyler if he is willing to do the samples as previously discussed.

**Clerk Update:**

Marilyn sent report that she is will start working with Brian Fish on the billing import again and complete the Application for Assistance as approved by the Board at the last meeting. The CCR report is also on her 'to do' list.

**Old Business:**

Grant Administration – The Board discussed various options for grant administration. Deb will check with Beth and Donna. Jess with check with Monica and Sharon.

Election Update – Alan Edens, Ben Zavora and Brian Boyle have submitted applications.

Sewer District letter – Jess will send the letter back to Marilyn. Deb will provide Marilyn with more information.

By-Laws/Rules & Regs Review – Tabled to next meeting.

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

Permit perfection – Deb reported that a letter needs to be submitted to DNRC along with water usage information. Marilyn will be providing the numbers that Deb needs.

**New Business:**

Paye connection fee – Ken made a motion to table this item until next meeting and was seconded by Jessica. All were in favor, so motion passed.

Due to scheduling issues, the next meeting will be scheduled for the last Thursday of February (which is the 31<sup>st</sup>) at the usual time of 6:00pm.

With no further business to attend to, Ken made a motion to adjourn and was seconded by Jessica and all were in favor. Deb then adjourned the meeting at approximately 7:10pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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

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

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

\_\_\_\_\_  
Vacancy, Board Member

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