



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
April 7th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Deb Purvis (via phone), Jessica Baumgartner & Ken Hufford
Rob Vance (Operator) & Marilyn Hartley (Clerk)

Members absent: Brian Boyle

Public Attendance: None

Chair, Deb Purvis called the meeting to order at 6:10pm. This was a re-scheduled meeting intended for March.

The meeting was opened for public comment with none presented.

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

The Cash report as of 2/28/22 was reviewed and showed a total cash balance of \$263,895.05 of which \$138,299.92 is held in mandatory reserve accounts. There is also \$25,303.62 in tax revenue being held by the Park County Treasurer. The Profit & Loss and Budget-to-Actual reports from February were reviewed with no issues noted. The 2/28/22 A/R Aging report indicates that most customers are in good standing, but two accounts are past due with one being a new property owner who has reportedly not been paying anyone in town. Marilyn will try to locate a different contact method to send a shut off notice.

Following review of March 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 #3339 CenturyLink - \$53.60 – March phone
Chk #3340 Cushing Terrell – \$628.36 – February Engineering services
Chk #3341 Energy Laboratories - \$218.50 – February Sample testing + add'l testing
Chk #3342 Flathead Electric - \$444.12 – February Electric
Chk #3343 Hartland LLC (Marilyn) – \$750.00 – March Accounting Services
Chk #3344 Jones Law Firm - \$180.00 – By-law review & recommendations
Chk #3345 Verizon Wireless – \$13.55 – February cell phone

Skunk Hollow Project:

Jessica made a motion to approve Deb to sign a short-form contract with Cushing Terrell and was seconded by Ken. Motion passed unanimously. Discussion ensued as to how to track in-kind services toward the District's match for the County grant. Ken then made a motion to approve Deb to sign the Resort Tax contract for the grant. He was seconded by Jessica and motion passed unanimously.

Operator Update:

Leak Report – Nothing new.

Well function report – Rob reported an issue with breaker/fuse issues related to pump #3. He will need to get some new fuses.

Meter Report - In Rob reported that Zenner will need to come to help troubleshoot meters with issues in June.

Forest Service permit – Rob agreed to scan and email the letter he received from the Forest Service to Deb.

New Hook-ups – The Eiermann hookup is not complete. Rob is still trying to locate Tony's curb cock.

Operator Assistance – Rob then announced that he was done working for the Water District on a regular basis and left the meeting. Discussion ensued as to how to proceed with sample testing and well house monitoring. Deb will check with Lucas

Jack to see if he has kept his license active and, if so, could we take our samples under his license. Until a new operator is found, Jessica will do what she can to keep things going.

Clerk Update:

Marilyn reported that she is planning to notify customers through both the May and June billings of the upcoming rate change in July. She is also preparing to complete the 2021 CCR report which is due by June 30th. She also indicated that she is struggling with the getting the billing import in process. Deb indicated that she could put a hold on it pending a potential website update,

Old Business:

Election/Vacancy Appointment – This item wo be added to next meeting.

Sewer District letter – Jessica will move forward with presenting the letter and invoice to them.

By-Laws/Rules & Regs Review – Deb has been in conversation with them to give them a better handle on what the Board is looking for.

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

Website Update – Deb wants to present idea(s). She requested it be put on April agenda as a discuss/decide item.

Permit perfection – Deb reported that a letter still needs to be submitted to DNRC along with water usage information. Marilyn will double-check that she gave Deb the numbers needed to complete the questionnaire.

New Business:

Paye connection fee – It was determined that an out-of-district application could not be accepted until a complete legal annexation can be accomplished. Jessica made the motion to reject Mr.Paye’s application at this time and was seconded by Ken. Motion passed unanimously and Marilyn was asked to return his check with a letter of explanation to that affect.

Assistant Operator Compensation – Due to Rob’s resignation, this item has been postponed.

Due to the late March meeting, the next meeting will be scheduled for the last Thursday of April (which is the 28th) at the usual time of 6:00pm.

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Ken and all were in favor. Deb then adjourned the meeting at approximately 7:31pm.

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: _____