



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**July 13<sup>th</sup>, 2017**  
**6:00 pm**

**Location:** Cooke City Fire Station Meeting Room

**Board Members in Attendance:** Deb Purvis, Troy Wilson, Rick Sommers  
Lucas Jack, Operator & Marilyn Hartley, Clerk

**Members absent:** Kay Whittle & Vacant Seat

**Public Attendance:** Bill Whittle, Victor Sandonato, Bob Smith

Chair, Deb Purvis, called the meeting to order at 6:06pm.

The minutes from the May meeting were still not available due to recordings not being available prior to the meeting. Deb noted that there are a couple of corrections to the June meeting that she emailed to Marilyn at the last minute. Rick made a motion to accept the minutes with the corrections and was seconded by Troy. Motion passed unanimously. Marilyn will make the corrections and send them in the August packet for signatures.

The Cash report as of 6/30/17 was reviewed and showed a total cash balance of \$136,764.45 of which all but \$17,743.08 is held in mandatory reserve accounts.

The June Profit & Loss report was reviewed. It was noted that the District experienced a significant loss in June due to payment for the pump upgrade.

The A/R Report from June 30<sup>th</sup> was reviewed with no significant issues.

Following review of invoices presented, Rick made a motion to approve all of them and was seconded by Troy. Everyone was in agreement, so Board members signed bill payments for July as follows:

Chk #2800 Red Tiger Drilling – Well pump upgrade for #3  
Chk #2801 Bridger Analytical Lab – \$28.00 – June Sample testing  
Chk #2802 Cooke City Emergency Services – \$75.00 – Reimb for meter IP install ng  
Chk #2803 Flathead Electric - \$860.13 – June Electric  
Chk #2804 Hartland LLC (Marilyn) - \$700.00 – July Accounting Services  
Chk #2805 Lucas Jack - \$415.58 – June Salary (less deductions)  
Chk #2806 MACo JPIA - \$2351.00 – FY18 Liability & Property Insurance  
Chk #2807 Matovich, Keller & Murphy - \$563.40 – June legal fees  
Chk #2808 Performance Engineering - \$3950.00 – May & June Engineering & Consulting fees  
Chk #2809 Red Tiger Drilling - \$4991.35 – Well #2 pump repair  
Chk #2810 Unemployment Contribution Bureau - \$2.03 – 4<sup>th</sup> Qtr SUTA  
Chk #2811 Internal Revenue Service - \$206.55 – 4<sup>th</sup> Qtr 941 taxes  
Chk #2812 Verizon Wireless - \$13.21 – June Cell Phone

## **Old Business:**

RFQ Responses - The RFQ responses were opened and a copy distributed to each board member. Troy suggested that a decision be postponed for a week or two to give time to review the responses. Deb agreed and stated that she would schedule an executive session for the following Thursday (July 20<sup>th</sup>) at 6:00pm and would see that it got properly noticed in the newsletter.

Engineering Update – Rick Stryker indicated to Deb that Canyon Electric contacted the vendor with information on the drive on the pump repair. The vendor told them that the equipment they installed would not work for the application and there is no warranty on it. Canyon will replace the equipment at their cost on July 31<sup>st</sup>, however, Performance Engineering may bill for their engineering time.

Legal Activity – Deb reported that Emily continues to go back and forth with requests for information from Great West. She informed the Board that, while minutes from 2009 were found, they were stamped ‘Draft’ and she had confirmed with Ken Hufford that it was the way they did them back then.

Meter Replacement Update – Lucas said the he received the parts he ordered today and would try to finish things up by Saturday of the following week. However, he may not be able to do Antlers Lodge because he suspects the parts he got for them may be wrong.

TSEP Grant Status – Marilyn stated that she had received a reminder via email from TSEP that a grant document still had not been received. Deb requested that she forward it to her right away and she would take care of it.

Board Vacancy - Deb has not had any further communication with Ben Zavora, yet, but would try to connect with him again.

Tank Cleaning Status – Lucas reminded the Board that the tank hasn’t been cleaned since 2009 and needs to be done. He will get bids for Board consideration.

By-Laws – Discussion was had related to a reconnect fee versus a simple shut off fee. Disconnection is when the customer’s line is physically separated from the main and a shutoff is just turning the water off. Deb suggested that a fee higher than the \$250 originally considered needs to get physically re-connected to the system. Troy made a motion to accept the substance of the draft by-laws with an increase to \$500 for re-connection. Rick seconded. Deb concurred, so the motion passed. Marilyn had re-worded some of the portions she had worked on, so Deb asked her to re-write the entire document for official adoption at the August meeting,

Storage space – Troy proposed that Emergency Services provide some storage space for the District in exchange for their monthly water bill. He reiterated it in the form of a motion and was seconded by Rick. Motion passed unanimously.

## **Operator Update:**

Lucas reported that the Zenner salesman will be coming to do a customer satisfaction visit. He also needs to create and send certified leak notices.

**Clerk Update:**

Marilyn informed that the cost for the RFQ advertisement was in excess of \$400 which is quite expensive. She also reported that the CCR had been completed after a little difficulty in obtaining the necessary information. Marilyn also provided the final budget-to-actual report to show the board how things looked for FY17. She also asked where things stood with Don Holt’s disconnection request. Lucas said he would do it the next day, so Marilyn can prorate Don’s July water bill back to July 14<sup>th</sup>,

**New Business:**

FY18 Budget - A draft FY18 budget document was presented by Marilyn. She said that the only thing potentially missing was any anticipated expenditures related to getting the PER started. Deb said that she would take the draft home with her to review for omissions and report anything she finds to Marilyn in time for the August meeting.

With no further business to attend to, Troy made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:15 pm.

The next meeting will be scheduled for August 17<sup>th</sup> @ 6:00pm at the Fire House.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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\_\_\_\_\_

*Signatures on File*

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