



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 13th, 2017
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Troy Wilson, Rick Sommers, Brian Boyle, Bill Whittle
Rob Vance, Operator
Marilyn Hartley, Clerk

Members absent: None

Public Attendance: Gregory Shifflett, Lisa Ohlinger & Victor Sandonato (via phone)

Chair, Deb Purvis, called the meeting to order at 6:10pm with a call for public comment. Hearing none, she moved on with the meeting.

The minutes from the September, October & November meetings were reviewed with no additions or corrections noted. Troy made a motion to accept the minutes from all 3 months and was seconded by Bill. Motion passed unanimously.

The Cash report as of 11/30/18 was reviewed and showed a total cash balance of \$198,561.37 of which all but \$90,320.36 is held in mandatory reserve accounts. There is also \$16,208.29 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report for September thru November was reviewed with no comment.

The A/R Report from November 30th was reviewed with no significant issues. However, Marilyn noted that she is having trouble getting monthly statements to Patty Ma due to address issues. Brian offered to check on it.

Following review of October, November & December 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 the 3 months as follows:

October:

- Chk #2964 American Bank Card Services – \$185.11 – Supplies, water sample shipping fee
- Chk #2965 CenturyLink – \$54.34 – October Phone
- Chk #2966 Energy Laboratories – \$20.00 – September sample testing
- Chk #2967 Flathead Electric – \$527.91 – September Electric
- Chk #2968 Hartland LLC (Marilyn) – \$750.00 – October Accounting Services
- Chk #2969 Montana State Fund – \$358.96 – 1/3 Workers Comp Premium
- Chk #2970 Performance Engineering – \$660.00 – August hourly Engineering fees
- Chk #2971 Rob Vance – \$415.58 – October Salary (less deductions)
- Chk #2972 Unemployment Insurance Division – \$4.73 – 3rd Qtr Unemployment
- Chk #2973 US Treasury – \$206.55 – 3rd Qtr Payroll taxes
- Chk #2974 Verizon Wireless – \$16.26 – September Cell Phone
- Chk #2975 Zenner – \$5123.54 – New meter reading unit + Field assistance

November:

Chk #2976 American Bank Card Services – \$139.00 – Software for new equipment
Chk #2977 CenturyLink – \$46.72 – November Phone
Chk #2978 Energy Laboratories – \$45.00 – October & November sample testing
Chk #2979 Flathead Electric – \$481.79 – October Electric
Chk #2980 Hartland LLC (Marilyn) – \$750.00 – November Accounting Services
Chk #2981 Jones Law Firm – \$135.00 – Legal description for sewer district
Chk #2982 Performance Engineering – \$300.00 – September hourly Engineering fees
Chk #2983 Verizon Wireless – \$13.26 – October Cell Phone
Chk #2984 Rob Vance – \$415.58 – November Salary (less deductions)

December:

Chk #2985 Flathead Electric – \$481.79 – November Electric
Chk #2986 Hartland LLC (Marilyn) – \$750.00 – December Accounting Services
Chk #2987 Montana DEQ – \$194.00 – 2019 Community Connectivity fee
Chk #2988 Quality Propane – \$256.27 – Propane tank fill @ well house
Chk #2989 USDA Forest Service – \$181.68 – 2019 Special Use Permit
Chk #2990 Verizon Wireless – \$13.26 – November Cell Phone
Chk #2991 American Bank Card Services – \$6.70 – Postage for mailing water sample
Chk #2992 VOIDED – Wrong amount printed
Chk #2993 Structural Engineering Design, PC – \$427.50 – Review drawings for solar tank mixer
Chk #2994 Structural Enginuity, Inc – \$3500.00 – Certification of tank structure for solar mixer
Chk #2995 Rob Vance – \$768.23 – December Salary (less deductions) + mileage

Old Business:

PER Committee Report – Deb & Brian met with county officials to discuss the gathering of signatures and timeframes for the petition to establish a sewer district. It was determined that they would need at least 25 signatures by January 11th to make it onto the spring ballot. They were able to get the District's attorney and County Clerk & Recorder working together on it. There is question as to how Christensen and Duke got added to the Water District and there appear to be some sticking points on the boundaries. They also picked up the list of regular voters in the proposed district. The spring election is May 7th by mail ballot and registered voters in the district will automatically receive ballots. All others will need to request a ballot form the Clerk & Recorder's Office.

Rate Calculation – Deb and Brian also worked on putting together some rate scenarios from 3 different angles: 1) Strictly usage with no base rate, 2) a fixed rate only, and 3) a combination of both. Each has its pro and cons. Deb reminded that the figures they looked at were based on some assumptions so are not 'carved in stone'. Marilyn offered to update the amount of funds needed based on current FY19 data because she was concerned about averaging in 2 years with unusual costs.

Contract for Operator – Rob has proposed to become a contracted service through his wife's business. Deb asked if his current salary amount was still sufficient/acceptable and Rob answered affirmatively. He will still bill the District for time spent outside of regular duties. Brian made the motion to move Rob to a contract and was seconded by Troy. Motion passed unanimously. Marilyn will draw up a contract for approval at the January meeting.

Permit perfection – Deb reported that there was nothing new happening at this time.

Operator Update:

Status of Leaks – Rob has communicated with Abelseths to resolve their leak. It appears that Super 8 is not reading properly and he will work on that. Both Rogers & Alpine are fixed, but Grizzly/Burbachs is still leaking as well as Bob Smith's place on Eaton Street. Discussion ensued as to whether to send a final shut off letter to those that were still leaking. In the end, Rick made a motion to send a registered letter notifying the 3 property owners that their water will be shut off in January until the leak is fixed. Brian seconded and motion passed unanimously. The county sanitarian will have to be notified at that time. Deb requested that all board members sign the letter, so Marilyn will compose the letter and send it to Cooke City for signatures.

Breaker for Well #2 – Rob reported that the new breaker is in and working.

Status of new hookup – The Krusniaks are too busy working on their house to concern themselves about water right now. They are thinking maybe in the spring.

Well house meter readings – There are still computer communication issues that need to be resolved.

Clerk Update:

Website – Marilyn explained that she has determined why she has had so much trouble accessing the administrative portion of the website, but she now knows what to do. She hopes to find time before the next meeting to get the minutes up-to-date.

Workers' Comp for Board volunteers – Marilyn has contacted Montana State Fund and has been told that Board members are already covered. She just needs to give them an updated list of names.

Resort tax usage update – At Deb's request, Marilyn presented a spreadsheet with expenses applied to the District's 2017 resort tax allocation. The Board reviewed the list and concurred with what she has included for reimbursement.

New Business:

Balance of Resort tax allocation – After factoring in \$40,000 for the tank mixer and what it would take to replenish the District's reserves, it was estimated that there may be about \$7000 left to go back into Resort tax for 2018.

Fabrication of mixer parts – Deb stated that someone needs to be found to fabricate parts for the tank mixer. Rob will look into it.

Request for EDU adjustment – The Whittle's have requested a reduction of ½ EDU for demolition of the old cabin and retroactive to November 1st.

Email voting – In order to save time, Deb will email the information she has received regarding the rules for conducting business (i.e. voting) to Board members for their review.

Public Comment:

Victor Sandonato expressed concerns about Skunk Hollow, Resort tax application and reiterated his concern about residential calculating residential rates. He also applauded Rick for making the motion to send the shut off letters.

Lisa Ohlinger expressed concern about water pressure dropping in the summer months.

It was determined to have the next meeting on the usual 3rd Thursday of January, which is the 17th.

With no further business to attend to, Troy made a motion to adjourn and was seconded by Rick. Deb then adjourned the meeting at 7:41pm.

Following the EMS Board meeting, Deb re-opened the Water Board meeting at 8:27pm to discuss water rates stating that she thinks the Board needs professional accounting assistance to figure out what to do. Bill agrees with Deb, but Brian disagrees. Rick reminded that, in the end, it falls back on the Board to educate users. Troy then made a motion to explore the cost and availability of a cost accountant and call an executive meeting (if necessary) to make a decision. He was seconded by Brian and motion passed unanimously. Deb closed the meeting at 8:55pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

(Signatures on File)

BOARD APPROVAL:

Deb Purvis, President

Troy Wilson, Vice President

Rick Sommers, Board Member

Brian Boyle, Board Member

Bill Whittle, Board Member

Date: _____