



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 7th, 2017
6:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Kay Whittle, Troy Wilson, Rick Sommers
Marilyn Hartley, Clerk

Members absent: Vacant Seat, Lucas Jack, Operator

Public Attendance: Bill Whittle, & Bob Smith

Chair, Deb Purvis, called the meeting to order at 5:58pm.

The minutes from the September, October & November meeting were reviewed with no additions or corrections noted. Rick made a motion to accept all of the minutes and was seconded by Kay. Motion passed unanimously.

The Cash report as of 11/30/17 was reviewed and showed a total cash balance of \$114,408.39 of which all but \$7682.75 is held in mandatory reserve accounts. There is also \$15,931.15 in tax revenue being held by the Park County Treasurer. Marilyn pointed out that there is still just over \$15,000 in 2017 second half taxes yet to be collected by Park County which will come due in May.

The September, October & November Profit & Loss reports were reviewed. It was noted that the District actually saw a profit in a couple of those months.

The A/R Report from November 30th was reviewed with no significant issues.

Following review of October, November & December invoices presented, Troy made a motion to approve all of them and was seconded by Kay. Everyone was in agreement, so Board members signed bill payments for those months as follows:

October:

- Chk #2833 USPS – \$150.84 – 3 rolls of stamps + Certified postage for 941
- Chk #2834 Canyon Electric – \$760.06 – Balance of pump installation
- Chk #2835 CenturyLink – \$52.83 – September Phone
- Chk #2836 GC Systems - \$415.36 – Poly tubing
- Chk #2837 Hartland LLC (Marilyn) - \$700.00 – October Accounting Services
- Chk #2838 Lucas Jack - \$415.58 – October Salary (less deductions)
- Chk #2839 Marathon Printing – \$79.00 – 2 boxes custom envelopes
- Chk #2840 Performance Engineering - \$2455 – July Engineering & Consulting fees
- Chk #2841 Internal Revenue Service - \$206.55 – 3rd Qtr 941 payroll taxes
- Chk #2842 Verizon Wireless - \$13.23 – September Cell Phone
- Chk #2843 Unemployment Contributions Division - \$3.38 – 1st Qtr SUTA deposit
- Chk #2844 Flathead Electric - \$566.77 – September Electric

November:

- Chk #2845 Bridger Analytical Lab – \$56.00 – Sept & Oct Sample testing
- Chk #2846 CenturyLink – \$105.96 – October & November Phone
- Chk #2847 Flathead Electric - \$685.57 – October Electric
- Chk #2848 Hartland LLC (Marilyn) - \$700.00 – November Accounting Services
- Chk #2849 Lucas Jack - \$415.58 – November Salary (less deductions)
- Chk #2850 Montana State Fund – \$367.22 – 2018 Workers Comp (installment 1 of 3)
- Chk #2851 Performance Engineering - \$6385.00 – October Engineering & Consulting fees

Chk #2852 Quality Propane - \$451.47 – Propane fill
Chk #2853 Verizon Wireless - \$15.17 – October Cell Phone

December:

Chk #2854 Bridger Analytical Lab – \$56.00 – Nov & Nitrate Sample testing
Chk #2855 Flathead Electric - \$510.15 – November Electric
Chk #2857 Hartland LLC (Marilyn) - \$700.00 – December Accounting Services
Chk #2858 Lucas Jack - \$415.58 – December Salary (less deductions)
Chk #2859 Montana DEQ – \$194.00 – 2018 Connectivity Fee
Chk #2860 Montana State Fund – \$367.22 – 2018 Workers Comp (installment 2 of 3)
Chk #2861 Performance Engineering - \$4680.00 – November Engineering & Consulting fees
Chk #2862 USDA Forest Service - \$177.96 – 2018 Special Use Permit
Chk #2863 Verizon Wireless - \$13.70– November Cell Phone
Chk #2864 Yellowstone Electric Co – \$917.25 – Troubleshooting well pumps

Marilyn expressed concern over potential cash flow related to the sewer PER grant expenses. The engineer has billed the District for PER costs each month since July, but they have yet to request a draw from the TSEP or DNRC grants. She said that she has had conversation with Park County regarding drawing from the \$20,000 in resort fund allocation for the PER grant match. Park County has indicated a willingness to allow for a draw as funds are spent. Deb will discuss the situation with Rick at PEC to find out what their plans are for getting reimbursement for the District from the grants.

Old Business:

PER Update – Deb met with the engineer from PEC, MUS extension Agent Katie Weaver, Commissioner Bill Berg and County Sanitarian Craig Caes in Livingston on 11/21 to discuss the public involvement piece for the PER. The focus of the meeting was on public education and dissemination of information about the PER process as well as education about septic systems in general. One of the suggestions at the meeting was to have several informational meetings in Cooke City through the summer. Deb suggested that a meeting in March when most of the local people could attend would also be useful. Key people would present critical information. County Sanitarian Caes could explain why a legal ‘band aid’ doesn’t mean it meets code.

Deb also requested that a PER Committee be established with at least 1 Board member to assist with communicating with residents. Kay made the motion to establish the committee as requested and was seconded by Troy. All were in favor and motion passed. Marilyn was asked to have a notice placed in the newsletter seeking committee members.

Legal Activity – Deb had confidential information from the lawyer to pass on to the other Board members in closed session at the end of the meeting.

Board Vacancy – No one asked is interested in the vacant position on the Board, so Troy made a motion to place a notice in the newsletter that the Board is seeking for interested in filling the position. Rick seconded and motion passed unanimously. Marilyn will see to the notice.

Auto-dialer at Well house – Lucas is still working on the issue.

Customer Billing Change – There is nothing to report on this. Marilyn reminded that she had sent a spreadsheet to the engineer a while back and answered a couple of question he had. Deb will touch base with him to see if there’s been any further movement on it.

Fire Hall Apartment Meter – Deb reported that the meter available for installation. Marilyn reminded that there is still about \$1200 in resort tax allocation still available. Bob Smith suggested that the District purchase a few extra meters to have on hand to use up the remaining funds. Kay made it a motion and was seconded by Troy. Deb and Rick agreed, so motion passed. Marilyn was asked to email Deb and Lucas with the exact amount of funds available from resort tax.

Operator Update: (Lucas was not present)

Well house issues – The well house meters are not being read by our operator as requested. PEC suggested that there is equipment available at an approximate cost of \$3000 that would read the meters remotely. They need information from the meters to further investigate. Discussion was had as to options to get the readings as they are critical to the

perfection of our permit as well as the PER. Rick asked if Zenner might have what the District needs since they provided the customer replacement meters. Bill Whittle offered to take the daily readings as well get the information PEC is asking for. Bob Smith offered his assistance if/when Bill needs it. Deb also indicated that there will probably be ramifications from the Forest Service for the unauthorized removal of trees at the well house by Lucas and others, and she is trying to salvage the relationship.

Customer issues – Deb reported that there are 7 known leaks and requested guidance as to a process for sending ‘leak letters’. The form letter has already been constructed. It was decided that she will email the current list and a copy of the letter to Board members for review and input.

Clerk Update:

Marilyn reported that other than finishing up the AFR, it is pretty much business as usual.

New Business:

Deb made a request for help in keeping everything going. She has too many ‘irons in the fire’ and needs assistance in order to keep on top of things. Bill Whittle offered to help with detecting leaks and the MIUs. Troy stated a willingness to meet with Deb in Billings once a month to discuss what needs done and see what he can help with administratively. Kay and Bill committed to helping with well house stuff.

Discussion as to the next meeting indicated a need to return to having meeting on the third Thursday of the month. Therefore, the next meeting will be schedule for January 18th at the usual time and place.

In a brief, closed executive session, Bill Whittle offered to help with anything that Lucas can't/won't do until we find another operator. All other discussion was deemed confidential.

With no further open business to attend to, Troy made a motion to adjourn and was seconded by Rick. Deb then closed the meeting at 6:58pm for disseminating confidential information. The meeting was formally adjourned at 7:15pm

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL: (SIGNATURES ON FILE)

Deb Purvis, President

Kay Whittle, Vice President

Rick Sommers, Board Member

Troy Wilson, Board Member

Vacancy, Board Member

Date: _____