



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**July 23rd, 2020**  
**6:00 pm**

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

**Board Members in Attendance:** Deb Purvis, Jessica Gregersen, Brian Boyle, Bill Whittle, Ken Hufford

**Members absent:** Rob Vance, Operator & Marilyn Hartley, Clerk

**Public Attendance:** Michelle Pond, Allen Edens, Donna Rowland

Chair, Deb Purvis, called the meeting to order at 6:10pm.

The minutes from the June meeting were reviewed. Jessica made a motion to accept the minutes as presented and Brian seconded. The motion passed unanimously.

The Cash report as of 6/30/20 was reviewed and showed a total cash balance of \$283,203.30 of which \$138,237.60 is held in mandatory reserve accounts. There is also \$197.57 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report from June was reviewed with no noted concerns.

The A/R Report from 6/30/20 was briefly reviewed with no comment.

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

- Chk #3165 American Bank Card Services – \$58.44 – Sample mailing & supplies
- Chk #3166 CenturyLink – \$49.45 – July Phone
- Chk #3167 Cooke City Contracting – \$7050.00 – Tulhoskie Repair
- Chk #3168 Flathead Electric – \$405.75 – June Electric
- Chk #3169 Grey Dog Services – \$500.00 – July Operator Services
- Chk #3170 Hartland LLC (Marilyn) – \$750.00 – July Accounting Services
- Chk #3171 MACo Property & Casualty – \$3170.85 – FY21 Property & Liability Insurance
- Chk #3172 Northwest Pipe Fittings – \$1291.91 – Parts for 2<sup>nd</sup> Tulhoskie repair
- Chk #3173 Park County Clerk & Recorder – \$311.41 – Election costs
- Chk #3174 Performance Engineering – \$685.00 – Technical assistance with wells & repair
- Chk #3175 Verizon Wireless – \$13.29 – June cell phone

**Old Business:**

New Rate Structure Decision – Brian made a motion to open discussion of adopting the proposed new rate structure and was seconded by Jessica. The Board discussed the results of the public meeting and the mostly positive comments provided. Jessica made the motion to adopt the new structure and was seconded by Ken. All were in favor except Brian who voted against it. Motion passed.

By-law review – Michelle Pond presented her recommendation on splitting ‘rules & regulations’ from the by-laws and have 2 separate documents. More discussion to be had in the near future.

Loan Refinancing update – Deb’s contact at SRS has not responded to her latest email yet.

Preliminary Budget – After review, the Board decided that more budget was needed for repair & maintenance. Deb will send it back to Marilyn for adjustment.

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

**Operator Update: (Rob absent)**

Status of Leaks – The Board reviewed data from the meters indicating where there are leaks. After lengthy discussion on those leaks and subsequent leak letters, a list was created for Marilyn to send letters to.

Well house meter readings – No information available

Well Issues – The Board reviewed the information provided from American Drilling’s visit and will take it under serious consideration

**Clerk Update:**

Current focus / projects – Due to lack of time, Marilyn’s update was tabled.

**New Business:**

Operator Separation of Duties – The Board reviewed the duties specified in the operator’s contract with some concerns that will need to be discussed with Rob.

Zimmerman Replacement meter – Jessica made a motion to charge Blake Zimmerman for the meter that needed to be replaced due to his negligence. Brian seconded and motion passed unanimously.

Bill Paying Process – Deb asked the Board to consider changing the way bills are paid. After Discussion, Jessica made a motion to have Marilyn print the checks ahead of time and bring/send them to the meetings. Bill seconded and motion passed unanimously.

Customer letter(s) – The Board discussed the impact of sending a ‘separation of duties’ letter and a ‘job completion’ letter to remind customers of what the District’s operator is responsible for and what he’s not. Jessica suggested a ‘job completion’ letter could be sent to customers who have issues that the District has resolved.

The next meeting will be go back to the 3<sup>rd</sup> Thursday of August (which is the 20<sup>th</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. Deb then adjourned the meeting at 7:22pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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

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

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

\_\_\_\_\_  
Bill Whittle, Board Member

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