



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**August 20<sup>th</sup>, 2020**  
**6:00 pm**

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

**Board Members in Attendance:** Deb Purvis, Jessica Baumgartner, Brian Boyle, Bill Whittle, Ken Hufford  
Rob Vance, Operator

**Members absent:** Marilyn Hartley, Clerk

**Public Attendance:** None

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

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

The Cash report as of 7/31/20 was reviewed and showed a total cash balance of \$276,815.06 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 July was reviewed with Deb noting an \$8000+ deficit due to pump repairs.

Deb reported on the A/R Report from 7/31/20 noting no significant issues.

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

Chk #3176 Insty Prints – \$100.00 – 1000 custom envelopes  
Chk #3177 American Bank Card Services – \$7.50 – July postage for sample  
Chk #3178 American Drilling – \$4535.00 – Repair pumps 1 & 3  
Chk #3179 CenturyLink – \$49.45 – August Phone @ well house  
Chk #3180 Dykman – \$800.00 – Field Service for pumps  
Chk #3181 Energy Laboratories – \$22.00 – August sample testing  
Chk #3182 Flathead Electric – \$583.93 – July Electric  
Chk #3183 Hartland LLC (Marilyn) – \$750.00 – August Accounting Services  
Chk #3184 Livingston Enterprise – \$138.00 – Ad for public meeting  
Chk #3185 Performance Engineering – \$15,000.00 – Grant Reimbursements  
Chk #3186 Verizon Wireless – \$13.62 – July cell phone  
Chk #3187 Grey Dog Services – \$500.00 – August Operator Services

**Old Business:**

By-law review – No update available

Loan Refinancing update – No information yet available

Permit perfection – Deb reported that there was nothing new happening at this time. She has requested the deadline from the engineers.

Preliminary Budget – After review, the Board had questions on a few more line items. Deb will request explanations from Marilyn.

Leak Letter Process – The Board discussed a viable process for notifying customers of a leak. Ken made a motion to have Rob attempt to personally notify the customer that they would be getting a leak notification prior to the letter being

mailed. Marilyn will then send the leak letter giving 45 days to have it repaired. If the leak isn't fixed within that time period, all of the water usage for that customer in excess of 5000 gallons will jump to the highest rate. Brian seconded and motion passed without objection.

Customer Clarification Letters – Deb will work with Jessica on the wording for a letter to customers related to differentiating between what the District pays Rob to do and what they will be responsible for.

**Operator Update: (Rob called out on emergency)**

Tank cleaning – The is question as to whether this has been completed because the District hasn't received a bill for it. Rob indicated that he actually watched the video of it being done.

Meter reading issues – Deb reported on the 8 or 9 meters that either weren't reading or reporting and potentially what the issues are.

**Clerk Update:**

Current focus / projects – Deb reviewed Marilyn's report with board members.

**New Business:**

PER Engineering Billing Balance – Deb explained about the balance due to Performance Engineering for the PER and what it stems from. She will get the breakdown from Scott Aspenlieder for the next meeting.

Contracts for paid employees – Jessica presented her thoughts on the value of services based on her research for paying the school clerk. Deb pushed specific discussion into a future executive meeting.

Billing w/ No Consumption Data - – The Board discussed the most reasonable to bill a customer whose meter isn't reading or reporting. Jessica made a motion that the meters be manually read the beginning of each month until the problem is fixed and was seconded by Ken. Motion passed unanimously.

No public comment was offered.

The next meeting will be go back to the 3<sup>rd</sup> Thursday of September (which is the 17<sup>th</sup>) at the usual time of 6:00pm.

With no further business to attend to, Brian made a motion to adjourn and was seconded by Jessica. Deb then adjourned the meeting at 7:40pm.

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: \_\_\_\_\_