



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 18th, 2021
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Deb Purvis (via Zoom), Jessica Baumgartner, Bill Whittle,
Ken Hufford (via Zoom), Rob Vance, Operator & Marilyn Hartley, Clerk

Members absent: Brian Boyle

Public Attendance: Michelle Pond, Donna Rowland

Vice-Chair, Jessica Baumgartner, called the meeting to order at 6:05pm.

The meeting was opened for public comment with none presented.

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

The Cash report as of 2/28/21 was reviewed and showed a total cash balance of \$265,665.36 of which \$138,265.41 is held in mandatory reserve accounts. There is also \$24,581.29 in tax revenue being held by the Park County Treasurer.

The Profit & Loss report from February was reviewed along with a Budget-to-Actual Report without notable comment.

The A/R Aging report indicated that Soda Butte has paid and is now current. There are a few others getting close to needing a preliminary shut-off letter which Marilyn will be tracking.

Following review of March 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 #3239 American Bank Card Services – \$21.00 – Late fee from prior
- Chk #3240 CenturyLink – \$130.18 – February & March phone
- Chk #3241 Energy Laboratories – \$22.00 – March (+ add'l) sample testing
- Chk #3242 Flathead Electric – \$449.82 – February Electric
- Chk #3243 Glacier Valley Controls – \$3883.00 – 2nd visit for pumps 1 & 3 troubleshooting
- Chk #3244 Grey Dog Services – \$1,583.92 – March Operator Services (+ Tuhoskie)
- Chk #3245 Hartland LLC (Marilyn) – \$750.00 – March Accounting Services
- Chk #3246 Northwest Pipe Fittings – \$699.80 – Supplies for Tuhoskie temp supply)
- Chk #3247 Verizon Wireless – \$21.77 – March cell phone

Operator Update:

Leak Report – Nothing new to report.

Well Function Report – Yellowstone Electric is still working on replacing controller parts.

Update on New Wiring Project – Rob is still working on the permitting with the Forest Service.

Meter Report – Nothing new to report

Freezing Issue(s) – Ben Zavora, Chips Lamirande & Lilly Tuhoskie have experienced freezing in the past month. The first 2 are being dealt with, but there have been significant problems related to a temporary service at the Lilly's. After much discussion, Jessica made a motion to pay the entire costs incurred by Grey Dog Services and Cooke City Contracting at the Tuhoskie residence with intent to bill Lilly for what is perceived to be her responsibility. Ken seconded and motion

passed unanimously with Bill recusing himself due to conflict of interest. Marilyn will draft a letter to Lilly for that purpose.

Clerk Update:

Software update – Marilyn plans to get QuickBooks updated while she is off work on medical leave.

County Plowing Request – Marilyn reported that she made a second attempt at reasoning with the County Public Works Director about the County covering the cost of snow plowing. Bob Smith has intervened and the County won't budge.

Sewer District letter – A draft letter requesting reimbursement for engineering services was presented by Marilyn for Board consideration.

Checking Account signatory – Discussion was had as to adding a second Board member to the checking account to sign checks when Deb isn't physically present at meetings to do it. Deb recommended that Jessica be the one to do it and Jessica agreed. Marilyn will notify American Bank to prepare a new signatory card.

Old Business:

By-Laws Resolution – Jessica performed a second comprehensive review of the proposed by-laws changes and recommended that the Board adopt them. Ken made a motion to do so and was seconded by Jessica. Motion passed unanimously.

Rules & Regulations – After performing a 2nd reading, Jessica made a motion to adopt the separate Rules & Regulations by ordinance and was seconded by Ken. Motion passed unanimously and Michele Pond offered to assist with wording an official document.

Loan Refinancing – Katie Weaver had not been able to have any further contact with Anna Miller.@ DNRC

Operator Position – Discussion was had as to whether Jessica's husband could apprentice for the position and how it would work from a legal perspective and the best way to handle it from a business approach. No decision was made.

Operator Position/Plan – Tyler Gregersen is willing to apprentice under Rob with Grey Dog Services in order to eventually become the District's operator. No motion made at this time.

Engineer RFQ – Michelle Pond created an RFQ and Scott Bissick from CTA in Livingston has indicated interest. She also reminded the Board that a bidding process isn't needed for services under \$50,000

Website Progress – Jessica is ready to tackle the website and has requested that Marilyn send her the needed minutes to post.

Permit perfection – Brian reported that the necessary form/information isn't needed for a couple more years. Deb looked for the form online and remembered that an engineer needs to do part of it. Scott @ Performance Engineering had indicated that he would finish it regardless of termination of their contract.

New Business:

Simone/Eiermann hook-up – Marilyn indicated that they have paid their new hook-up fee as required. Jessica made a motion to move forward with getting them hooked into the system and was seconded by Bill. Motion passed without dissent.

Water Sale rate – After discussion regarding past rates, Jessica made a motion to charge 16 cents per gallon to those requesting water from the Cooke City system. Ken seconded and motion passed unanimously.

County Assistance for projects – Marilyn had reported to Deb that the County will be receiving its own allocation of funds from the latest COVID bill and that it can be used for utility projects. Deb suggested that the District request funds to

either insulate both ends of the system or loop the system to prevent future freezing. Jessica made a motion for Deb to allow Deb to contact the CTA engineer for the purpose of preparing an estimate to loop the system. She was seconded by Bill and motion passed unanimously.

No additional public comment was offered.

The next meeting will be scheduled for the 4th Thursday of April (which is the 22nd) at the usual time of 6:00pm.

With no further business to attend to, Deb made a motion to adjourn and was seconded by Ken. Jessica 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: _____