



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 15th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Ken Hufford, Deb Purvis (via Zoom)
Marilyn Hartley, Clerk & Caleb Burnley, Asst Operator

Members absent: Brian Boyle, Ben Zavora, Operator Spencer Stone

Public Attendance: Meg Simone, Dave Eiermann & Elizabeth Woodson (all via Zoom)

Chair, Jessica Baumgartner called the meeting to order at 6:12pm.

The meeting was opened for public comment. None were presented.

Minutes from the November meeting were reviewed. Ken made a motion to approve the minutes as presented and was seconded by Deb. Motion passed unanimously.

The Cash report as of 11/30/22 was reviewed and showed a total cash balance of \$252,561.04 of which \$138,358.25 is held in mandatory reserve accounts. There is also \$346.86 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from November was reviewed with no issues noted. The 11/30/22 A/R Aging report indicates that most customers remain in good standing. There are 1 or 2 that Marilyn is still working on.

Following review of December invoices presented, Ken then made a motion to approve all of the bills and was seconded by Deb. All were in agreement, so Board members approved bill payments as follows:

Chk #3412 CenturyLink – \$47.22 – December Wellhouse phone
Chk #3413 Curb Box Specialists – \$3,231.12 – December Operator fees + Reimbursements
Chk # Flathead Electric - \$470.34 – November Electric (paid with overpayment credit)
Chk #3414 Hartland LLC (Marilyn) – \$750.00 – December Clerk & Grant Services
Chk #3415 Montana DEQ – \$194.00 – 2023 Connectivity Fee
Chk #3416 USDA Forest Service – \$197.42 – 2023 Special Use Permit
Chk #3417 Verizon Wireless – \$13.58 – November cell phone
Chk #3418 Zenner Performance – VOIDED – Destroyed by postal service
Chk #3419 Bearclaw Sales & Service - \$550.00 – 2021/22 Winter plowing @ wellhouse
Chk #3420 Zenner Performance - \$535.56 – 6 Meters for Replacement stock

ACH Rural Development Loan payments - \$3474.00

Operator Update:

Leak Report – Caleb reported one leak at Miners which has been addressed.

Well function report – Pumps are working fine, but Caleb has noticed that the light has gone out on top of the tank. He will investigate.

Meter Report – Bobbie Smith’s meter in Skunk Hollow is still not reading. The meter pit needs vacuumed out.

New Hook-ups – There are no new hook-up requests at this time.

Clerk Update:

Marilyn continues to work on the Annual Financial Report to the State (which is due December 31st). She is also still working with FEMA as 1st Point of Contact.

FEMA Grant Update:

Deb and Marilyn reported on the progress. Deb brought up the hydrant debris project and the difficulty in proving the debris is from the flooding. After some discussion, Ken made a motion that the Board drop the hydrant project and was seconded by Deb. Motion passed unanimously.

FEMA needs the District to start working on a short list of mitigation projects. Several items were identified . . . a vault drain re-established, move electrical outside of the vault, sealing of seams at base of vault and move the 4 buried meters inside houses.

Old Business:

Website Update – Meg requested that she be included on the email with agendas so she can post them on the website.

Discuss / Decide By-Laws/Rules & Regs – By-laws were tabled again to next meeting when more Board members are in attendance. Ken made the motion and Deb seconded. Motion passed unanimously.

Annexation Process – Deb reminded that Wylie Miller wants to be part of the next annexation. Marilyn was asked to prepare a form to formally request annexation and to contact Jeremy Paye to let him know the Board is ready if he is still interested.

Plat Map request – Deb will remind Spencer to follow up with the engineer as offered.

Permit perfection – Nothing new to report. (Continuum)

New Business:

Fee for Shutoff & Turn On – Discussion was had on the \$250.00 fee that was established. Marilyn reminded the Board that the 2nd Kautz property had been turned off by the owner shortly after they purchased the property and haven't been billed since. It is the Board's understanding that they should have been billed all along and she was instructed to contact Mr. Kautz to discuss back-billing.

Copied on Letter to Sewer Board – Deb reported that the Water District is being copied on letters from a Concerned Citizens Group out of Billings. It was determined that it is a good idea to remain on their list.

Insurance Update – Marilyn reported that MACo will no longer insure special districts after the current fiscal year and that she is working with Leavitt Insurance to solicit bids for a new policy.

The January meeting was scheduled for the fourth Thursday (which is the 26th) at the usual time of 6:00pm.

With no further business to attend to, Ken made a motion to adjourn and was seconded by Deb. Jessica agreed and then adjourned the meeting at 6:00pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Jessica Baumgartner, Chair

Deborah Purvis, Vice Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Ben Zavora, Board Member

Date: _____