



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**January 27<sup>th</sup>, 2022**  
**6:00 pm**

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

**Board Members in Attendance:** Deb Purvis (via phone), Jessica Baumgartner & Ken Hufford  
Marilyn Hartley, Clerk (via phone)

**Members absent:** Brian Boyle & Rob Vance, Operator

**Public Attendance:** Dave Eiermann & Meg Simone

Chair, Deb Purvis called the meeting to order at 6:23pm.

The meeting was opened for public comment with none presented.

Minutes from the November & December special meeting were presented. Jessica made a motion to accept the November minutes as presented and was seconded by Ken. Motion passed unanimously. Ken made the motion to accept the December special meeting minutes as presented and was seconded by Jessica. All were in favor so motion passed.

The Cash report as of 12/31/21 was reviewed and showed a total cash balance of \$281,974.21 of which \$138,265.41 is held in mandatory reserve accounts. There is also \$1.60 in tax revenue being held by the Park County Treasurer. A combined Profit & Loss report from November & December was reviewed without notable comment. The 12/31/21 A/R Aging report indicates that a few accounts are still past due and are in need of shut-off notices.

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

- Chk #3321 Cushing Terrell – \$254.06 – December Engineering services
- Chk #3322 Energy Labs – \$22.00 – December Sample testing
- Chk #3323 Flathead Electric - \$294.86 – December Electric
- Chk #3324 Grey Dog Services, LLC - \$360.00 – Dec/Jan Operator services
- Chk #3325 Hartland LLC (Marilyn) – \$750.00 – January Accounting Services
- Chk #3326 Marilyn Hartley - \$117.98 – Reimburse for custom envelopes
- Chk #3327 Robert Smith – \$495.00 – Winter 20-21 snow plowing
- Chk #3328 Verizon Wireless – \$13.98 – December cell phone
- Chk #3329 CenturyLink - \$53.60 – January phone
- Chk #3330 American Bank Card Services - \$21.00 – Late Fee from December

**Skunk Hollow Project:**

The Board discussed the status of its application for \$200,000 in ARRPA funds from the County and the need to request Resort Tax funds for a match. Indications are that \$75,000 will be needed to help fund the fix for Skunk Hollow. Jessica made a motion to that affect and was seconded by Ken. Motion passed unanimously.

**Operator Update:**

No report available.

**Clerk Update:**

Marilyn reported that she is completing the State Annual Financial Report. She will start working with Brian Fish on the billing import again and complete the Application for Assistance as approved by the Board at the last meeting.

**Old Business:**

Connect fee – Discussion was had related to increasing the connection fee to \$5000 plus \$150 over 25 feet. Jessica made a motion to that affect and Ken seconded.. After discussion, Deb and Jessica voted to approve. Ken voted in the negative, but motion passed.

Board Vacancy – Brian’s seat is up for re-election and the vacancy will be filled by election.

Sewer District letter – Board members have a copy and need to sign before it is sent.

By-Laws Review – Attorney has now picked up this request and will make recommendation upon review.

Non-District Connections – Same as with By-Laws review.

Permit perfection – Deb reported that a letter needs to be submitted to DNRC along with water usage information. Marilyn will work on this.

**New Business:**

Resort tax requests – A letter has been written for Deb to request extension of the \$10,000 from last year for re-wiring the pumps due to delays in permitting from the Forest Service. The usual \$20,000 based on agreement in the District’s loan documents will be requested along with the \$75,000 for Skunk Hollow discussed earlier in the meeting.

Eiermann Billing – Marilyn explained the current billing for the new Eiermann service. The meter has not yet been installed, so Jessica made a motion to not start charging new services until the meter has been installed and was seconded by Ken. Motion passed unanimously. There is concern about the ability to access water when there is a delay in installing a meter. By-laws allow for a penalty if a customer turns a curb stop on or off.

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

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Ken. Deb then adjourned the meeting at approximately 7:00pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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

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

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

\_\_\_\_\_  
Vacancy, Board Member

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