



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
January 26th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Ben Zavora

Public Attendance: Meg Simone & Elizabeth Woodson (both via Zoom)

Chair, Jessica Baumgartner called the meeting to order at 6:19pm.

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

Minutes from the December 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 12/31/22 was reviewed and showed a total cash balance of \$251,892.47 of which \$138,386.46 is held in mandatory reserve accounts. There is also \$20,193.84 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from December was reviewed with no issues noted. Upon review of a Budget-to-Actual report, the Board requested that Marilyn prepare an amended budget to remove the Skunk Hollow project. The 12/31/22 A/R Aging report indicates that most customers remain in good standing. There are 1 or 2 that Marilyn continues to work on. Deb reported that the payment due from the new Sewer District is in the hands of their attorney.

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

Chk #3421 Internal Revenue Service – \$356.00 – 2nd Qtr 941 payroll taxes
Chk #3422 Caleb Burnley – \$1797.00 – Nov/Dec wages (less deductions)
Chk #3423 Canyon Electric – \$2425.00 – Labor & Materials in vault
Chk #3424 CenturyLink – \$59.32 – January wellhouse phone
Chk #3425 Curb Box Specialists – \$400.00 – January Operator fees + Reimbursements
Chk Flathead Electric - \$425.06 – December Electric (paid with overpayment credit)
Chk #3426 Hartland LLC (Marilyn) – \$1150.00 – January Clerk & Grant Services
Chk #3427 Montana State Fund – \$203.30 – 2022 Workers Comp premium
Chk Verizon Wireless – \$0.89 – December cell phone (to be paid with January bill)
Chk #3428 Yellowstone Electric Co – \$2838.50 – Labor & Materials on transducer

ACH Rural Development Loan payments - \$18,557.00

Operator Update:

Leak Report – Caleb reported that there is a leak at the Alpine as well as one at Rusty Hinge. He also reported that the tank mixer has broken but is still working. Apparently, the water froze and a paddle broke when it hit the ice.

Well function report – Pumps are working fine.

Meter Report – . Both of the meters at Bobbie Smith's and Dave Kautz's are not working, as well as the one at Palmer-House (formerly Woodson).

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

Clerk Update:

Marilyn reported work as usual, but needed discussion relating to billing for the Kautz's second property. She continues working with FEMA as 1st Point of Contact.

FEMA Grant Update:

Deb and Marilyn reported on the progress. It appears as though the District's insurance will cover the bulk of the vault repair.

Old Business:

Website Update – Marilyn reported that the current website platform has been paid for another year. Meg will begin researching the costs of other platforms for future, potential transfer.

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

Annexation Process – Deb reminded that we need to follow up with Wylie Taylor for annexation.

Plat Map request – Spencer indicated that his working on communication with Chad @ Great West

Permit perfection – Nothing new to report. (Continuum). Data from the well is still being gathered.

New Business:

New Vice-Chair – Deb volunteered to switch places with Jessica, so Ken made a motion to appoint Deb as Vice-Chair of the Board. He was seconded by Brian and motion passed unanimously.

Resort Tax requests – After discussion on the remaining costs of meter repairs, the Board decided to not issue any allocation(s) of resort tax funds this year. Marilyn reminded that the District is also leaving approximately \$46,000 on the table from last year because of the cancellation of the Skunk Hollow project.

The February meeting was scheduled for the third Thursday (which is the 16th) 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. All were in agreement so Jessica then adjourned the meeting at 7:32pm.

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: _____