



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
July 21st, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Brian Boyle

Public Attendance: Meg Simone & Dave Eiermann (via Zoom)

Chair, Deb Purvis called the meeting to order at 6:20pm.

The meeting was opened for public comment with none presented.

Minutes from the June meeting were reviewed. Jessica made a motion to accept them as presented. Ben seconded and motion passed unanimously.

The Cash report as of 6/30/22 was reviewed and showed a total cash balance of \$245,628.99 of which \$138,309.24 is held in mandatory reserve accounts. There is also still \$31,458.82 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from June was reviewed with no issues noted. The 6/30/22 A/R Aging report indicates that most customers are in good standing, but there are still a few who need shut off notices.

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

Chk #3370 CenturyLink – \$90.61 – July Wellhouse phone + late fees
Chk #3371 Cushing Terrell – \$9265.11 – June Engineering service
Chk #3372 Energy Laboratories - \$612.00 – June + Special Sample testings
Chk #3373 Flathead Electric - \$1532.16 – June Electric
Chk #3374 Hartland LLC (Marilyn) – \$750.00 – July Accounting Services
Chk #3375 Immense Impact – \$728.00 – Annual subscription & setup fee for new website
Chk #3376 Jones Law Firm - \$135.00 – By-law review & recommendations (cont)
Chk #3377 JT Upkeep & Property Mgmt – \$497.06 – Temporary operator services
Chk #3377 Verizon Wireless – \$13.50 – June cell phone

ACH Rural Development Loan payments - \$18,557.00

Skunk Hollow Project:

Deb instead discussed the damage from flooding and the recommendation from Park County to reach out to FEMA . . . which has been done.

Operator Update:

Leak Report – Nothing new right now.

Well function report – Deb reported that she has contacted Siemens and is waiting for a call back.

Meter Report – Several meters are still not working. The Trimble isn't working and an android cell phone is needed.

Forest Service permit – This is on hold. The question was raised as to whether to forgo the wiring project and return funds to Resort Tax. Will put on agenda for next meeting.

New Hook-ups – None last month. Discussion ensued toward annexation. Ben made a motion to request assistance from the District's attorney for legal analysis of the MCA code that regulates the process. He was seconded by Ken and motion passed unanimously.

Assistant Operator update – Deb introduced Caleb Burnley as the new Assistant Water Operator. He has stepped up to fill a gap for the District, but a licensed operator is still needed.

Clerk Update:

Marilyn is working on the Annual Report for Rural Development and reported that another new property owner has requested annexation into the system.

Old Business:

Pump operations update from Yellowstone Electric – Tabled to next meeting.

Financial Audit Update – Nothing new

Generator Servicing Update – Jessica hasn't yet contacted Quality Propane to schedule. Caleb will call Quality Propane again.

Website Update – Meg reported that the new website is up and running. It was suggested that a notice be put in the newsletter to let customers know about of its existence and how the District plans to use it.

Discuss / Decide By-Laws/Rules & Regs – Tabled to August meeting.

Permit perfection – Nothing new to report. (Continuum)

New Business:

Contract for new Assistant Operator – Marilyn will need to gather information to draw one up.

Memo for customer/employee interactions – The Board discussed the issues that Jessica & Tyler have had with dis-respectful customers. It was determined that a memo to customers was in order reminding them of respectful communications and the appropriate way to contact the assistant water operator. A fine for inappropriate treatment was considered.

The next meeting will be scheduled for the last Wednesday of August (which is the 24th) 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 and all were in favor. Deb then adjourned the meeting at approximately 7:24pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Deb Purvis, President

Jessica Baumgartner, Vice President

Brian Boyle, Board Member

Ken Hufford, Board Member

Ben Zavora, Board Member

Date: _____