



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
November 17th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Deb Purvis & Brian Boyle (both via Zoom), Jessica Baumgartner, Marilyn Hartley, Clerk (via Zoom)

Members absent: Ken Hufford, Ben Zavora, Spencer Stone & Caleb Burnley

Public Attendance: Elizabeth Woodson (via Zoom)

Chair, Deb Purvis called the meeting to order at 6:02pm.

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

Minutes from the October meeting were reviewed. Jessica noted that Ben had attended via zoom and made a motion to accept them with that correction made. Brian seconded and motion passed unanimously. Jessica then made a motion to accept the special minutes meeting as presented and was seconded by Brian. Deb agreed so motion passed unanimously.

The Cash report as of 10/31/22 was reviewed and showed a total cash balance of \$255,707.93 of which \$138,323.37 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 October was reviewed with no issues noted. The 10/31/22 A/R Aging report indicates that most customers remain in good standing. There are still 1 or 2 that Marilyn is working on.

Following review of November invoices presented, Jessica 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 #3405 Caleb Burnley – \$1797.00 – July – Oct Payroll
Chk #3406 CenturyLink – \$58.61 – November Wellhouse phone
Chk #3407 Curb Box Specialists – \$2767.00 – Oct & Nov Operator fees + Reimbursements
Chk # Flathead Electric - \$476.43 – October Electric (paid with overpayment credit)
Chk #3408 Hartland LLC (Marilyn) – \$750.00 – November Clerk & Grant Services
Chk #3409 JT Upkeep & Property Mgmt – \$480.00 – Operator Accommodations (8 nights)
Chk #3410 Quality Propane – \$1061.50 – Propane tank fill
Chk #3411 Verizon Wireless – \$13.58 – October cell phone

ACH Rural Development Loan payments - \$3474.00

Operator Update:

Leak Report – Deb reported that there are 3 known leaks. Caleb will investigate when he returns at the end of the month.

Well function report – All 3 wells pumps continue to work sufficiently.

Meter Report – One meter is not reading and 2 remain unassociated and don't show up on the Consumption report for Marilyn.

Forest Service permit – The permit is no longer needed because the wiring project has been cancelled for now. Marilyn was instructed to remove it from future agendas.

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

Clerk Update:

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

Old Business:

Website Update – Meg was not available for update.

Discuss / Decide By-Laws/Rules & Regs – By-laws were tabled to next meeting when more Board members are in attendance.

FEMA Grant – Deb and Marilyn reported on the progress. Mark from Yellowstone Electric called Eric Wynn from FEMA regarding the estimate for repairs in the vault.

Annexation Process – Deb reminded that Wylie Miller wants to be part of the next annexation.

Plat Map request – No update available in Spencer’s absence.

Permit perfection – Nothing new to report. (Continuum)

New Business:

Fee for Shutoff & Turn On – Since Spencer was not available to present his recommendation, Brian made a motion to table until the next meeting. Jessica seconded and motion passed unanimously.

Change of Officer – Deb notified the Board that she is stepping down from being chair-person as she doesn’t intend to run for re-election when her term is complete. She offered to change places with Jessica and work with her through the rest of her current term which expires in 2024. Brian made a motion to accept Deb’s resignation and appoint Jessica to the position. Deb seconded and Jessica accepted the appointment, so motion passed.

Elizabeth Woodson requested clarification on the change back to the usual meeting schedule.

The December meeting was scheduled for the third Thursday (which is the 15th) at the usual time of 6:00pm.

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Brian. Deb agreed and then adjourned the meeting at 6:32pm.

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: _____