



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
October 20th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Ben Zavora

Public Attendance: Dave Eiermann (in person) Meg Simone, Kim Alvarez(Operator Office Asst) & Elizabeth Woodson (all via Zoom)

Chair, Deb Purvis called the meeting to order at 6:03pm.

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

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

The Cash report as of 9/30/22 was reviewed and showed a total cash balance of \$264,294.98 of which \$138,323.37 is held in mandatory reserve accounts. There is also still \$855.44 in tax revenue being held by the Park County Treasurer. The Profit & Loss report from September was reviewed with no issues noted. The 9/30/22 A/R Aging report indicates that most customers remain in good standing. There are still a few that Marilyn is working on.

Following review of October invoices presented. Marilyn pointed out that the Board agreed via email to go ahead and pay the full insurance premium after Marilyn found out that MACo doesn't accept partial payments, so she reissued the check. 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 #3396 MACo PCT – \$10,670.20 – 2023 Property Insurance (Re-issued)
Chk #3397 CenturyLink – \$58.61 – October Wellhouse phone
Chk #3398 Curb Box Specialists – \$8523.33 – Aug & Sept Operator fees + Reimbursements
Chk #3399 Flathead Electric - \$521.23 – September Electric
Chk #3400 Hartland LLC (Marilyn) – \$1500.00 – October Clerk & Grant Services
Chk #3401 Jones Law Firm - \$950.00 – Work on Annexation process advice
Chk #3402 JT Upkeep & Property Mgmt – \$120.00 – Operator Accommodations (2 nights)
Chk #3403 Verizon Wireless – \$13.77 – September cell phone
Chk #3404 Zenner – \$803.58 – 10 extra meters

ACH Rural Development Loan payments - \$3474.00

Operator Update:

Leak Report – There are no new leaks to Caleb's knowledge.

Well function report – All 3 wells continue to work OK, but the transducer is still not working. Canyon Electric was not able to fix the problem, so Spencer will call Yellowstone Electric.

Meter Report – All meters are now working, but 2 remain unassociated and don't show up on the Consumption report.

Forest Service permit – The wiring project may not be needed, so Deb instructed that this item be removed from future agendas.

New Hook-ups – The Eiermann/Simone hookup has been completed. Discussion turned to the fee for turning water on or off. This issue will be added to the November agenda. Spencer will write up a plan for the Board to review.

Clerk Update:

Marilyn is working on the Annual Report for Rural Development and finalizing FY22. She requested assistance with the timing for the change in billing cycle.

Skunk Hollow Project:

Deb reported on the current progress on the project. Park County has increased the amount of the ARPA grant for cost increases which also increased the amount that the District would need to kick in. There was discussion as to the viability of the project because of the cost versus the number of customers affected. Spencer believes that the work that has already been done can be made to work. Brian made a motion to discontinue the project and was seconded by Jessica. Motion passes unanimously.

Old Business:

Pump #3 operations & wiring update from Yellowstone Electric – This item is no longer an issue unless the wiring change is revisited.

Website Update – Meg asked about adding agendas to the website. Deb would also like to promote it by adding a notice to both the newsletter and November billing.

Discuss / Decide By-Laws/Rules & Regs –By-laws were tabled to next meeting due to time constraints. It was determined to decide on connection of 2 or more houses on the same property on a case-by-case basis.

FEMA Grant – Deb reported on the progress of determining the flood damage. The vault remains a big problem. If a solution isn't determined soon, it will have to wait until spring.

Annexation Process – The attorney hasn't provided a written opinion yet.

MT PFAS Cost Recovery Program – After a brief review, Jessica made a motion to register for this program and was seconded by Ken. Motion passed unanimously.

Plat Map request – Spencer offered to look into finding someone who could make a large copy of the Water District map that was found.

Permit perfection – Nothing new to report. (Continuum)

New Business:

Accounting Process for Changing meters – Marilyn expressed concern regarding billing when a meter has been changed. She conferred with Mike at Zenner and he suggested a form be created to communicate with the clerk. Jessica made a motion for Marilyn to create a form for Caleb to record ending read for meters being removed and was seconded by Brian. All were in favor, so motion passed.

Billing for Non-metered water – Resolved at previous meeting.

Billing Transition Questions – Handled during Clerk update.

The schedule for the next meeting was addressed again. Spencer has determined that the change of meeting day determined last month wouldn't need to be made. However, when he will be attending in person, the meeting should be held on Wednesday instead of Thursday for the sake of delivering the water sample in time. Therefore, the October meeting was scheduled for the third Thursday (which is the 17th) 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 7:53pm.

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: _____