



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 13th, 2022
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Ken Hufford & Ben Zavora

Public Attendance: Meg Simone (via Zoom), Mike Medici (Zenner) & Elizabeth Woodson

Chair, Deb Purvis called the meeting to order at 6:11pm.

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

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

The Cash report as of 8/31/22 was reviewed and showed a total cash balance of \$270,937.40 of which \$138,318.63 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 August was reviewed with no issues noted. The 8/31/22 A/R Aging report indicates that most customers remain in good standing. There are quite a few who show past due on the August report, but several have paid since then. However, there are still two or three who need communication and/or a shut off notice.

Following review of September invoices presented. Concern was expressed over the doubling of the District's insurance premium. Brian made a motion to pay only ¼ of the total invoice while it is determined if there's a cheaper option. Jessica seconded and Deb was in agreement, so motion passed. Brian then made a motion to approve the rest of the bills and was seconded by Jessica. All were in agreement, so Board members approved bill payments as follows:

Chk #3386 Canyon Electric – \$1230.00 – Troubleshoot tank fill & VFD power
Chk #3387 CenturyLink – \$58.61 – September Wellhouse phone
Chk #3388 Deb Purvis – \$449.40 – Reimbursements & Travel for FEMA damages
Chk #3389 Energy Laboratories - \$52.00 – August Sample tests (VOIDED)
Chk #3390 Flathead Electric - \$1941.73 – August Electric
Chk #3391 Hartland LLC (Marilyn) – \$750.00 – September Accounting Services
Chk #3392 Jones Law Firm - \$295.00 – Work on By-laws (\$925.00 - \$630.00 Paid w/credit)
Chk #3393 JT Upkeep & Property Mgmt – \$12.93 – Remainder of temporary operator services – Sept
Chk #3394 MACo PCT – \$10,670.20 – 2023 Property Insurance (VOIDED)
Chk #3395 Verizon Wireless – \$14.39 – August cell phone

ACH Rural Development Loan payments - \$3474.00

Operator Update:

Leak Report – There are 4 known leaks: James Hays, Soda Butte, Yellowstone Trading Housing and one other.

Well function report – All 3 wells are now working, but the transducer is giving fits. Spencer is working with Colin at Zenner to troubleshoot the issue(s).

Meter Report – Spencer needs to order a new supply of meters. He plans to order a full box of them.

Forest Service permit – This is on hold for now.

New Hook-ups – None. The Eiermann hookup is scheduled for early October.

Clerk Update:

Marilyn is working on the Annual Report for Rural Development and finalizing FY22. She reported that she has found an original map used by the contractor along with a list of the properties who were considered to be in the District at the time.

Skunk Hollow Project:

Deb reported that this is temporarily on hold waiting for the District’s request for FEMA match to be approved and added.

Old Business:

Rick Sommers Recalculation – Marilyn reported that she has been able to calculate a number of gallons for Rick’s issue with his June billing. It is within the allowed amount, so Marilyn requested permission to adjust his account accordingly. Jessica made a motion to do so and was seconded by Brian. Motion passed unanimously.

Pump #3 operations & wiring update from Yellowstone Electric – Tabled until Operator provides information.

Website Update – Meg asked about adding Spencer to notifications/alerts. Spencer stated that he’s fine with that. She also stated that she is now posting minutes to the new website and wants to also add the agendas.

Discuss / Decide By-Laws/Rules & Regs – The Board started discussion on the By-Laws. Jessica highlighted questions and issues that she had. It was decided to have Spencer review them before moving forward. The lawyer has indicated that the number of connections is not a legal issue and is up to the Board to authorize.

FEMA Grant – Deb and Marilyn continue to meet via Zoom with FEMA to keep the District’s request moving forward.

Annexation Process – The attorney will provide a letter with the process for annexation broken down.

FY23 Budget – After a brief review, Jessica made a motion to adopt the preliminary 2023 budget as presented by Marilyn and was seconded by Brian. Motion passed unanimously.

Water Operator Contract – After reviewing the contract that Marilyn presented, Jessica made a motion to approve it. Brian seconded and Deb agreed, so motion passed.

Canyon Electric estimate – Canyon Electric has already completed the work and presented a bill for \$1200+ and it has been approved with September bill payments.

Permit perfection – Nothing new to report. (Continuum)

New Business:

Changing Billing schedule – Upon Spencer’s recommendation, Jessica made a motion to change the billing end date from the 1st of the month to the 20th effective in October. Brian seconded and motion passed unanimously.

MT PFAS Cost Recovery Program – Tabled to October meeting.

Plat Map request – Tabled to October meeting

The schedule for the next meeting was addressed. Spencer requested that regular meetings would be most effective for his processes if they were held earlier in the month. After discussion, Brian made a motion to move regular meetings to the second Wednesday of each month beginning in November. Jessica seconded and Deb was in agreement, so motioned passed. The October meeting was scheduled for the third Thursday (which is the 20th) at the usual time of 6:00pm.

With no further business to attend to, Jessica made a motion to adjourn and was seconded by Deb and all were in favor. Deb then adjourned the meeting at approximately 7:51pm.

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: _____