



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 5th, 2023
5:30 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Ken Hufford & Ben Zavora (in person)
Lindsey Tollefson, Operator Spencer Stone &
Marilyn Hartley, Clerk (all via Zoom)

Members absent: Brian Boyle, Caleb Burnley, Asst Operator

Public Attendance: Meg Simone, Brad Koon (Engineer) & Clint Kalfell (MT 811 Admin) all via Zoom
Steve Hartley (in person)

Jessica called the meeting to order at 5:40pm.

The meeting was opened for public comment. None was offered.

Jessica then introduced Brad Koon, the new engineer from Triple Tree Engineering and turned the meeting over to him for communications. He agreed with the Board's intention to have a new PER done to evaluate the status of the system and establish priorities. He also recommended that the Board apply for a 2024 MCEP infrastructure grant to help pay for a PER. The suggestion is for a \$45,000 grant of which \$9000 would be in the form of a match. After questions regarding what is included and what would be required, Ben made a motion to move forward with an application for the MCEP Grant and was seconded by Ken. Motion passed without dissent. The Board informed Mr. Koon that permit perfection will also be a priority.

Vault Project:

Spencer reviewed the history of the project and his communications with Canyon Electric. The town recently ran out of water and it appears to be due to recalibration at the pumps which caused them to shut off. This was resolved quickly, so things should be working properly now. Marilyn reported that she reported to MACo insurance that the vault project has been completed and has received the balance of funds from the claim.

Monthly Business:

The minutes from the October & November (non) meetings were reviewed. Lindsey made a motion to accept the minutes as presented and Ken seconded. The motion passed unanimously.

The Cash report as of 11/30/23 was reviewed which showed balances of: \$33,292.37 in checking, \$70,937.61 in regular savings, \$138,760.79 in mandatory saving accounts and \$2321.42 with the Park County Treasurer.

The Profit & Loss report for October/November indicated a profit of \$36,956.49 with no issues noted. The significant income was due to the balance of funds from the vault project claim.

A review of the 11/30/23 A/R Aging report showed that most customers are in good standing. Marilyn pointed out the handful of customers who are behind, what the known issues are and what is being done.

Following review of November & December (to date) invoices presented, Lindsey made a motion to approve all of them and was seconded by Ken. Everyone was in agreement, so Board members signed off on bill payments as follows:

November:

Chk (ACH) CenturyLink – \$65.45 – November Well house phone
Chk #3490 Curb Box Specialists Inc – \$2550.00 – Oct/Nov Operator services & reimbursements
Chk (ACH) Flathead Electric – \$387.60 – October Electric
Chk #3491 Hartland LLC (Marilyn) – \$825.00 – November Accounting Services
Chk #3492 JT Upkeep & Property Mgmt LLC – October accommodations for Operator
Chk #3493 Verizon Wireless – \$15.94 – October Cell Phone
Chk #3499 Yellowstone News Group – \$24.00 – Ad for Engineer RFQ

December:

Chk #3494 Canyon Electric – \$20,973.73 – Final payment on vault repair
Chk #2495 Curb Box Specialists Inc – \$2500.00 – Nov/Dec Operator services & reimbursements
Chk #3496 Hartland LLC (Marilyn) – \$825.00 – December Accounting Services
Chk #3497 USDA Forest Service – \$201.58 – 2024 Special Use Permit
Chk #3498 Verizon Wireless – \$13.84 – November Cell Phone

Operator Update:

Leak Report/Status – Spencer reported that there are fewer leaks now with none that he's aware of.

Well function report – The wells appear to be functioning properly and in rotation.

Meter report – There are no reported issues at this time.

New hookups – Spencer is not aware of any new requests for hookup and reported on his most recent work.

Clerk Update:

Marilyn reported that she continues to work on the State financial report and passed on a request for relief from the Blains related to the significant charge from excess water. After discussion related to District Rules & Regs on the subject, Ben made a motion to not provide relief, but instead offer for additional monthly payments with no interest charged as long as no payments are missed. Ken seconded the motion and motion passed unanimously. Marilyn will communicate with the Blains accordingly.

Old Business:

Website Update – Meg reviewed the costs for upgrading email accounts and recommended that the District stay with iPage for now. Lindsey made a motion to do so and was seconded by Ben. Motion passed unanimously.

Insurance Bids – Because the vault claim is now closed, Marilyn reported that she contacted Leavitt Group to see if property insurance would now be available. She was told that nothing would be available through them until next fall at renewal.

Records Retention Legalities – The Board continued discussion regarding electronic records storage. Maryanne @ MSU Extension thinks it is OK for the Board to move forward with it. Meg has already completed the setup.

Assistant Operator Search – No further work or movement on this.

Asst Operator training/testing costs – Spencer reported on the upcoming annual conference where training by DEQ is offered. It's in Great Falls on March 20-22. The District will reimburse anyone who is willing to go for purposes of certification to assist the District.

Renting De-icer Equipment – The Board decided that only approved/trained users may use the new de-icer equipment at a flat fee of \$250.00. It was determined that a group training should be offered . . . possibly in January after the equipment arrives. Marilyn was asked to draft a use request form

Implementing One-call Locates – Mr. Kallfel lead discussion regarding the requirement of one-call locates, the cost to get setup and use the system, what is needed and who would take the lead for the District. Spencer recommended that the District provide the means for the law to be followed and that he would be willing to be the lead contact. Lindsey made a motion to follow through with Spencer’s recommendation and was seconded by Jessica. Motion passed unanimously.

New Business:

Paying Caleb moving forward – It was determined that Caleb is no longer a viable employee. Ben made a motion to terminate his employment retroactive to June 30, 2023 and was seconded by Jessica. Motion passed without dissent. However, the Board is still open to paying him up to \$600 per year for small Jobs. Jessica will notify Caleb of the Board’s action.

Internet at the Well house – Spencer highly recommended that there be internet at the well house so that the any issues with the pumps can be detected earlier. It would have gone a long way toward preventing the ‘no water’ incident that occurred recently. Ben will research the cost and bring it to the Board for potential approval.

The next meeting will be set for the 3rd Tuesday of January (which is the 16th) at 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Ken made the motion to adjourn and was seconded by Lindsey. Jessica then adjourned the meeting at 8:00pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

Date: _____

BOARD APPROVAL:

Jessica Baumgartner, Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Lindsay Tollefson, Board Member

Ben Zavora, Board Member