



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
January 16th, 2024
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Jessica Baumgartner, Brian Boyle & Ben Zavora (in person)
Via Zoom: Lindsey Tollefson
Operator Spencer Stone (in person)
Marilyn Hartley, Clerk (via Zoom)

Members absent: Ken Hufford

Public Attendance: In person: Garrett Maple, Michael Platt & Steve Hartley
via Zoom: Beth Woodson & Collin Hollister

Jessica called the meeting to order at 6:04pm.

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

Triple Tree Engineering was not represented at the meeting, so there was no report or discussion.

Vault Project:

The Board determined that this project is complete and currently requires no further discussion.

Monthly Business:

The minutes from the December meetings were reviewed. Ben made a motion to accept the minutes as presented and Ben seconded. The motion passed unanimously.

The Cash report as of 12/31/23 was reviewed which showed balances of: \$35,867.90 in checking, \$71,018.11 in regular savings, \$138,865.22 in mandatory saving accounts and \$2,321.42 with the Park County Treasurer.

The Profit & Loss report for December indicated a loss of \$22,442.33 which was due to final payment to Canyon Electric for the vault project.

A review of the 12/31/23 A/R Aging report showed that most customers are in good standing. Marilyn reported that the drilling company that purchased water for work in the Park has paid the amount billed without question.

Following review of remaining December and January invoices presented. Brian made the motion to approve all of them and was seconded by Ben. Everyone was in agreement, so Board members signed off on bill payments as follows:

Remaining December:

Chk (ACH) CenturyLink – \$65.45 – December Well house phone
Chk #3500 MT DNRC Water Resources – \$400.00 – (2) Permit Perfection Extension Requests
Chk #3501 Curb Box Specialists Inc – \$1150.00 – December Operator services & reimbursements

Chk (ACH) Flathead Electric – \$387.60 – November Electric

January:

Chk (ACH) CenturyLink – \$72.61 – January Well house phone
Chk (ACH) Flathead Electric – \$373.07 – December Electric
Chk #3502 Hartland LLC (Marilyn) – \$825.00 – January Accounting Services
Chk #3503 Livingston Insty Prints – \$217.60 – 2 Boxes custom envelopes
Chk #3504 JT Upkeep & Property Mgmt LLC – \$60.00 – Operator accommodations
Chk #3505 Montana Rural Water Systems – \$250.00 – 2024 Annual Membership
Chk #3506 Montana DEQ – \$194.00 – 2024 Annual connectivity fee
Chk #3507 Quality Propane – \$766.22 – Propane tank fill
Chk #3508 Verizon Wireless – \$13.84 – December cell phone

Operator Update:

Leak Report/Status – No report provided

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

Meter report – No report provided

New hookups – No new hookups requested.

Spencer initiated discussion related to phone service at the well house, repair of the tank mixer, tank cleaning and pump meters. He reported that phone service at the well house is currently down which presents a health & safety issue. Discussion was had as to what it would take to repair the tank mixer . . . if it could be done by someone local or someone called in from the vendor company. Spencer has researched the cost of tank cleaning and it appears to be somewhere around \$6600.00. Marilyn was asked to look up the information from the last tank cleaning which was about 5 years ago.

Clerk Update:

Marilyn reported that she communicated the Board’s position on the Blain request for relief from the leak billing but has not yet had a response. She continues to work on the list for properties within the District and has found that there are 135 parcels that are taxed by Park County for the Water District.

She also reminded the Board members who are up for re-election of the deadline to register to run if they are planning to.

Old Business:

Website Update – Meg was not available for a report.

Insurance Bids – Marilyn indicated that she hadn’t yet been able to call the agents that were recommended to Lindsey. She will do her best to follow up before the next meeting.

Assistant Operator Search – Jessica created a basic job application and make it available for another week or so. The 2 persons who have already applied were present at the meeting to glean more insight into the position and answer any questions form the Board.

Renting De-icer Equipment – Jessica reported that 12 people attended the training just prior to the meeting. Jessica will look to create a user agreement for the equipment and Spencer indicated that he may already have one that could be modified and reviewed by the attorney.

Well house Internet & Camera – Discussion was had on the cost and connectivity of the equipment. Greg at Canyon Electric has a system that would cost as much as \$9200. Spencer will do more research on other options to save money.

New Business:

Hydrant Locks – Due to recent unauthorized opening of a water hydrant, it was discussed as to the concept of putting locks on the hydrants. Concern was expressed about the impact it would have on the fire company in case of emergency. It was decided to not do it, but require permission from Jessica prior to any such action. Marilyn was instructed to bill the customer for whom the hydrant had been opened.

Resort Tax request(s) – After some discussion, it was determined to ask for \$10,000 to cover the grant match for an updated PER to be done by Triple Tree, the new engineers. Marilyn will also apply for the usual \$25,000 as provided in the MOU with Park County.

The next meeting will be set for the 2nd Monday of February (which is the 12th) at 6:00pm in the Chamber Meeting Room. Marilyn is not available that Tuesday to take minutes.

With no further business to attend to, Lindsey made the motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at 7:22pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Jessica Baumgartner, Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Lindsay Tollefson, Board Member

Ben Zavora, Board Member

Date: _____