



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 15th, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Brian Boyle, & Ken Hufford, Lindsey Tollefson & Ben Zavora, Operator Spencer Stone & Marilyn Hartley, Clerk

Members absent: Caleb Burnley, Asst Operator

Public Attendance: Oliver Tuholskie & Kim Alvarez (Curb Box Specialists)

Jessica called the meeting to order at 6:11pm.

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

Vault Project:

Greg @ Canyon Electric is moving forward with the work in the vault. He is planning to install the temporary service the end of next week.

The minutes from the May meeting were reviewed. Ben made a motion to accept the minutes as presented and Ken seconded. The motion passed unanimously.

The Cash report as of 5/31/23 was reviewed which showed balances of: \$8,240.96 in checking, \$70,795.29 in regular savings, \$138,575.02 in mandatory saving accounts and \$23,437.56 with the Park County Treasurer.

The Profit & Loss report for May indicated a profit of \$689.24.

A review of the 5/31/23 A/R Aging report showed that there were a few significant anomalies that Marilyn is still working on.

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

March:

- Chk #3452 Bearclaw Sales & Service – \$660.00 – Winter Snow plowing
- Chk #3453 Caleb Burnley – \$1242.90 – March thru May wages (less deductions)
- Chk (ACH) CenturyLink – \$57.24 – June Well house phone
- Chk #3454 Curb Box Specialists Inc – \$350.00 – June Operator services
- Chk #3455 Flathead Electric – \$318.28 – May Electric
- Chk #3456 Hartland LLC (Marilyn) – \$750.00 – June Accounting Services
- Chk #3457 Immense Impact – \$457.00 – 2023 Annual Website fee
- Chk #3458 JTs Upkeep & Property Mgmt - \$197.49 – Asst Operator Backup fees
- Chk #3459 Marilyn Hartley – Reimburse 4 yrs of iPage (website) fees
- Chk #3460 Montana Rural Water Systems – \$250.00 – 2023 Annual Membership fee
- Chk #3461 Unemployment Contributions Bureau – \$6.25 – FY23 3rd Qtr SUTA
- Chk #3462 US Treasury - \$746.70 – 1st & 2nd 941 (payroll) taxes

Operator Update:

Leak Report/Status – Alpine had a few small leaks and Colter’s Cabins is still frozen and may be leaking.

Well function report – Spencer plans to check the calibration of the well meters.

Meter report – Nothing new to report.

New hookups – No new requests at this time.

Clerk Update:

Marilyn gave an overview of her current focus, the projects she’s working on and the ongoing issues she is having with payroll. She reported that she has initiated a contract with the Sewer Board to do their accounting work and would like to be relieved of doing the minutes and possibly the agenda.

Old Business:

Website Update – Meg was unavailable for an update.

Update on Annexation Process & Issues – Lindsey is reviewing changes to the form and overall process. Several suggestions were made for her consideration.

Permit perfection – Lindsey suggested turning this over to a new engineering firm when one is acquired.

New Business:

Winter Freezing Equipment – Spencer will provide a list of what he uses and would recommend at the next meeting.

Update of Rules & Regs for Hot Tap – Jessica will review and recommend any changes.

Hartland LLC Contract & Duties – Tabled to next meeting

Grundy Insurance Bid – Jessica will research further on this.

New Engineering Firm – Lindsey will work on an RFQ for advertising for a new engineer.

Records Retention Issues – Lindsey would like to consider a solution for easier access for records and suggested that storing them in the Cloud could be a good work best. Ben made a motion to move in that direction and was seconded by Brian. Motion passed unanimously.

Assistant Operator & Wages – After some discussion on different aspects of the assistant operator position, Ben made a motion to release Caleb from the position and place an ad to see if anyone else in town would be interested to become certified to take water samples. He was seconded by Lindsey and all were in favor, so motion passed.

The next meeting will be set for the 3rd Thursday of July (which is the 20th) at the usual time of 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Brian made the motion to adjourn and was seconded by Lindsey. Jessica then adjourned the meeting at 8:23pm.

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