



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 21st, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner (via Zoom), Brian Boyle, & Ken Hufford
Operator Spencer Stone & Marilyn Hartley, Clerk (both via Zoom)

Members absent: Ben Zavora & Caleb Burnley, Asst Operator

Public Attendance: Meg Simone (in person), Lindsay Tollefson & Elizabeth Woodson (both via Zoom)
Danny Geertz from Yellowstone Electric

Jessica was running late, so Brian called the meeting to order at 6:17pm.

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

After Jessica arrived, the minutes from the January meeting were reviewed. Ken made a motion to accept the minutes as presented and Brian seconded. The motion passed unanimously. Brian made a motion to accept the minutes from the abbreviated February meeting that was cancelled due to lack of quorum along with those from the subsequent special meeting held shortly their after to take care of urgent business. He was seconded by Ken and motion passed unanimously

The Cash report was reviewed which showed balances of: \$11,061.63 in checking, \$70,746.24 in regular savings, \$138,446.75 in mandatory saving accounts and \$21,927.91 with the Park County Treasurer. The Profit & Loss report for January & February indicated a combined loss of \$14,828.11 due to the large loan payment in January.

A review of A/R Aging report showed that there a were no significant anomalies that Marilyn hasn't already addressed.

February bill payments were approved at the special meeting. Following review of March invoices presented, Brian made a motion to approve all of them and was seconded by Ken. Everyone was in agreement, so Board members signed bill payments as follows:

February:

- Chk #3429 CenturyLink - \$59.32 – February Well house phone
- Chk #3430 Curb Box Specialists Inc – \$400.00 – February Operator services + Reimbursables
- Chk #3431 Flathead Electric - \$223.11 – January Electric
- Chk #3432 Hartland LLC (Marilyn) – \$750.00 – February Accounting Services
- Chk #3433 Montana State Fund – \$25.79 – Balance due on Workers Comp premium
- Chk #3434 USPS / Postmaster – \$226.00 – 2023 Post Office Box fee
- Chk #3435 Verizon Wireless – \$19.41 – December & January cell phone

March:

- Chk #3436 Caleb Burnley – \$411.75 – February Wages (less deductions)
- Chk (ACH) CenturyLink – \$58.57 – March Well house phone
- Chk #3437 Curb Box Specialists Inc – \$400.00 – March Operator services + Reimbursables
- Chk #3438 Flathead Electric – \$522.56 – February Electric
- Chk #3439 Hartland LLC (Marilyn) – \$750.00 – March Accounting Services
- Chk #3440 Internal Revenue Service – \$482.50 – 2023 Qtr 1 941 Payroll taxes
- Chk #3441 Unemployment Contributions Bureau – \$30.16 – FY23 3rd Qtr SUTA taxes

Chk #3442 Verizon Wireless – \$19.42 – February cell phone

Chk #3443 Yellowstone News Group – \$144.00 – Ad for Vault Repair RFPs

Vault Project: There were no bids sent into the Park County Clerk & Recorder’s Office, but one was received from Yellowstone Electric via email at the last minute. Brian made a motion to accept that proposal and Ken seconded. Discussion ensued with Spencer’s input. In the end, motion passed unanimously.

Operator Update:

Leak Report/Status – Spencer reviewed a couple of issues with the Board that are being attended to.

Well function report – Well functions seem to be good so far this winter.

Meter report – Spencer reviewed the meters with issues and the tracking that he is doing remotely.

New hookups – No new ones at this time

Clerk Update:

Marilyn gave an overview of her current focus and the projects and/or issues she’s working on, including payroll reporting.

Old Business:

Website Update – Discussion was had regarding the use of personal emails and setting up business .org emails for Board members and operator(s). Marilyn already has one. Brian also made a motion to put meeting documents on the website with the exception of the A/R Aging Report so the public can follow along better. He was seconded by Kean and motion passed unanimously.

Discuss / Decide on Rules & Regs – Tabled to next meeting

Update on Annexation Form – Neither Jessica or Marilyn has had time to create one yet. Brian expressed concern over annexing new users without having accurate water usage data.

Permit perfection – Deb Purvis offered to double-check on completion as this was being dealt with during her tenure as Board Chair.

New Business:

Board Member Appointment – Lindsay Tollefson has expressed interest and is recommended by Ben to replace Deb on the Board. Lindsay provided her credentials and stated why she was interested in serving. Brian made a motion to appoint Lindsay to the Board and was seconded by Ken. After discussion, the motion passed unanimously.

Sewer District bill – Deb gave the history on this bill and recommended that the Board push more on collecting this money from the Sewer District. Brian offered to bring the issue up at the next Sewer Board Meeting he plans to attend and will report back.

Transfer of Website platform – The Board decided to place this on hold for now.

Excusing Board Member Extended Absences – AS Ben has had a scheduling conflict over the winter, Brian made a motion to excuse his extended absences through April and was seconded by Ken. Discussion needs to be had with Ben regarding this issue and appropriate notification moving forward. Motion passed unanimously.

The next meeting will be scheduled for the 3rd Tuesday of April (which is the 18th) at the usual time of 6:00pm to accommodate Board member scheduling conflicts.

With no further business to attend to, Ken made the motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at approximately 8:29pm.

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