



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**March 18<sup>th</sup>, 2025**  
**6:00 pm**

**DRAFT**

**Location:** Cooke City Community Council Meeting Room

**Board Members in Attendance:** In person: Ben Zavora  
Marilyn Hartley, Clerk & Garrett Maple, Asst Operator  
via Zoom: Lindsey Tollefson, Alex Marienthal & Josh Pierce  
Spencer Stone, Operator

**Members absent:** Brian Boyle

**Public Attendance:** In person: Steve Hartley  
via Zoom: Doug Tamke / Triple Tree Engineering, Colin Hollister & Kim Alvarez (Curb Box)

Ben called the meeting to order at 6:08pm.

The meeting was opened for public comment. None was presented

**Report from Engineers** – Doug Tamke from Triple Tree Engineering reported that the RRLG grant is on hold until they can replace some lost finding, but the District is in line for a possible \$125,000 grant. Doug reviewed a rate study spreadsheet that he prepared and had sent to Board members. Discussion was had related to commercial versus residential rates. Josh volunteered to look at how some other water districts are handling their rates.

**Update on Remote Access** – Colin reported that he has determined what is holding up the connection to the programs and will need Canyon Electric's recommendations/help to fix. He is planning to come to Cooke City the 2<sup>nd</sup> week in April and will work on it then.

**Monthly Business:**

The minutes from the February meeting were reviewed. Alex made a motion to approve the minutes as presented and Josh seconded.

The Cash report as of 2/28/25 was reviewed which showed balances of: \$12,414.42 in checking, \$68,320.21 in regular savings, \$139,585.21 in mandatory saving accounts and \$6,137.64 with the Park County Treasurer. Marilyn reported that she had moved the \$15,000 back to the savings account.

The Profit & Loss report for January indicated a loss of \$1489.09 due to higher operator expenses combined with lower revenue.

Marilyn reported during review of the 2/28/25 A/R Aging report that there were 2 customers that required shut off notices. Ben requested that copy of the statement for one of them be sent to him and he would personally approach him. Marilyn will take care of contacting the other.

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

Chk #(ACH) CenturyLink – \$112.92 – February Well house phone & internet  
Chk #(ACH) Flathead Electric – \$466.90 – February Electric

Chk #(ACH) Google LLC - \$43.20 – March email fees  
Chk #3574 Curb Box Specialists – \$607.17– Feb/March services & reimbursables  
Chk #3575 Hartland LLC (Marilyn) – \$825.00 – March Accounting Services  
Chk #3576 Montana DEQ – \$194.00 – Community Connection fee  
Chk #3577 Verizon Wireless – \$14.38 – March cell phone  
Chk #3578 Zenner Performance - \$219.93 – 1 ½” Meter & Sensus module

### **Operator Update:**

Leak Report/Status – Nothing to report

Well function report – All Well pumps appear to be working properly

Meter report – Nothing new to report

New hookups – Nothing new to report

Assistant Operator Activity – Garrett took March samples and mailed them to Bridger Lab in Bozeman. He and Spencer are working with Century Link to get the meter reading internet service back up and running.

Miscellaneous items – Spencer reported that a new modem didn't quite fix the connectivity problem with the meter reading software. There are issues that needs to be addressed. He indicated that the District has option to pay for the new modem outright at about \$200, or lease it for about \$60/month. The Board instructed him to pay for it outright and bill the District. Spencer also advised the Board that there may be new water samples besides the usual coming up.

\*\*\*Spencer sends a full report to the Board with full details and other minor issues.

### **Clerk Update:**

Marilyn reported that the tax issue with the Blain's has been addresses and an appropriate reimbursement issued. She also indicated that she has an appointment to download QuickBooks Online the following week. She also needs to get Lindsey online access to monitor checking account activity as the previous Board Chair had.

Meg requested that Marilyn send copy of the new map for on the website and Ben requested that she draft a letter to the Park County Clerk & Recorder related to annexed properties per their request.

### **Old Business:**

Website Update – Meg requested that she be sent any links so she can evaluate before posting.

Sewer District Invoice – Ben reported that the Sewer District Board changed their minds on their offer to settle for \$9000, He isn't sure how to move forward, but isn't giving up and asked Marilyn to follow up on the possibility of asking the Commissioners to authorize payment from resort tax funds.

Updating By-Laws – Alex reported that he hasn't yet created a draft of updated by-laws for Board approval, but will try to get it done for the next meeting.

Rates vs Costs – Discussed during Triple Tree Update.

### **New Business:**

Commercial vs Residential rates – Discussed during Triple Tree Update.

Meter Reading internet options – Discussed during Operator Update

Payment Options for Customers – The Board discussed the 2 options immediately available . . . through QuickBooks Online or the Wave software. No decision was made and further discussion take place at next meeting.

Updating Legal Description – Postponed to next meeting.

Well house Roof Repair – Dave Eierman presented a proposal to make the repairs to the well house roof at a cost of \$1200 and would be able to complete the work in April /May. Lindsey made a motion to accept his proposal and was seconded by Josh. All were in favor so motion passed.

An Action Item review was completed so Board members could be reminded of things they have taken responsibility for.

The April meeting will be moved to the 4thTuesday of the month which is the 28<sup>th</sup> at 6:00pm in the Chamber meeting room. This is because Ben will be unavailable for most of the month of April until then.

With no further business to attend to, Alex made the motion to adjourn and was seconded by Ben because Lindsey and Josh had to sign out early. Motion passed and Ben then adjourned the meeting at 7:41pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

\_\_\_\_\_  
Ben Zavora, Chair

\_\_\_\_\_  
Alex Marienthal, Vice Chair

\_\_\_\_\_  
Ben Boyle, Board Member

\_\_\_\_\_  
Joshua Pierce, Board Member

Date: \_\_\_\_\_

\_\_\_\_\_  
Lindsey Tollefson, Board Member