



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**May 7<sup>th</sup>, 2024**  
**6:00 pm**

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

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

**Members absent:** None

**Public Attendance:** In person: Garrett Maple & Michael Platt (Asst Operators) & Brandon Richardson  
via Zoom: Wiley Miller, Meg Simone, Dave Eierman & Kim Alvarez (Curb Box)

Jessica called the meeting to order at 6:00pm.

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

Triple Tree Engineering was not represented at the meeting. Jessica reported that she had signed the papers that they were needing and Marilyn said that she had gotten copy of the District's establishing documents for Doug from the Park County Clerk & Recorder.

**Monthly Business:**

The minutes from the March meeting & April special 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 3/31/24 was reviewed which showed balances of: \$12,343.88 in checking, \$71,097.83 in regular savings, \$139,021.17 in mandatory saving accounts and \$24,242.57 with the Park County Treasurer.

The Profit & Loss report for January indicated a profit of \$375.38 which was due to a reduction in operator expenses.

A review of the 3/31/24 A/R Aging report showed that most customers are in good standing. Marilyn reported that the Blains are paying the past due balance rather than make payments and that the sewer district is getting ready to consider paying their invoice. Discussion was had related o forgiving late fees for the sewer district when the time comes.

Following review of remaining April & early May invoices presented, Lindsey made the 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:

Chk (ACH) CenturyLink – \$112.50 – April Well house phone & internet  
Chk (ACH) Flathead Electric – \$696.05 – March Electric  
Chk #3521 Curb Box Specialists – \$3786.50 – March /April Operator services & reimbursables  
Chk #3522 Hartland LLC (Marilyn) – \$825.00 – April Accounting Services  
Chk #3523 Verizon Wireless – \$27.65 – March & April cell phone

### **Operator Update:**

Leak Report/Status – Two leaks have been identified: Tuholskie & Yellowstone Trading housing.

Well function report – No new issues since last meeting.

Meter report – There is one meter that appears to not be working at the Gandhi residence on Main St.

New hookups – No new hookups requested this month.

Miscellaneous items – Canyon Electric will be coming to work on communications issues at the well house. The new sump pump for the well house was installed, but with some difficulty. An H-rack is recommended for moving the stuff out of the vault. Garrett met with Rural Development people to give a tour of the system. They identified 3 issues: pump house roof, lock on the vault and rust on the water tank.

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

### **Clerk Update:**

Marilyn reported that she continues to provide information to Doug at Triple Tree Engineering along with her regular duties. She also gave information on the upcoming election for new Board members. There are 5 registrants for the 3 seats.

She also reminded of the upcoming rate increase effective July 1<sup>st</sup>.

### **Old Business:**

Website Update – Meg offered her assistance with scanning documents to the website.

Insurance Bids – Marilyn indicated that the application was set aside because of the delay in getting it filled out. She was instructed to send it over to the agent.

Remote Access to pump house – Spencer continues to work on this.

Tank Mixer Repair – Spencer has looked at this closer and believes the mixer can be fixed for approximately \$300 in parts plus labor which he thinks the assistant operators can handle. Brian made a motion to move forward with the repair instead of a full replacement and was seconded by Ken. Motion passed unanimously.

Tank Cleaning – Spencer got a bid for approximately \$4000. Ben made a motion to hire MidCo Diving and was seconded by Brian. After further discussion, it was determined that the assistant operators could possibly do this, too, so the item was table to the June Meeting.

Operator Contract Increase – Ben made a motion to increase the operator contract by \$25 to \$375 per month retroactive to January 2024. Brian seconded and motion passed unanimously.

Lead Service lines – This project needs to be completed and reported by the District by October 17<sup>th</sup>. There are grants available from MT DOC and DEQ in the amount of \$5000 for this project and loans available to property owners to make any necessary repairs of lead is found.

**New Business:**

Miller & Richardson Hookup and/or Annexation – The process for each was reviewed and it became apparent that forms need to be revised or created. Ben & Lindsey will work on these for approval at next meeting.

Before adjournment, Spencer again brought up reimbursement for YNP entrance fees. The Board had previously voted to not cover them. After further discussion, Lindsey made a motion to pay for an annual pass for Spencer and was seconded by Brian. Jessica, Lindsey, Brian and Ken voted in favor. Ben voted against. Motion passed.

Due to the early meeting in April and vacation schedules of Board members, the next meeting will be held on June 4<sup>th</sup> at the usual time and place.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Lindsey. Jessica then adjourned the meeting at 8:01 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

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

BOARD APPROVAL:

\_\_\_\_\_  
Jessica Baumgartner, Chair

\_\_\_\_\_  
Brian Boyle, Board Member

\_\_\_\_\_  
Ken Hufford, Board Member

\_\_\_\_\_  
Lindsay Tollefson, Board Member

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Ben Zavora, Board Member