



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
October 17th, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Brian Boyle, Ken Hufford & Ben Zavora
Lindsey Tollefson (via Zoom)
Marilyn Hartley, Clerk (via Zoom)

Members absent: Operator Spencer Stone & Caleb Burnley, Asst Operator

Public Attendance: Meg Simone (via Zoom)

Jessica called the meeting to order at 6:01pm.

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

Vault Project:

There has not been any communication from Canyon Electric. Jessica is preparing a letter to let them know that Cooke City Water will not postpone the completion of the vault project until spring and that it needs to be done by December 15th.

Monthly Business:

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

The Cash report as of 9/30/23 was reviewed which showed balances of: \$24,939.98 in checking, \$70,937.61 in regular savings, \$138,760.79 in mandatory saving accounts and \$1,926.34 with the Park County Treasurer.

The Profit & Loss report for September indicated a profit of \$2061.09 with no issues noted.

A review of the 9/30/23 A/R Aging report showed that most customers are in good standing. Other than the Kautz 2nd account, there were no significant delinquencies.

Following review of October 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:

Chk (ACH) CenturyLink – \$68.22 – October Well house phone
Chk #3474 Leavitt Group - \$3469.00 – 2023-24 Liability Insurance premium
Chk #3485 Caleb Burnley - \$150.00 – Labor for sealing vault
Chk #3486 Curb Box Specialists Inc – \$525.00 – October Operator services & Reimbursements
Chk #3487 Flathead Electric – \$498.89 – September Electric
Chk #3488 Hartland LLC (Marilyn) – \$825.00 – October Accounting Services
Chk #3489 Verizon Wireless - \$13.67 – September Cell Phone

Operator Update:

Leak Report/Status – No report. None reported.

Well function report – The wells appear to be functioning properly.

Meter report – Ben reported that Mike from Zenner was there trying to get the meters for the pumps working. No report available.

New hookups – Brandon Richardson is inquiring about the potential to connect his second dwelling directly to the system. It would be a hot tap only and he will need to coordinate with Spencer to get it done.

Clerk Update:

Marilyn reported that she was able to get a list of District taxpayers from the Park County Treasurer for creating a customer database of property in the District. She also passed on a communication from the Wendy Blain regarding what she believes to be an excessive charge for a leak at her father's cabin. It was decided to have Spencer research prior to the Board addressing the issue.

Old Business:

Website Update – Meg reviewed the cost of different options for resolving email issues. She recommended leaving the domain with iPage and moving emails to Rural Water Impact. She offered to set up training before the December meeting when she will be in Cooke City again.

Insurance Bids – Leavitt Group was only able to acquire a proposal for liability insurance. Apparently, facilities insurance won't be available until the claim from vault damage is closed. Board members will continue to look for property insurance elsewhere.

Records Retention Legalities – The Board continued discussion regarding electronic records storage. Maryanne @ MSU Extension has not yet responded to a request for legal determination related to this potential.

Assistant Operator Search – No further work or movement on this. There is a possibility to keep Caleb on in a different capacity.

Paying for 2nd Asst Operator training – Jessica raised the question regarding paying for a 2nd Asst Operator to take the training & test to officially take water samples, etc. The general consensus was that the Board needed to do that.

Communication w/New Engineer – Lindsey shared that she has notified Triple Tree Engineering that their RFQ was accepted and wants to set up a meeting with them to discuss the needs of the District with them. She asked Marilyn to search for a template to create a contract for them.

Implementing One-call Locates – Ben stated that he needs more clarification before further discussion can be had. In Spencer's absence, he will see what he can find out otherwise.

New Business:

Changing email platform – Ben made a motion to follow through with Meg's advice from earlier in the meeting.

Access to Software – After discussion, Ben made a motion that those who should be allowed to access Water District software are: Board members, Water & Sewer District Engineers, water board operators and the water board clerk. He was seconded by Brian and motion passed unanimously. This will need to be put into the next revision of the Rules & Regulations.

Paying Caleb moving forward – Tabled to next meeting.

Protocol for renting De-icer Equipment – Several thoughts were presented as to establishing a protocol and cost for allowing customers to use the new de-icer equipment. No official determination was made at this time. Input from Spencer is needed.

The next meeting will be set for the 2nd Tuesday of November (which is the 14th) due to the Thanksgiving holiday at the usual time of 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at 7:25pm.

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: _____