



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**October 22<sup>nd</sup>, 2024**  
**6:00 pm**

**DRAFT**

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

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

**Members absent:** Brian Boyle

**Public Attendance:** In person: Ken Hufford  
via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone, Colin Hollister,  
& Kim Alvarez (Curb Box Specialists)

Ben called the meeting to order at 6:06pm.

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

Doug Tamke from Triple Tree Engineering provided an update as to the status of the PER grant funds and other grants that can be applied for. Ben made a motion to allow Lindsey to sign for the draw of funds for the PER grant and sign applications for other grants that the Board decides to apply for. He was seconded by Alex and motion passed unanimously. Triple Tree will research the WRDA Grant for potential application.

The Board received an update on the status of setting up the network at the wellhouse.

**Monthly Business:**

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

The Cash report as of 8/31/24 was reviewed which showed balances of: \$29,818.43 in checking, \$68,254.35 in regular savings, \$139,334.29 in mandatory saving accounts and \$8,646.84 with the Park County Treasurer.

The Profit & Loss report for September indicated a loss of \$4,364.39 which was due to liability insurance premium and slightly higher operator costs.

A review of the 9/30/24 A/R Aging report showed that there are several customers who are behind again, but payment has already been received for many of them.

Following review of October invoices presented, Ben made the motion to approve all of them, but hold the Snow Lode check until he communicates with Colin. He was seconded by Lindsey. Everyone was in agreement, so Board members signed off on bill payments as follows:

Chk #3549 Canyon Electric – \$4007.71 – Vault H-Frame & install RGCs  
Chk #(ACH) CenturyLink – \$112.86 – October Well house phone & internet  
Chk #3550 Curb Box Specialists – \$5043.96 – Aug / Sept Operator services & reimbursables  
Chk #(ACH) Flathead Electric – \$563.90 – September Electric  
Chk #3551 Hartland LLC (Marilyn) – \$825.00 – October Accounting Services

Chk #3552 MidCo Diving & Marine – \$4326.00 – Tank cleaning & inspection  
Chk #3553 Quality Propane – \$378.00 – Propane tank refill  
Chk #3554 Snow Lode Resources – \$1878.42 – Assistance w/wellhouse electronics  
Chk #3555 Verizon Wireless – \$14.41 – September cell phone

### **Operator Update:**

Leak Report/Status – None showing on meter report.

Well function report – All 3 wells appear to be functioning properly.

Meter report – No malfunctions reported with exception of 1 that remains unassociated.

New hookups – The Marienthal hookup/hot tap is complete. Belschwender hookup is temporarily on hold pending the hiring of a contractor.

Assistant Operator Certification – Garrett has taken the test and is waiting on results.

Miscellaneous items – Spencer presented the following:

- Ben made a motion to reimburse Garrett for expenses related to certification travel & application costs
- Spencer reported that the vault screen needs to be adjusted to the rest of the system.
- Spencer presented a schedule for Garrett's items for attention in the next few weeks.

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

### **Clerk Update:**

Marilyn reported that she continues to work on closing the fiscal year in preparation for the Annual Financial Report to the State.

Lindsey offered to provide contact info of someone who could provide assistance for QuickBooks Online.

Marilyn reported that she has completed review of the District boundaries and was instructed to withhold the map from the Sewer District until Ben has opportunity to communicate with that Board.

The Board asked Marilyn to communicate with Sarah @ Triple Tree Engineering regarding prepayment of the PER Grant invoice and copy Lindsey on the email. There is concern that prepayment could nullify receipt of grant funds.

Leavitt Insurance Group has been able to find a company that is willing to provide a bid for property insurance. The Board is interested, but would like to give a little more time for Josh to communicate with his contact to see if there may be any other offer for consideration. Meanwhile, the Board instructed Marilyn to have Leavitt increase the coverage to well house content to \$65,000 and provide and updated premium.

### **Old Business:**

Website Update – Meg reported that she needs a little more time to set up the new emails.

Insurance Bids – Josh will try to make contact with his agent again.

Lead Service Lines – Curb Box/Spencer has offered to complete this project for \$250.

Sewer District Invoice – Tabled pending Ben's communication with the Sewer Board.

### **New Business:**

Rates vs Costs – The Board discussed raising rates for businesses and the possibility of finding a grant to help calculate a new rate.

Updating By-Laws – Alex volunteered to review the existing by-laws to look for ‘tweaks’ that should be made.

3 Yrs Profit & Loss – Lindsey reported that she has saved the statements to Google Drive for the Board to review.

Revisions to Request for Service Form – Ben will review and send to Lindsey for input.

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

Due to availability of board members, a brief November meeting will be held earlier on Thursday, November 7<sup>th</sup> at 6:00pm in the Chamber meeting room to approve bill payments and review property insurance status. Then, the December meeting will be moved up to the 10<sup>th</sup> to accommodate the holidays.

With no further business to attend to, Josh made the motion to adjourn and was seconded by Lindsey. Motion passed and Ben then adjourned the meeting at 8:13 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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

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

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

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

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