



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 24st, 2024
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

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

Members absent: Brian Boyle & Garrett Maple (Asst Operator)

Public Attendance: In person: None
via Zoom: Doug Tamke & Brad Koon / Triple Tree Engineering, Meg Simone, Colin Hollister,
& Kim Alvarez (Curb Box Specialists)

Ben called the meeting to order at 6:04pm.

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

Doug Tamke from Triple Tree Engineering reported that he's still working through the MCEP application and looking that an Economic Development Grant for match funds. Brad will find out the cost of the application(s) and report back.

Monthly Business:

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

The Cash report as of 7/31/24 was reviewed which showed balances of: \$34,769.15 in checking, \$68,176.98 in regular savings, \$139,282.75 in mandatory saving accounts and \$8,646.84 with the Park County Treasurer.

The Profit & Loss report for August indicated a loss of \$34,464.60 which was due to the larger invoice for PER engineering.

A review of the 8/31/24 A/R Aging report showed that there are several customers who are now risking shutoff. Marilyn will begin shutoff communication with those accounts that are past due..

Following review of September invoices presented, Ben 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 – \$112.69 – September Well house phone & internet
- Chk #3544 Curb Box Specialists – \$4655.96 – July / August Operator services & reimbursables
- Chk #(ACH) Flathead Electric – \$509.08 – August Electric
- Chk #3545 Hartland LLC (Marilyn) – \$825.00 – September Accounting Services
- Chk #3546 Leavitt Insurance Group – \$3469.00 – FY25 Liability Insurance
- Chk #3547 Verizon Wireless – \$13.89 – August cell phone

Operator Update:

Leak Report/Status – Spencer reported no new leaks that he’s aware of. He and Garrett continue to monitor existing ones that are ongoing.

Well function report – None known of.

Meter report – All meters appear to be working at this time.

New hookups – There are 3 new hookups coming up. Spencer will be assisting Alex with his after the meeting. Bill Whittle is working on his and the Belschwender hookup will be happening in the next month or so.

Miscellaneous items – Spencer presented the following:

- Spencer reported that MIDCo Diving inspected the water tank before Labor Day and an invoice will be forth-coming.
- Greg @ Canyon Electric is coming the next day to work on the remote access to the well house controls
- A propane delivery has been ordered for the well house.
- Garret has been signed up for Water Schoolin early October.

***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. After discussion, the Ben made a motion to acquire the online version of QuickBooks and then evaluate the Wave software for billing . . . which could potentially facilitate credit card payments by customers.

Discussion was had as to how to get signatures for updating the bank accounts. She will meet Lindsey in Bozeman when she’s there over the weekend. Then, she will request a debit card for Meg to be able to utilize Google Workspace.

Marilyn reported that she has acquired a map from Park County and is more than halfway through verification of District boundaries and making sure that all properties are being included in the District’s tax levy.

Old Business:

Website Update – Meg will begin preliminary setup of a structure for Google Workspace.

Insurance Bids – Josh has made contact with an agent who may be able to help acquire property insurance. He will need to have at least 3 years of Annual Financial Reports to present to the companies. Marilyn will provide by the end of the week.

Lead Service Lines – Meg is working on it and says there are about 24 properties left. Lindsey offered to assist.

Vault Equipment – Greg / Canyon Electric is coming soon to work on it.

Remote access to Well house – Colin reported on the things that he believes need to be done and will be working with Canyon Electric to accomplish the task of getting things to work correctly.

Asst Operator Certification – The District has sent the check to pay for Garrett’s certification school / test. Ben is working on requesting temporary certification for Garrett to be able to take water samples which would free Spencer up from having to come each month to take them. The Board requested notification of his test results as soon as they are available.

New Business:

Job Duties for Vice Chair & Treasurer – Discussion determined that the Board Treasurer should oversee the budget and big-picture accounting items. The Vice-Chair will fill in gaps as needed and run meetings in the absence of the Chair.

FY25 Budget – Lindsey made a motion to approved the FY25 Budget as presented by Marilyn and was seconded by Ben. Motion passed unanimously.

Rates vs Costs – Marilyn provided the 3 years of Profit & Loss as requested earlier. It was determined to keep talking as more information comes to light.

Updating By-Laws – Ben and Lindsey will work on evaluating the existing by-laws to look for things that may need to be changed.

Hiring an Attorney – Marilyn reported that the District already has an attorney. . . Jones Law Firm out of Billings.

Board Insurance – Marilyn provided copy of the portion of the existing liability insurance policy that applies to officers.

Sewer District Invoice/Account – The Sewer Board is stone-walling on even discussing the amount due to the water district. Deb Purvis will consult with MSU Extension to see what can be done.

3 Yrs Profit & Loss – Tabled to give more time to evaluate.

Revisions to Request for Service Form – Discussion was had on changes to wording and cost to update the form. Most specifically, clarification needs to be added which emphasizes that the District’s responsibility ends at the curbstop.

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

The October meeting will be held on Tuesday, October 22nd at 6:00pm in the Chamber meeting room.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Alex. Motion passed and Ben then adjourned the meeting at 8:07 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: _____