



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**September 26<sup>th</sup>, 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)  
Operator Spencer Stone (via phone) & Marilyn Hartley, Clerk

**Members absent:** Caleb Burnley, Asst Operator

**Public Attendance:** Deb Purvis, Dave Eiermann & Meg Simone (via Zoom)

Jessica called the meeting to order at 6:05pm.

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

**Vault Project:**

Spencer reported that Canyon Electric has asked if they could put off finishing the vault project in the spring. The Board rejected that idea and asked Marilyn to write a letter to them to that affect.

The minutes from the August 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 8/31/23 was reviewed which showed balances of: \$22,102.67 in checking, \$70,865.93 in regular savings, \$138,714.80 in mandatory saving accounts and \$1857.67 with the Park County Treasurer. Ken requested a list of the 4 bonds to include: lender, beginning balance, current balance & interest rate.

The Profit & Loss report for August indicated a deficit of \$4845.76 due to a second payment for parts & supplies related to the temporary repair at the vault.

A review of the 8/31/23 A/R Aging report showed that most customers are in good standing. Marilyn is waiting for the Board to review her proposed letter to Mr. Kautz before communicating further.

Following review of September invoices presented, Lindsey made a motion to approve all of them and was seconded by Ben. Everyone was in agreement, so Board members signed off on bill payments as follows:

Chk (ACH) CenturyLink – \$63.81 – September Well house phone  
Chk #3479 Curb Box Specialists Inc – \$1350– September Operator services & Reimbursements  
Chk #3480 Flathead Electric – \$640.18 – August Electric  
Chk #3481 Hartland LLC (Marilyn) – \$825.00 – September Accounting Services  
Chk #3482 Unemployment Contributions Bureau – \$6.25 – FY23 4<sup>th</sup> Qtr SUTA  
Chk #3483 Verizon Wireless - \$13.59 – August Cell Phone

**Operator Update:**

Leak Report/Status – Spencer reported that the flushing mechanism at Skunk Hollow has developed a leak and may be why there wasn't any freezing issue there in the spring.

Well function report – The wells are running fine, but the vault top needs anchored and sealed. Ben will ask Caleb to see if he would have time to do it.

Meter report – Spencer looked for the Kautz meter pit and found it full of gravel from last spring's flooding. He communicated with Mr. Kautz and was told that they'd like to move the meter inside. He also reported that Zenner is coming to fix the wiring issue at the pump house.

New hookups – No new requests at this time.

### **Clerk Update:**

Marilyn continues to work on the annual state reporting and RD annual report.

### **Old Business:**

Website Update – Meg reminded about getting meeting documents to post on the website. A few board members reported having trouble setting up their 'cokecitywater.org' emails. Meg will resend instructions and Lindsey will help when she'd in town again if needed.

Insurance Bids – Ben is still waiting on a bid from the insurance agent he's been working with. Brian made a motion to table this item to the next meeting and was seconded by Ken. Motion passed unanimously.

Records Retention Issues – Ben suggested that the District use Google Drive for storing documents, etc. and made a motion to that affect after checking legality with Park County Extension. The motion was seconded by Brian and motion passed unanimously.

Assistant Operator Search – Jessica reported that she hasn't done anything formally yet . . . only talking with people verbally. So far, there has been no response. She is considering moving in that direction herself. Ben suggested that the Board pay for the training that will be required for whomever takes on the position, but no motion was made at this time.

Anti-freezing Equipment – After a brief discussion, Ben made a motion to purchase the anti-freezing equipment recommended by Spencer with the 200-foot hose extension and any extended warranty that is available at a cost of up to \$4500. Brian seconded and motion passed unanimously. Spencer will have it delivered to Billings and bring it with him the next time he travels to Cooke City and provide training for correct use. Ken suggested that the old hoses, etc be located and collected if possible.

Implementing One-call Locates – Ben questioned why a Board decision was necessary. This should be a matter of course for anyone who is needing to dig.

### **New Business:**

Changing email platform – IT has already been determined that moving everything is not cost-effective. It was determined to table further discussion/decision to the next meeting with a vote no later than the November meeting and transitioning of any functions by the end of December.

New Engineer Choice – There were 2 responses to the RFQ that was issued . . . Triple Tree Engineering and WGM Engineering. After careful review and consideration, Brian made a motion to hire Triple Tree

Engineering because they are less expensive, already work with the sewer district, have a good grant writer on staff and believes the smaller company would be more personal and easier to work with. Lindsey seconded and motion passed unanimously. She will write the letters to both companies.

The next meeting will be set for the 3<sup>rd</sup> Tuesday of October (which is the 17<sup>th</sup>) 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 7:45pm.

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: \_\_\_\_\_