



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
April 21st 2026
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Ben Zavora
via Zoom: Alex Marienthal & Lindsey Tollefson
Marilyn Hartley, Clerk & Ben King/Asst Operator

Members absent: Brian Boyle, Josh Pierce & Spencer Stone, Operator

Public Attendance: In person:
via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone, Charlotte Bernhardt
Michael Medini/Zenner & Beth Woodson

Ben called the meeting to order at 6:15pm.

The meeting was opened for public comment for non-agenda items. None was presented

Presentation of PER from Engineers (Doug Tamke from Triple Tree Engineering)

General Information – Doug reviewed the completed PER including identified issues, proposed repairs and grant funding available.

Grant finances – Covered in PER.

Permit Perfection – Still no response from DNRC.

Monthly Business:

The minutes from the March meeting was reviewed. Lindsey made a motion to approve the minutes as presented and Ben seconded. All were in favor, so motion passed.

The Cash report as of 3/31/26 was reviewed which showed balances of: \$51,488.57 in checking, \$68,607.38 in regular savings, \$140,053.66 in mandatory saving accounts and \$14,660.97 with the Park County Treasurer.

The Profit & Loss report for January indicated a loss of \$4254.15 due mostly to extra operator expenses.

The 3/31/26 A/R Aging report provided indicated that one customer who habitually late is still further out than is acceptable. Ben again indicated that he would try again to visit that customer and to still not threaten shut-off yet. Otherwise, there are a few that are a little late, but not worrisome.

Following review of April 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 – \$130.35 – April Well house phone & internet
Chk #(ACH) Flathead Electric – \$475.35 – March Electric
Chk #(Debit) Google LLC - \$50.40 – March email fees
Chk #3636 Curb Box Specialists – \$1439.15 – March operator services & reimbursements

Chk #3637 Hartland LLC (Marilyn) – \$825.00 – April Accounting Services
Chk #3638 Triple Tree Engineering – \$12,638.46 – March Engineering Services
Chk #3639 Verizon Wireless - \$39.51 – March cell service

Chk # (ACH) Rural Development - \$ 3478.00 – Monthly loan payments
– Bi-Annual loan payment

Operator Update:

Leak Report/Status – Miners still has a consistent leak and High Country Motel has a sporadic one.

Well function report – Nothing new.

Meter report – Exxon House meter stopped working. It is suspected that the sewer contractor damaged the electrical line supplying that meter. Zenner is coming in June to help resolve existing issues.

New hookups – The Belschwender meter will need installed by the end of summer.

Assistant Operator Activity/Water samples – Sample testing is up to date, but there are still struggles with mailing them in. Spencer announced that there will need to be a test for plastics which DEQ will pay for.

Miscellaneous items – The new assistant operator, Ben King, was introduced to the Board. No word on the April sample.

***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 her usual duties. Lindsey requested a new link to electronically sign the legal description. Marilyn updated the Board on the rate structure increase process.

Old Business:

Website Update – Meg reported that she knew of no issues at this time and she will need to make email address changes upon confirmation of Charlotte being appointed to the Board.

Resort Tax Application / Sewer District Invoice – Marilyn informed the Board that there is no way on either side to dogmatically document the engineering portion of the invoice to the Sewer District. She recommended that that portion of the invoice be removed and the late fees be adjusted accordingly. Ben made the motion and Lindsey seconded. Motion passed unanimously.

Appointment new Board Members – Lindsey moved that Ben be re-appointed to his seat and was seconded by Alex. Ben moved that Charlotte Bernhardt be appointed to fill the vacancy from Brian Boyle and was seconded by Lindsey. Both motions passed unanimously.

New Business:

Satellite Beta test site for Zenner – After a brief discussion, Ben made a motion to apply to be a beta test site for satellite service to more remote locations if Zenner is interested. He was seconded by Lindsey and Alex agreed, so motion passed.

Approve Rate increase letter to customers – The Board review and made minor changes and additions to Marilyn's draft letter to customers regarding the Board's intention to raise water rates. Ben then made the motion to approve the revised letter and was seconded by Lindsey. The motion then passed unanimously.

The Board then discussed the need to redo the public hearing for the PER due to inadequate agenda posting. It was then decided to have a second PER hearing on Wednesday, April 6th at 6:00pm in the Chamber Meeting Room.

An Action Item review was completed so Board members could be reminded of things they have taken responsibility for. Marilyn will send out the revised customer letters, create the agenda for the PER meeting, check with the attorney on electronic signature for Lindsey and follow up with resort tax. Ben will make sure that the April sample has been taken.

The next regular meeting will be held on Tuesday, May 19th at 6:00pm in the Chamber meeting room. The public hearing on the rate increase will be held prior to the regular meeting at 5:00pm at the Chamber. Board members will plan to attend in person.

With no further business to attend to, Lindsey made the motion to adjourn and was seconded by Ben. Motion passed unanimously and Ben then adjourned the meeting at 8:05pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Ben Zavora, Chair

Alex Marienthal, Vice Chair

Charlotte Bernhardt, Board Member

Joshua Pierce, Board Member

Lindsey Tollefson, Board Member/ Treasurer

Date: _____