

Meeting Date: August 22<sup>nd</sup>, 2023

**COOKE CITY WATER DISTRICT**

(Marilyn's phone if needed – 333-4551, or cell: 223-1989)

**Call to order**

**Public Comment**

**Update / Discuss / Decide on Vault Project Items & Issues**

- 1) Review / Approve July minutes
- 2) Cash Report as of 7/31/23
- 3) Review July Profit & Loss
- 4) Review A/R Report as of 7/31/23
- 5) Approve & sign August bill payments

**Operator Update:** (Spencer / Caleb)

- 1) Leaks report/status
- 2) Well function report
- 3) Meter report
- 4) New hookups requests (if any)

**Clerk Update:** (Marilyn)

- 1) Current focus / projects / issues

**Old Business**

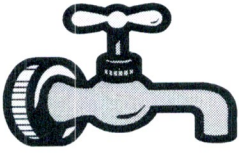
- 1) Website Update
- 2) Update / Discuss / Decide on Insurance applications/bids
- 3) Update on Record Retention changes
- 4) Update on RFQ advertising for new Engineer
- 5) Update on Assistant Operator search
- 6) Update on Marienthal hook-up
- 7) Update on communication with Wiley Miller (re: annexation)

**New Business:**

- 1) Discuss / Decide on Hartland LLC Contract
- 2) Discuss / Decide on billing for Kautz new build
- 3) Discuss options for Harris St laterals - Tuhoskie

Next meeting schedule

**Motion to Adjourn**



Cooke City, Park County, Water District  
P. O. Box 1833  
Livingston, MT 59047  
406-224-3891

**MEETING SIGN IN SHEET**

August 22nd, 2023

Board Members:

Jessica Baumgartner, Chair \_\_\_\_\_  
Brian Boyle \_\_\_\_\_  
Ken Hufford \_\_\_\_\_  
Lindsey Tollefson \_\_\_\_\_  
Ben Zavora \_\_\_\_\_

Members of the Public:

Marilyn Hartley, Clerk \_\_\_\_\_  
Spencer Stone, Operator \_\_\_\_\_  
Caleb Burnley, Asst Operator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please write or print legibly.***

**Cooke City, Park County, Water District**  
**Balance Sheet**  
As of July 31, 2023

Jul 31, 23

**ASSETS**

## Current Assets

## Checking/Savings

102100 · Cash Balance	
102101 · American Bank Checking	28,364.57
102102 · American Bank Savings	70,865.93
102103 · Construction Account	500.00
102104 · Debt Reserve Account	72,297.78
102105 · Short Lived Assets	66,369.90

Total 102100 · Cash Balance 238,398.18

Total Checking/Savings 238,398.18

## Accounts Receivable

110000 · Taxes Receivable	826.30
122000 · Accounts Receivable	13,665.99

Total Accounts Receivable 14,492.29

## Other Current Assets

132000 · Due From Other Govts 1,371.28

Total Other Current Assets 1,371.28

Total Current Assets 254,261.75

## Fixed Assets

## 180000 · Capital Assets

189500 · Water System	3,206,003.81
189510 · Accumulated Depreciation	-822,592.69

Total 180000 · Capital Assets 2,383,411.12

## 186000 · Machinery &amp; Equipemnt

2,794.00

## 186010 · Computers &amp; Software

2,947.50

Total Fixed Assets 2,389,152.62

**TOTAL ASSETS 2,643,414.37**

**LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Other Current Liabilities

206120 · Payroll Liability Acct -482.50

Total Other Current Liabilities -482.50

Total Current Liabilities -482.50

## Long Term Liabilities

## 231000 · Long Term Liabilities

231005 · Series A	472,291.76
231010 · Series B	216,487.74
231015 · Series C	251,014.87
231020 · Series D	309,663.38

Total 231000 · Long Term Liabilities 1,249,457.75

Total Long Term Liabilities 1,249,457.75

Total Liabilities 1,248,975.25

## Equity

272000 · Unreserved Ret Earn/Fund Bal. 1,366,564.87

3000 · Opening Bal Equity 34,587.34

Net Income -6,713.09

Total Equity 1,394,439.12

**TOTAL LIABILITIES & EQUITY 2,643,414.37**

Cooke City, Park County, Water District  
Profit & Loss  
July 2023

	Jul 23
Ordinary Income/Expense	
Income	
340000 · Charges for Services	7,574.03
340100 · Connection & Collection Fees	2,280.00
360000 · Revenues	
360010 · Resort Tax Revenue	20,000.00
360020 · Property Tax Revenue	
363040 · P & I on Late Tax Payments	43.40
Total 360020 · Property Tax Revenue	43.40
Total 360000 · Revenues	20,043.40
371000 · Investment & Royalty Earnings	
371001 · Interest earned	47.10
371002 · Finance Charges	142.75
Total 371000 · Investment & Royalty Earnings	189.85
Total Income	30,087.28
Gross Profit	30,087.28
Expense	
430500 · Water District	
430510 · General Administration	
340-A · Utilities	78.08
351-A · Prof Services - Auditing	750.00
610-A · Loan Payment - Principle	11,067.96
620-A · Loan Payment - Interest	7,489.04
Total 430510 · General Administration	19,385.08
430530 · Water Source & Pumping	
340-B · Utility Services	479.52
350-B · Contract Svcs - Water Operator	745.00
358-B · Testing Samples	50.00
900-B · Capital Outlay	13,842.66
Total 430530 · Water Source & Pumping	15,117.18
430550 · Transmission & Distribution	
350-C · Contract Svcs - Water Operator	650.00
365-C · Prof Services - Engineering	1,648.11
Total 430550 · Transmission & Distribution	2,298.11
Total 430500 · Water District	36,800.37
Total Expense	36,800.37
Net Ordinary Income	-6,713.09
Net Income	<u>-6,713.09</u>



# COOKE CITY WATER DISTRICT

## Voucher for Bill Payment Approval

for 8/22/23 Meeting

Chk # August

3464	Canyon Electric	\$	7,131.07	Vault Repair - Draw #2
ACH	CenturyLink	\$	63.81	August well house phone
3465	Curb Box Specialists Inc	\$	2,350.00	July/August Operator fees & reimbursables
3467	Flathead Electric	\$	533.87	July Electric
3468	Hartland LLC	\$	750.00	August Clerk Services
3469	JT Upkeep & Property Mgmt LLC	\$	-	
3470	Montana State Fund	\$	25.27	FY23 4th Qtr Workers Comp
-	Unemployment Contributions Bureau	\$	-	
-	US Treasury (IRS)	\$	-	
3472	Verizon Wireless	\$	14.97	July Cell Phone

**\$ 10,868.99**

ACH

**\$ 18,557.00** Regular monthly loan payments

Total: **\$ 29,425.99**

\_\_\_\_\_  
Jessica Baumgartner, Chair

\_\_\_\_\_  
Brian Boyle, Board Member

\_\_\_\_\_  
Ken Hufford, Board Member

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

\_\_\_\_\_  
Ben Zavora, Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marilyn Hartley, Clerk



**Cooke City Water District**  
**Preliminary Budget**  
 Fiscal Year 2023-24

**REVENUE**

Account #	Description	FY23 Adopted	FY23 Final	FY24 Proposed	Notes
331000	Federal Grants	\$ 189,000.00	\$ -	\$ -	
334000	State Grants		\$ -	\$ -	
337000	Resort Tax Revenue	\$ 76,000.00	\$ 20,000.00	\$ 20,000.00	Resort Tax
340000	Charges for Service	\$ 85,000.00	\$ 79,574.04	\$ 85,000.00	
340100	Hookup & Collection Fees	\$ 2,500.00	\$ -	\$ 5,000.00	1 New hookup + fees
360020	Property Tax Revenue	\$ 33,000.00	\$ 31,596.29	\$ 32,000.00	
362000	Miscellaneous Revenue		\$ 5,632.07	\$ 42,000.00	Insurance Payments
371001	Interest Earned	\$ 100.00	\$ 359.20	\$ 350.00	
371002	Finance Charges	\$ 200.00	\$ 1,775.22	\$ 1,000.00	
381070	Proceeds from New Debt	\$ 50,000.00	\$ -	\$ -	
		\$ 435,800.00	\$ 138,936.82	\$ 185,350.00	

**EXPENDITURES**

Account #	Description	FY23 Adopted	FY23 Final	FY24 Proposed	Notes
430510.220A	Admin - Office Equipment	\$ 200.00	\$ -	\$ 200.00	Custom Envelopes, deposit slips & checks
430510.235A	Admin - Postage	\$ 75.00	\$ -	\$ -	
430510.330A	Admin - Pub, Subscript, Dues	\$ 2,000.00	\$ 1,684.13	\$ 1,500.00	(Legal ads, etc)
430510.340A	Admin - Utilities	\$ 250.00	\$ 376.42	\$ 375.00	Cell phone chgs,
430510.350A	Admin - Prof Services	\$ 4,000.00	\$ 10,902.29	\$ 10,000.00	Liab Ins, PO Box, Elections, etc
430510.351A	Admin - Accounting Services	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	Clerk - Hartland
430510.355A	Admin - Licenses & Permits	\$ 500.00	\$ 391.42	\$ 400.00	Forest Service permit, etc
430510.360A	Admin - Legal Fees	\$ 1,000.00	\$ 1,380.00	\$ 1,000.00	
430510.369A	Admin - Grant Services		\$ 1,175.00	\$ -	
430510.370A	Admin - Travel & Training	\$ 100.00	\$ 215.00	\$ 100.00	( inc. mileage)
430510.390A	Admin - Other Purchased Svcs	\$ 2,000.00	\$ 525.00	\$ 500.00	Software Support, website, etc
430510.620A	Admin - Debt Principle	\$ 29,000.00	\$ 31,577.78	\$ 34,000.00	
430510.620A	Admin - Debt Interest	\$ 43,000.00	\$ 36,838.22	\$ 38,000.00	
		\$ 91,125.00	\$ 94,065.26	\$ 95,075.00	

Account #	Description	FY23 Adopted	FY23 Final	FY24 Proposed	Notes
430550.110C	Source - Salary & Wages	\$ -	\$ 2,950.00	\$ 1,500.00	
430530.220B	Source - Operating Equipment	\$ 200.00	\$ -	\$ 200.00	
430530.230B	Source - Repair & Maint Supplies	\$ 500.00	\$ -	\$ 500.00	
430530.340B	Source - Utilities	\$ 7,000.00	\$ 8,862.22	\$ 8,500.00	electric & phone
430530.350B	Source - Prof Services - Operator		\$ 8,422.93	\$ 3,500.00	
430530.358B	Source - Sample Testing	\$ 750.00	\$ 3,723.00	\$ 750.00	
430530.360B	Source - Repair & Maint Svcs	\$ 2,500.00	\$ 6,493.50	\$ 2,500.00	contracted repairs
430530.365B	Source - Engineering Svcs	\$ 1,500.00	\$ -	\$ 1,500.00	
430530.900B	Source - Capital Outlay	\$ 15,000.00		\$ 42,000.00	Vault Project
		\$ 27,450.00	\$ 30,451.65	\$ 60,950.00	

Account #	Description	FY23 Adopted	FY23 Final	FY24 Proposed	Notes
430550.110C	Dist - Salary & Wages	\$ -	\$ 2,950.00	\$ 1,500.00	
430550.220C	Dist - Operating Equipment	\$ 500.00	\$ 2,825.37	\$ 1,500.00	
430550.230C	Dist - Repair & Maint Supplies	\$ 1,000.00	\$ -	\$ 500.00	
430550.350C	Dist - Prof Services - Operator		\$ 8,422.91	\$ 3,500.00	
430550.360C	Dist - Repair & Maint Services	\$ 5,000.00	\$ 1,210.00	\$ -	Contracted repairs
430550.365C	Dist - Engineering Svcs		\$ 11,709.55	\$ -	
430530.900C	Dist - Capital Outlay	\$ 350,000.00		\$ -	Skunk Hollow Project / FEMA Repairs
430570.810D	Collections - Postage	\$ 25.00		\$ 25.00	
430570.810D	Collections - Bad Debt	\$ -	\$ -	\$ -	
		\$ 356,525.00	\$ 27,117.83	\$ 5,525.00	

**Total Expenditures**

\$ 475,100.00    \$ 151,634.74

**\$ 161,550.00**

Total Profit/Loss

**\$ 23,800.00**