



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
August 22nd, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: Jessica Baumgartner, Ken Hufford, Ben Zavora, Lindsey Tollefson
Operator Spencer Stone & Marilyn Hartley, Clerk (both via Zoom)

Members absent: Brian Boyle, Caleb Burnley, Asst Operator

Public Attendance: Deb Purvis, Lilly Tuhoskie (both via Zoom)

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

The meeting was opened for public comment. Deb Purvis notified the Board that a legal description for the water district was needed by the sewer district to continue moving forward with their system project. Marilyn will see if Park County GIS can provide one.

Vault Project:

Spencer reported that everything at the vault is still working and that Greg @ Canyon Electric is waiting on parts to complete the upgraded repairs. He anticipates being able to do the permanent repairs by December 1st, if not before. Marilyn indicated that MACo has provided ¾ of the repair estimated and will send the balance when the repair is complete.

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

The Cash report as of 7/31/23 was reviewed which showed balances of: \$28,864.57 in checking, \$70,865.93 in regular savings, \$138,667.68 in mandatory saving accounts and \$1371.28 with the Park County Treasurer.

The Profit & Loss report for July indicated a deficit of \$6713.09 due to payment for the temporary repair at the vault.

A review of the 7/31/23 A/R Aging report showed that most customers are in good standing. Marilyn was asked to start communicating with the Kautz balance at 407 Skunk Hollow.

Following review of August 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 – August Well house phone
Chk #3473 Canyon Electric – \$7,131.07 – Materials for permanent repair to vault
Chk #3474 Curb Box Specialists Inc – \$2350.00 – August Operator services & Reimbursements
Chk #3475 Flathead Electric – \$533.87 – July Electric
Chk #3476 Hartland LLC (Marilyn) – \$750.00 – August Accounting Services
Chk #3477 Montana State Fund – \$25.27 – FY23 Add'l 4th Qtr Workers Comp
Chk #3478 Verizon Wireless - \$14.97 – July Cell Phone

Operator Update:

Leak Report/Status – Spencer listed several leaks that he was aware of and what was being done.

Well function report – Spencer reported that the 3 wells are now being used on a rotating basis. The District will now be able to match the water being pulled out of the wells to what is being billed for.

Meter report – Spencer expressed concerns regarding the 0 readings in the software.

New hookups – No new requests at this time.

Clerk Update:

Marilyn gave an overview of her current focus, the projects she's working on . . . closing out the fiscal year & the annual report for Rural Development.

Old Business:

Website Update – Meg was unavailable for an update.

Insurance Bids – Jessica & Marilyn will continue to keep working on this. Neither has had a response from the companies they are working with.

Records Retention Issues – Nothing to report yet.

New Engineering Firm – Discussion was had on the specifics of the needs of the District. Lindsey will make modifications as per discussion and have the RFQ posted to the website.

Assistant Operator Search – It was decided that it was time to put the ad out now. Jessica will work on this and be the point person.

Marienthal Hook-up – Ben reported the Asplund Enterprises has this hookup on their schedule and are hoping to get to it before winter. Spencer was asked about ordering parts.

Wiley Miller Annexation Communication – Jessica reported that she has let Wiley know where the District is with the delays in creating an annexation policy and that it will probably not happen until spring. Mr. Miller is not happy about it.

New Business:

Hartland LLC Contract – Jessica expressed a desire to provide a contract increase for Marilyn after 5 years at the same rate. After considering some going rates, Ben made a motion to offer a 10% increase to \$825. Marilyn indicated satisfaction with that. Jessica seconded the motion and it passed unanimously with an effective date of 9/1/23.

Kautz new build – There was discussion related to the history of what happened with the water being turned off at the property. The Board asked Spencer to install a lock on their box to prevent the Kautz's from turning the water back on without District involvement and Marilyn to send their latest bill along with a letter and copy of District Rules & Regs relating to this issue. Lindsey made the motion and Ken seconded. Motion passed unanimously.

Harris Street Laterals – Lilly Tuhoskie initiated discussion related to options for protecting the laterals on Harris Street from freezing. No decisions were made.

The next meeting will be set for the 4th Tuesday of September (which is the 26th) at the usual time of 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Ken made the motion to adjourn and was seconded by Lindsey. The website needs to be changed to indicate the temporary change to Tuesdays until a new Assistant Operator is found. Jessica then adjourned the meeting at 7:54pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

Date: _____

BOARD APPROVAL:

Jessica Baumgartner, Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Lindsay Tollefson, Board Member

Ben Zavora, Board Member