



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
August 21st, 2024
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Ben Zavora, Brian Boyle, Alex Marienthal & Spencer Stone (Operator)

Via Zoom: Lindsey Tollefson, Josh Pierce & Marilyn Hartley (Clerk)

Members absent: Garrett Maple (Asst Operator)

Public Attendance: In person: None

via Zoom: Doug Tamke, Triple Tree Engineering, Meg Simone, Colin Hollister, Adrian Largent, Beth Woodson & Kim Alvarez (Curb Box Specialists)

Ben called the meeting to order at 6:02pm.

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

Doug Tamke from Triple Tree Engineering reviewed the MCEP grant that has been applied for. The District will know in the spring if they get approved and should consider sending someone to the grant committee meeting to present the project in person. Triple Tree will start the design phase in the fall. Meanwhile, the District should start discussing improvements that need to be done with grant funds. He also advised that rate change indications would not be needed until fall.

Monthly Business:

The minutes from the July meeting were reviewed. Brian 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: \$37,627.54 in checking, \$68,176.98 in regular savings, \$139,229.51 in mandatory saving accounts and \$8,383.77 with the Park County Treasurer.

The Profit & Loss report for July indicated a loss of \$16,246.79 which was due to the larger bi-annual loan payment.

A review of the 7/31/24 A/R Aging report showed that most customers are in good standing. Marilyn is working on the few accounts that are past due..

Following review of remaining August invoices presented, Ben made the motion to approve all of them except the one for Triple Tree Engineering which needs to wait on receipt of grant funds. He was seconded by Lindsey. Everyone was in agreement, so Board members signed off on bill payments as follows:

- Chk #3536 Bearclaw Sales & Service – \$400.00 – Jan thru Mar Snow plowing
- Chk #(ACH) CenturyLink – \$112.69 – July Well house phone & internet
- Chk #3537 Curb Box Specialists – \$1173.30 – June / July Operator services & reimbursables
- Chk #(ACH) Flathead Electric – \$559.85 – July Electric
- Chk #3536 Gary Brown – \$120.00 – Equipment rental for curb stop search
- Chk #3539 Hartland LLC (Marilyn) – \$825.00 – August Accounting Services
- Chk #3540 IXOM Watercare Inc – \$200.44 – New float arm for tank mixer
- Chk #3541 Marilyn Hartley – \$87.99 – Reimbursement for toner cartridge

Chk #3542 Triple Tree Engineering – (Not Approved, Held for possible future release)

Chk #3543 Verizon Wireless – \$14.64 – July cell phone

Operator Update:

Leak Report/Status – Spencer reported the continued leak at Yellowstone Trading Post Housing & and a new one at the Alpine Large Wing. The leak at Yellowstone Trading Housing has been located underneath the trailer and their maintenance person has been notified.

Well function report – The 3 pumps are being metered and are working well, however Spencer is still concerned that the gallons consumed isn't matching the amount pumped.

Meter report – There was a 2-hour power outage where the meters weren't working, but Spencer indicated that everything will be OK.

New hookups – Those requesting service previously opted for wells instead, except for Brandon Richardson and a plan is in place to get his service installed. Bill Whittle has requested a larger 1.5" service to his new build and he and Spencer are working on the specifics.

Miscellaneous items – Spencer presented the following:

- Spencer reported that the tank inspection and cleaning has been scheduled for next year.
- DEQ's 'hit' list has all been addressed except for the fence around the tank. It's possible that it may need replaced.
- Spencer would like to see markers placed at each hydrant to reduce potential for the snow plow hitting them. Metal posts are available for about \$25/pc. He will ask Garrett to get an actual count of how many would be needed.
- Spencer recommended that the Board purchase an electric weed eater for Garrett to be able to better maintain the areas around the well house and hydrants. Ben made a motion to approve \$200 to purchase one and was seconded by Brian. Josh and Lindsey voted in favor and Alex abstained. Motion passed.

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. She still hasn't had time to take a good look at the billing software that Spencer has recommended. Lindsey indicated that she hadn't, either. Marilyn will continue mailing all water bills until a decision on billing software can be made.

She also reported that a debit card can't be obtained until the new signatory card has been completed at the bank. This is in the works.

Old Business:

Website Update – Meg resented the information on Google Workspace as requested, but indicated that a credit or debit card would be needed to make the regular monthly payments. The concept will be put on hold until the District can obtain a debit card. Meanwhile, Josh will help with developing a framework for it.

Insurance Bids – Josh has not been able to obtain any more information on the new MACo offering of a cost-sharing trust for property insurance. He will keep trying. Meanwhile, Marilyn will contact Leavitt Insurance to remind them to file an application with their companies since the liability insurance is up for renewal in October.

Lead Service Lines – Tabled to next meeting.

Vault Equipment – Tabled to next meeting.

Asst Operator Certification – The District has sent a check to DEQ to cover the cost of Garret’s testing. Ben will call them to ask questions about exceptions for taking water samples in remote communities that might allow Garrett to start taking the water samples before his certification is complete. He still needs to schedule his test for in the fall.

Remote access to Well house – Colin wasn’t able to get the USB cable to work when he was there. Greg at Canyon Electric needs to enable web access and will do that when he comes to Cooke City in September.

New Business:

Job Duties for Vice Chair & Treasurer – Tabled to next meeting.

FY25 Budget – In the interest of time, this item was again tabled to next meeting. Meanwhile, Lindsey requested an Excel copy of the proposed budget to be able to work the numbers. Marilyn will send it to her.

Rates vs Costs – It was decided that Profit & Loss Statements for the past 3 years would be helpful in furthering this discussion. Marilyn will provide them for review prior to the next meeting.

Belschwender hookup – After a brief discussion, Ben made a motion to provide service connection for Peter Belschwender at District expense since he has been paying for water for the last 15 years when he shouldn’t have had to and to have it installed by a contractor at a rate that’s reasonable and prudent. Brian seconded and motion passed unanimously.

Need for PO Box – Ben asked if there was need to continue a PO Box that wasn’t being used by the District. Marilyn indicated that she didn’t see a need to keep it, so Ben made the motion to close the PO Box designated for the District. Alex seconded and motion passed unanimously.

Grant & Resort tax repairs – The Board briefly discussed items and/or repairs needed. It was discussed that a generator should be looked in to.

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

Due to Ben being unavailable on the 17th, the September meeting will be moved to Tuesday, September 24th at 6:00pm in the Chamber meeting room.

With no further business to attend to, Lindsey made the motion to adjourn and was seconded by Josh. Motion passed and Ben then adjourned the meeting at 7:53 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: _____