



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**February 12<sup>th</sup>, 2024**  
**6:00 pm**

**Location:** Cooke City Community Council Meeting Room

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

**Members absent:** Brian Boyle

**Public Attendance:** In person: Michael Platt  
via Zoom: Collin Hollister

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

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

Triple Tree Engineering was not represented at the meeting. Discussion was had regarding the task order for the planning grant. Lindsey made a motion to make a second request of resort tax funds in the amount of \$35,000 to cover the PER if the grant funds aren't approved. Ken seconded and motion was approved unanimously.

**Monthly Business:**

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

The Cash report as of 1/31/24 was reviewed which showed balances of: \$24884.94 in checking, \$71,018.11 in regular savings, \$138,918.33 in mandatory saving accounts and \$2,321.42 with the Park County Treasurer.

The Profit & Loss report for January indicated a loss of \$17,351.80 which was due to the large \$15k+ bi-annual loan payment.

A review of the 1/31/24 A/R Aging report showed that most customers are in good standing.

Following review of remaining February invoices presented, Ken made the 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:

January:

Chk (ACH) CenturyLink – \$174.53 – February Well house phone & internet  
Chk (ACH) Flathead Electric – \$400.48 – January Electric  
Chk #3509 Quality Propane - \$21.84 – Late fees  
Chk #3510 Ben Zavora - \$19.99 – Reimb for water tower padlock  
Chk #3511 Curb Box Specialists – \$2096.00 – Jan/Feb Operator services & reimbursables  
Chk #3512 Hartland LLC (Marilyn) – \$825.00 – February Accounting Services  
Chk #3513 Meg Simone – \$251.64 – Reimburse for ISP provider fees  
Chk #3514 USPS Postmaster – \$232.00 – Annual PO Box rent  
Chk #3515 Verizon Wireless – \$13.86 – February cell phone

### **Operator Update:**

Leak Report/Status – No report provided

Well function report – No report provided

Meter report – No report provided

New hookups – No new hookups requested.

Spencer indicated that the internet at the well house is working and that Collin Hollister has better pricing for remote access. Sam's Club has cheaper pricing for cameras that could be used. Collin indicated that a firewall will be needed for internet security and that he would need the credentials for the newly installed equipment. Ben made a motion to have Spencer request the credentials for Collin and acquire a fixed IP address for remote access. He was seconded by Ken and motion passed unanimously.

### **Clerk Update:**

Marilyn reported that the Kautz's have paid the billing for their 2<sup>nd</sup> house and requested forgiveness of the late fees. She also received a call from Wendy Blain who is still questioning the meter reading from their leak. The Board asked Marilyn to send a letter explaining the options available and their costs.

She again reminded the Board members who are up for re-election of the deadline to register to run if they are planning to.

### **Old Business:**

Website Update – Meg indicated that everything seems to be working well and there's nothing new to report.

Insurance Bids – Marilyn asked if anyone had completed the application form she'd sent, but no one had. Lindsey requested that she send it to her.

Assistant Operator Search – Two applications were received and discussion is to take place later in the meeting.

Remote Access to pump house – Discussed during Operator Update.

Tank Mixer Repair – Ben reported that he crawled up to look and that mixer appears to be physically broken. The Board discussed whether replace at a significant cost or simply remove it as the system operated fine for many years before its acquisition. It was decided to include advise on the mixer as part of the PER.

Tank Cleaning – I has become the Board's attention that the required tank cleaning is past due. Spencer was tasked with determining the timing and which company to have perform the task.

### **New Business:**

Employee Status for new Assistant operator – After further discussion, it was decided to hire both applicants for to work together locally to look after the water system and to make them employees of Curb Box Specialists at a rate of \$20/hr. Ben made the motion and was seconded by Ken. All were in favor, so motion passed unanimously.

YNP pass for Operator – After some discussion, Ben made a motion to require Spencer to deal with the cost of a Park pass himself. Lindsey seconded and motion passed unanimously.

Relief of Kautz late fees – Ben made the motion to waive the late fees for Dave Kautz and was seconded by Ken. The motion passed unanimously.

Assistance for Lead Service lines – Marilyn reported that a letter was received from the MT Dept of Commerce offering assistance with completing the mandatory reporting on lead service lines. The Board directed her to call for more information.

The next meeting will be set for the 3<sup>rd</sup> Tuesday of March (which is the 19<sup>th</sup>) at 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Ken. Jessica then adjourned the meeting at 7:38pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

Date: \_\_\_\_\_

BOARD APPROVAL:

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

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

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

\_\_\_\_\_  
Lindsay Tollefson, Board Member

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Ben Zavora, Board Member