



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**February 18<sup>th</sup>, 2025**  
**6:00 pm**

**DRAFT**

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

**Board Members in Attendance:** In person: Ben Zavora & Brian Boyle  
via Zoom: Lindsey Tollefson & Alex Marienthal  
Spencer Stone, Operator  
Marilyn Hartley, Clerk  
Garrett Maple, Asst Operator

**Members absent:** Josh Pierce

**Public Attendance:** In person: Meg Simone & Dave Eiermann  
via Zoom: Doug Tamke / Triple Tree Engineering, Colin Hollister,  
Beth Woodson & Kim Alvarez (Curb Box)

Ben called the meeting to order at 6:10pm.

The meeting was opened for public comment. None was presented

**Report from Engineers** – Doug Tamke from Triple Tree Engineering thanked Ben and Lindey for attending Zoom meeting for grant funding and discussed the disappointing results. He also discussed the continued problems in getting the PER grant funds from the state and said he wasn't giving up on it. The Board asked him about the potential for assisting with doing a rate study and he is willing to look at doing one. Marilyn offered to send him the original EDU calculation sheets that were used when the new system was put into service.

**Update on Remote Access** – In Colin's absence, Ben reported that a new IP is still needed for the remote access to work properly. He will reach out to Colin to see where he's at with this.

**Monthly Business:**

The minutes from the January meeting were reviewed. Brian made a motion to approve the minutes as presented and Lindsey seconded.

The Cash report as of 1/31/25 was reviewed which showed balances of: \$29,765.68 in checking, \$53,320.21 in regular savings, \$139,585.21 in mandatory saving accounts and \$6,137.64 with the Park County Treasurer. Marilyn reported that she had to move \$15,000 from savings to checking to cover the large bi-annual loan payment and wanted to know if the Board wanted the amount moved back into savings. The Board instructed her to do so.

The Profit & Loss report for January indicated a loss of \$15,15,992.19 due to the large loan payment.

Marilyn reported during review of the 1/31/24 A/R Aging report, the Edwards have paid as well after finally communicating with Spencer and Tim Weamer's issue stemmed from missing mail in mid-December that was a well-known issue with the Billings postal distribution center. They have issued a new check, so are anticipated to be in good-standing when the check arrives. There are a few others who are consistently late, but do pay and Marilyn will keep an eye on them for issuing shut-off notices.

Following review of remaining February invoices presented, Lindsey 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 – \$112.86 – February Well house phone & internet  
Chk #(ACH) Flathead Electric – \$494.06 – January Electric  
Chk #(ACH) Google LLC - \$43.20 – January email fees  
Chk #3570 Curb Box Specialists – \$1487.10– February services & reimbursables  
Chk #3571 Hartland LLC (Marilyn) – \$825.00 – February Accounting Services  
Chk #3572 USPS Postmaster – Annual PO Box Rental (2025)  
Chk #3573 Verizon Wireless – \$13.94 – February cell phone

### **Operator Update:**

Leak Report/Status – Spencer reported all leaks are accounted for and being worked on

Well function report – All Well pumps appear to be working properly

Meter report – The pump meter readings still don't correlate to billing usage and probably need to be re-calibrated. There is a broken meter at the Super 8. It has been replaced, but needs re-synced with Stealth software.

New hookups – Nothing new to report

Assistant Operator Certification – Garrett took February samples and mailed them to Energy Lab. All went well. But he incurred \$10.97 in postage that needed to be reimbursed. Spencer plans to get him a company credit card to use for this purpose.

Ben made a motion to request that CurbBox Specialists provide Garrett with a \$5 per hour raise and was seconded by Brian. Motion passed unanimously.

Miscellaneous items – Spencer reported on an issue with the internet for reading meters. The Emergency Services moved to StarLink and disconnected the service with CenturyLink that we were permitted to use for that purpose without remembering that the Water District was also tied to it. Spencer is working to get new service set up, but it is a slow process with CenturyLink. It will cost approximately \$55/month plus about \$25 for setup.

\*\*\*Spencer sends a full report to the Board with full details and other minor issues.

### **Clerk Update:**

Marilyn reported that she is now working on a tax issue that came to light with the Blain property. She will discuss with the county treasurer when she stops by the courthouse to order the updated map of the District. The Board requested that she send an electronic copy to each of them.

She also indicated that she has not yet updated to QuickBooks Online, but will try to get it done as soon as she can.

### **Old Business:**

Website Update – Meg reported that things seem to be working properly for now. She requested a copy of the current rate structure to add to the website.

Sewer District Invoice – Ben reported that the Sewer District offered to settle for \$9000 provided sufficient documentation of the expense is provided. After discussion, Ben made a motion to accept the offer and was seconded by Brian. All were in favor, so motion passed. Ben will send a letter of acceptance to the Sewer Board and if they don't follow through, the Bboard will have to go back to the drawing board on collecting for the invoice.

Updating By-Laws – Alex reported that he reviewed the existing by-laws and saw only a few administrative changes that should be made to bring them up to par with current procedures. The Board will review and decide on them at the ne3xt meeting.

Rates vs Costs – The Board will continue to discuss this on an ongoing basis. Ben stressed that an increase in income was necessary.

**New Business:**

Commercial vs Residential rates – The Board is waiting for Doug to provide some potential options before discussing further.

Payment Options for Customers – The Board wishes to consider online payment options for customers who wish to pay by credit card. Spencer gave a brief overview of how CurbBox handles their other customers and offered to provide an estimate of what they would charge to provide the service. Marilyn was also asked to calculate any offsetting reduction to her contract were the Board to make the change.

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

The March meeting will be held as usual on the 3<sup>rd</sup> Tuesday of the month which is the 18<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 Brian. Motion passed and Ben then adjourned the meeting at 8:03 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

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

BOARD APPROVAL:

\_\_\_\_\_  
Ben Zavora, Chair

\_\_\_\_\_  
Alex Marienthal, Vice Chair

\_\_\_\_\_  
Ben Boyle, Board Member

\_\_\_\_\_  
Joshua Pierce, Board Member

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