



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
January 14th, 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

Members absent: Josh Pierce

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

Ben called the meeting to order at 6:03pm.

The meeting was opened for public comment. Beth Woodson asked about a letter she sent and was asked to hold her comments until s until discussion about Accounts Receivable.

Report from Engineers – Doug Tamke from Triple Tree Engineering provided an update as to the status of the PER grant funds and other grants that may be available. He discussed the problems in getting the grant funds from the state which is due to employee turnover at the Dept of Revenue. Ben and Lindsey will testify to present the proposed project for the SRF Loan on the 20th and RRLG Grant on the 23rd. Doug encouraged the Board to apply for a WRDL Grant by submitting a letter of submittal and support.

Update on Remote Access – Colin had no update and stated that he would be in Cooke City in 3 weeks. He'll update the Board at the February meeting.

Monthly Business:

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

The Cash report as of 12/31/24 was reviewed which showed balances of: \$312.51 in checking, \$68,254.35 in regular savings, \$139,481.35 in mandatory saving accounts and \$23,732.31 with the Park County Treasurer.

The Profit & Loss report for December indicated a loss of \$10,882.36 which was mostly due to 2 months of operator invoices posted in the month due to an early December meeting.

During review of the 12/31/24 A/R Aging report, it was noted that there is still an issue with the Edwards account. Spencer with try again to contact Mr. Edwards to help him understand where the excess water came from. Beth Woodson had comments regarding the Sewer District invoice and referenced a letter that she wrote as a Sewer Board member and attempted to send copy of to the Water Board. It was not received by Board members, so she will resend it.

Following review of remaining December and January invoices presented, Alex made the motion to approve all of them and was seconded by Brian. Everyone was in agreement, so Board members signed off on bill payments as follows:

Chk #(ACH) CenturyLink – \$112.86 – December Well house phone & internet
Chk #(ACH) Flathead Electric – \$270.33 – November Electric
Chk #(ACH) Google LLC - \$43.20 – December email fees
Chk #3567 Curb Box Specialists – \$1630.12 – December/January services & reimbursables
Chk #3568 Hartland LLC (Marilyn) – \$825.00 – January Accounting Services
Chk #3569 Verizon Wireless – \$13.94 – January cell phone
Chk #(ACH) CenturyLink – \$112.92 – January Well house phone & internet
Chk #(ACH) Flathead Electric – \$334.61 – December Electric
Chk \$(ACH) Google LLC - \$43.20 – January email fees

Operator Update:

Leak Report/Status – Spencer reported a rather large leak at the Alpine

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

Meter report – There are several meters that aren't reading. Alex Marienthal's needs to be synced to the system. Kautz & Whittle are getting new meters and the Super 8 Motel needs to be replaced.

New hookups – N/A

Assistant Operator Certification – Garrett took the January sample to Bozeman to Bridger Analytical Lab.

Miscellaneous items – Spencer reminded the Board of some extra sample testing that are coming up.

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

Clerk Update:

Marilyn reported that she is close to closing the fiscal year in preparation for the Annual Financial Report to the State. She indicated that she has not yet acquired the QuickBooks Online version approved by the Board, but will do so as soon as the annual tax filings are done and she gets Emergency Services turned over to their new clerk.

Marilyn reported that she signed the requested policy application and the premium for property insurance has been paid.

Old Business:

Website Update – Meg reported that there may be issues with the 'Board' emails and she will test to make sure they are working properly.

Sewer District Invoice – Discussed earlier in the meeting during A/R Report.

Updating By-Laws – Alex is still reviewing and has nothing to report yet.

Revisions to Request for Service Form – Ben reported that the approved, new application has been posted to the website.

Rates vs Costs – Doug indicated that he is willing to assist the Board with calculating a new rate, but will need better/more complete data. Marilyn will need to update the spreadsheet that she originally provided to include more years of consumption data.

New Business:

Edwards Account issue – Discussed earlier during A/R review.

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

The February meeting will be held as usual on the 3rd Tuesday of the month which is the 18th at 6:00pm in the Chamber meeting room.

With no further business to attend to, Brian made the motion to adjourn and was seconded by Lindsey. Motion passed and Ben then adjourned the meeting at 7:34 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