



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
July 27th, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Caleb Burnley, Asst Operator

Public Attendance: Lilly Tuholskie, Attorney Spencer McDonald & Alex Marienthal (all via Zoom)

Jessica called the meeting to order at 6:05pm.

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

Vault Project:

Spencer reported that Greg from Canyon Electric has been to the vault and performed the temporary repair. After a slight glitch which Greg was able to resolve, it seems to be working. Spencer will follow up on getting an estimate as to when the permanent repairs will be completed. Marilyn will follow up on the insurance payment from MACo.

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

The Cash report as of 6/30/23 was reviewed which showed balances of: \$34,719.82 in checking, \$70,865.93 in regular savings, \$138,620.58 in mandatory saving accounts and \$297.31 with the Park County Treasurer.

The Profit & Loss report for May indicated a deficit of \$2827.59 due to catch-up & additional wages for the assistant operator.

A review of the 6/30/23 A/R Aging report showed that there were a few significant anomalies that Marilyn is continues to work on. She reported that she has made significant progress on the most egregious of late payers.

Following review of July invoices presented, Ben made a motion to approve all of them and was seconded by Ken. Everyone was in agreement, so Board members signed off on bill payments as follows:

Chk #3464 Canyon Electric – \$13,842.66 – Temp repair to vault + materials
Chk (ACH) CenturyLink – \$64.47 – July Well house phone
Chk #3465 Curb Box Specialists Inc – \$1350.00 – July Operator services & Reimbursements
Chk #3466 Cushing Terrell – \$1348.11 – May/June Assistance w/vault
Chk #3467 Flathead Electric – \$479.52 – June Electric
Chk #3468 Hartland LLC (Marilyn) – \$750.00 – July Accounting Services
Chk #3469 JTs Upkeep & Property Mgmt - \$395.67 – Asst Operator Backup fees & cleaning fee
Chk #3470 Montana State Fund – 45.13 – FY23 4th Qtr Workers Comp
Chk #3471 Shawzora LLC – \$95.00 – Operator Accommodations
Chk #3472 Verizon Wireless - \$13.61 – June Cell Phone

Operator Update:

Leak Report/Status – Nothing new that hasn't been attended to.

Well function report – Spencer reports that everything seems to be functioning well.

Meter report – 3 meters that were not reporting have been repaired or replaced. Marilyn will make a report showing customers who are being billed but not showing on the consumption and reading reports.

New hookups – No new requests at this time. Current requests addressed under old/new business items.

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.

Computer Security license – Marilyn approached the Board about selling one of its 3 remaining PC Matic licenses to the Sewer District at the District's prorated cost of \$30. Ben made the motion to do so and was seconded by Brian. Motion passed unanimously.

Old Business:

Website Update – Meg was unavailable for an update.

Update on Annexation Process & Issues – It was determined to table this item until a new engineer is on board.

Update of Rules & Regs for Hot Tap – Jessica reported that there are no costs outlined in the Rules & Regulations. A suggestion was made for a \$600 application fee and a \$4000 annexation fee. Meanwhile, it was decided to keep the hook-up fee at the current rate until a new engineer can be consulted.

Hartland LLC Contract & Duties – Marilyn has decided to continue to generate both minutes and agenda until further notice. Jessica requested an agenda item for next meeting to address the current contract amount.

Grundy Insurance Bid – Jessica hasn't gotten a response yet and will follow up.

Records Retention Issues – Lindsey will follow up with Meg after the summer busy season is over for Meg.

Winter Freezing Equipment – Spencer hasn't gotten the total cost yet and will email the Board as soon as he has it all together.

New Engineering Firm – Lindsey continues to work on an RFQ for advertising for a new engineer. Discussion was had related to task order versus retention and where to advertise. Ben made a motion to place an ad in the Livingston Enterprise according to MCA standards. Jessica, Brian, Lindsey and Ben voted in favor. Ken voted in the negative. Motion passed.

Assistant Operator Search – Jessica reported that the ad hasn't been placed in the newsletter yet. Ben stated that Caleb has been notified, but is still checking on the water tank levels and has noticed a bent mixer blade. Discussion ensued as to the wisdom of waiting until the vault project is done to bring someone new on board.

Permit perfection – Tabled for new engineer to look in to.

New Business:

Marienthal Hook-up – Marilyn reported that payment has already been received. Brian made a motion to have Matt Asplund take care of getting it done and was seconded by Ben. Motion passed unanimously.

Tuholski Fix Request – The Board reviewed an email from the Tuholski’s with request for approval on one of 3 options for preventing freezing at their property. After discussing what has already been done and what would or wouldn’t work, it was decided to utilize the new equipment for un-freezing frozen lines if/when their water freezes again. In the meanwhile, Spencer suggested that they run a drain line out onto their own property to handle excess ‘winter’ water so they don’t have to run it into their septic.

Changing meeting night – Until a new local assistant operator is found, It would be more advantageous for the Board to meet earlier in the week to accommodate Spencer being able to attend meetings and take the monthly water sample at the same time. Brian made a motion to temporarily change the District’s regular meeting night to Tuesdays and was seconded by Ken. All were in favor, so motion passed.

The next meeting will be set for the 4th Tuesday of August (which is the 22nd) at the usual time of 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Brian made the motion to adjourn and was seconded by Ben. Jessica then adjourned the meeting at 7:45pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Jessica Baumgartner, Chair

Brian Boyle, Board Member

Ken Hufford, Board Member

Lindsay Tollefson, Board Member

Ben Zavora, Board Member

Date: _____