



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**July 18<sup>th</sup>, 2024**  
**3:00 pm**

**DRAFT**

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

**Board Members in Attendance:** In person: Ben Zavora, Lindsey Tollefson, Brian Boyle, Alex Marienthal & Josh Pierce  
Spencer Stone (Operator)  
Via Zoom: Marilyn Hartley (Clerk)

**Members absent:** Garrett Maple (Asst Operator)

**Public Attendance:** In person: Meghan Simone  
via Zoom: Colin Hollister & Kim Alvarez (Curb Box Specialists)

Ben called the meeting to order at 3:09pm.

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

Brad Koon from Triple Tree Engineering was not available for engineer's update. Marilyn was asked to always notify/remind Brad of District meetings. Ben discussed the current situation with the Richardson tap. An engineer's design is still needed and Brandon needs to hire a contractor who will notify Spencer that they are ready to connect.

**Monthly Business:**

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

The Cash report as of 6/30/24 was reviewed which showed balances of: \$46,506.92 in checking, \$68,176.98 in regular savings, \$139,176.28 in mandatory saving accounts and \$7,543.73 with the Park County Treasurer.

The Profit & Loss report for June indicated a profit of \$5396.26 which was due to a receipt of resort tax allocation.

A review of the 6/30/24 A/R Aging report showed that most customers are in good standing. There are 3 customers who have fallen behind and will be sent initial shut off notices if necessary.

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

Chk #3529 Montana DEQ – \$140.00 – Operator test fee (for Garrett)  
Chk #3530(ACH) CenturyLink – \$112.50 – June Well house phone & internet (CHECK VOIDED)  
Chk #3531 Curb Box Specialists – \$2902.40 – May / June Operator services & reimbursables  
Chk #3532(ACH) Flathead Electric – \$961.64 – May & June Electric (CHECK VOIDED)  
Chk #3533 Hartland LLC (Marilyn) – \$825.00 – July Accounting Services  
Chk #3534 Triple Tree Engineering – (CHECK VOIDED)  
Chk #3535 Verizon Wireless – \$15.10 – June cell phone

## **Operator Update:**

Leak Report/Status – Spencer reported leaks at Yellowstone Trading Post Housing & Antlers. Discussion was had related to contacting customers and giving Board members access to the Stealth Software.

Well function report – The 3 pumps are being metered and are working well. DEQ did their Sanitary Survey and noted 2 minor violations that Spencer will take care of.

Meter report – Upon exposure of the curb stop near the Edwards property, it was discovered that 2 lines were crossed when installed. A closer look at a few potentially problematic meters showed that they were installed backwards. Brian made a motion to credit the Blain's payment and rebill the Edwards'. Lindsey seconded and motion passed unanimously. Marilyn will the correct billing and the Board will deal with any backlash. Spencer and Garrett have corrected the backwards meters.

New hookups – Spencer & Garrett have not been able to locate a meter pit/connection for Belschwender. Alex made a motion to rent equipment to do some digging to search further. Josh seconded the motion and it passed unanimously.

Miscellaneous items – Spencer presented the following:

- Whittle has requested a larger service. He'll need to cover the cost. Spencer will communicate.
- Meter pits are being hit during winter plowing. Spencer recommends the markers be applied.
- Colin still has a few new connections to complete the work on the remote system.
- Potts Drilling needs to be billed for water they used. Spencer will get the # of gallons so Marilyn can create an invoice for them.
- People are messing with shutting of meters outside of an emergency. This needs to stop.

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

## **Clerk Update:**

Marilyn reported that she will be starting to work on end-of-year cleanup in preparation for the Annual Financial Report to the State. She hasn't had time to take a real close look at the billing software that Spencer has recommended so that emailing of statements can resume. Lindsey will discuss further with Spencer.

## **Old Business:**

Website Update – After discussion, Meg was asked to look into Google Work Space emails again. She indicated that automatic monthly payments would need to be set up. In lieu of someone's personal credit card, Marilyn was asked to look into acquiring a debit card for the District's checking account.

Insurance Bids – Tabled to next meeting. Josh will get more info on MACo offering.

Lead Service Lines – Ben reported 39 responses which is way short of the number of services. It was determined the Board members would split up the list of those who didn't respond to get the project done. Lindsey volunteered to get the list and split it up.

Vault Equipment – Spencer reported that the cost for purchasing an 'H' frame to bring equipment out of the vault and secure to the top in a weatherproof box will be \$3467.61 if the Board chooses to do so. Ben made a motion to spend that amount to purchase the 'H' frame and was seconded by Alex. The remaining board members were in agreement, so motion passed.

Tank Cleaning/Inspection – Ben asked about the status of the tank cleaning. Spencer confirmed the \$3786 bid and reminded that cleaning is a DEQ requirement every 3 years. The Board approved this expense at the June meeting and instructed Spencer to plan on having it done next year.

Asst Operator Certification – Following further discussion from last meeting, the Board wishes Garrett to move forward with the certification test as soon as possible. Ben made the motion to cover the cost for Garrett to attend the fall water school and was seconded by Alex. Motion passed unanimously. Getting this certification will allow Garrett to take water samples in Spencer’s absence.

**New Business:**

Job Duties for Vice Chair & Treasurer – Linsey made a motion to table to the next meeting. Josh seconded and everyone else was in favor. Motion passed.

FY25 Budget – Due to lack of time, this item was again tabled to next meeting. Marilyn will go ahead and prepare a preliminary budget for Board review at August meeting.

Belschwender hookup – Ben reported that no one had done any further work on this so far.

Groundwater Data – Alex made a motion to grant a request for groundwater data for a special study. Lindsey seconded and motion passed unanimously.

Rates vs Costs – This item was tabled to the August meeting.

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

The August meeting will be held on Thursday, July 18<sup>th</sup> at 6:00pm in the Chamber meeting room. There was discussion regarding combining it with Board training if the MSU people are available.

With no further business to attend to, Lindsey made the motion to adjourn and was seconded by Ben. Motion passe and Ben then adjourned the meeting at 8:20 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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Ben Zavora, Chair

\_\_\_\_\_  
Lindsey Tollefson, Vice Chair

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

\_\_\_\_\_  
Alex Marienthal, Board Member

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

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