



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
July 22nd, 2025
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Ben Zavora
via Zoom: Alex Marienthal & Josh Pierce
Spencer Stone, Operator & Marilyn Hartley, Clerk

Members absent: Brian Boyle & Lindsey Tollefson
Garrett Maple, Asst Operator

Public Attendance: In person: None
via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone, Kim Alvarez (Curb Box)
Elizabeth Woodson

Ben called the meeting to order at 6:04pm.

The meeting was opened for public comment for non-agenda items. None was presented

Report from Engineers – Doug Tamke from Triple Tree Engineering reported that there is a new person in charge of CDBG grants at the state. It appears as though the tank diving & cleaning can be used toward the District's match for the grant. He also reminded the Board that Bobbie Schuler, the rate expert from Rural Water, will be coming to view the system on August 5th between 10 & 11:00am. She would like to visit with the operator, Doug & a Board member.

The RRGL grant is still on the table and a meeting with the State will be held. Lindsey will attend on behalf of the Board.

Triple Tree made a request via Doug for the Board to consider approving for them to acquire additional assistance for work on the rate increase and other specific grant work. Marilyn was asked to put it on the August agenda.

Marilyn reminded Doug that the extension on the District's permit perfection expires in December. He indicated that he will contact DNRC and work with them to get it done this time.

Monthly Business:

The minutes from the June meeting were reviewed. Josh made a motion to approve the minutes as presented and Alex seconded. Everyone was in favor so motion passed.

The Cash report as of 6/30/25 was reviewed which showed balances of: \$15,308.72 in checking, \$68,427.36 in regular savings, \$139,765.19 in mandatory saving accounts and \$7,606.50 with the Park County Treasurer. Marilyn indicated that the amount with Park County is probably significantly more, but she has not yet received a report for May from them yet.

The Profit & Loss report for April/May indicated a gain of \$2557.69 due to the FEMA grant funds being received from the 2022 flooding.

The A/R Aging report provided indicate no significant issues with customer payments.

Following review of July invoices presented, Josh made the motion to approve all of them except the one for Security Metrics and was seconded by Alex. Marilyn explained that Security Metrics claims that they are partners with QuickBooks to provide credit card processing. Ben and Meg question the need for it and believe it to be a marketing ploy. Everyone was in agreement to not pay that one, so Board members signed off on bill payments as follows:

Chk #(ACH) CenturyLink – \$125.16 – July Well house phone & internet
Chk #(ACH) Flathead Electric – \$533.99 – June Electric
Chk #(Debit) Google LLC - \$43.20 – June email fees
Chk #3593 Curb Box Specialists – \$3325.46 – June services & reimbursables
Chk #3594 Hartland LLC (Marilyn) – \$825.00 – July Accounting Services
Chk #3595 Security Metrics – \$85.00 – VOIDED
Chk #3596 Verizon Wireless – \$13.95 – June cell phone

Chk # (ACH) Rural Development - \$3478.00 – Monthly loan payments
\$15,079.00 – Bi-Annual loan payment

Operator Update:

Leak Report/Status – Spencer reported on a leak at Skunk Hollow. Water was shut off at the Bernhardt's due to a waterline blowing apart. It is scheduled for repair on Wednesday.

Well function report – Nothing new to report. There is still the ongoing issue with the readings on the pumps.

Meter report – All meters have been fixed, installed or replaced except for the Kautz's. The Stealth system hasn't been working since the 16th and Spencer believes it to be a cloud issue.

New hookups – Whittle's is back online, but Belschwender's will be a ways out due to demo work being done on the property and needs a water source.

Assistant Operator Activity/Water samples – Garrett took the June sample to Bozeman and it passed. Spencer has given him a list of summer duties which should take approximately 5-6 hours per week.

Miscellaneous items – Canyon Electric will be in the Park on Thursday and will swing by to fix the screen in the pump house. Spencer priced a new high quality metal detector and recommends a model that costs \$1400. Ben suggested that the District purchase 2 of them.

Spencer also reported that he never got an estimate from the outfit from Livingston for the new fence around the water tank. Ben provided the estimate from Brady Gibbons that he had received for \$7999.80. He then made a motion to accept that quote and was seconded by Josh. Motion passed unanimously.

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

Clerk Update:

Marilyn reported that she continues prepare the books for end of the fiscal year and reported on the issues and successes she is having with QuickBooks Online.

Old Business:

Website Update – Meg said that there was nothing new to report, but asked the Board to let her know of any issues with emails. Josh reported that his District email isn't rolling over to his personal phone as intended.

Sewer District Invoice – Nothing new to report.

Sewer District MOU – The Sewer District sent a draft MOU regarding covering the cost of things that get broken. There were concerns about the wording in some places, but the Board finally approved for Ben to sign it with specific modifications based on Josh’s request for changes.

New Business:

Preliminary Budget – This item was tabled to next meeting when Lindsey is available to provide her thoughts.

District’s Legal Description – Marilyn reported that she received an estimate from Steve Woodruff for approximately \$3000. He would need copy of the by-laws and the District’s latest map . . . which Marilyn can provide. The Board recognizes the need for this because the Sewer District is looking for one. Approval was put off until it’s determined if leftover resort tax funds can be use to pay for it.

New Rate Structure – Alex expressed concern that the proposed new structure it too high and would like to re-evaluate the lower tiers to mitigate cost for the residents. It was decided to wait for the Rural Water Systems assessment and recommendations before proceeding any further.

Broken Tank Mixer floats & Metal Detectors – The Board approved the replacement of broken floats on the tank mixer, but decided to hold off on the metal detectors until the resort tax question is answered.

Resort Tax Usage – Ben made a motion to have Marilyn draft a letter to the Park County Commissioners requesting additional use of allocated resort tax funds that will be left over after the well house roof and water tank fence are completed. They would be used for a metal detector, legal fees for legal description and engineering fees for additional assistance with the rate study and/or grants. Josh seconded the motion and it passed unanimously.

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

Due to Board vacation and scheduling issues, the August meeting will be determined at a later date when a quorum can be established. Ben will communicate with Board members to determine when will work best for everyone. It will be held at 6:00pm in the Chamber meeting room on the given date.

With no further business to attend to, Josh made the motion to adjourn and was seconded by Ben. Motion passed unanimously and Ben then adjourned the meeting at 7:27pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Ben Zavora, Chair

Alex Marienthal, Vice Chair

Ben Boyle, Board Member

Joshua Pierce, Board Member

Date: _____

Lindsey Tollefson, Board Member/ Treasurer