



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**June 4<sup>th</sup>, 2024**  
**6:00 pm**

**DRAFT**

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

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

**Members absent:** None

**Public Attendance:** In person: Garrett Maple (Asst Operator) & Meghan Simone  
via Zoom: Brad Koon (Triple Tree Engineering) & Kim Alvarez (Curb Box Specialists)

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

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

Newly elected Board member, Alex Marienthal, was sworn in. Joshua Pierce was sworn in at the Clerk & Records Office prior to the meeting. After a brief discussion, Ben Zavora volunteered to take the lead position of Board Chair/President. Brian made the motion to appoint Ben to that position and was seconded by Lindsey. Motion passed unanimously. Alex Marienthal agreed to be the Vice Chair/President and was subsequently nominated by Ben and seconded by Brian. Motion passed unanimously. Brian made a motion to appoint Lindsey Tollefson as Board Treasurer and was seconded by Ben. Motion passed unanimously.

Brad Koon from Triple Tree Engineering reported that the PER has been completed. He reviewed the status of the DNRC and MSEP grants and reminded the Board of how they work.

**Monthly Business:**

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

The Cash report as of 4/30/24 was reviewed which showed balances of: \$12,343.88 in checking, \$71,097.83 in regular savings, \$139,072.62 in mandatory saving accounts and \$24,919.30 with the Park County Treasurer.

The Profit & Loss report for January indicated a profit of \$438.89 which was due to a reduction in operator reimbursements.

A review of the 5/1/24 A/R Aging report showed that most customers are in good standing. Generally, customers are paying their bills without too many issues.

Following review of remaining June 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 (ACH) CenturyLink – \$112.50 – Mayl Well house phone & internet  
Chk (ACH) Flathead Electric – \$447.80 – April Electric

Chk #3524 Curb Box Specialists – \$4951.30 – April / May Operator services & reimbursables  
Chk #3525 Hartland LLC (Marilyn) – \$1650.00 – May & June Accounting Services  
Chk #3526 Immense Impact – \$499.00 – Annual Website Subscription  
Chk #???? Triple Tree Engineering – \$9154.00 – May Engineering Services (PER)  
Chk #3527 Verizon Wireless – \$13.79 – May cell phone

### **Operator Update:**

Leak Report/Status – No leaks known at this time. Spencer requested a list of property owners with addresses, phones and emails (if available).

Well function report – The 3 pumps are being metered and are working well.

Meter report – Spencer and Garrett believe they have found the 2 unassociated meters and all others are working as far as they are aware.

New hookups – Alex Marienthal has been on the schedule for hookup this summer. No others committed at this time.

Miscellaneous items – Ben’s phone number has been removed from the wellhouse phone. Spencer reminded that the CCR is due on June 30<sup>th</sup>. The Bistro has rented the hose for frozen lines at a cost of \$150 to be added to his July bill and Canyon Electric has presented a quote for \$3476.00 for the H-Frame to move equipment out of the vault.

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

### **Clerk Update:**

Marilyn reported that she continues to complete grant documents as they are presented. She also asked for clarification on the previous Curb Box invoices for YNP park passes. A full upgrade for the District’s version of QuickBooks was required by May 31<sup>st</sup>. While Marilyn can still operate in the current version, she can no longer email statements to customers each month. She asked what the Board wanted to do. Lindsey offered to research the online version versus desktop and report back at the July meeting.

### **Old Business:**

Website Update – Meg reported on items that she is working on related to Google Workspace, providing customer information on the de-icer, etc.

Insurance Bids – Marilyn indicated hadn’t yet sent the insurance application over yet because she wanted to double-check with Leavitt Group to see if anything had opened up for July. There is not, so the Board wants the application for the other company sent out.

Remote Access to pump house – Spencer continues to work on this and had no update to give.

Tank Mixer Repair – Spencer and Garrett fixed the tank mixer that day. Spencer will bill \$200 for the work.

Tank Cleaning – Ben asked about the \$3876.00 bid from MidCo Diving. Spencer confirmed the bid and indicated that cleaning is a DEQ requirement every 3 years. Ben subsequently made the motion to go ahead with the cleaning and was seconded by Brian. Motion passed unanimously.

Lead Service lines – Discussion was had on the different options for acquiring the information from customers. Marilyn will do an insert in the June billing and put notice in the newsletter. Ben and Brian will distribute door hangars after Spencer is provided with addresses to put on them.

**New Business:**

Forms Hookup and/or Annexation – After reviewing the forms Lindsey created, Brian made a motion to adopt them for formal use. Alex seconded and motion passed unanimously. The application fee for residential hookups will be \$600 and then \$4000 upon approval for the tap fee.

FY25 Budget – This item was tabled to the next meeting due to lack of time.

Signing Resort Tax Contracts – Ben made the motion to approve for him to sign the Resort Tax Contract from Park County and was seconded by Lindsey. Motion passed unanimously.

The July 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 passed and Ben then adjourned the meeting at 8:20 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

BOARD APPROVAL:

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

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

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

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

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

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