



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 19th, 2024
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Jessica Baumgartner, Brian Boyle & Ben Zavora
Via Zoom: None
Marilyn Hartley, Clerk (in person)

Members absent: Ken Hufford, Lindsey Tollefson & Operator Spencer Stone

Public Attendance: In person: Garrett Maple & Michael Platt (Asst Operators)
via Zoom: Brad Koon, Triple Tree Engineering
Meg Simone, Kim Alvarez (Curb Box) & Beth Woodson

Jessica called the meeting to order at 6:16pm.

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

Brad from Triple Tree Engineering reported that the application for the PER Grant is moving along and reviewed his work on it so far. During discussion of the proposed project, he stated that he believes that an east end loop is still the favored way to solve the winter/spring freezing issues that the District has been dealing with.

Marilyn initiated conversation related to travel costs for Triple Tree when they come to Cooke City on water district business. Since Triple Tree is also the engineer for the sewer district, it has been suggested that when they come to work for both that the travel expenses be shared. Ben made a motion that the travel expenses be split equally when Triple Tree travels to Cooke City to work for both districts. The motion was seconded by Brian and passed unanimously.

Monthly Business:

The minutes from the February 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 2/29/24 was reviewed which showed balances of: \$21,528.54 in checking, \$71,018.11 in regular savings, \$140,968.03 in mandatory saving accounts and \$24,242.57 with the Park County Treasurer.

The Profit & Loss report for January indicated a loss of \$2475.41 which was due to larger operator expenses.

A review of the 2/29/24 A/R Aging report showed that most customers are in good standing. Marilyn will continue to work on the Blain account.

Following review of remaining March invoices presented, Ben 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 – \$112.72 – March Well house phone & internet
Chk (ACH) Flathead Electric – \$429.21 – February Electric
Chk #3516 Curb Box Specialists – \$7779.50 – Feb/Mar Operator services & reimbursables
Chk #3517 Hartland LLC (Marilyn) – \$825.00 – March Accounting Services
Chk #3518 JT Upkeep & Property Mgmt – \$120.00 – Feb/March Operator Accommodations
Chk #3519 Montana State Fund – \$167.94 – Prorated final Workers Comp Payment
Chk #3520 Verizon Wireless – \$13.90 – February cell phone

Operator Update:

Leak Report/Status – No report provided

Well function report – Well pumps failed to shut off on the 15th. Greg from Canyon Electric needs to come to Cooke City to figure it out. He's not sure why without looking things over.

Meter report – No report provided

New hookups – No new hookups requested.

Miscellaneous items – Assistant operator certifications in progress.

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

Clerk Update:

Marilyn reported that the District received everything it requested from resort tax funds and that there are 5 registrants for the 3 open board seats. She reviewed the process for mail-in voting and the requirements for those property owners who live out-of-district.

Old Business:

Website Update – Meg reported that there are no issues and reminded that she is always available for updates or add-ons to the website.

Insurance Bids – Jessica indicated that she'd sent the application on to Doug at Triple Tree for assistance in filling it out.

Remote Access to pump house – Spencer needs to follow up with Collin Hollister for assistance with the IP address that is needed to complete setup.

Tank Mixer Repair – Doug at Triple Tree recommended fixing the mixer because it could damage the walls of the tank. He will include it in the grant applications. He will discuss with Spencer.

Tank Cleaning – Spencer is in the process of getting a bid from the company that has contacted him.

Lead Service lines – It was determined that this could be part of the PER. Marilyn Will send copy of the letter she received from the MT Dept of Commerce that offers assistance.

New Business:

2nd Richardson hookup – Brandon requested that this item be tabled to next meeting. The application form needs to be re-written with the increase in fee to \$5000.00 and the District needs to confirm that his property next door is actually within the district.

Operator contract increase – After some discussion, it was determined that there was a misunderstanding on Spencer’s part as to how the District operates related to contracts. The contract needs to be re-written in order for the Board to approve/disapprove before the requested additional \$25/month can be paid. Marilyn will take a look at re-doing the existing contract for Spencer and the Board to approve.

Due to multiple members of the Board having scheduling conflicts, an April meeting will be cancelled and the next meeting will be set for the 1st Tuesday of May (which is the 7th) 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 Ben. Jessica then adjourned the meeting at 7:25pm.

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: _____