



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
May 20th, 2023
6:00 pm

Location: Cooke City Community Council Meeting Room

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

Members absent: Ken Hufford & Caleb Burnley, Asst Operator

Public Attendance: Meg Simone (via Zoom) & Greg Miller, Canyon Electric (via phone)
Deb Purvis & Elizabeth Woodson

Jessica called the meeting to order at 6:06pm.

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

Vault Project:

Greg Miller from Canyon Electric reviewed his bid for the vault project and answered questions from the Board and Spencer. After much consideration, Ben made a motion to accept the Canyon Electric bid and was seconded by Brian. No further discussion was offered and the Board voted unanimously to pass the motion.

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

The Cash report was reviewed which showed balances of: \$11,591.94 in checking, \$70,795.29.24 in regular savings, \$138,527.95 in mandatory saving accounts and \$23,437.56 with the Park County Treasurer.

The Profit & Loss report for April indicated a loss of \$3583.93 partially due to the last of the extra water sample testing.

A review of the 4/30/23 A/R Aging report again showed that there were no significant anomalies that Marilyn hasn't already addressed. Discussion was had related to the billing issue for Kautz's second property and Marilyn was asked to send them a PDF copy of the District's rules.

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

March:

Chk (ACH) CenturyLink – \$58.24 – May Well house phone
Chk #3449 Curb Box Specialists Inc – \$2497.00 – May Operator services + Reimbursables
Chk #3450 Flathead Electric – \$391.68 – April Electric
Chk #3451 Hartland LLC (Marilyn) – \$750.00 – May Accounting Services

Operator Update:

Leak Report/Status – Without a report from Caleb, Spencer could only report that the freezing issues seem to be under control.

Well function report – No known issues.

Meter report – There may be some calibration issues.

New hookups – No new hookups at this time, but the Board is still trying to figure out the process for annexation.

Clerk Update:

Marilyn gave an overview of her current focus, the projects she’s working on and the ongoing issues she is having with payroll. She also reported that she has been approached by the Sewer Board to do their accounting work and would like to revisit her contractual duties with the Water District.

Old Business:

Website Update – Meeting documents are being posted on the website and the Board members have been set up with new emails.

Update on Annexation Form – After discussion, the Board determined that revisions to the application need to be made after doing further research and involving the District’s engineer.

Permit perfection – Lindsey had no update.

New Business:

Service proposal for Tuholskie – Discussion was had, but no decision made.

Sewer Board access to water data – As the information is public information, there is no reason to refuse the Sewer District’s access.

Before adjournment, Deb suggested the Board review the MSU Board training video and Spencer reminded about having long distance calling at the well house and requested copy of the District’s rate structure.

The next meeting will be set for the 3rd Thursday of June (which is the 15th) at the usual time of 6:00pm in the Chamber Meeting Room.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Brian. Jessica then adjourned the meeting at 8:04pm.

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: _____