



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
May 1st, 2025
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Ben Zavora

via Zoom: Lindsey Tollefson, Alex Marienthal & Josh Pierce
Spencer Stone, Operator & Marilyn Hartley, Clerk

Members absent: Brian Boyle & Garrett Maple, Asst Operator

Public Attendance: In person: Steve Hartley

via Zoom: Doug Tamke / Triple Tree Engineering, Colin Hollister & Kim Alvarez (Curb Box)

Ben called the meeting to order at 6:02pm.

The meeting was opened for public comment. None was presented

Report from Engineers – Doug Tamke from Triple Tree Engineering reported that it appears as though the RRGL grant has been re-authorized and the District should be in line for \$125k for construction aspects of the project. For the CDBG grant, the District will probably need to approach Park County to submit in our behalf for the \$750k that is being sought. The MCEP grant application will need to wait for the next Montana legislative session.

He also is looking to this summer or early fall to finalize new rates and/or make structural changes.

Update on Remote Access – Colin reported that he has reconnected the remote access and that the operators will need to be given instructions on setting things up from there. He will send those instructions to them

Monthly Business:

The minutes from the March meeting were reviewed. Josh made a motion to approve the minutes as presented and Alex seconded.

The Cash report as of 3/31/25 was reviewed which showed balances of: \$12,751.26 in checking, \$68,367.68.21 in regular savings, \$139,896.94 in mandatory saving accounts and \$6,137.64 with the Park County Treasurer.

The Profit & Loss report for March indicated a gain of \$3374.91 due to reduced operator expenses combined with slightly higher revenue.

Marilyn reported during review of the 3/31/25 A/R Aging report that there were still 2 customers that should receive shut off notices. Ben requested that another copy of the statement for one of them be sent to him and he would personally try to approach him one more time. Marilyn will take care of contacting the other.

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

Chk #(ACH) CenturyLink – \$124.96 – April Well house phone & internet
Chk #(ACH) Flathead Electric – \$470.23 – March Electric

Chk #(Debit) Google LLC - \$43.20 – April email fees
Chk #(Debit) QuickBooks - \$374.00 – QuickBooks Online Annual fee
Chk #3579 Verizon Wireless – \$14.06 – April cell phone
Chk #3580 Montana Rural Water Systems – \$250.00 – 2025 Membership fee
Chk #3581 Curb Box Specialists – \$880.00– March/ April services & reimbursables
Chk #3582 Hartland LLC (Marilyn) – \$825.00 – April Accounting Services

Chk # (ACH) Rural Development - \$3478.00 – Monthly loan payments

Operator Update:

Leak Report/Status – Nothing new to report

Well function report – All well pumps appear to be working properly.

Meter report – Super 8, Alex Marienthal and the Whittle tri-plex still need to be installed and the Rusty Hinge/Wookas meter has stopped communication. The Whittles have indicated that they are now ready to come back on line.

New hookups – Spencer is waiting on warmer weather to work on Belschwender hookup.

Assistant Operator Activity/Water samples – Garrett took April samples and successfully submitted them for testing. Spencer reported that the State Lab through Livingston HealthCare is another option to deliver samples to if needed. He also indicated that there is new EPA MEPOS testing that will be required within the next 2 to 6 months.

Miscellaneous items – The meter reading software company, Zenner, has recommended that a backup power supply be established and Spencer will look into that further. Be reported that both he and Garrett attended the Rural Water Preparedness Meeting in Livingston.

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

Clerk Update:

Marilyn reported that she is prepping for a preliminary budget for FY2026. She has also completed the conversion to QuickBooks Online and reviewed the online payment process with the Board. After she has worked out any bugs with the first few billings, she will look into setting Lindsey up with the ability to log on for reports and oversight.

Because the District cell phone gets used very little, Marilyn wanted to know if the Board wanted to continue paying the approximate \$14per month for it. After a brief discussion, it was decided to keep the phone active for future use. Marilyn has chosen to use her personal hard line for District business moving forward.

Old Business:

Website Update – Meg was not available to give an report.

Sewer District Invoice – Ben requested that Marilyn call Performance Engineering to determine if there is any chance of retrieving the detailed information the Sewer District was asking for.

Updating By-Laws – Alex reported that he completed his review of the existing by-laws and reviewed the changes he recommends. None of them are very significant. Lindsey made the motion to accept the changes and was seconded by Ben. Motion passed unanimously.

Rates vs Costs – Ben requested a full list of customers in order to look into businesses versus residential hookups.

Well house roof – Dave Eiermann has ordered materials and says he can do the work in May.

New Business:

Updating legal description – Marilyn reported that the legal description for the Water District hasn't been updated since inception. The Sewer District would like to use it for determining their sub-district. She recommended the Steve Woodruff would be a good choice as he is an expert land-use attorney n

Payment Options for Customers – QuickBooks charges a convenience fee of 2.99% for credit card, PayPal and Venmo payments and a 1% fee for ACH payments. The Board had previously determined that the District needed to pass those fees on to the customer. Marilyn isn't yet sure if they charge the customer directly or will charge the District for them. If they pass them on to the District, Marilyn will add them to their next monthly bill.

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

The June meeting will be scheduled for the usual 3rd Tuesday of the month which is the 17th at 6:00pm in the Chamber meeting room.

With no further business to attend to, Lindsey made the motion to adjourn and was seconded by Josh. Motion passed unanimously and Ben then adjourned the meeting at 7:42pm.

Respectfully Submitted,

Marilyn Hartley
District Clerk

BOARD APPROVAL:

Ben Zavora, Chair

Alex Marienthal, Vice Chair

Ben Boyle, Board Member

Joshua Pierce, Board Member

Lindsey Tollefson, Board Member/ Treasurer

Date: _____