



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
September 23rd, 2025
6:00 pm

Location: Cooke City Community Council Meeting Room

Board Members in Attendance: In person: Ben Zavora & Brian Boyle
Spencer Stone, Operator & Garrett Maple, Asst Operator
Marilyn Hartley, Clerk
via Zoom: Lindsey Tollefson

Members absent: Alex Marienthal & Josh Pierce

Public Attendance: In person: None
via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone

Ben called the meeting to order at 6:01pm.

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

Report from Engineers (Doug Tamke from Triple Tree Engineering)

Grant finances – The CDBG grant for updating the PER remains on track for \$17,000. He continues to work on an EDA grant that will need to be applied for through Park County for up to \$8000. The RRGL is looking good for July 2027 in the amount of \$125,000.

Rate Structure – A target rate of \$48.71 was discussed and the way(s) it could be achieved. Ben will look into re-authorization of the MOU with Park County for resort tax funds. There was discussion related to whether to have tiers within the rate structure and, if so, how many. No firm numbers can be reached until the resort tax MOU question is addressed. MaryAnne Keyes at MSU Extension will assist with that process.

Permit Perfection – Doug is still working on this.

The Board considered a request from Triple Tree to acquire assistance for grants & the rate study. Brian made the motion to approve and Lindsey seconded. Ben was in agreement so motion passed unanimously.

Monthly Business:

The minutes from the August meeting were reviewed. Ben made a motion to approve the minutes as presented and Brian seconded. Lindsey was in favor so motion passed.

The Cash report as of 8/31/25 was reviewed which showed balances of: \$11,942.01 in checking, \$68,427.36 in regular savings, \$139,848.31 in mandatory saving accounts and \$2261.78 with the Park County Treasurer.

The Profit & Loss report for July indicated a profit of \$7,065.93 due to the lower expenses and higher charges for water in August.

The 8/31/25 A/R Aging report provided indicate no significant issues with customer payments outside of the usual delinquent customers.

Following review of September invoices presented, Lindsey 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 – \$125.16 – September Well house phone & internet
Chk #(ACH) Flathead Electric – \$757.69 – August Electric
Chk #(Debit) Google LLC - \$50.40 – August email fees
Chk #3603 Curb Box Specialists – \$5296.31 – August services & reimbursables
Chk #3604 Hartland LLC (Marilyn) – \$825.00 – September Accounting Services
Chk #3605 Quality Propane – \$496.73 – 200 gal propane
Chk #3606 Verizon Wireless – \$13.93 – August cell phone

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

Operator Update:

Leak Report/Status – Spencer reported that Soda Butte had a leak

Well function report – They worked on the meter issue at the well house today.

Meter report – They just got some new meters and will be working on those with issues as soon as possible. COPS has some work to do to fix damages. Ben will communicate with them on contingences.

New hookups – No new requests. Spencer will ask Belschwenders to have their contractor install the curb stop while they're there.

Assistant Operator Activity/Water samples – September sample was taken and passed. A large suite of 9 samples is coming up.

Miscellaneous items – The work on the tank mixer floats is ongoing. One sits on the bottom of the tank and will have to stay there until the next cleaning. The other is at the far end of the tank and will be difficult to retrieve. Discussion was had on various methods to do it with specific decision made.

Spencer also reported that the generator in the well house is not working. It appears that a mouse chewed the cord and some insulation and the battery is low. Ben made a motion to purchase a new generator and was seconded by Brian. Motion passed unanimously.

He also reported that the Burr's had lost water pressure. Their meter pit is leaking. The repair could be done by Bob Smith, but he's leaving town for the winter in 3 days. It was decided to leave it until spring.

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

Clerk Update:

Marilyn reported that had nothing outside of the normal to report. She will need to do billing while she is traveling, so it may be out a little later than usual.

Old Business:

Website Update – Meg said that there was nothing new to report. Marilyn pointed out the slight increase in email fees, but will see what the September invoice looks like.

Sewer District Invoice – Receipt of funds for the unpaid invoice remains on hold until the next round of resort tax allocations. The Water Board plans to request the funds through that avenue.

Water Tank Fence Replacement – Ben reported that the fencers will be there this week and he will keep in touch with them.

Letter to Commissioners; re: Resort Tax funds – Ben reported that the Commissioners approved the re-authorization request as presented to them.

Preliminary Budget – The Board approved the FY25/26 budget pending the update of grant amounts. Marilyn will work with Triple Tree to put those numbers together and then send the budget document to Ben for signature.

District’s Legal Description – Marilyn will move forward with contacting the attorney after she returns from vacation.

Metal Detectors – Spencer has purchased a new metal detector and presented it to the Board. He will bill the District for it next month.

New Business:

New wording for MOU with Sewer District – The requested changes were made to the MOU document. Lindsey made a motion to approve the updated document and was seconded by Brian. Ben agreed so motion passed unanimously. Ben will sign and Marilyn will send to Deb Purvis for Sewer Board signature with a request for a completed copy to be sent to the Water District.

Smart Phone for Asst Operator – Marilyn researched the plan & equipment costs to upgrade the existing phone the District has through Park County. She recommended that the District pay the plan upgrade and the Curb Box pay for the iPhone they have requested at a cost of \$379.99. Ben made a motion to follow through with the recommendation and was seconded by Brian. Motion passed unanimously. Curb Box agreed to reimburse the District for the phone.

Fall Water School for Asst Operator – Garret estimated \$350 plus time in class. After further discussion, Brian made a motion to cover only Garrett’s registration and travel costs. Ben seconded and motion passed unanimously.

An Action Item review was completed so Board members could be reminded of things they have taken responsibility for. Ben asked the Board to continue playing with the spreadsheets from Doug so generate as many options as possible.

The next meeting will be held on the usual 3rd Tuesday of the month which is October 21st at 6:00pm in the Chamber meeting room.

Before adjournment, Brian expressed his concerns about the concept of trying to loop the system . . . again, and that it has historically fallen apart.

With no further business to attend to, Ben made the motion to adjourn and was seconded by Brian. Motion passed unanimously and Ben then adjourned the meeting at 8:03pm.

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