



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
December 16th, 2025
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

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

Members absent: None

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

Ben called the meeting to order at 6:03pm.

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 – Doug is indicated that there was a ‘hiccup’ with funds for the PER, but he’s working on it.

Permit Perfection – The application for extension was just submitted by Doug. There was an \$800 fee to do this for which Doug requested reimbursement. Ben suggested that it be submitted for resort tax funds.

Doug reported that the engineer for the Sewer Board has requested consumption data for their calculation purposes. Josh made the motion to allow Doug to provide it only to the engineers and was seconded by Alex. Brian and Lindsey were in favor and Ben abstained from voting. Motion passed.

Monthly Business:

The minutes from the October meeting and the November non-meeting were reviewed. Alex made a motion to approve the minutes as presented and Brian seconded. All were in favor, so motion passed.

The Cash report as of 11/30/25 was reviewed which showed balances of: \$27,474.00 in checking, \$68,487.76 in regular savings, \$139,930.13 in mandatory saving accounts and \$2471.73 with the Park County Treasurer.

The Profit & Loss reports for October and November indicated a profit in both months of \$31,754.26 in October due to the posting of 2025 taxes and \$11,156.17 in November from the receipt of additional resort taxes from 2024.

The 11/30/25 A/R Aging report provided indicate no significant issues with customer payments outside of those customers who are habitually late.

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

November

Chk #(ACH) CenturyLink – \$125.42 – November Well house phone & internet

Chk #(ACH) Flathead Electric – \$701.56 – October Electric
Chk #(Debit) Google LLC - \$50.40 – October email fees
Chk #3611 Garrett Maple – VOIDED – Reimbursements (Check lost in the mail)
Chk #3612 Leavitt Great West Insurance - \$8930.58 – 2026 Property & Liability Insurance
Chk #3613 Curb Box Specialists – \$2340.45 – October services & reimbursables
Chk #3614 Hartland LLC (Marilyn) – \$825.00 – November Accounting Services

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

December

Chk #(ACH) CenturyLink – \$125.42 – December Well house phone & internet
Chk #(ACH) Flathead Electric – \$299.38 – November Electric
Chk #(Debit) Google LLC - \$50.40 – November email fees
Chk #3615 Curb Box Specialists – \$1400.57 – November services & reimbursables
Chk #3616 Garrett Maple – \$673.71 – Reimbursements for water school
Chk #3617 Hartland LLC (Marilyn) – \$825.00 – December Accounting Services
Chk #(Debit) Verizon Wireless - \$459.39 – October & November cell service & equipment

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

Operator Update:

Leak Report/Status – None known or reported.

Well function report – Spencer reported that the pumps went down for a bit, but are back up. The communications between the well house and the vault failed. He suggested that address of the issues be postponed until mid-May after the ground thaws and before the town gets busy.

Meter report – The meter at the firehall quit reporting on 12/19. Spencer will see if Rob Vance can rewire it.

New hookups – None known of.

Assistant Operator Activity/Water samples – Garrett attended water school to keep up his current certification. He took the samples for November and came they back clean.

Miscellaneous items – Garrett has received his dedicated cell phone and it seems to be working well. Spencer requested that the phone number for Garret be changed on the website.

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

Clerk Update:

Marilyn reported that she had nothing outside of the normal to report. She will be working on finishing up the Annual Financial Report (AFR) to the State which is due 12/31. She reminded the Board that they have an election coming up in the Spring and provided the pertinent dates. Ben and Brian will have their seats up for renewal. Ben asked Marilyn to email the registration forms to him and she said she'd see that the announcement gets put in the newsletter.

Old Business:

Website Update – Meg reported that she has updated some contact information on the website and wants to update Google Drive.

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.

COPS Invoice – Marilyn reported that payment for the COPS invoice was just received a few days earlier.

District’s Legal Description – Marilyn reported that she has provided Attorney Woodruff with the most current map and informed him of the timeframe to provide his invoice so that it can be presented for resort tax reimbursement.

Request for renewal of MOU for Resort Tax – Ben has received indication that the County Commissioners will likely approve the Water District request to renew its MOU and could possibly consider an increase to \$30,000. A meeting will be scheduled and Ben will attend online.

New Business:

Remaining 2024 Resort Tax Allocation – Discussion was had relating to how to best use the remaining \$1300-1400 of 2024 resort tax allocation. An exact amount won’t be known until the invoice from the attorney is received. However, between the two Zenner invoices received prior to this meeting and the application fee to DNRC, it should all get used.

Personnel Issues – Discussion was had relating to communication issues with Garrett. He was reminded of his job duties based on the job description provided to him. Garrett expressed concern about climbing the water tank to check it in the winter and was instructed to take someone with him as a safety precaution. He informed the Board that he would be gone for 10 days over Christmas beginning on the 19th and plans to be back on January 4th. Spencer told him to leave the District phone for someone else to carry while he’s gone.

Preliminary Rate Structure – Further discussion and/or decision was postponed until the request for re-initiation of the MOU with Park County is resolved.

An Action Item review was completed so Board members could be reminded of things they have taken responsibility for. Marilyn will check electric bills to see when bills increased and locate the protocol for doing a rate increase. Ben will look for ¾” PEX pipe and a crimping tool. Josh will continue working with the Commissioners on the MOU request and Spencer will continue working with Zenner on the communication software issue.

The next meeting will be held a little earlier in January on the 13th at 6:00pm in the Chamber meeting room.

With no further business to attend to, Alex made the motion to adjourn and was seconded by Brian. Motion passed unanimously and Ben then adjourned the meeting at 7:40pm.

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