



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**December 10<sup>th</sup>, 2024**  
**6:00 pm**

**Location:** Cooke City Community Council Meeting Room

**Board Members in Attendance:** In person: Ben Zavora, Brian Boyle, & Alex Marienthal  
Marilyn Hartley, Clerk  
via Zoom: Lindsey Tollefson & Josh Pierce

**Members absent:** Spencer Stone (Operator) & Garrett Maple (Asst Operator)

**Public Attendance:** In person: Meg Simone  
via Zoom: Doug Tamke / Triple Tree Engineering & Colin Hollister,

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

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

**Report from Engineers** – Doug Tamke from Triple Tree Engineering provided an update as to the status of the PER grant funds and other grants that may be available. He reported that the WRDA Grant appears to be a long-shot, but is checking on options to fill the gap. The MCEP & RRGL grants are approved and a \$850k loan is available so far to cover the cost of the project. The cost of the tank cleaning invoice from MIDCo Diving can be used toward the match for a grant, so Marilyn needs to submit the invoice to Triple Tree for documentation. Triple Tree will attend meetings to further discuss MCEP grant funding.

**Update on Remote Access** – Colin reported the he was unable to get the network to work remotely, but he has a hotspot at his cabin that will help temporarily. He requested that the camera at the well house be weatherized so that it will work at the panel when he's there working inside. He will next be in Cooke City sometime in January or February.

**Monthly Business:**

The minutes from the October & November meeting were reviewed. Josh made a motion to accept the October minutes as presented and Brian seconded. Alex made the motion to accept the November minutes and was seconded by Josh. Both motions passed unanimously.

The Cash report as of 11/30/24 was reviewed which showed balances of: \$13,103.65 in checking, \$68,254.35 in regular savings, \$139,414.85 in mandatory saving accounts and \$8,646.84 with the Park County Treasurer.

The Profit & Loss report for September indicated a profit of \$29,874.82 which was due the posting of 2024 property taxes by the Park County Treasurer.

A review of the 11/30/24 A/R Aging report showed that there are a few customers who remain behind again that Marilyn will be working on. Ben requested that Marilyn send him copy of the documents that were provided to the Sewer District so that he can speak to the District's position related to their outstanding invoice when attends the next Sewer District meeting. There was also discussion related to the 'leak' invoice that remains past due for the Edwards. Marilyn was requested to draft a letter offering to forgive the late fees and split the balance in order to try to finally resolve the continued disagreement over the issue.

Following review of remaining November & 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:

Chk #(ACH) CenturyLink – \$112.86 – November Well house phone & internet  
Chk #(ACH) Flathead Electric – \$369.17 – October Electric  
Chk #3561 Verizon Wireless – \$13.94 – November Cell Phone  
Chk #3562 Curb Box Specialists – \$4020.08 – Oct thru early Dec Operator services & reimbursables  
Chk #3563 Hartland LLC (Marilyn) – \$825.00 – December Accounting Services  
Chk #3564 Leavitt Insurance Group – \$5410.50 – 2025 Property insurance premium  
Chk #3565 Park County Clerk & Recorder – \$1118.61 – 2024 Election fees  
Chk #3566 Verizon Wireless – \$13.94 – December cell phone  
Chk #(ACH) CenturyLink – \$112.86 – December Well house phone & internet  
Chk #(ACH) Flathead Electric – \$270.33 – November Electric

**Operator Update:** (No Operator in attendance)

Leak Report/Status – Ben reported that there are leaks at the Alpine & High Country Motel

Well function report – N/A

Meter report – N/A

New hookups – N/A

Assistant Operator Certification – Garrett I now taking samples and can get them to Bozeman in a pinch. Marilyn suggested that they could also be dropped with the Park County Sanitarian on Mondays before noon if needed.

Miscellaneous items – N/A

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

**Clerk Update:**

Marilyn reported that she continues to work on closing the fiscal year in preparation for the Annual Financial Report to the State. She indicated that she has not yet acquired the QuickBooks Online version approved by the Board. Ben requested that she get it done ASAP due to issues she reported having with the laptop.

After receiving assurance from Sarah @ Triple Tree that it would be OK to do so, Marilyn reported that she has requested the Resort Tax Allocation for the grant and expects to receive the funds on the 21<sup>st</sup>.

The premium for property insurance has been determined to be \$5410.50 with the requested increase in coverage for the contents of the well house. Upon Ben's signature on the check, Marilyn will deliver it to Leavitt Insurance in Livingston and sign the necessary documents on Friday.

**Old Business:**

Website Update – Meg reported that the setup is coming together and will take time to work out any issues.

Sewer District Invoice – Discussed earlier in the meeting during A/R Report.

Updating By-Laws – Alex is still reviewing the existing by-laws and will report soon.

Revisions to Request for Service Form – Ben has completed the revisions and sent to the rest of the Board for review. After discussion, Josh made a motion to approve the new application with a change in the fee to \$4000. Brian seconded and motion passed unanimously.

Rates vs Costs – Ben suggested that the Board ask Triple Tree what they would charge to help calculate new rates and then, potentially, request Resort Tax funds to cover the cost.

**New Business:**

No new business presented to discuss.

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

Due to an early December meeting because of the holidays, the January meeting will be held earlier on Thursday, January 14<sup>th</sup> at 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. Motion passed and Ben then adjourned the meeting at 8:02 pm.

Respectfully Submitted,

Marilyn Hartley  
District Clerk

Date: \_\_\_\_\_

BOARD APPROVAL:

\_\_\_\_\_  
Ben Zavora, Chair

\_\_\_\_\_  
Alex Marienthal, Vice Chair

\_\_\_\_\_  
Ben Boyle, Board Member

\_\_\_\_\_  
Joshua Pierce, Board Member

\_\_\_\_\_  
Lindsey Tollefson, Board Member