



**COOKE CITY, PARK COUNTY WATER DISTRICT**  
**Monthly Board Meeting Minutes**  
**January 13th, 2026**  
**6:00 pm**

**DRAFT**

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

**Board Members in Attendance:** In person: Ben Zavora

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

**Members absent:** Josh Pierce & Garrett Maple, Asst Operator

**Public Attendance:** In person: None

via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone

Ben called the meeting to order at 6:11pm.

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 – As of the date of the meeting, there have been no funds received yet. He indicated to the Board that the grant funds can be used to fix issues such as the tank telemetry/overflow.

Permit Perfection – The application for extension was submitted in December, but the usage data for 2025 is needed to satisfy DNRC.

**Monthly Business:**

The minutes from the December meeting was reviewed. Alex made a motion to approve the minutes as presented and Lindsey seconded. All were in favor, so motion passed.

The Cash report as of 12/31/25 was reviewed which showed balances of: \$29,156.00 in checking, \$68,548.20 in regular savings, \$140,021.01 in mandatory saving accounts and \$11,375.51 with the Park County Treasurer.

The Profit & Loss report for December indicated a loss of \$13,543.92 due mostly to payment of insurance premiums for the year and lower customer water usage.

The 12/31/25 A/R Aging report provided indicated that one customer who habitually late has now gone further than usual. Ben will personally reach out to him to encourage him to pay.

Following review of January invoices presented, Lindsey made the 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:

November

Chk #(ACH) CenturyLink – \$125.35 – December Well house phone & internet

Chk #(ACH) Flathead Electric – \$667.71 – December Electric

Chk #(Debit) Google LLC - \$50.40 – December email fees

Chk #3619 Curb Box Specialists – \$415.00 – December services

Chk #3620 Hartland LLC (Marilyn) – \$825.00 – January Accounting Services  
Chk #3621 Marilyn Hartley – \$102.99 – Reimbursement for toner cartridge  
Chk #3622 Montana DEQ – \$196.00 – 2026 Connectivity fee  
Chk #3623 USDA Forest Service – \$205.82 – 2026 Special Use Permit  
Chk #3624 Verizon Wireless - \$40.02 – December cell service  
Chk #3625 Zenner Performance – \$2477.16 – Meter repairs & spare meters

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

### **Operator Update:**

Leak Report/Status – None known or reported and none in the vault.

Well function report – Spencer reported that only one pump is running as of 12/23 because the tank is still overflowing. He is looking at ramping the other 2 pumps back up when he can.

Meter report – They are working on syncing the firehall meter to get it back online.

New hookups – None known of.

Assistant Operator Activity/Water samples – Garrett has taken the January sample. Spencer stated that there shouldn't be any expensive samples required in 2026.

Miscellaneous items – Canyon Electric is requesting to provide a quote for several fixes still needed at the well house which could most likely be done remotely.

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

### **Clerk Update:**

Marilyn reported that she is working on the annual 1099 tax forms that need to be sent by the end of the month along with her usual stuff.

### **Old Business:**

Website Update – Meg requested that any new election info be provided for the website.

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.

District's Legal Description – Marilyn has sent the draft of the legal description to Board members for review for approval at the next meeting. She indicated that she plans to request the Attorney Woodruff provide his signature on the final document.

Request for renewal of MOU for Resort Tax – Ben reported that the Park County Commission has approved an MOU for \$30,000 for a period of 20 years.

### **New Business:**

Zenner Communications Issue – Spencer reported that the problems with meter communications is under control and Garrett continues to work with Mike at Zenner on determining a permanent fix.

Elections Announcement Posting – Marilyn indicated that she has put an announcement about registering to run for Board seats in the newsletter to be run every week until the deadline. Board members discussed the need to reach out to other for new board members.

An Action Item review was completed so Board members could be reminded of things they have taken responsibility for. Marilyn will request a signature line on the legal description and request for Bobbie @ Rural Montana to attend the February meeting. Doug will resend his proposed rate structure and prepare a funding summary and grant time table for the Board.

Prior to adjournment, Spencer asked the Board is they would want him to come in a week or so to work on repair to the transducer. He indicated that the parts cost around \$100. Ben made an emergency motion to approve the expense of Spencer to travel to Cooke City and was seconded by Lindsey. Alex was in favor, too, so motion passed.

The next meeting will be held on the usual 3<sup>rd</sup> Tuesday in February on the 17<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 Lindsey. Motion passed unanimously and Ben then adjourned the meeting at 7:24pm.

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/ Treasurer