



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
June 17th, 2025
6:00 pm

DRAFT

Location: Cooke City Community Council Meeting Room

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

Members absent: None

Public Attendance: In person: None
via Zoom: Doug Tamke / Triple Tree Engineering, Meg Simone & Kim Alvarez (Curb Box)

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

The meeting was opened for public comment. None was presented

Report from Engineers – Doug Tamke from Triple Tree Engineering asked Ben if he would consider asking the Park County Commissioners to see if they would sponsor a CDBG planning grant for the Water District. It would be the only way for the District to be able to apply for one. Ben agreed to do so.

The RRGL grant is still on the table and discussion was had related to what items could be used for match.

Doug brought rate projections for the Board to consider in doing a rate increase. The numbers were close to what the Board was looking for after a few adjustments and kept the current structure in place. The base rates would be increased for commercial users on top of an overall base increase.

Spencer brought it to the Board's attention that construction on the new Sewer system has begun and that the contractors were taking ware out of the hydrant without permission and in an unsafe manner. This is essentially stolen water. The Board asked Spencer to approach them about it and see what can be worked out.

Monthly Business:

The minutes from the April non-meeting and the May meeting were reviewed. Alex made a motion to approve the minutes as presented and Lindsey seconded. Everyone was in favor so motion passed.

The Cash report as of 4/30/25 was reviewed which showed balances of: \$12,940.13 in checking, \$68,367.68 in regular savings, \$139,938.46 in mandatory saving accounts and \$7,606.50 with the Park County Treasurer.

The Profit & Loss report for April/May indicated a loss of \$437.02 due to several annual subscriptions & dues that needed to be paid.

No A/R Aging report was provided, but Marilyn reported that the worst of the past accounts have been taken care of. She will stay on top of a few that are slightly falling behind.

Following review of May & June invoices presented, Ben 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:

MAY

Chk #(ACH) CenturyLink – \$124.96 – May Well house phone & internet
Chk #(ACH) Flathead Electric – \$399.79 – April Electric
Chk #(Debit) Google LLC - \$43.20 – April email fees
Chk #3583 Curb Box Specialists Inc – \$2100.63 – March / April Operator & payroll fees
Chk #3584 Hartland LLC (Marilyn) – \$825.00 – May Accounting Services
Chk #3585 Verizon Wireless – \$13.95 – April cell Phone

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

JUNE

Chk #(ACH) CenturyLink – \$124.96 – June Well house phone & internet
Chk #(ACH) Flathead Electric – \$399.79 – May Electric
Chk #(Debit) Google LLC - \$43.20 – May email fees
Chk #3586 Bearclaw Sales & Service – \$935.00 – Winter 24/25 Snow Plowing
Chk #3587 Curb Box Specialists – \$771.20 – April / May services & reimbursables
Chk #3588 David Eiermann LLC – \$1362.64 – Well house roof repair
Chk #3589 Garrett Maple – \$30.00 – Reimburse for license renewal fee
Chk #3590 Hartland LLC (Marilyn) – \$825.00 – June Accounting Services
Chk #3591 Immense Impact – \$560.00 – 2025 Annual Subscription renewal
Chk #3592 Verizon Wireless – \$13.95 – May cell phone

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

Operator Update:

Leak Report/Status – Spencer reported on leaks at the Blains, High Country Motel and the Alpine.

Well function report – Nothing new to report.

Meter report – All meters have been fixed, installed or replaced except for the Kautz's.

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

Assistant Operator Activity/Water samples – Garrett has taken the monthly samples and successfully submitted them for testing. Spencer reported that there is new EPA MEPOS testing that will be required within the next 2 to 6 months. They will cost around \$800.

Miscellaneous items – Spencer asked if the District had a metal detector for locating lines. Ben thought there was one, but no one seems to be able to locate it. Ben asked Spencer to look into the cost of purchasing 2 new ones.

Spencer also reported that he and Garrett had worked on the generator and that the screens in the well house were not working. Greg from Canyon Electric will need to be the one to fix them. There are also 2 broken floats in the tank mixer.

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

Clerk Update:

Marilyn reported that she is preparing for end of the fiscal year. She reported on the issues and successes she is having with QuickBooks Online.

She brought up the need to update the legal description of the District from ;last month's meeting for Board consideration. The Board asked Marilyn to contact him to see what the cost would be do it and report back.

Old Business:

Website Update – Meg said that there was nothing new to report.

Sewer District Invoice – Marilyn reported that she called Performance Engineering and was told that they had purged their old records when they moved their offices, so there is nothing more that can be done to provide the Sewer Board with the detail they're asking for. Ben informed the other board members that the only remaining option is probably to ask for resort tax funds in the spring to cover it.

Rates vs Costs – Discussion was had with Triple Tree earlier in the meeting.

New Business:

Water tank fence replacement – Ben received a very in-depth quote of about \$8000 from an outfit in Red Lodge and would like to proceed. Spencer has been in contact with someone out of Livingston. The Board was encouraged by Marilyn to get the 2nd quote to satisfy any purchasing policy requirements. Spencer will push his contact for the 2nd quote if he is still interested.

Preliminary Budget – Marilyn provided a first look at the FY26 Preliminary budget for the Board to review. Due to lack of time, she asked the Board to review it for next meeting.

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

Due to Board scheduling issues, the July meeting will be scheduled for the usual 4th Tuesday of the month which is the 22th at 6:00pm in the Chamber meeting room.

With no further business to attend to, Brian made the motion to adjourn and was seconded by Lindsey. Motion passed unanimously and Ben then adjourned the meeting at 8:11pm.

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