



**Board Meeting Agenda for Tuesday, January 21, 2025 @ 6:30 pm**

**At The**

**Four Corners Water & Sewer District Office, 495 Quail Run Road,**  
**Bozeman, MT, 59718**

**Regular Monthly Meeting**

- 1) Call to Order
- 2) Approval of Draft Meeting Minutes from November 19, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) Resolution 2025-01
- 2) Gallatin Gateway update
- 3) Monthly Financial Report
- 4) O&M Report & General Manager Topics
- 5) Board Member Topics

**II. Next Meeting Date – Tuesday- February 18 , 2025**

**III. Adjourn Meeting**

## **FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, November 19, 2024**

### **Call to Order**

Vice President Jeff Sipes called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:23 pm on November 19, 2024, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: Vice President Jeff Sipes, Member Brad Early and Member Justin Hart.

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD, Kris Ortmeier, and Libby Kueneker, Secretary

### **Approval of Minutes**

November 24, 2024 Board Meeting

**Motion:** Member Justin Hart moved to approve the Minutes as written. Member Brad Early seconded. No public comment. The Minutes were approved 3-0.

### **Public Comment on Non-Agenda Items:**

No public comment occurred.

## **GENERAL BUSINESS**

### **Ordinance 2024-05 2nd Reading**

Ordinance 2024-05: An Ordinance Accepting the Annexation Petition of 57 East Hulbert Rd for annexation into the Four Corners Water and Sewer District

The property is located on Hulbert Road. The petition is for 2 EDUs. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the 2nd reading of Ordinance 2024-05; member Justin Hart seconded. No public comment occurred. Motion passed 3-0.

### **Monthly Operations and Maintenance Report**

Phil George offered the report.

- WRF Phase 5 equipment delivery continues with just a few pieces of equipment yet to arrive. Minor process pipe work remains with electrical work continuing.
- The Tertiary Filtration concrete is all in place, and equipment placement has started. Building construction is scheduled for December. Electrical installation is partially completed.
- All the Odor Control Improvement equipment is installed. Final plumbing and electrical installation are ongoing. Biofilters are expected to last 10 years.
- 80% of the new Zoot Water Main Extension water line has been installed. The contractor awaits the Montana Department of Transportation permit for the jack and bore under Norris Road.
- The NorthStar Lift Station project is delayed until spring. Meetings to finalize agreements will occur on 11/22.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.

- A new water operator was hired. FCWSD will assess employee needs again in 2025. Training will prepare employees for required skills.
- Employee housing benefits will continue at the same rate through 2025. The cost of living benefits will be discussed in the January Board Meeting.
- No December Meeting will occur.
- The Stip Bond water status is at \$3,303,486 and sewer status is at \$912,716. At the January Meeting, the DA will update the Board on how much money, if any, will be pulled down to STIP.
- The DA reviewed the October 2024 budget vs. actual for the shared, sewer, and water expenses.

### **General Manager Topics**

Phil George offered the report.

- Capacity Status is 963.
- The GM met with the Financial Sub-committee to discuss a Service Agreement Clause for developers reaching the 4 year mark, and they decided to leave the policy as is.
- Since Northstar Lift Station received permission for about a third of the projected total cost, FCWSD can get items underway at an optimal time.
- A SCADA system training session will occur this week. Scada system servers and computers will run in parallel for a period to create a reference point for adjustment needs. The team will begin documenting system issues and issues remedied.
- The GM is making reports to build a history of water usage graph records.
- Per Board Member request, the GM will create documentation of FCWSD employee training.
- FCWSD considered upgrading meter-reading equipment. The majority of the district is on R radios. Because the proposed method requires updating all the R radios, that upgrade option has been postponed indefinitely due to cost-effectiveness.

### **Board Member Topics**

- A request was made to document customers who have used more EDUs than are contracted. All those accounts have been found and remedied. Monitoring continues monthly.

**Next Meeting Date:** Tuesday, January 21, 2024

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of November 19, 2024 adjourned at 7:16 p.m.

Libby Kueneke  
Secretary

RESOLUTION 2025-01

A Resolution of the Four Comer County Water and Sewer District to set 2025 Cost of Living Increase.

RECITALS

WHEREAS, the Four Comers County Water and Sewer District ("District") is a county water and sewer district duly established in 2003;

WHEREAS, the District employee handbook states if the cost of living is more than 3%, the General Manager must seek and obtain Boards approval prior to implementing said increase.

WHEREAS, the General Manager is suggesting a Cost of Living Increase of \_\_\_\_ for 2025.

NOW THEREFORE, the Four Corners County Water and Sewer District approves the \_\_\_\_ % Cost of Living Increase, effective upon herein.

Dated this \_\_\_\_ day of January 2025.

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Nancy Flikkema, President

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Libby Kueneke, Secretary



Gallatin Gateway Water and Sewer District

January 2025

- May 2024 to December 2024
  - o O&M Report
    - Manhole Covers- Summer 2024
    - Grease Trap Inspections- Summer 2024
    - Meter Inspection- Summer 2024
    - Infiltration found- Investigation of Flow required
    - Aeration Equipment to be installed in wet well
  - o Administration
    - Rules and Regulation Updated- July 2024
    - 2024/2025 Budget Approved- June 2024
    - Stip Account- June 2024
    - Quarterly Financial Reports
  - o General Comments



**January 2025**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **Employee Status**
- **Insurance Renewal**
- **No March Meeting**

**Current Stip**

**Bond \$1,507,542 (275K is bond reserve)**

**Water \$ 2,635,115**

**Sewer \$ 911,763**



**Month End YTD Budget vs. Actual**

**December 2024**

**Shared Expenses**

	<u>December 2024</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>1,256</b>	<b>1,998</b>
<b>520- Personnel Expenses</b>	<b>567,751</b>	<b>712,500</b>
<b>530- Office Expenses</b>	<b>61,805</b>	<b>47,502</b>
<b>540- Vehicle Expenses</b>	<b>14,620</b>	<b>22,500</b>
<b>550- Professional Services (Shared)</b>	<b>79,889</b>	<b>75,000</b>
<b>560- Other Expenses (Shared)</b>	<b>19,336</b>	<b>75,000</b>
<b>Total</b>	<b>744,657</b>	<b>934,500</b>



**Month End YTD Budget vs. Actual**

**December 2024**

**Water**

	<u>December 2024</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>1,149,928</b>	<b>1,099,998</b>
<b>450- H2O Meter</b>		
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>*610- System Operating Exp (Water)</b>	<b>67,256</b>	<b>100,002</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>60,767</b>	<b>90,000</b>
<b>630- Professional Services (Water)</b>	<b>12,239</b>	<b>12,498</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>140,262</b>	<b>202,500</b>
<b>Half of Shared Expenses</b>	<b>372,328</b>	<b>467,250</b>
<b>Series B Loan</b>	<b>73,056</b>	<b>73,056</b>
<b>Total Expenses</b>	<b>585,646</b>	<b>742,806</b>

- \*610- \$9,772 is H2O Meter Cost





**FOUR CORNERS**  
Water & Sewer District

**Month End YTD Budget vs. Actual**

**December 2024**

**Sewer**

	<u>December 2024</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	1,149,828	1,150,002
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	166,857	212,502
720- Repairs/ Maintenance Expenses	133,243	100,002
730- Professional Services (Sewer)	0	6,000
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>300,100</b>	<b>318,504</b>
<b>Half of Shared Expenses</b>	<b>372,328</b>	<b>467,250</b>
<b>Series B Loan</b>	<b>135,666</b>	<b>135,666</b>
<b>Total Expenses</b>	<b>808,094</b>	<b>921,420</b>



## Operation & Maintenance Report. January 2025

- WRF Phase 5 equipment delivery is ongoing with just a few pieces of equipment yet to be installed.
- The Tertiary Filtration building is all in place, equipment placement has started. Electrical installation is continuing. Garage door yet to be received.
- All the Odor Control Improvement equipment is installed. IPS Blower Fan and Ducting need to be installed.
- 80% of the new water line for the Zoot Watermain Extension has been installed. The contractor is still awaiting the permit for the jack and bore under Norris Road from the Montana Department of Transportation.
- The Northstar Lift Station has been partially turned on to install wet well during low ground water period.

## General Manager Topics: January 2025

- Capacity Status- 963