

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT**  
**REGULAR MEETING, January 16, 2024**

**Call to Order**

Vice President Brad Early called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:33 pm on January 16, 2024, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

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

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

**Approval of Minutes**

November 21, 2024 Board Meeting

**Motion:** Member Jeff Sipes moved to approve the minutes as written. Member Justin Hart seconded. No public comment. The minutes were approved 3-0.

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

Since Monforton School has more EDUs than are currently used. If more EDUs are needed, they can be purchased from the infill.

**GENERAL BUSINESS**

**Ordinance 2024- 01 First Reading**

Ordinance 2024-01: An Ordinance Accepting the Annexation Petition of Brentwood, LLC for annexation into the Four Corners Water and Sewer District

The property is located in Rainbow Subdivision. The petition is for 5 EDUs. Phil recommends approval.

**Motion:** Member Jeff Sipes moved to pass the first reading of Ordinance 2024-01; Member Justin Hart seconded. No public comment. Motion passed 3-0.

**Ordinance 2024-02 First Reading**

Ordinance 2024-02: An Ordinance Accepting the Annexation Petition of DJDBD, LLC for annexation into the Four Corners Water and Sewer District

The property is located in the Coolwater territory between Jackrabbit and Monforton. The petition currently is for 2 sewer-only EDUs. Phil recommends approval.

**Motion:** Member Jeff Sipes moved to pass the first reading of Ordinance 2024-02; Member Justin Hart seconded. No public comment. Motion passed 3-0.

**Resolution 2024-01: Capacity Fees**

Resolution 2024-01: A Resolution of the Four Corners County Water and Sewer to Modify Capacity Fees

The finance subcommittee and GM have decided recommended an increase capacity fees by \$500 on sewer and \$500 for water starting March 1st 2024. The infrastructure charge will not change.

**Motion:** Member Jeff Sipes moved to approve Resolution 2024-02; Member Justin Hart seconded. No public comment. Motion passed 3-0.

### **Resolution 2024-02:COL**

Resolution 2024-02: A Resolution of the Four Corners County Water and Sewer to set a 2024 Cost of Living Increase

The December CPI report came in at 3.6%. The GM and Board decided on a 3% increase.

**Motion:** Member Jeff Sipes moved to approve Resolution 2024-02; Member Justin Hart seconded. No public comment. Motion passed 3-0.

### **Resolution 2024-03: Rate Increase**

Resolution 2024-03: A Resolution of the Four Corners County Water and Sewer to Increase Water and Sewer Rates

Per the Board's decision to review rate increases yearly, the GM suggests raising water rates by 3%, and water variable rates from 4.5% to 4.95% to encourage responsible water use. The sewer variable rate will not increase. The GM proposes the increase go into effect in the April billing.

**Motion:** Member Jeff Sipes moved to approve Resolution 2024-03; Member Justin Hart seconded. No public comment. Motion passed 3-0.

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

Phil George offered the report.

- The WRF Expansion is nearing completion with start-up scheduled for February. The new gas main has been installed and the interconnecting building's steel siding is underway.
- The contractor performing lift station upgrades didn't have correct parts for 2 of the 3 lift stations scheduled this year. Valley Center and Black Bull 2 have been postponed until spring.
- Confirmation came on delivery of the remaining components to finish the odor control upgrade. They are scheduled to arrive in late July.
- WRF Digester blower #1 experienced a compressor failure. Parts are ordered and repairs have been made to bring it back on-line.
- WRF SBR Blower #1 shows signs of failure. The unit will be disassembled to correct the problem.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD's employee search continues. Job descriptions may change to fit needs.
- A salary study is underway.
- The Stip Bond water status is at \$4,578,561 and sewer status is at \$1,724,561
- The DA reviewed the December 2023 budget vs. actual for the shared, sewer, and water expenses.

### **General Manager Topics**

Phil George offered the report.

- Scada is ongoing and the two servers are installed.
- Northstar Lift Upgrade has received DEQ approval.
- FCWSD is working with the Northstar HOA to plan and approve an expanded Northstar Easement.
- Effluent Filtration System construction will begin in Spring 2024. Parts are being ordered.

- The Capacity Status is at 954.
- The Odor Control equipment delivery has been delayed until June of 2024.

**Board Member Topics**

- The Board inquired if the recent cold snap caused problems. Some power supplies froze, turning off parts of the system. Through overtime work, replacements of parts were completed.
- The Board discussed which water conservation efforts would be most effective for the District.
- FCWSD closed the loop on previously contract compliance; the process continues to reveal new contract issues that FCWSD seeks to remedy.

**Public Comment:**

No public comment was made.

**Next Meeting Date:** Tuesday, February 20, 2024

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of January 16, 2024 adjourned at 7:33 p.m.

Libby Kueneke, Secretary