

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES
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 Kueneke, 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 1st. 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.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD will fill two needed positions internally. A new water operator was hired. FCWSD will assess employee needs again in 2025.

- 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. There were no questions from the board.

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 report models to build a history of water usage graph records, fulfilling Amatics CPA Group's recommendation to develop post-analysis of water usage.
- Per Board Member request, the GM will create documentation of FCWSD employee training.
- FCWSD considered upgrading meter-reading equipment. The original 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. Instead FCWSD is considering an Antana method that saves time by reading many meters in one reading, which would require upgrading R meters. The OM and GM will update the Board on their decisions in a future Meeting. A Member recommended asking Belgrade what methods they have pursued and how effectively they have worked. FCWSD may invest in a tablet or in Omni meters with 90 day information storage pucks.

Board Member Topics

- A GGWSD contract status and progress update will occur at the January Meeting.
- On request, the D and GM reviewed data on customers with outstanding bills. The 1st \$80/month bill will occur in April. A list of outstanding customers "will serve" is an event. A replotted and updated flow-chart was requested from the Board.
- 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