

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: April 8, 2026
Time: 6:30PM
Place: Gallatin Gateway Community Center
145 Mill Street, Gallatin Gateway, MT 59730
For: Regular Meeting of the Board of Directors

AGENDA

I. Public Participation on Non-Agenda Items¹

II. Conflict of Interest Disclosure²

III. Approval of Minutes

Approval of Meeting Minutes for January 14, 2026

IV. New Business

- Land Appraisal- Cary
- Contract Renewal
- Financial Report
- General Managers and District Administrators Report
- Board Member Topics
- Closed Meeting- Montana Code 2-3-203(4)(a)

V. Next Meeting Date- July 8, 2026

VI. Adjourn Meeting

¹ The opportunity for members of the public to comment on District matters which are not on the agenda. Time limits may be imposed at the discretion of the President.

² An opportunity for Board members to disclose any potential, perceived or real conflict of interest on any item on the agenda or for any District business.

**GALLATIN GATEWAY COUNTY WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, January 14, 2026****Call to Order**

President Cary Fox called the Regular Meeting of the Gallatin Gateway County Water & Sewer District (GGCWSD) to order at 6:30 pm on January 14, 2026, at the Gallatin Gateway Community Center at 145 Mill Street, Gallatin Gateway, Montana, 59730.

Board Members present: President Cary Fox, Vice President Eric Amend, Member Tim Melton, and Member Ted Border

Staff/Public present: Phil George, General Manager (GM) from Four Corners Water and Sewer District (FCWSD); Amy Ellingson, District Administrator (DA) from FCWSD; Libby Kueneke, Secretary; Ron Page and Tim Szafaryn

Conflict of Interest Disclosure:

No conflict of interest arose.

Approval of Minutes

September, 2025 Board Meeting

The location of the land for sale needs to change from "West" to "East" of The Jump. Under the General Manager's report, "uncovered" needs to be changed to "covered."

Motion: Member Tim Melton moved to approve the Minutes as amended. Member Eric Amend seconded. No public comment occurred. The Minutes were approved 4 -0.

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS**Land Appraisal Discussion**

The parcel includes 5 Acres located to the east of the Jump. The Board President will contact Bridger to handle the appraisal.

Financial Report

Amy Ellingson provided the report.

- The DA reviewed the September to January budget vs. actual expenses.
- The DA reviewed upcoming annexations.
- The Stip Bond status is at \$485,260

General Manager and District Administrators Report

Phil George offered the report.

- 31 covered manholes remain a concern.
- The GM reviewed the VRU status. 5 VRUs are pending.
- Simplification of the lift station is in planning.
- The generator was repaired and replaced battery.

- As Eric Amend's end of term is coming up, a portal will come live on the website and Eric Amend has until February 2nd to submit his contract. Tim Melton also needs to apply to formally register on the board. One vacant seat needs to be filled as well. A Resolution has passed to call for the proper election steps needed to make the GGWSD procedures official. The DA will contact these two Members with a link to update their seats.

Contract Renewal Discussion

- GGWSD requested to extend the contract with FCWSD, set to end in April, for two more years. Susan will create the contract and send it to GGWSD.

Board Member Topics

- A request was made to review customers using more VRUs than contracted. The GM reviewed these customers and confirmed penalization is occurring where applicable.
- The GM confirmed all meters are working and checked regularly.
- The GM requested information from Country Health and Sand Quarry/Gravel Hollow subcommunities.

Public Comment:

A question arose about if a specific trailer in the district is allowed to be a permanent fixture when it does not have a commode connected to GGWSD. The trailer in question will have no restrooms that will connect to GGWSD. A question arose over if district members can put trailers on property that aren't connected to the District. The county decides regulations in these areas.

Next Meeting Date: April 8th, 2026

Adjourn

There being no further business before the Board, the Gallatin Gateway County Water and Sewer District Meeting of January 14, 2026 adjourned at 7:05 p.m.

Libby Kueneke, Secretary

RENWAL INTERLOCAL AGREEMENT – GGCWSD LIFT STATION

TIME AND MATERIALS BETWEEN

Gallatin Gateway County Water and Sewer District (GGCWSD) PO Box 383, Gallatin Gateway, MT 59730

AND

Four Corners County Water and Sewer District (FCCWSD) 495 Quail Run Road, Bozeman, MT 59718.

THIS CONTRACT IS FOR WASTEWATER OPERATION AND MAINTENANCE OF THE GGCWSD LIFT STATION.

This agreement (“Agreement”) is made effective as of _____, 20__, (“Effective Date”), by and between the Gallatin Gateway County Water and Sewer District (“GGCWSD”), a unit of local government incorporated in Gallatin County, Montana, and the Four Corners County Water and Sewer District (“FCCWSD”), a unit of local government incorporated in Gallatin County, Montana (also referred to herein as “Contractor”) and GGCWSD and FCCWSD are collectively the “Parties” herein.

TERM: This Agreement commences on the Effective Date and shall continue for a period of two (2) years. Ninety (90) days prior to the end of the Term, the Parties shall meet to discuss termination, amendment of term with other amendments as each deems necessary. Either party may terminate with a 90-day written notice.

PURPOSE: This Interlocal Agreement is to ensure routine, regular, qualified service is provided to the GGCWSD lift station and power sources, which benefits FCCWSD by ensuring its qualified employees are available to provide the Work defined below and the FCCWSD’s adequate compensation for said work benefits the rate payers within its District.

Lift Station Status:

GGCWSD Lift Station design does not currently allow for real time monitoring and basic level alarms. Only limited Omnisite/information is available at this time, current alarm information unknown.

In the event of a catastrophic failure GGCWSD will be responsible to report any environmental impact event(s) to Montana DEQ and hold FCCWSD harmless. GGCWSD will need to pay for any clean up required.

Roles and Terms: All roles and terms from the original contract April 8, 2024 will stay in place.

The Parties agree as follows:

STATEMENT OF WORK

Contractor shall provide operations and maintenance (“O&M”) services to ensure the safe and efficient operation of the GGCWSD lift station, backup generator, lines, and manholes.

Included in the Scope of Work are:

- Availability of qualified personnel for lift station needs;
- Monitoring and maintenance of the lift station and backup generator;
- Reporting of abnormal conditions or flows;
- Periodic reporting of actual flow, pump starts and durations, and other metrics commonly collected by FCCWSD; as available from Omnisite
- Provision of consumable materials required to properly execute the SOW;
- Use of FCCWSD vehicles and equipment as required to properly execute the SOW
- One onsite visit to the Lift Station & Generator per week.
-

GGWCSD shall pay to FCCWSD a monthly fee for the O&M and meter reading of \$500.00 per month.

Any maintenance and repair needs of the lift station and backup generator will be reported to GGCWSD and , if time permits, submitted with a work order seeking approval or in the event, at FCCWSD discretion, the maintenance needs require immediate action may require a subcontractor to remedy the problem, an email notification will be sent to GGCWSD with an explanation of maintenance and repair needed, the basis for not provided previous notice, the labor billed per the hourly rate defined. All materials will be billed at cost plus 10% to GGCWSD.

FCWSD will not be available for emergency callouts on GGCWSD gravity collection system: main and services, piping and appurtenances.

Additional Scope:

GGCWSD may request additional tasks to be performed with work orders (non-emergency).

All personnel charges per the hourly rate. Equipment charges will be determined at a later date.

Hourly Rate

There shall be two billable labor categories.

1. Hours accrued under the Supervisor category shall be billed at an hourly rate of \$125.00 per hour.
2. Hours accrued under the Operator category shall be billed at an hourly rate of \$100.00 per hour.

The rate schedule is subject to revision by written, mutual agreement of the Parties.

For invoices, compensation shall be computed by multiplying the appropriate hourly rate prescribed in this Agreement by the number of direct labor hours performed. The hourly rates include all costs including, but not limited to applicable taxes, duties, wages, insurance, benefits, indirect costs, general and administrative expense. Non-business hours or overtime authorized under this contract, will be billed at 1.5 times. FCWSD is responsible for reporting and payment to the Contractor’s employees’ retirement system.

Equipment

The Parties do not intend to acquire jointly owned equipment during the Term of this Agreement. The Parties intend to rely upon the equipment of FCCWSD. In the event equipment not owned by FCCWSD is needed for repair and maintenance or emergency work. If needed FCWSD shall rent, lease or contract equipment companies to assess the emergency. the same and bill those costs to GGCWSD. Use of FCCWSD's vehicles having less than 11,000 pounds GVWR and the use of hand tools are included in the hourly rate. Use of specialty FCCWSD equipment and/or tools is to be invoiced at the following rate.

- Tving Equipment - \$50.00/hour
- Jetting Trailer- \$100.00/hour
- Vacuum Trailer- \$100.00/hour
- Crane Truck- \$100.00/hour
- Bypass pump- \$500.00/day

BUDGETING: FCCWSD shall provide to GGCWSD an estimated cost of the services provided in this Agreement. GGCWSD shall enact a budget which shall be sufficient to pay the estimated costs. In the event the costs exceed the estimate, the General Managers of FCCWSD and GGCWSD shall meet to resolve the cash flow deficiencies to ensure full payment of the services rendered to date.

TERMINATION: This Agreement shall terminate as set forth in the Term provision above, unless extended in writing. During the Term of this Agreement, either party may unilaterally terminate with ninety (90) days written notice to the other.

REPRESENTATIONS, WARRANTIES AND COVENANTS.

During the term of this Agreement, GGCWSD will respond to Contractor's reasonable requests for data and other information to the extent that (1) such information is known by or readily available to GGCWSD, and (2) it is legally permissible for GGCWSD to provide such information to Contractor. In connection therewith, GGCWSD will make its personnel available to confer with Contractor regarding the Work and any potential constraints.

Contractor is responsible for the direct management and supervision of its personnel. There is no implied employment of Contractor's personnel by GGCWSD.

GALLATIN GATEWAY COUNTY
WATER AND SEWER DISTRICT

FOUR CORNERS COUNTY WATER
AND SEWER DISTRICT

By: _____
Its: _____

by: _____
Its: _____

ATTESTED:

ATTESTED:

District Secretary

District Administrator

STATE OF MONTANA)

County of Gallatin) : ss.

On this ____ day of _____ 2024, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

Notary Public for the State of Montana
Printed Name: _____

STATE OF MONTANA)
County of Gallatin) : ss.

On this ____ day of _____ 2024, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

Notary Public for the State of Montana
Printed Name: _____

RENEWAL INTERLOCAL AGREEMENT – GGCWSD MANAGEMENT &
ADMINISTRATION

BETWEEN

Gallatin Gateway County Water and Sewer District (GGCWSD) PO Box 383, Gallatin Gateway, MT
59730

AND

Four Corners County Water and Sewer District (FCCWSD) 495 Quail Run Road, Bozeman, MT
59718.

THIS CONTRACT IS FOR WASTEWATER MANAGEMENT & ADMINISTRATION OF THE GGCWSD.

This agreement (“Agreement”) is made effective as of _____, 20__, (“Effective Date”), by and between the Gallatin Gateway County Water and Sewer District (“GGCWSD”), a unit of local government incorporated in Gallatin County, Montana, and the Four Corners County Water and Sewer District (“FCCWSD”), a unit of local government incorporated in Gallatin County, Montana (also referred to herein as “Contractor”) and GGCWSD and FCCWSD are collectively the “Parties” herein.

TERM: This Agreement commences on the Effective Date and shall continue for a period of two (2) years. Ninety (90) days prior to the end of the Term, the Parties shall meet to discuss termination, amendment of term with other amendments as each deems necessary. Either party may terminate with a 90-day written notice.

Roles and Terms: All roles and terms from the original contract April 8, 2024 will stay in place.

Roles and Terms:

- A. FCCWSD will make daily decisions on behalf of GGCWSD based upon what is best for GGCWSD.
- B. FCCWSD will monitor and respond once per day with any messages left on GGCWSD phones and email from existing and future clients.
- C. FCCWSD will act on behalf of GGCWSD to enforce GGCWSD rules, ordinances and regulations including MT DEQ requirements.
- D. FCCWSD will recommend to GGCWSD Board any changes to current policies, rules, ordinances, etc. for their consideration and action.

- E. FCCWSD will prepare an annual budget recommendation for GGCWSD to review and approve.
- F. FCCWSD will support a quarterly meeting to review with GGCWSD operational, financial, and new business activities.
- G. FCCWSD will work with GGCWSD selected accountant.
- H. FCCWSD will provide a monthly invoice to GGCWSD with an hourly rate of \$150.00/ hour.
- I. GGCWSD will identify a member of their board or a designated person for direct communication and monthly check approvals. This individual should also have banking authority for the GGCWSD.
- J. GGCWSD will move/require all communication with current and future customers to be handled electronically.
- K. FCCWSD to coordinate with GGCWSD current website host about restructure and cleanup.

REPRESENTATIONS, WARRANTIES AND COVENANTS.

During the term of this Agreement, GGCWSD will respond to Contractor’s reasonable requests for data and other information to the extent that (1) such information is known by or readily available to GGCWSD, and (2) it is legally permissible for GGCWSD to provide such information to Contractor. In connection therewith, GGCWSD will make its personnel available to confer with Contractor regarding the Work and any potential constraints.

Contractor is responsible for the direct management and supervision of its personnel. There is no implied employment of Contractor’s personnel by GGCWSD.

GALLATIN GATEWAY COUNTY
WATER AND SEWER DISTRICT

FOUR CORNERS COUNTY WATER
AND SEWER DISTRICT

By: _____
Its: _____

by: _____
Its: _____

ATTESTED:

ATTESTED:

District Secretary

District Administrator

STATE OF MONTANA)
): ss.
County of Gallatin)

On this ____ day of _____ 2024, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

Notary Public for the State of Montana

Printed Name: _____

STATE OF MONTANA)

: ss.

County of Gallatin)

On this ____ day of _____ 2024, before me, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same.

Notary Public for the State of Montana

Printed Name: _____

Gallatin Gateway County Water & Sewer District

Year to Date Financials March 2026

Operating Income

Actual	Budget
\$194,302	\$180,000

Expenses	Actual	Budget
Operating-	\$125,851	\$124,373
Bond A&C-	\$29,998	\$29,998
Short Term Replacement-	\$4,050	\$4,050
Capital Exp	\$0.00	\$21,579
Total Expenses	\$159,889	\$180,000

STIP Status- \$488,357.20 as of 3.31.2026 (74K)

Gallatin Gateway County Water & Sewer District

January 2026 to April 2026

Report on General Manager and District Administrator

- O & M Report
 - o Manhole Issue: 31 of 55 covered- ongoing concern
 - o VRU Status
 - Capacity Approved: 65,000
 - Capacity Purchased: 51,139
 - VRU: 388
 - Committed: 371
 - o Lift Station- Simplification in planning
 - o 2 Board members needed