



FORT SMITH WATER & SEWER DISTRICT
Board Meeting Minutes-Friday, September 26, 2025

-OPENING – ROLL CALL- Jim Hyde called the meeting to order @ 9:00 on September 26, 2025. The meeting was held via phone conference and Teams; Board members attending Teams: Jim Hyde, Jeff Buszmann and Katie Steele; attending via phone conference: Tina Power tried to attend but was not able to connect by phone for Teams; Employees attending: Josh McCraw and Sandy Kust; public attending via phone: Bonnie Evans.

-APPROVAL OF AUGUST 29, 2025, MEETING MINUTES- Motion by Mr. Buszmann to approve the meeting minutes with change from August 29, 2025, 2nd by Mr. Hyde, motion carried unanimously.

-FINANCIALS/BILLS- Sandy Kust presented the treasurers report for September 2025. Expenses: \$14,998.39, income: \$29,467.42; checking account balance: \$136,249.45, wastewater saving account: \$41,100.00, CDARS \$29,976.00; total checking, savings and cd accounts: \$207,325.45. Motion by Ms. Steele to pay the bills and accept the treasurers report, 2nd by Mr. Buszmann, motion carried unanimously. Report is on file with the District records

-DELINQUENT REPORT- Currently there are 8 accounts that are past due, totaling \$988.90; the water is turned off on 6 accounts and 2 accounts were sent past due letters for turn off on October 2, 2025. Report is on file with District records.

RATE INCREASE: The Resolution of Intention to raise rates 5% was discussed and reviewed. The 5% increase would be:

¾" Meter: Water base rate: \$21.00 to \$22.05

1" Meter: Water base rate: \$37.59 to \$39.47

1.5" Meter: Water base rate: \$ 84.00 to \$88.20

Water Usage Rate for ¾", 1", and 1.5" Meters

0-10,000 Gallons per month: \$ 1.50/1,000 gallons to \$1.57/1,000 gallons

10,001-20,000 Gallons per month: \$ 3.50/1,000 gallons to \$3.67/1,000 gallons

20,001 and over: \$8.50/1,000 gallons to \$8.92/1,000 gallons

Sewer Base Rate Charge (based on size of water meter)

Sewer base rate (¾" meter): \$37.00 to \$38.85

Sewer base rate (1" meter): \$66.23 to \$69.54

Sewer base rate (1.5" meter): \$148.00 to \$155.40

Sewer Usage Rate

0 gallons and over per month: \$3.50 /1,000 gallons to \$3.67/1,000 gallons

The increase would generate additional revenue of approximately \$6,213.00/year for water and approximately \$7,661.00 for sewer.

Motion by Mr. Buszmann to increase rates by 5%, 2nd by Ms. Steele, motion carried unanimously. The Resolution will be included with the billing and mailed to customers as well as a few sentences on the bill explaining why the rate increase is needed. The rate increase will start in November, 2025. Rate increase is on file with District records and will be put on the website.

ACCOUNTANT/AUDIT- Sandy continues to separate out all water and sewer in checking account, debit card, savings and construction accounts into separate profit/loss and balance sheets and then make journal entry adjustments for the depreciation, update assets and special assessments. The accountant will review before being sent to auditor, audit will need to be completed by September 2026. The District will have to do the audit for FY25 and then another one for FY26 as project will not be closed out until June of 2026, audit is anticipated to start in October 2025.

-WASTEWATER PROJECT

1. **AERATORS-** Josh stated the repaired aerator is installed and runs great. Josh and Jim checked amperage readings for the aerators on 2 different days and are within specifications. Josh and Jim will find out just the props have to be removed from aerators for winterization or if motors and floats will also need to be removed.

2. **SOLAR POWER-** Mr. Buszmann stated Big Horn County Electric Cooperative does not do net metering by the month, net metering is only done at the end of the year, but stated solar should be on Districts radar. Mr. Hyde attends the yearly meeting with the Cooperative and stated the board is very open and will discuss solar power with their board as well as meet with a board member to find out how demand metering works.

OPERATOR REPORT- Josh stated everything on the water/wastewater system continues to go well and is planning on flushing fire hydrants in October, samples are all completed. Josh stated not many customers have signed up for Eye on Water but is planning on getting registers ordered in October and start installing for customers that have requested this service. Mr. Buszmann asked about back up power if electricity goes out and Josh stated, the lift station and pumps have generators that run off propane in the event of power loss and the generators are also exercised for 20 minutes each week; propane is only used to power generators. Josh stated John Mangan had to leave for 6-8 weeks and will train Katie Steele as a backup on how to run the water/sewer systems. Information for Eye on Water will continue to be on the bill for customers to sign up.

NEW BUSINESS:

TO DO LIST: Mr. Buszmann suggested the District start a to do list with Google Documents for the board and employees to access and will list tasks to keep everyone updated. Ms. Steele will get the google documents started and send out for review.

OCTOBER MEETING- Thursday, October 23, 2025 @ 9am.

TRIBUTE IN MEMORY OF ALAN SHAW- Mr. Buszmann stated he will do something with the park and then go Big Horn County with plan, he also asked about a tree to be planted as a memorial for Alan Shaw and wanted suggestions for a tree that will grow in Fort Smith, which a box elder tree was recommended. Mr. Hyde suggested a big rock have the plaque and not the picnic table so it can be seen better. The District would like to have a tribute to Alan in place before the celebration/memorial for Alan Shaw on June 16, 2026.

-PUBLIC COMMENTS- Bonnie Evans suggested the board inform customers of reason for rate increase. The board will put a few sentences together explaining reason for the increase and have this on the bills.

-ADJOURN MEETING- Motion by Mr. Buszmann to adjourn meeting, 2nd by Mr. Hyde, meeting adjourned @ 10:33AM