

Board Meeting Agenda for Tuesday, May 18, 2021 @ 6:30 pm

Four Corners Water & Sewer District Office, 495 Quail Run Road,

Bozeman, MT, 59718 VIA ZOOM

If you would like to attend the meeting via Zoom, please call 406-585-4166 for the Zoom ID.

Regular Monthly Meeting

- 1) Call to Order
- 2) Approval of Draft Meeting Minutes from April 20, 2021
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2021-06- 3 Peaks LLC- Second Reading
- 2) Ordinance 2021-07- Phoenix Rising Commercial- Second Reading
- 3) Ordinance 2021-08- Brooks/Lennon- First Reading
- 4) Ordinance 2021-09- Childre- First Reading
- 5) Resolution 2021-06- Water & Sewer Capacity Fee's Increase
- 6) Resolution 2021-07- Increase of Infrastructure Equalization Fee
- 7) 2021-2022- Budget
- 8) Capacity Forecast
- 9) Bond Discussion/Possible Resolutions
- 10) Monthly Operation & Maintenance Report
- 11) Monthly Financial Report
- 12) General Manager Topics
- 13) Board Member Topics
- II. Next Meeting Date Tuesday June 15, 2021
- III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, April 20, 2021

Call to Order

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:32 pm on Tuesday, April 20, 2021, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Cory Klumb, member Bob Thelen, member Brad Early, member Nancy Flikkema

Staff/Public present: Phil George from FCWSD and Libby Kueneke, Secretary

Approval of Minutes

March 16, 2021 Board Meeting:

Motion: Member Nancy Flikkema moved to approve the minutes as written. Member Brad Early seconded. No public comment. The minutes were approved 4-0.

Public Comment on Non-Agenda Items:

None.

GENERAL BUSINESS

New Secretary

Libby Kueneke is now serving as secretary for the Four Corners Water & Sewer District.

Ordinance 2019-07- Hunziker Property- 2nd Reading

Ordinance 2019-07: An Ordinance Accepting the Annexation Petition of John and Kimberly Hunziker for annexation into the Four Corners Water and Sewer District.

The property is located near the intersection of Baxter and Blackbull Trail. The request is written for 2 EDUs, but the contract will request 97 units. Phil Recommends approval.

Motion: Member Brad Early moved to pass the second reading of Ordinance 2019-07; member Nancy Flikkema seconded. No public comment. Motion passed 4-0.

Ordinance 2021-06- 3 Peaks LLC- 1st Reading

Ordinance 2021-06: An Ordinance Accepting the Annexation Petition of 3 Peaks LLC for annexation into the Four Corners Water and Sewer District

The property is roughly 110 acres located West of Gallatin Heights. The petition is for 215 EDU's which covers phase 1 and 2. They plan to request another 100 to 120 units for phase 3 development in a few years. The property has close access to water/sewer line connections.

Phil Recommends approval.

Motion: Member Nancy Flikkema moved to pass the second reading of Ordinance 2021-06; member Bob Thelen seconded. No public comment. Motion passed 4-0.

Ordinance 2021-07- Phoenix Rising Commercial LLC- 1st Reading

Ordinance 2021-07: An Ordinance Accepting the Annexation Petition of Phoenix Rising Commercial LLC for annexation into the Four Corners Water and Sewer District.

The property is 11 acres located at the corner of Cobb Hill and Huffine. The petition is for 2 EDU's. Access to water/sewer line connections will require the owners to drill under a highway in an area with trees and a creek; this will require MDOT permission. Phil recommends approval.

Motion: Member Bob Thelen moved to approve Resolution 2021-07; member Brad Early seconded. No public comment. Motion passed 4-0.

Resolution 2021-05- Refinancing Bonds Infrastructure Funds

Resolution 2021-05: A Resolution of the Four Corners County Water and Sewer Authorizing the GM to proceed with Refinancing Bonds and Qualifying for American Recuse Infrastructure Funds.

The District has an opportunity to refinance district bonds in order to lower the total cost potentially by around \$500,000 and an opportunity to potentially receive American Rescue Plan Infrastructure funds designated by the state that require approval of matching funds from the district. This resolution allows for quick response to these opportunities while maintaining accountability with the board. If an emergency board meeting is needed, it will be called. The board and GM agreed the phrasing "bond and infrastructure activities" means facilitating discussion to determine recommendations to the board. They modified the resolution to include "for finalization with board approval".

Motion: Member Bob Thelen moved to approve Resolution 2021-05 as amended; member Cory Klumb seconded. No public comment. Motion passed 4-0.

Engineer's Report

Phil George provided the report.

- SBR 2 is in progress and is expected to be completed in July.
- RI basins 4 and 5 are being constructed. Basin 1 will need cleaning and maintenance in the end of 2021 to return to full operation.
- Engineering has begun on SBR 3 and 4 and is expected to be complete around the end
 of September. They are seeking DEQ approval before the end of the year.
- The Elk Grove digester cover has been manufactured but not installed.
- Engineering has begun on the Elk Grove water booster, and a spec for a turn key system is being developed.
- Elk Grove waste water rehab requires some engineering work that needs approval from

DEQ. Most is repair work.

North Star and Commerce meter pits have parts ordered.

Monthly Financial Report

Phil George provided the Monthly Financial Report:

- \$1,500,000 has been collected. \$7,000,000 is owed and coming in future fiscal years.
- The District has 73 EDU's of Sewer Capacity Remaining with 50 EDU's held back from past work.

Manager Topics

- Phil and the board discussed pre-selling additional EDU's at current prices through the
 end of the year with a potential increase of prices in October of 2023 barring reception of
 funds from the state. Phil will make a resolution for future approval.
- Phil is seeking a subcommittee of the board to help plan to determine how to manage water disposal in a most cost efficient way and to make a target stopping point for district growth. Bob Thelen volunteered to assist.

Board Member Topics

Nancy Flikkema raised the need for an additional board member due to Peter's resignation.

Public Comment:

No public comment.

Next Meeting Date: Tuesday, May 18, 2021

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of April 20, 2021 adjourned at 7:29 p.m.

Libby Kueneke, Secretary

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF 3 PEAKS DEVELOPMENT LLC FOR ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, 3 PEAKS DEVELOPMENT LLC, submitted a petition, signed by Chad Larson, purporting to be an authorized manager, for annexation of 1668 Buckrake Ave, BOZEMAN, MT 59718, being described as being located in Tracts 1-3 of COS No. 2591 and Tract 1 of COS No. 2296, being located in the NE ¼ of Section 35, T1S, R4E, P.M.M. Gallatin County Montana collectively being approximately 109.92 acres in size (collectively "Property") requested that the Property be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

WHEREAS, the Property is contiguous to the District boundary; and

WHEREAS, on March 16, 2021 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property and determined the Property was contiguous and further determined that the systems have capacity to provide service to the Property; and

WHEREAS, 3 PEAKS DEVELOPMENT LLC will provide evidence of purchased of water rights to serve the Property need to be provided for 215 EDU (34,400 gpd total) and have agree to pay the water and wastewater fee per EDU to the District; and

WHEREAS, the Property will need to provide its own irrigation water.

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Property, described above, into the District after transfer of water rights & payment of fees water and sewer service for 215 EDUs (34,400 gpd total).

Landowners/petitioners acknowledge that should additional structures which utilized water and/or sewer on the Property seek service, the District makes no representation that the District will have sufficient water or sewer capacity to service future structures.

	s of the Four Corners County Water and
Sewer District after first reading on April 20), 2021 with a vote of $\stackrel{ extstyle L}{ o}$ in favor and
U against and second reading on	, 2021 with a vote of in favor
and against. This Ordinance shall	be in effect 30 days after the date of the
second reading.	

1 st Read and approved: Dated: April 20, 2021	Four Corners County Water and Sewer District
	By: ALC.
Attested: My My Secretary	
2 nd Read and approved: Dated:, 20	Four Corners County Water and Sewer District
	By: Its:
Attested:	
Secretary	

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF PHOENIX RISING COMMERCIAL, LLC FOR ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, PHOENIX RISING COMMERCIAL, LLC FOR LLC, submitted a petition, signed, for annexation of 1770 Cobb Hill Road, BOZEMAN, MT 59718, being described as being located in the NW4NW4 of Section 18, T2S, R5E, Gallatin County Montana collectively being approximately 11.54 acres in size (collectively "Property") requested that the Property be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

WHEREAS, the Property is contiguous to the District boundary; and

WHEREAS, on March 16, 2021 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property and determined the Property was contiguous and further determined that the systems have capacity to provide service; and

WHEREAS, PHOENIX RISING COMMERCIAL, LLC will provide evidence of purchased of water rights to serve the Property need to be provided for 2 EDU (320 gpd total) and have agree to pay the water and wastewater fee per EDU to the District; and

WHEREAS, the Property will need to provide its own irrigation water.

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Property, described above, into the District after transfer of water rights & payment of fees water and sewer service for 2EDUs (320 gpd total).

Landowners/petitioners acknowledge that should additional structures which utilized water and/or sewer on the Property seek service, the District makes no representation that the District will have sufficient water or sewer capacity to service future structures.

ADOPTED by the Board of Directors	of the Four Corners County Water and
Sewer District after first reading on April 20	, 2021 with a vote of $\frac{\Box}{\Box}$ in favor and
O_ against and second reading on	, 2021 with a vote of in favor
and against. This Ordinance shall be	be in effect 30 days after the date of the
second reading.	

1st Read and approved: Four Corners County Water and

Dated: April 20, 2021	Sewer District
	By: Mesideet
Attested:	
My Secretary	
2 nd Read and approved: Dated:, 20	Four Corners County Water and Sewer District
	By: Its:
Attested:	
Aucsicu.	
Secretary	

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF ANDREW & MANDY BROOKS AND MATTHEW & BRINDEY LENNON FOR ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, ANDREW & MANDY BROOKS, TRUSTEES OF THE SWEET SUCCESS TRUST DATED NOVEMBER 28, 2012 AND MATTHEW & BRINDEY LENNON, submitted a petition, signed, for annexation of 387 E VALLEY CENTER ROAD, BOZEMAN, MT 59718, being described as the Tract being located in the SE & SW Quarter of Section 24, T1S, R4E, P.M.M Gallatin County Montana collectively being approximately 3.84 acres in size (collectively "Property") requested that the Property be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

WHEREAS, the Property is contiguous to the District boundary; and

WHEREAS, on April 20, 2021 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property and determined the Property was contiguous and further determined that the systems have capacity to provide service; and

WHEREAS, ANDREW & MANDY BROOKS AND MATTHEW & BRINDEY LENNON will provide evidence of purchased of water rights to serve the Property need to be provided for 1 EDU (160 gpd total) and have agree to pay the water and wastewater fee per EDU to the District; and

WHEREAS, the Property will need to provide its own irrigation water.

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Property, described above, into the District after transfer of water rights & payment of fees water and sewer service for 1EDUs (160 gpd total).

Landowners/petitioners acknowledge that should additional structures which utilized water and/or sewer on the Property seek service, the District makes no representation that the District will have sufficient water or sewer capacity to service future structures.

ADOPTED) by the Board of Director	rs of the Four Corners Co	ounty Water and
Sewer District aff	ter first reading on May 1	8, 2021 with a vote of	in favor and
against and	l second reading on	, 2021 with a vot	e of in favor
and agains	st. This Ordinance shall	be in effect 30 days after	r the date of the
second reading.			

1 st Read and approved: Dated: May 18, 2021	Four Corners County Water and Sewer District
	By: Its:
Attested:	
Secretary	
2 nd Read and approved: Dated:, 20	Four Corners County Water and Sewer District
	By: Its:
Attested:	
Secretary	

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF JAMES & ERIN CHILDRE, 545 NORTH LAUREL PARKWAY, BOZEMAN MT 59718, FOR ANNEXATION SEWER ONLY

WHEREAS, JAMES & ERIN CHILDRE submitted a petition for annexation of a parcel of land described in Tract 5B of Tract 12 Minor Subdivision #520, in Gallatin County, Montana. A tract of land located in the NW ¼ of Section 12, Township 2 South, Range 4 East P.M.M. hereinafter also referred to as "Property" requesting that the Property be annexed into the Four Corners County Water and Sewer District to connect to *sewer service only*; and

WHEREAS, the property is contiguous to the District boundary; and

WHEREAS, on April 20, 2021 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property as contiguous property and determined that the systems will have sufficient future capacity to provide service to the Property.

WHEREAS, the JAMES & ERIN CHILDRE agrees to pay the sewer capacity fee for one and a half (1.5) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 240 gallons a day and average daily flow of 240 gallons per day per EDU. The District shall not provide sewer service in excess of the capacity provided herein.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as Tract 5B of Tract 12 Minor Subdivision #520, in Gallatin County, Montana. A tract of land located in the NW ¼ of Section 12, Township 2 South, Range 4 East P.M.M into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 240 gallons a day and average daily flow of 240 gallons per day per EDU.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District

	with a vote of in favor and against and second reading in favor and against. This Ordinance shall be in effect reading.
1 st Read and approved: Dated: May 18, 2021	Four Corner's County Water and Sewer District
	Its:
Attested:Secretary	
2 nd Read and approved: Dated:, 2021	Four Corner's County Water and Sewer District
	Its:
Attested:Secretary	

RESOLUTION 2021-06

A Resolution of the Four Corner County Water and Sewer District to Modifying the Water and Sewer Capacity Fees.

RECITALS

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

WHEREAS, the District enacted both water capacity fees for water and sewer capacity fees to equitably recover from newly connected service the proportionate costs of infrastructure available to newly connected users; and

WHEREAS, the Board considered the presentation of the general manager supporting the increase of water and sewer capacity fees and the public comment; and

WHEREAS, the District has considered the value of water and sewer infrastructure including water and sewer treatment and finds that the currently charged fee does not adequately and equitably compensate the District for its investments in water and sewer infrastructure.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to amend the water capacity fee per EDUS to be \$3,500.00 and sewer capacity fee per EDUS to be \$10,500.00 per sewer EDU effective October 1, 2021.

Dated this day of May, 2021.	
Cory Klumb, President	
ATTESTED:	
Libby Kueneke, Secretary	

RESOLUTION 2021-07

A Resolution of the Four Corner County Water and Sewer District increasing the Infrastructure Equalization fee for The District.

RECITALS

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

WHEREAS, the District, having paid for the excess capacity space in the infrastructure, anticipates that the infrastructure is available to provide service to future developments; and

WHEREAS, the District, having evaluated the cost of purchasing the excess capacity in the infrastructure which may benefit future developments, believes future development should share in the costs of infrastructure from which it will benefit.

NOW THEREFORE, the District will increase the Infrastructure Equalization fee for annexed properties post purchased connecting into the established water and sewer system. The Equalization fee/charge for any connection will be \$3000 per EDU.

The General Manager shall enact this policy effective October 1, 2021.

Dated this day of May 2020.	
Cory Klumb, President	
ATTESTED:	
Libby Kueneke, Secretary	_



General Admin Expenses

		Budget 20-21	Projected Actual	Proposed
		_		
_	Board	12	11	12
_	Personal Expenses	694	685	850
_	Office Admin	48	65	60
-	Vehicle Expenses	52	45	60
-	Professional Services	240	240	250
-	Other Expenses	56	81	80
	Total	1102	1116	1312

- -Additional Hire
- -Summer Help



		Budget 20-21	Projected Actual	Proposed
Wateı				
-	Income	1565	1650	1750
Exper - - -	nses Operating Repairs/Maintenance Professional Services	170 70 10	165 72 5	180 70 5
	Sub Total	250	242	255
- - -	Short Term Assets Rev Rev Bond Shared Expenses	68.4 456 551	68.4 546 558	68.4 720 656
	Total	1325.4	1413.4	1699.4
Opera	ating Reserve	239	236.6	75.6

Revenue

-Increase in a Bond Payment



	Budget 20-21	Projected Actual	Proposed
Sewer			
- Income	1500	1653	1725
Expenses			
- Operating - Repairs/Maintenance - Professional Services	325 95 5	254 39 0	325 95 5
Sub Total	425	293	425
Short Term Assets RevRev BondShared Expenses	36 204.6 551	36 204.6 558	36 204.6 656
Total	1216.6	1091.6	1321.6
Operating Reserve	283.4	561.4	428.4

⁻SBR 2 online September 2021

⁻Elk Grove Rehab October – June 2022

⁻Revenue Bond Payment maybe increased



	Budget 20-21	Projected Actual	Proposed
- Water Income	1565	1650	1750
- Sewer Income	1500	1658	1725
Water - Op Expenses - Short Term Asset Rev - Rev Bond - Shared Expenses	250 68.4 456 551	241 68.4 546 558	250 68.4 720 656
Total	1325.4	1413.4	1694.4
Operating Revenue - Water	239.6	236.6	75.6
Sewer - Op Expenses - Rev Bond - Short Term Asst Rev - Shared Expenses	425 204.6 36 551	293 204.6 36 558	425 204.6 36 656
Total	1216.6	1091.6	1321.6
Operating Revenue - Sewer	283.4	561.4	428.4



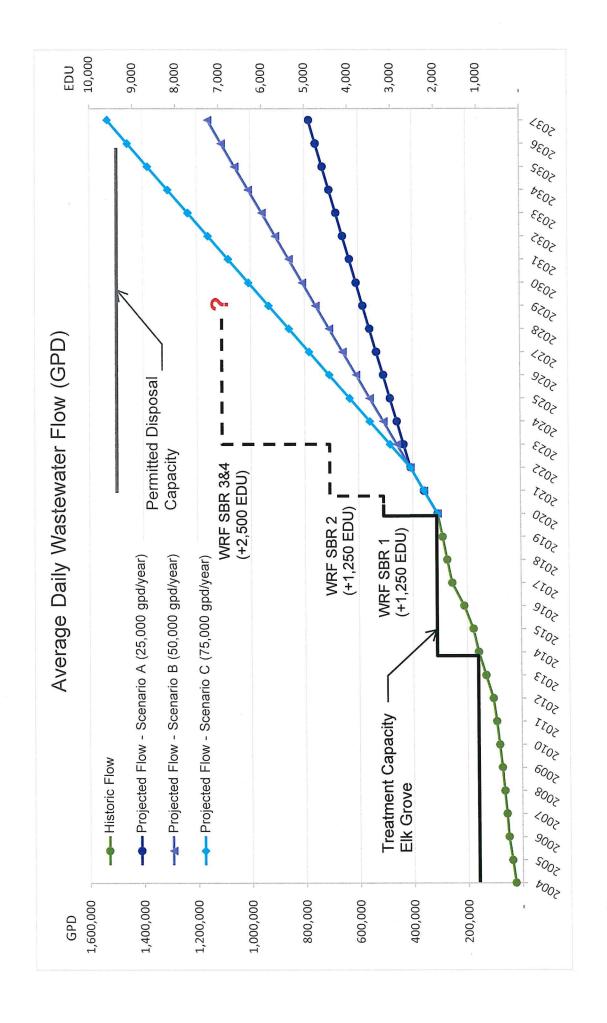
May 18, 2021

Capital Projects

2021-2022

-	SBR 3&4	6.5M
-	Elk Grove Water Booster	1.25M
-	Elk Grove WWP Rehab	1.50M
-	SCADA (security)	1.0M
_	Water Loop	1.0M

We will submit for matching funds ARPA to County and State



- Flow has increased by about 20,000 gpd increase per year for the last few years - All scenarios assume 50,000 gpd increase in flow during 2021 and 2022 Notes:



Operation & Maintenance Report. May 14, 2021

- Final cleanup and punch list items are nearing completion at the WRF Phase 1, Phase 2 SBR
 construction is 80% complete. FCWSD staff is addressing the odor complaints and the odor
 control system deficiencies that were discovered are being corrected by the sub-contractor that
 installed it.
- 2. The Rapid Infiltration Basin 4 improvements are near completion. Basin 4 should be operational next week and construction of Basin 5 will begin.
- 3. FCWSD staff identified 2 substantial leaks in the water distribution system that have been repaired. Current water loss appears to be within the normal range of a municipal system, leakage will be continuously monitored.



May 18, 2021

General Administration Actives and Issues:

- 1. Fleet Truck- Expected by June 30th
- 2. New Employees- Starting May 24th and June 1st
- 3. Office re-opened to public June 1st
- 4. Future date to be set for public to attend meetings.
- 5. Road in front of WRF has been graded.
- 6. Paving at parking lot at WRF

Current Stip

Bond \$779,994 Water \$ 1,860,874 Sewer \$ 3,572,944



Month End YTD Budget vs. Actual April 2021

Shared Expenses

		April 2021	Budget
Incom	ne/Expense		
	Expense		
500-Shared General Admin Expenses			
	510- Board Members	2,140	10,000
	520- Personnel Expenses	569,530	578,330
	530- Office Expenses	53,734	40,000
	540- Vehicle Expenses	29,005	43,330
	550- Professional Services (Shared)	153,260	200,000
	560- Other Expenses (Shared)	62,027	46,660
Total		869,696	918,320

We have now taken on the insurance for the WRF, the 560 category will grow by about 14K



Month End YTD Budget vs. Actual April 2021

Water

	April 2021	Budget
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,344,143	1,304,170
Expense		
600- Water O&M Expenses		
610- System Operating Exp (Water)	141,910	141,670
620- Repairs/ Maintenance Expenses	45,110	58,330
630- Professional Services (Water)	924	8,330
Total 600- Water O&M Expenses	187,944	208,330
Half of Shared Expenses	434,849	459,160
Total Expenses	622,793	667,490

^{*} Revenue Bond yearly payment \$268,560



Month End YTD Budget vs. Actual April 2021

Sewer

	April 2021	Budget
Income/Expense		
Income		
400- Operating Revenues 420- Sewer Revenues	1,288,058	1,250,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	218,359	270,830
720- Repairs/ Maintenance Expenses	36,195	79,170
730- Professional Services (Sewer)	0	4,170
Total 700- Sewer O&M Expenses	254,554	354,170
Half of Shared Expenses	434,849	459,160
Total Expenses	689,403	813,330

^{*} Revenue Bond yearly payment \$204,536



May 2021

Sewer Status

Curren	t Processing		EDU'S		2227
Curren	t Obligations		EDU'S		2089.5
	Total				4316.5
Capaci	ty	Gal/Day	EDU'S	@160	
-	Elk Grove WRF Phase A WRF Phase B	300,000 200,000 200,000		1875 1250 1250	
	Total		EDU=	4375	
Remainder for Sale 58.5					
Inquire	es				
=	Silo LLC	Annexed- Phase 2		100	
-	ВВ	Annexed		200	
=	TP	Annexed		10	
-	RJ	Annexed		39	
-	YS	Annexed		5	
-	3Peaks	Annexed- Phase 3		183	
				537	
-	RV			120	