



**Board Meeting Agenda for Tuesday, January 18, 2022 @ 6:30 pm**

**At The**

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

**Bozeman, MT, 59718**

**Regular Monthly Meeting**

- 1) Call to Order
- 2) Approval of Draft Meeting Minutes from November 16, 2021
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) County Planning- Presentation
- 2) Ordinance 2022-01- Dykstra First Reading
- 3) Monthly Operation & Maintenance Report
- 4) Monthly Financial Report
- 5) General Manager Topics
- 6) Board Member Topics

**II. Next Meeting Date – Tuesday- February 15, 2022**

**III. Adjourn Meeting**

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT 2  
REGULAR MEETING, November 16, 2021**

**Call to Order**

Vice President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:31 pm on Tuesday, November 16, 2021, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: Vice President Nancy Flikkema, member Bob Thelen, member Brad Early, and member Michele Piazza

Staff/Public present: Phil George and Amy Ellingson from FCWSD; Justin Gerber; and Libby Kueneke, Secretary

**Approval of Minutes**

October 19, 2021 Board Meeting

Nancy Flikkema needs to be noted as vice president.

**Motion:** Member Brad Early moved to approve the minutes with the requested edit. Member Bob Thelen seconded. No public comment. The minutes were approved 4-0.

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

No public comment.

**GENERAL BUSINESS**

**Audit Presentation**

Justin Gerber provided the report.

FCWSD passed the audit with no major issues. As one payroll had one employee overpaid and another underpaid, FCWSD will receive a payroll summary to review and approve each payroll and will switch from a manual to a computerized timesheet payroll system.

**Ordinance 2021-13: Long 2nd Reading**

Ordinance 2021-13: An Ordinance Accepting the Annexation Petition of Lisa Long & Brandon D. Fleisher for annexation into the Four Corners Water and Sewer District

The property is located north of Monforton School, west of Monforton Road, and east of Jackrabbit. The petition is for 1 EDU for sewer only. Phil recommends approval.

**Motion:** Member Michele Piazza moved to pass the 2nd reading of Ordinance 2021-13; member Brad Early seconded. No public comment. Motion passed 4-0.

**Resolution 2021-14: Fire Protection**

Resolution 2021-14: A Resolution of the Four Corners County Water and Sewer to Amend the Water Supply for Fire Protection Policy.

This resolution raises the fee for fire protection supply water for out-of-district residents adjacent to the district from \$2,800 to \$3,800 due to inflation. People who pay this fee will be treated as an in-district client. A \$150/hydrant fee per year is applied to cover the costs of flushing and testing hydrants for hydrants installed outside of the district.

The GM will create a system to notify out-of-district residents living south of Huffine and south of Norris road of this protection opportunity.

**Motion:** Member Brad Early moved to approve Resolution 2021-14; Bob Thelen seconded. No public comment. Motion passed 4-0.

### **2021-15: Fire Fees Resolution**

Resolution 2021-15: A Resolution of the Four Corners County Water and Sewer Updating Fees and Charges for use of water for Fire Protection.

This resolution adjusts the cost of bulk water for out-of-district fire suppression from \$50/1,000 to \$25/1,000 effective 1/1/22 as that applies to contractors also. In-district cost remains at \$10/1,000.

**Motion:** Member Bob Thelen moved to approve Resolution 2021-15; Michele Piazza seconded. No public comment. Motion passed 4-0.

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

Phil George offered the report.

- Second IPS odor control structure is in place, drain pipe installed and backfilled. Waiting for additional components. Conex for control building is in place and upgrades are beginning.
- The odor control additive is effectively eliminating odor even though travel time is still long, and has proven to benefit the wastewater process. It appears to be aiding the phosphorus removal in the effluent and inhibiting the formation of excessive filamentous growth. The GM will run another odor test to compare odor levels to a report before the additive. FCWSD personnel will soon install an injection system for this additive at the Valley Center Lift Station.
- Several WRF warranty issues have been repaired. The manual valves were found incorrectly installed and improperly constructed with a bronze instead of stainless steel shaft. Parts were replaced and installation was corrected. A defective level sensor sending unit was replaced. The cause of the failure was corrected.
- EGWWTP rehab continues and should be completed in late spring. The WRF is processing all the wastewater flow at this time without problems. FCWSD has painted the EGWWTP office, changed heat from electric to gas, remedied a leak inside the building, installed meters in the water booster, added a bypass system, ordered new doors and added gas heat for the booster plant, completed 85% of the ditch lining, and cleaned out clarifier tanks. A new influent screen arrives 11/15.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- A new employee policy will go into effect after the board president and GM's approval.
- FWSD placed an ad to fill 2 needed employee positions.
- FCWSD insurance is up for renewal. Wolfguard and the Payne agent will coordinate to insure internet security coverage without overlaps or holes.
- In STIP, money from Creekside property's EDU's was applied, and \$308k of the bond was brought down to the capital projects account.

- Slightly over budget on shared expenses due to Morrison-Maierle and billing software bills
- Over budget on water expenses due to water meter purchases anticipating shortages
- Overall under budget on sewer expenses.

### **General Manager Topics**

Phil George offered the report.

- Closed on Love Lane property. Seeking to store water and create diversion wells there. Starting a required water study to get permission from DNRC, who regulates inground water, to store water and move well points of diversion there.
- Awaiting DEQ approval for the booster plant, the technology improvement at EGWWTP, the WRF 3 & 4, and the permission to sell EDU's to be hooked up in 2023.
- GM wants to meet with the board's Finance Subcommittee and Property Subcommittee before the January board meeting to discuss properties and investments.

### **Board Member Topics**

Resuming Zoom meetings for public participation was requested. Clarification of notification of board vacancies was requested: residents' water bills and the website notify residents of vacancies.

### **Public Comment:**

No public comment.

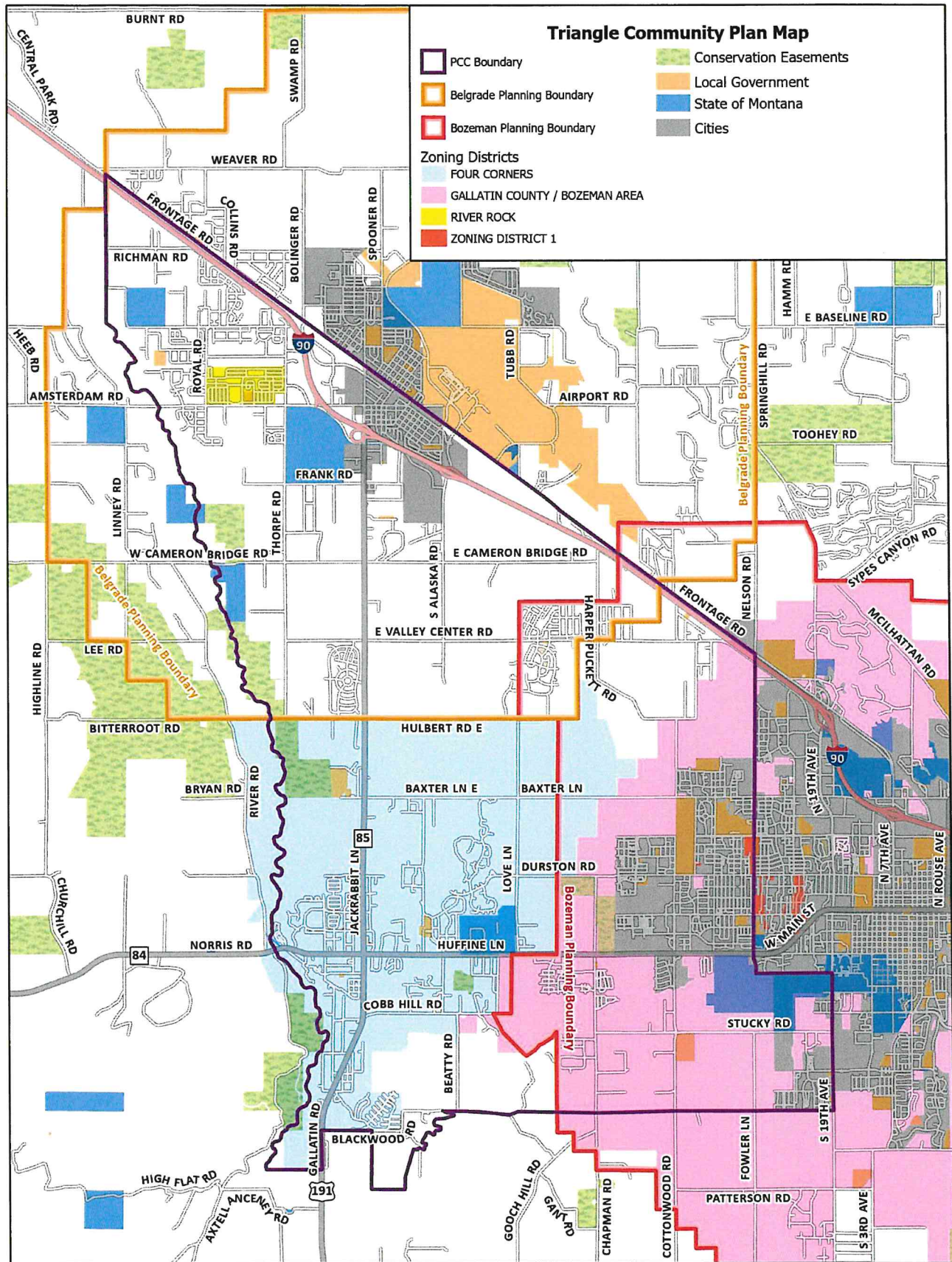
**Next Meeting Date:** Tuesday, January 18, 2022

No December meeting is scheduled.

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of November 16, 2021 adjourned at 7:47 p.m.

Libby Kueneke, Secretary



## Water and Sewer

The existence and development of public and private water and sewer infrastructure will be a driving force in future development patterns. Not only will water and sewer services direct where public and commercial developments are located, but will likely drive housing density. The cost of extending water and sewer services is an important factor in deciding where and how far these services are extended. Those cost factors should also drive hook-ups at higher densities, in order to maximize the efficient use of taxpayer dollars. In addition, overstretching these services through rapid expansion without the consideration of long term maintenance liabilities is something this plan seeks to address and discourage. There are numerous concerns in the Triangle that drive the goal of increasing the number of households, businesses, and public institutions serviced by public water and sewer systems. The goals and policies of the plan encourage providing infrastructure that supports compact and contiguous development patterns, and minimizes the installation of new septic systems and wells for environmental health reasons. Water quality is another important consideration, and wastewater treatment is linked to the protection of water quality. Septic systems threaten water quality if they fail or are placed in location that has high ground water or substrates that are extremely porous. Belgrade's water source is groundwater that is pumped without treatment directly into the distribution system, thus maintaining water quality is critical. These conditions may contribute to the need to explore establishing a groundwater protection area in the future and Montana law provides opportunities for inter-governmental agreements to establish source water protection. The development of source water protection would be a critical step in planning for potential public wastewater treatment in the future. The Triangle will protect water resources and public health and safety by maximizing future hook ups to public wastewater systems as the best approach to maintain water quality and manage nitrate levels, provided that expansion of these services are happening in a way that is consistent with the vision of compact and contiguous land use patterns.

GOAL: Provide safe and efficient delivery of drinking water and treatment of sewage in the Triangle Planning area.

POLICY 4.8.1 Through education, the jurisdictions should inform the public on the benefits of utilizing public utilities.

POLICY 4.8.2 Encourage prioritization of infill development within existing public service areas over expansion of these service areas.

POLICY 4.8.3 Explore development of standard easement requirements to support maintenance and service of water and sewer infrastructure.

POLICY 4.8.4 Avoid activities and uses that would disrupt planned water and wastewater infrastructure improvements.

POLICY 4.8.5 Align water and wastewater infrastructure with the 1 and ½ mile road grid where possible to ensure access and right of way.

POLICY 4.8.6 Encourage new subdivisions to design and plan for future hook ups to public water and sewer systems when the service becomes available.

POLICY 4.8.7 Support regular communication between municipal and other service districts (i.e. RAE and Four Corners Water and Sewer) to coordinate infrastructure efficiency, maintenance, and expansion.

POLICY 4.8.8 Explore tools that support funding of infrastructure improvements and expansions.

Ordinance 2022-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF GARY & HARMINA DYKSTRA, 64 RIVER FRONT ROAD BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, Gary & Harmina Dykstra, submitted a petition for annexation of 64 River Front Road, Bozeman, MT 59718, A Tract of land being commonly referred to as Parcel 6 of cos 681, Bozeman, MT 59718 (20.054 acres) with full legal description attached hereto as Exhibit A, being located in Section 24, Township 1 South, Range 4 East, Gallatin County, Montana ("Property") requesting 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 November 16, 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 has capacity to provide service to the new proposed residence to be located on the Property; and

WHEREAS, Gary & Harmina Dykstra, will provide evidence of purchased of water rights to serve the property need to be provided for 25 EDU (4000 gpd total) for the Property and agree to pay the water & sewer capacity fee per EDU to the District; and

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

NOW THEREFORE, the Board by passage of this ordinance does accept the Petition and annex the Property described as Gary & Harmina Dykstra, submitted a petition for annexation 64 River Front Road, Bozeman, MT 59718, A Tract of land being parcel 6 of cos 681, Bozeman, MT 59718 (20.054 acres), being located in Section 24, Township 1 South, Range 4 East, Gallatin County, Montana ("Property") for particularly described in Exhibit A into the District to provide after transfer of water rights & payment of fees water and sewer service to the Property for 25 Edu (4000 gpd total).

Landowners/petitioners acknowledge prior to the second reading that should additional structures which utilized water or sewer on the property, 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 January 18, 2022 with a vote of \_ in favor



and \_\_ against and second reading on \_\_\_\_\_, 2022 with a vote of \_\_ in favor and \_\_ against. This Ordinance shall be in effect 30 days after the date of the second reading.

1<sup>st</sup> Read and approved: Four Corner's County Water and Sewer District  
Dated: January 18, 2022

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District  
Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

#### EXHIBIT A – Legal Description

The tract of land depicted and described on Certificate of Survey 681 more particularly described as

A tract of land located in the Northwest One-quarter and the Southwest One-quarter of Section twenty-four, Township 1 South, Range 4 East, M.P.M., Gallatin County Montana, further described as:

Commencing at the Southwest corner of said Section Twenty-four, thence South 89° 37'43" East along the South line of said Section Twenty-four a distance of 93.28 feet, Thence North 00° 00' 46" East along the easterly right-of-way line of State Highway 291, a distance of 2628.00 feet to the True Point of Beginning. Hence North 00° 00' 46" West a distance of 682.10 feet. Thence North 87° 23' 10" West along a fence line a distance of 304.58 feet. Thence North 03° 32' 37" East along a fence line a distance of 96.56 feet. Thence South 89°33' 34" West along a fence line a distance of 1115.99 feet to the True Point of Beginning. The Tract is 20.054 Acres.



### **Operation & Maintenance Report. January 10, 2021**

1. Recent operational changes by the lead operator of the WRF, Eric, has reduced the quantity of dried sludge that is hauled to the landfill. Additionally the plant will use less chemicals and energy.
2. Modifications to the HVAC systems in the WRF should reduce the energy usage this winter.
3. The second IPS odor control structure improvements are nearing completion.
4. Upgrades to the District Lift Stations began with Black Bull #1. VFD's were installed.



**January 18, 2022**

**General Administration Actives and Issues:**

1. New Employee Policy – Completed & Given to Employees
2. 2- New employee
3. Renewal of Insurance-Completed and added Cyber
4. WG- Installed New fire wall
5. Planned Homeland Security Visit- focusing on determent
6. Removing past Board Members and Adding- Banking

**Current Stip**

**Bond \$272,487**

**Water \$ 3,113,144**

**Sewer \$ 7,218,499**



**Month End YTD Budget vs. Actual**

**December 2021**

**Shared Expenses**

	<u>December 2021</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>1,500</b>	<b>6,000</b>
<b>520- Personnel Expenses</b>	<b>393,881</b>	<b>424,999</b>
<b>530- Office Expenses</b>	<b>33,328</b>	<b>30,000</b>
<b>540- Vehicle Expenses</b>	<b>33,169</b>	<b>30,000</b>
<b>550- Professional Services (Shared)</b>	<b>125,369</b>	<b>133,998</b>
<b>560- Other Expenses (Shared)</b>	<b>25,169</b>	<b>39,996</b>
<b>Total</b>	<b>612,416</b>	<b>664,993</b>



**Month End YTD Budget vs. Actual**

**December 2021**

**Water**

	<u>December 2021</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>958,285</b>	<b>874,998</b>
<b>450- H2O Meter</b>	<b>32,185</b>	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>610- System Operating Exp (Water)</b>	<b>124,583</b>	<b>90,000</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>7,232</b>	<b>34,998</b>
<b>630- Professional Services (Water)</b>	<b>237</b>	<b>2,496</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>132,052</b>	<b>127,494</b>
<b>Half of Shared Expenses</b>	<b>306,208</b>	<b>332,496</b>
<b>Total Expenses</b>	<b>438,260</b>	<b>459,990</b>

- **610- \$78,739 is H2O Meter Cost**



**Month End YTD Budget vs. Actual**

**December 2021**

**Sewer**

	<u>December 2021</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	846,366	862,500
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	111,312	162,498
720- Repairs/ Maintenance Expenses	48,291	47,496
730- Professional Services (Sewer)	207	2,496
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>159,810</b>	<b>212,490</b>
<b>Half of Shared Expenses</b>	<b>306,208</b>	<b>332,496</b>
<b>Total Expenses</b>	<b>466,018</b>	<b>544,986</b>



### General Manager Topics- January 18, 2022

- Property Discussion
- Inflation impact on water and sewer costs vs. rates
- Reserve Discussion
  - o Bond Reserves
    - Assessment: 2021 Series A \$ 201,512.50
    - 2019 SRF \$ 272,454.00
    - Revenue Bond Reserve- N/A
  - o Asset Reserves
    - Water (\$1)- \$68,000
    - Sewer (\$3)- \$205,000
    - General (Stip)
      - Water \$ 3,113,144
      - Sewer \$ 7,218,499
  - o Asset Value \$ 46,572,001