



**Board Meeting Agenda for Tuesday, August 16, 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 June 21, 2022
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) Ordinance 2022-04- Dykstra Family: First Reading
- 2) Resolution 2022-04- 2022-2023 Budget Updated to 2022-05
- 3) Resolution 2022-06 Tax Assessment
- 4) Monthly Operation & Maintenance Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics

**II. Next Meeting Date – Tuesday- September 20, 2022**

**III. Adjourn Meeting**

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES  
REGULAR MEETING, June 21, 2022**

**DRAFT**

**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, June 21, 2022, 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 Jonathan Claunch- by phone for part of the time.

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD; and Libby Kueneke, Secretary

**Approval of Minutes**

May 17, 2022 Board Meeting

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

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

A resident concerned about the WRF's odor may be placed first on the 8/22 meeting agenda if desired.

**GENERAL BUSINESS**

**Resolution 2022-04 2022-2023 Budget**

Resolution 2022-04: A Resolution Accepting the 2022-2023 Budget. Changes from the May draft are an added \$100,000 to employee expense, and \$8,000 to the vehicle expense due to a vehicle that had been left off the draft.

**Motion:** Member Brad Early moved to pass Resolution 2022-04; member Bob Thelen seconded. No public comment. Motion passed 3-0.

**Monthly Operations and Maintenance Report**

Phil George offered the report.

- SBR 2 A is back in service using locally manufactured replacement parts. SBR manufactured replacement parts have arrived and are stored for emergency use.
- The WRF expansion digester wall pours are complete, and leak testing is scheduled for the week of 7/4/22. SBR excavation and preparation for the slab is complete with slab forms in place, but supply chain issues will delay the first pour until mid-July.
- Elk Grove Booster Station piping is in place, the pipe's concrete encasement is scheduled for 6/24/22, and the hole will be filled and the slab will be made starting the week of 6/27/22.
- Galactic Park Lift Station pump systems experienced multiple failures requiring several hours of shut down for repair caused primarily by excessive accumulation of rags around the pump seats and resulting in emergency bypass, pumping, and hauling of the District Wastewater for repairs. Replacement of the elbow system will be required due to excessive wear on the sealing surfaces.
- Untimely arrivals of parts and a rise in the amount of sick days remain.
- HOA's need to be reached to clarify what toilet waste can and cannot be flushed. The website needs clarifying information as well.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- Summer employment is going very well. 4 MSU students are flushing out hydrants and enhancing out the GIS map, increasing user friendliness.
- FCWSD placed an ad to fill 2 vacant positions.
- A crew cleaned out the ditch, removing brush.
- The Stip Bond water status is at \$3,403,479 and sewer status is at \$6,703,479
- The district administrator reviewed the May 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.

- Odor complaints at the WRF continue. Webster Environmental Associates completed their odor logger and air sampling at the end of May and are awaiting analysis and recommendations. Impacted residents and board members will be welcomed to meet for a report presentation.
- A meeting with engineering and the GM determined that rather than a fluctuation tank, SBR 5 would give maximum flexibility needed for proper preventative maintenance. \$2.3M is estimated for a basic concrete structure. The GM recommends focusing on SBR 3 & 4 first and then pursuing SBR 5. FCWSD will set money aside from upcoming EDUs to finish SBR 5.
- On site repiping and assemblies are occurring at the Elk Grove Wastewater Treatment Plant's Life Extension which is expected to start 6/27/22.
- The SCADA-RI Basin upgrade is complete.
- The lawsuit between FCWSD and Elk Grove has been mediated.
- The GM sought the board's feedback on a one time salary increase of \$3/hour for employees who have worked at FCWSD for over a year. This increase will mitigate the salary compression issue that cost of living wages are not mitigating. Due to the aggressive hiring mode across the valley, FCWSD has to remain competitive in compensation to meet and maintain staffing needs. The board affirmed the choice while emphasizing the need to communicate the one time status of this salary increase.

### **Board Member Topics**

No board member topics were made.

### **Public Comment:**

No public comment was made.

**Next Meeting Date:** Tuesday, August 16, 2022

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of June 21, 2022 adjourned at 7:22 p.m.

Libby Kueneke, Secretary

Ordinance 2022-04

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF DYKSTRA FAMILY LP, 54 CEDAR SHADE LANE, BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, Dykstra Family, LP, submitted a petition for annexation of TRACT E-1 COS 2805D in Gallatin County MT 59718 (49.44 acres) with full legal description attached hereto as Exhibit A, being located in Section 25, 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 June 21, 2022 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, A previous portion of Tract E-1 (48.93 acres) was previously annexed in Tract A with Ordinance 2020-07. After that annexation Dykstra Family did a boundary realignment. This changed Tract A to a total of 17.49 acres and 5 lots.

WHEREAS, the Four Corners County Water and Sewer District will be selling each lot and the future owner will need to purchase water and sewer capacity from the Four Corners County Water and Sewer District. The new owner will also need to provide proof of purchase of water rights.

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 Four Corners County Water and Sewer District, submitted a petition for annexation of TRACT E-1 COS 2805D as more particularly described above with this annexation not providing additional water or sewer service but amending the legal description of the property annexed to conform with the owners realignment of common boundary.

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 \_\_\_\_\_, 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: \_\_\_\_\_

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

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

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2022

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

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

RESOLUTION 2022-05

A Resolution of the Four Corner County Water and Sewer District to Approve 2022-2023 Budget.

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 was presented a Draft Budget on May 17, 2022;

WHEREAS, with changes to the vehicle expenses and personal expenses on the shared expense side to the Draft Budget, the board moves to approve the 2022-2023 Budget as is attached;

NOW THEREFORE, the Four Corners County Water and Sewer Approves the 2022-2023 Budget.

Dated this \_\_ day of June 2022.

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Cory Klumb, President

ATTESTED:

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Libby Kueneke , Secretary

RESOLUTION 2022-04

A Resolution of the Four Corner County Water and Sewer District to Approve 2022-2023 Budget.

RECITALS

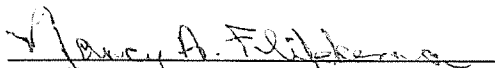
WHEREAS, the Four Corners County Water and Sewer District ("District") is a county water and sewer district duly established in 2003;


WHEREAS, the District was presented a Draft Budget on May 17, 2022;

WHEREAS, with changes to the vehicle expenses and personal expenses on the shared expense side to the Draft Budget, the board moves to approve the 2022-2023 Budget as is attached;

NOW THEREFORE, the Four Corners County Water and Sewer Approves the 2022-2023 Budget.

Dated this 21 day of June 2022.

  
Cory Klumb, President *vice*  
nancy flickema  
ATTESTED:

  
Libby Kueneke, Secretary

RESOLUTION 2022-06

A Resolution of the Four Corner County Water and Sewer District Special Assessment

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, after notice and pursuant to the laws of the State of Montana, annually establishes the special assessment amount to fund the obligations to the District; and

WHEREAS, the District, on the date of the public meeting set forth below, the Board, considered the special assessment amounts as well as public comment, if any.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to adopt the special assessments as set forth below. The District acknowledges on the date of passage there are 2550 lots, parcels, tracts and units within the District which will be assessed.

<b>Payment Date</b>	<b>Bond Payments</b>	<b>Tax Levy (Payment /2550)</b>
SRF- Wastewater Special Assessment Bond, Series 2021A		
7/1/2023	\$802,850.00	\$314.84
<b>Total</b>	<b>\$802,850.00</b>	<b>\$314.84</b>
SRF- Wastewater Special Assessment Bond, Series 2019 (\$11.3M)		
1/1/2023	\$268,375.00	\$105.24
7/1/2023	\$268,662.50	\$105.35
<b>Total</b>	<b>\$537,037.50</b>	<b>\$210.59</b>
<b>Summary</b>		
<b>Total Payments:</b>		<b>\$1,339,887.50</b>
<b>Total Assessed Parcels:</b>		<b>2550</b>
<b>Total Tax Levy Per Parcel:</b>		<b>\$525.44</b>

Dated this \_\_\_ day of August, 2022.



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Cory Klumb, President

ATTESTED:

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Libby Kueneker, Secretary



RESOLUTION 2021-09

A Resolution of the Four Corner County Water and Sewer District Special Assessment

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, after notice and pursuant to the laws of the State of Montana, annually establishes the special assessment amount to fund the obligations to the District; and

WHEREAS, the District, on the date of the public meeting set forth below, the Board, considered the special assessment amounts as well as public comment, if any.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to adopt the special assessments as set forth below. The District acknowledges on the date of passage there are 2366 lots, parcels, tracts and units within the District which will be assessed.

<b>Payment Date</b>	<b>Bond Payments</b>	<b>Tax Levy (Payment /2366)</b>
RD- Water Special Assessment Bond, Series 2015 (\$6.7M)		
12/23/2021	\$179,292.00	\$75.77
6/23/2022	\$179,292.00	\$75.78
<b>Total</b>	<b>\$358,584.00</b>	<b>\$151.55</b>
SRF- Wastewater Special Assessment Bond, Series 2015 (\$9.3M)		
1/1/2022	\$226,437.50	\$95.70
7/1/2022	\$226,900.00	\$95.90
<b>Total</b>	<b>\$453,337.50</b>	<b>\$191.60</b>
SRF- Wastewater Special Assessment Bond, Series 2019 (\$11.3M)		
1/1/2022	\$268,750.00	\$113.58
7/1/2022	\$269,075.00	\$113.73
<b>Total</b>	<b>\$537,825.00</b>	<b>\$227.31</b>
<b>Summary</b>		
	<b>Total Payments:</b>	<b>\$1,349,746.50</b>
	<b>Total Assessed Parcels:</b>	<b>2366</b>
	<b>Total Tax Levy Per Parcel:</b>	<b>\$570.47</b>

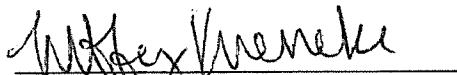
Dated this 17 day of August, 2021.



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Cory Klumb, President

ATTESTED:



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Libby Kuehke, Secretary



## **Operation & Maintenance Report. August 15, 2022**

1. WRF Expansion – Backfill around the digesters is nearing completion and form placement for the top slab is scheduled to begin this week. SBR construction has all slab pours complete and wall construction will be on the third pour this week.
2. Elk Grove Booster construction site is ready for the slab pour this week. Final preparation for the Booster Station Building scheduled for the next few weeks.
3. Temporary repairs to the Galactic Park Lift Station are holding for now. Replacement rail and pump connection elbows have arrived and will be scheduled for installation soon.
4. A contractor has been selected for construction of Outfall 003 Phase 2, IP cells 6 & 7. Works is expected to begin in November.



**August 16, 2022**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **New employee's**
- **District Vehicles**
- **Summertime projects**
  - **Hydrants**
  - **Manhole covers**
  - **Stain**
  - **Grounds work**
  - **GIS**

**Current Stip**

**Bond \$273,567**

**Water \$ 3,369,605**

**Sewer \$ 4,410,739**



**Month End YTD Budget vs. Actual**

**June 2022**

**Shared Expenses**

	<u>June 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>15,430</b>	<b>12,000</b>
<b>520- Personnel Expenses</b>	<b>867,839</b>	<b>849,999</b>
<b>530- Office Expenses</b>	<b>70,924</b>	<b>60,000</b>
<b>540- Vehicle Expenses</b>	<b>55,269</b>	<b>60,000</b>
<b>550- Professional Services (Shared)</b>	<b>211,901</b>	<b>267,996</b>
<b>560- Other Expenses (Shared)</b>	<b>109,464</b>	<b>79,992</b>
<b>Total</b>	<b>1,330,827</b>	<b>1,329,987</b>



**Month End YTD Budget vs. Actual**

**June 2022**

**Water**

	<u>June 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
410- Water Revenues	1,761,343	1,749,996
450- H2O Meter	88,385	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
*610- System Operating Exp (Water)	377,501	180,000
620- Repairs/ Maintenance Expenses	59,794	69,996
630- Professional Services (Water)	237	4,992
<b>Total 600- Water O&amp;M Expenses</b>	<b>437,532</b>	<b>259,980</b>
<b>Half of Shared Expenses</b>	<b>665,413</b>	<b>664,993</b>
<b>Total Expenses</b>	<b>1,591,000</b>	<b>924,973</b>

- \*610- \$289,358 is H2O Meter Cost



**Month End YTD Budget vs. Actual**

**June 2022**

**Sewer**

	<u>June 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	1,724,169	1,725,000
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	236,236	324,996
720- Repairs/ Maintenance Expenses	163,076	94,992
730- Professional Services (Sewer)	1,641	4,992
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>400,953</b>	<b>424,980</b>
<b>Half of Shared Expenses</b>	<b>665,413</b>	<b>664,993</b>
<b>Total Expenses</b>	<b>1,066,366</b>	<b>1,089,973</b>





**Month End YTD Budget vs. Actual**

**July 2022**

**Shared Expenses**

	<u>July 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
510- Board Members	206	1,666
520- Personnel Expenses	82,751	91,666
530- Office Expenses	4,141	6,666
540- Vehicle Expenses	1,436	6,500
550- Professional Services (Shared)	10,090	14,583
560- Other Expenses (Shared)	1,094	8,333
<b>Total</b>	<b>100,582</b>	<b>129,416</b>



**Month End YTD Budget vs. Actual**

**July 2022**

**Water**

	<u>July 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>279,704</b>	<b>152,083</b>
<b>450- H2O Meter</b>	<b>5,100</b>	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>*610- System Operating Exp (Water)</b>	<b>6,062</b>	<b>15,000</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>100</b>	<b>6,666</b>
<b>630- Professional Services (Water)</b>	<b>0</b>	<b>416</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>6,162</b>	<b>22,083</b>
<b>Half of Shared Expenses</b>	<b>50,264</b>	<b>64,708</b>
<b>Total Expenses</b>	<b>56,426</b>	<b>86,791</b>

- **\*610- \$0.00 is H2O Meter Cost**



**Month End YTD Budget vs. Actual**

**July 2022**

**Sewer**

	<u>July 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	149,772	147,916
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	24,266	20,833
720- Repairs/ Maintenance Expenses	580	16,666
730- Professional Services (Sewer)	518	416
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>25,364</b>	<b>37,915</b>
<b>Half of Shared Expenses</b>	<b>50,264</b>	<b>64,708</b>
<b>Total Expenses</b>	<b>75,628</b>	<b>102,623</b>

Capital Projects	Total Cost	Cost to Date	Comments
Elk Grove Water Booster	\$ 1,000,000.00	\$ 443,327.00	
Elk Grove WW Life Extension	\$ 2,000,000.00	\$ 1,213,718.00	
Scada	\$ 1,200,000.00	\$ 295,658.91	
*SBR 3 & 4 WRF	\$ 9,500,000.00	\$ 3,713,790.00	
* Change order SBR 5- additional 3.5 Million			
			As of 8.2022
<b>Total</b>	\$ 13,700,000.00	\$ 5,666,493.91	
Remaining		\$ 8,033,506.09	
Stip Water/Sewer total- Current		\$ 7,780,344.00	

Owed Capital Contracts

Payment time frame est.      0 to 2 years      2 plus years  
\$4,700,000      \$3,500,000



## General Manager Topics- August 16, 2022

- Odor Complaints-WRF: Webster Environmental Associates
  - o Report Expected September 2022
- Elk Grove Wastewater Treatment Life Extension
  - o Work scheduled to be complete late August 2022
- SCADA- ongoing
- Elk Grove Booster Delivery October 2022
- Northstar Lift Station Capacity- Engineering
- Effluent Filtration Engineering started
  - o Objective reduce TSS in RI Basin
- Documents Requested