



**Board Meeting Agenda for Tuesday, February 21, 2023 @ 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 January 17, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) Ordinance 2023-01- Ginger Bear Lane LLC: Second Reading
- 2) Ordinance 2023-02- NW Properties LLC: First Reading
- 3) Monthly Operation & Maintenance Report
- 4) Monthly Financial Report
- 5) General Manager Topics
- 6) Board Member Topics

**II. Next Meeting Date – Tuesday- March 21, 2023**

**III. Adjourn Meeting**

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT 2  
REGULAR MEETING, January 17, 2023**

**Call to Order**

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:28 pm on Tuesday, January 17, 2023, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Nancy Flikkema, Vice President Bob Thelen, member Brad Early and member Jeff Sipes

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

**Approval of Minutes**

November 15, 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:**

No public comment.

**GENERAL BUSINESS**

**Ordinance 2022-06- Kolnik: 2nd Reading**

Ordinance 2022-06: An Ordinance Accepting the Annexation Petition of Anthony and Teresa Kolnik for annexation into the Four Corners Water and Sewer District

The petition is for 6 lots with 2 EDUs per lot. The board agreed to remove "Whereas Four Corners County Water and Sewer District will sell each lot" and replace it with "Whereas Anthony and Teresa Kionik may sell each lot" in the 4th paragraph. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the second reading of Ordinance 2022-06; member Bob Thelen seconded. No public comment. Motion passed 4-0.

**Ordinance 2023-01-Ginger Bear Lane LLC: First Reading**

Ordinance 2023-01: An Ordinance Accepting the Annexation Petition of Ginger Bear Lane, LLC, 75 Ginger Bear Lane, Bozeman, MT 59718 for annexation into the Four Corners Water and Sewer District

The property is located near the sheriff's department. The petition is for 1 lot with a possible future subdivision. Phil recommends approval. The board agreed to remove "Whereas Four Corners County Water and Sewer District will sell each lot" and replace it with "Whereas Ginger Bear LLC may sell each lot" in the 4th paragraph.

**Motion:** Member Bob Thelen moved to pass the first reading of Ordinance 2023-01; member Jeff Sipes seconded. No public comment. Motion passed 4-0.

**Resolution 2023-01: CoL 2023**

Resolution 2023-01: A Resolution of the Four Corners County Water and Sewer to set 2023 cost of living increase.

After studying data, and keeping in mind the housing allowance that is already in place, the GM recommends a 4.5% increase to address inflation and the finance committee recommends 4%- 4.2%. The board agreed on 4.25%.

**Motion:** Member Jeff Sipes moved to approve Resolution 2023-01; Member Bob Thelen seconded. No public comment. Motion passed 4-0.

**Monthly Operations and Maintenance Report**

Phil George offered the report.

- The WRF expansion is in a winter shutdown. All SBR basins have passed required leak testing. Excavation is backfilled to above-groundwater levels. The dewatering system is shut down. Minor cast-in-place concrete work may take place at the end of 1/23 depending on conditions.
- The new Elk Grove Booster Station is scheduled to be in service by the end of 1/23.
- Galactic Park and Commerce Lift Stations' piping rehab are completed. Remaining lift stations will be repaired in spring of '23.
- The WRF Digester expansion is slated to be online by mid-February '23.
- Northstar and Middle Creek Booster Stations' SCADA and PLC upgrades are complete. District lift station control systems' upgrades will continue.
- RI Basin 6 & 7 are 90% complete.
- DEQ reviewed the Elk Grove water permit and the WRF operations and permits. FCWSD awaits the reports.
- A system water leak was found and corrected in apartment buildings near Sky and Jackrabbit.

**Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations
- An employee discontinued work at FCWSD. The position won't be replaced at this time.
- PayneWest Insurance has been renewed.
- The Stip Bond water status is at \$3,481,606 and sewer status is at \$1,815,151.
- The district administrator reviewed the December budget vs. actual for the shared, sewer, and water expenses. Leased vehicles don't show under "Vehicle Expenses" as they are considered a capital lease. Water meters are becoming more accessible, so pre-ordering will subside.
- The DM reviewed current capital projects.

**General Manager Topics**

Phil George offered the report.

- Elk Grove Wastewater Treatment Life Extension work is scheduled to be complete in '23.
- SCADA is ongoing.
- Northstar Lift Station Capacity Engineering will be submitted to DEQ in March.
- The GM is preparing the Effluent Filtration for DEQ Submittal by the end of the month.
- FCWSD contracted with Webster Engineering to receive odor control recommendations and solutions.
- WRF winter construction continues.

- FCWSD continues to review customer accounts for contract compliance, including ensuring use of proper EDUs as contracted.

**Closed Meeting: Montana Section 2-3-203(3), MCA- Personal matter**

A closed meeting occurred due to Montana Section 2-3203(3).

**Board Member Topics**

No board member topics.

**Public Comment:**

No public comment.

**Next Meeting Date:** Tuesday, February 21, 2023

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of January 17, 2023 adjourned at 7:51 p.m.

Libby Kueneke, Secretary

Ordinance 2023-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF GINGER BEAR LANE, LLC, 75 GINGER BEAR LANE, BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, GINGER BEAR LANE, LLC submitted a petition for annexation of Lots 2 Block 3 in Kennedy Subdivision, Bozeman, MT 59718 (total of 1.477 acres) with full legal description attached hereto as Exhibit A, being located in Section 35, Township 2 South, Range 4 East, Gallatin County, Montana ("Properties") requesting that the Properties be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

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

WHEREAS, on November 15, 2022 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property as non-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, the Ginger Bear Lane, LLC may 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 Lots 2 Block 3 in Kennedy Subdivision, Bozeman, MT 59718 (total of 1.477 acres) with full legal description attached hereto as Exhibit A, being located in Section 35, Township 2 South, Range 4 East, Gallatin County, Montana ("Properties") ("Property").

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 Jan 17<sup>th</sup>, 2023 with a vote of 4 in favor and 0 against and second reading on \_\_\_\_\_, 2023 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: Jun 17, 2023

Its: Nancy A. Fitchner  
President

Attested: Wesley Menck  
Secretary

2<sup>nd</sup> Read and approved:

Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2023

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

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

Ordinance 2023-02

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF NW  
PROPERTIES, LLC, 7585 SHEDHORN DRIVE, BOZEMAN, MT 59718.  
ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, NW PROPERTIES, LLC submitted a petition for annexation of Lots 4, in Minor Subdivision 495 Bozeman, MT 59718 (total of 3.60 acres) being located in Section 24, Township 1 South, Range 4 East, Gallatin County, Montana ("Property") requesting that the Properties 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 February 21, 2023 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, the Property will need to provide its own irrigation water.

WHEREAS, NW PROPERTIES LLC 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

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 1 EDUs (160 gpd total).

Landowner/petitioner acknowledges 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 \_\_\_\_\_, 2023 with a vote of \_ in favor and \_ against and second reading on \_\_\_\_\_, 2023 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: \_\_\_\_\_, 2023

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

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

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

Dated: \_\_\_\_\_, 2023

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

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





## **Operation & Maintenance Report. February 2023**

1. The WRF Expansion is in a winter shutdown. Minor cast in place concrete work will take place by month end.
2. The new Elk Grove Booster Station is effective January 26<sup>th</sup>.
3. The WRF Digester expansion is slated to be online by month end.
4. Iron work design continues for Elk Grove WWTP.
5. Digester Valve Enclosure 80%.
6. WRF- DEQ Review: No findings



**February 2023**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **Renewal of Health Insurance**
- **Training- VFD**
- **No April Meeting**

**Current Stip**

**Bond \$278,041**

**Water \$ 3,387,658**

**Sewer \$ 1,333,047**



**Month End YTD Budget vs. Actual**

**January 2023**

**Shared Expenses**

**January 2023**      **Budget**

**Income/Expense**

**Expense**

**500-Shared General Admin Expenses**

<b>510- Board Members</b>	<b>1,037</b>	<b>11,662</b>
<b>520- Personnel Expenses</b>	<b>528,524</b>	<b>641,662</b>
<b>530- Office Expenses</b>	<b>51,548</b>	<b>46,662</b>
<b>540- Vehicle Expenses</b>	<b>30,569</b>	<b>45,500</b>
<b>550- Professional Services (Shared)</b>	<b>63,443</b>	<b>102,081</b>
<b>560- Other Expenses (Shared)</b>	<b>74,246</b>	<b>58,331</b>
<b>Total</b>	<b>749,367</b>	<b>905,898</b>



**Month End YTD Budget vs. Actual**

**January 2023**

**Water**

	<u>January 2023</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>1,255,561</b>	<b>1,064,581</b>
<b>450- H2O Meter</b>	<b>50,150</b>	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>*610- System Operating Exp (Water)</b>	<b>111,775</b>	<b>105,000</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>47,136</b>	<b>46,662</b>
<b>630- Professional Services (Water)</b>	<b>0</b>	<b>2,912</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>158,911</b>	<b>154,574</b>
<b>Half of Shared Expenses</b>	<b>374,683</b>	<b>452,949</b>
<b>Series B Loan</b>	<b>85,232</b>	<b>85,232</b>
<b>Total Expenses</b>	<b>618,826</b>	<b>692,755</b>

- **\*610- \$38,418 is H2O Meter Cost**



**Month End YTD Budget vs. Actual**

**January 2023**

**Sewer**

	<u>January 2023</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	1,124,817	1,035,412
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	163,509	145,831
720- Repairs/ Maintenance Expenses	59,577	116,662
730- Professional Services (Sewer)	3,193	2,912
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>226,279</b>	<b>265,405</b>
<b>Half of Shared Expenses</b>	<b>452,949</b>	<b>452,949</b>
<b>Series B Loan</b>	<b>158,277</b>	<b>158,277</b>
<b>Total Expenses</b>	<b>837,505</b>	<b>876,631</b>



## Capital Projects

January 2023

<b>Project</b>	<b>Budget</b>	<b>YTD</b>
Elk Grove Water Booster	\$1,000,000	\$533,904
Elk Grove WW Life Extension	\$2,000,000	\$1,355,318
Scada	\$1,200,000	\$391,542
SBR 3 & 4 WRF and 5	\$10,000,000	\$7,829,687
Total	\$14,200,000	\$10,110,451

GCC: \$500K Grant December 2022



## General Manager Topics- February 2023

- Elk Grove Wastewater Treatment Life Extension
  - o Work scheduled to be complete 2023
- SCADA- ongoing
- Northstar Lift Station Capacity- Engineering: to be submitted to DEQ in March
- Effluent Filtration
  - o Preparing DEQ Submittal by the end of February
- Contracted with Webster Engineering
  - o Design Discussions
- WRF winter construction- Hold
- Continuing to review customer accounts for contract compliance