



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

I. General Business

- 1) Ordinance 2023-02- NW Properties LLC: Second Reading
- 2) Monthly Operation & Maintenance Report
- 3) Monthly Financial Report
- 4) General Manager Topics
- 5) Board Member Topics
- 6) No April Meeting

II. Next Meeting Date – Tuesday- May 16, 2023

III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, February 21, 2023

Call to Order

President Nancy Flikkema called the regular Meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30 pm on Tuesday, February 21, 2023, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Nancy Flikkema, Member Brad Early, Member Jonathan Claunch and Member Jeff Sipes

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

Approval of Minutes

January 17, 2023 Board Meeting

Motion: Member Jeff Sipes moved to approve the minutes as written. Member Brad Early seconded. No public comment. The minutes were approved 3-0.

Public Comment on Non-Agenda Items:

No public comment.

GENERAL BUSINESS

Ordinance 2023-01 Ginger Bear Lane LLC: 2nd Reading

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

The property is located behind Randash. The petition is for 1 EDU and an eventual 17 EDUs. The GM recommends approval.

Motion: Member Brad Early moved to pass the 2nd reading of Ordinance 2023-01; Member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Ordinance 2023-02 NW Properties LLC: 1st Reading

Ordinance 2023-02: An Ordinance Accepting the Annexation Petition of NW Properties, LLC for annexation into the Four Corners Water and Sewer District

The property is located near the large silos north on Jackrabbit Lane. The petition is for 1 EDU. The GM recommends approval.

Motion: Member Jonathan Claunch moved to pass the 1st reading of Ordinance 2023-02; Member Jeff Sipes 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. Minor cast-in-place concrete work will take place by the end of February '23.
- The new Elk Grove Booster Station is operational as of 1/26/23.

- The WRF Digester expansion is slated to be online by the end of February '23.
- Elk Grove WWTP Iron work design continues.
- The Digester Valve Enclosure is 80% complete.
- DEQ reviewed the WRF with no findings.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD employees' Health Insurance will be renewed in April.
- Two employees went through VFD training.
- No April Board Meeting will occur.
- The Slip water status is at \$3,387,658 and sewer status is at \$1,333,047.
- The DA reviewed the January budget vs. actual for the shared, sewer, and water expenses.
- Sewer and Water rates were last raised in '22. The Board will discuss if rates should be raised in '24 at a future Board Meeting. The GM suggests increasing the overrun rate instead of the base rate.
- The DA reviewed capital projects. A quarterly review of the capital projects will continue.

General Manager Topics

Phil George offered the report.

- The GM reviewed the location of SBRs, ponds, and future development plans. The GM will brief the Board in March on Webster's plan, the cost, and required steps to control odor.
- 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.
- **MM** is preparing the Effluent Filtration for DEQ submission by the end of February.
- FCWSD has begun design discussions with Webster Engineering to receive odor control recommendations and solutions.
- WRF is in a winter construction hold.
- FCWSD continues to review customer accounts for contract compliance.

Board Member Topics

No Board Member topics.

Public Comment:

No public comment.

Next Meeting Date: Tuesday, March 21, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District Meeting of February 21, 2023 adjourned at 7:05 p.m.

Libby Kueneke, 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 Feb 21, 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.

1st Read and approved:

Four Corner's County Water and Sewer District

Dated: Feb 21, 2023

Nancy A. Filiberto
Its: President

Attested: [Signature]
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2023

Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. March 2023

1. The WRF Expansion is in a winter shutdown. Cast in place concrete valve complete.
2. The WRF Digester expansion is slated to be online by month end.
3. Iron work design continues for Elk Grove WWTP.
4. Digester valve enclosure complete.
5. Northstar lift station pump failure, replaced.



March 2023

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Health Insurance- Upgrade to Dental**
- **No April Meeting**

Current Stip

Bond \$278,977

Water \$ 3,919,139

Sewer \$ 1,132,806



Month End YTD Budget vs. Actual

February 2023

Shared Expenses

	<u>February 2023</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,300	13,328
520- Personnel Expenses	609,336	733,328
530- Office Expenses	56,216	53,328
540- Vehicle Expenses	32,437	52,000
550- Professional Services (Shared)	67,024	116,664
560- Other Expenses (Shared)	83,359	66,664
Total	849,672	1,035,312



Month End YTD Budget vs. Actual

February 2023

Water

	<u>February 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,379,247	1,216,664
450- H2O Meter	56,150	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	129,540	120,000
620- Repairs/ Maintenance Expenses	51,795	53,328
630- Professional Services (Water)	0	3,328
Total 600- Water O&M Expenses	181,335	176,656
Half of Shared Expenses	424,836	517,656
Series B Loan	97,408	97,408
Total Expenses	703,579	791,720

- *610- \$42,978 is H2O Meter Cost



Month End YTD Budget vs. Actual

February 2023

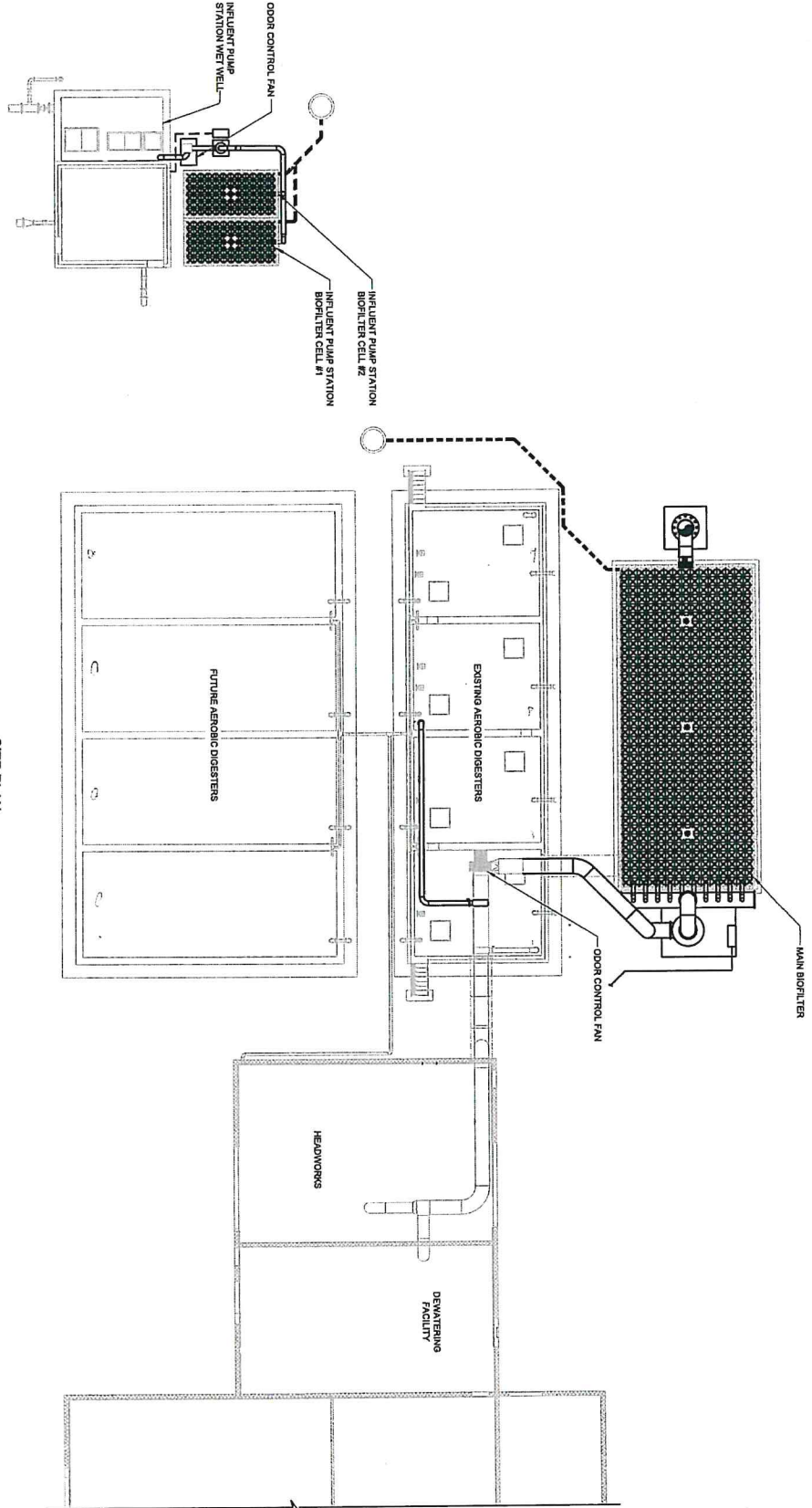
Sewer

	<u>February 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,283,485	1,183,328
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	186,504	166,664
720- Repairs/ Maintenance Expenses	66,942	133,328
730- Professional Services (Sewer)	8,981	3,328
Total 700- Sewer O&M Expenses	262,427	303,320
Half of Shared Expenses	424,836	517,656
Series B Loan	158,277	158,277
Total Expenses	845,540	979,253



General Manager Topics- March 2023

- Elk Grove Wastewater Treatment Life Extension
 - o Work scheduled to be complete 2023
- SCADA- ongoing
- Northstar Lift Station Capacity- Scheduled to be submitted to DEQ, March
- Effluent Filtration- DEQ review in progress
- WRF winter construction- Hold
- Continuing to review customer accounts for contract compliance
- Received AARP Grant



SITE PLAN
1" = 100'

C. K. Smith

NO.	DESCRIPTION	REVISIONS	BY	DATE
NO.1				
NO.2				
NO.3				
NO.4				

1275 LEMMON FIVE BLVD.

 DALLAS, TEXAS 75201-3142

 www.dallas.gov

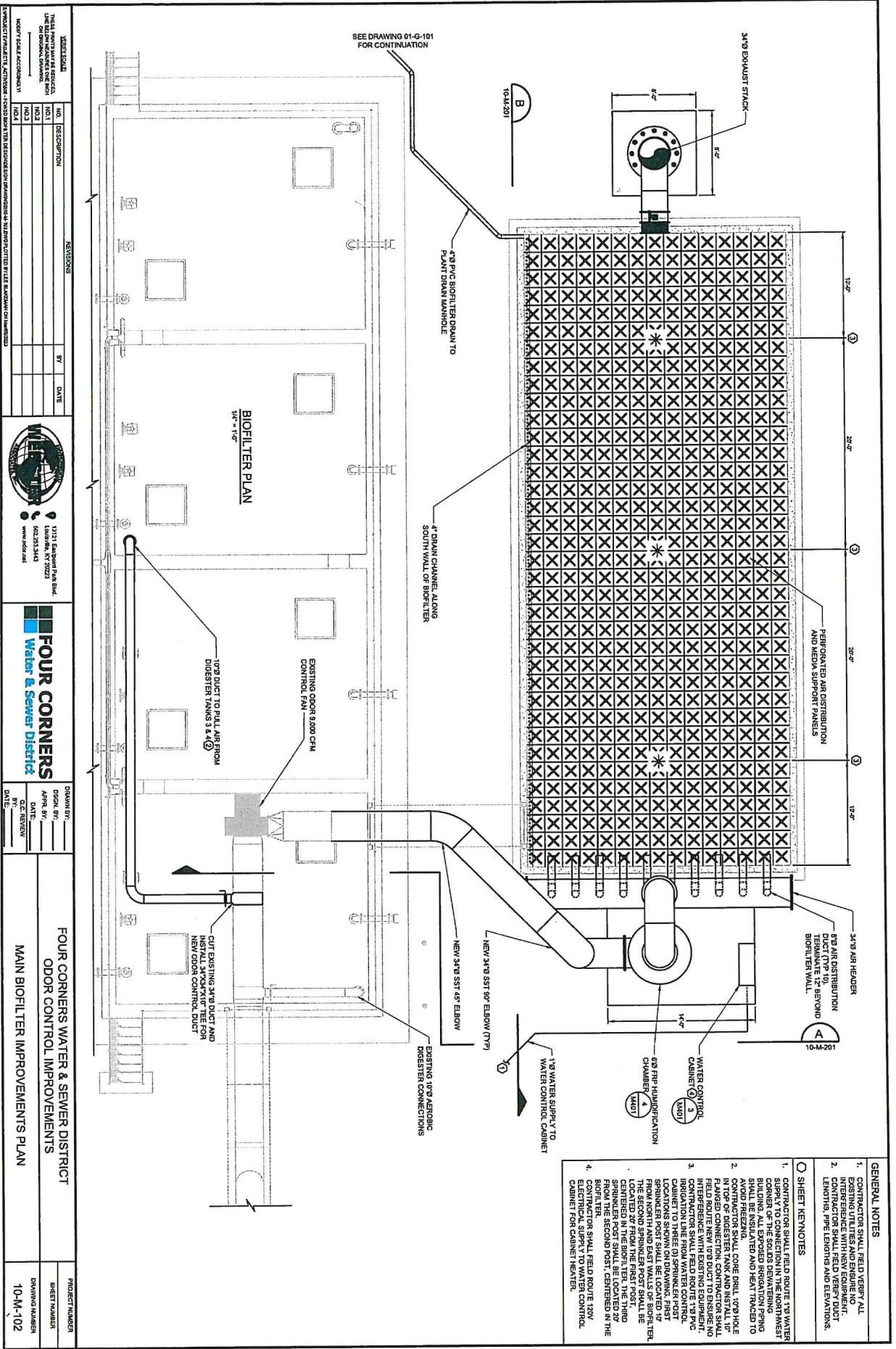
FOUR CORNERS

 Water & Sewer District

DRAWN BY:	
CHECKED BY:	
DATE:	

FOUR CORNERS WATER & SEWER DISTRICT
 ODOR CONTROL IMPROVEMENTS
 ODOR CONTROL SITE PLAN

PROJECT NUMBER	
SHEET NUMBER	
DRAWING NUMBER	01-G-101



NO.	REVISIONS	BY	DATE

1375 EASTPORT PLAZA BLDG
1000 EASTPORT PLAZA
1000 EASTPORT PLAZA
1000 EASTPORT PLAZA

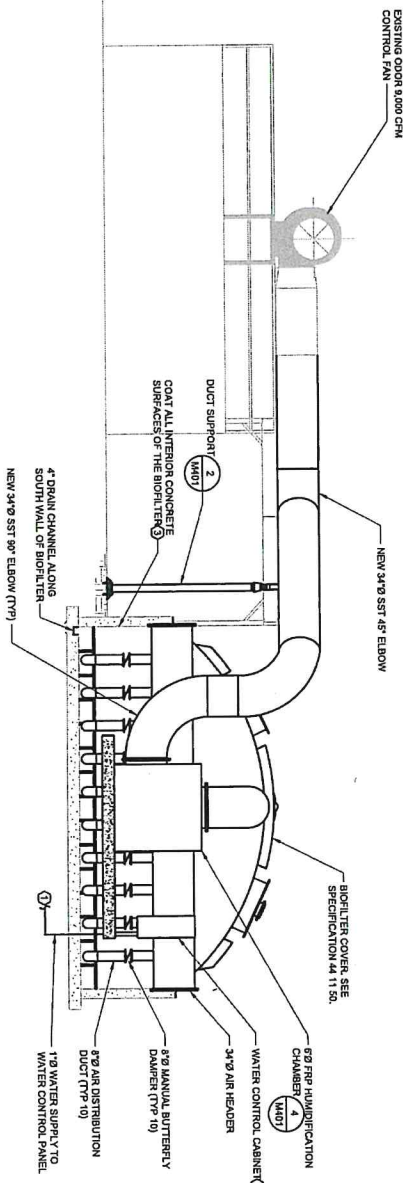
FOUR CORNERS
Water & Sewer District

DRAWN BY:	DATE:
APPROVED BY:	DATE:
BY:	DATE:

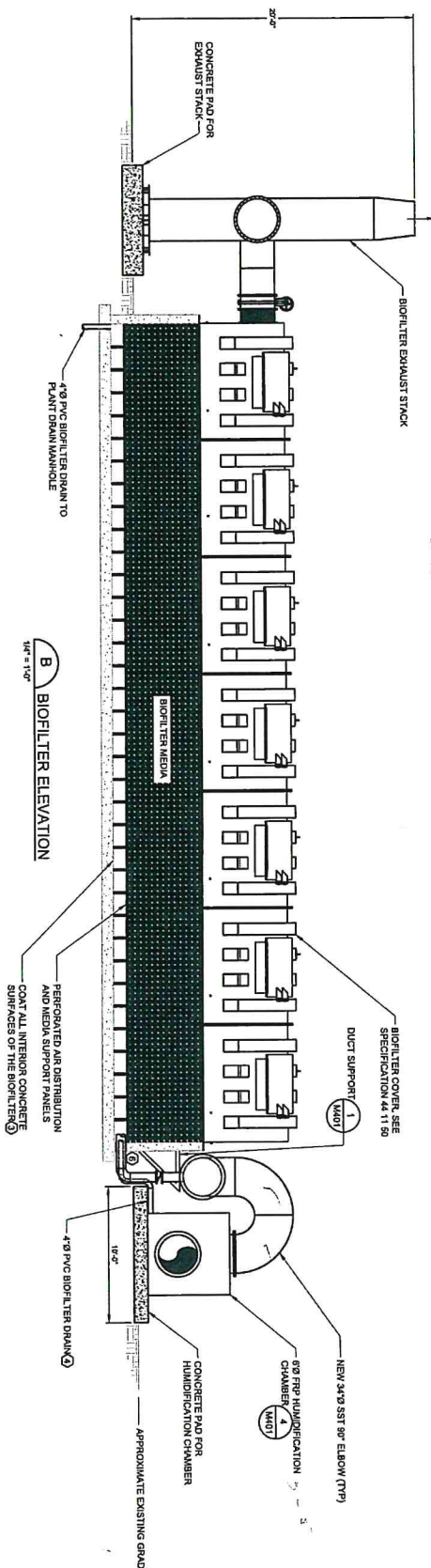
FOUR CORNERS WATER & SEWER DISTRICT
ODOR CONTROL IMPROVEMENTS
MAIN BIOFILTER IMPROVEMENTS PLAN

PROJECT NUMBER	SHEET NUMBER	DRAWING NUMBER
		10-M-102

- GENERAL NOTES**
- CONTRACTOR SHALL FIELD VERIFY ALL EXISTING UTILITIES AND ENGINE NO INTERFERENCE WITH NEW EQUIPMENT. CONTRACTOR SHALL FIELD VERIFY ALL UTILITIES, PIPE LENGTHS AND ELEVATIONS.
 - SHEET REVISIONS**
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A BIOFILTER ELEVATION
1/4" = 1'-0"



B BIOFILTER ELEVATION
1/4" = 1'-0"

- GENERAL NOTES**
1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING UTILITIES AND ENSURE NO INTERFERENCE WITH EXISTING UTILITIES. CONTRACTOR SHALL FIELD VERIFY DUCT LENGTHS, PIPE LENGTHS AND ELEVATIONS.
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REVISIONS		DATE
NO. 1	DESCRIPTION	
NO. 2		
NO. 3		
NO. 4		

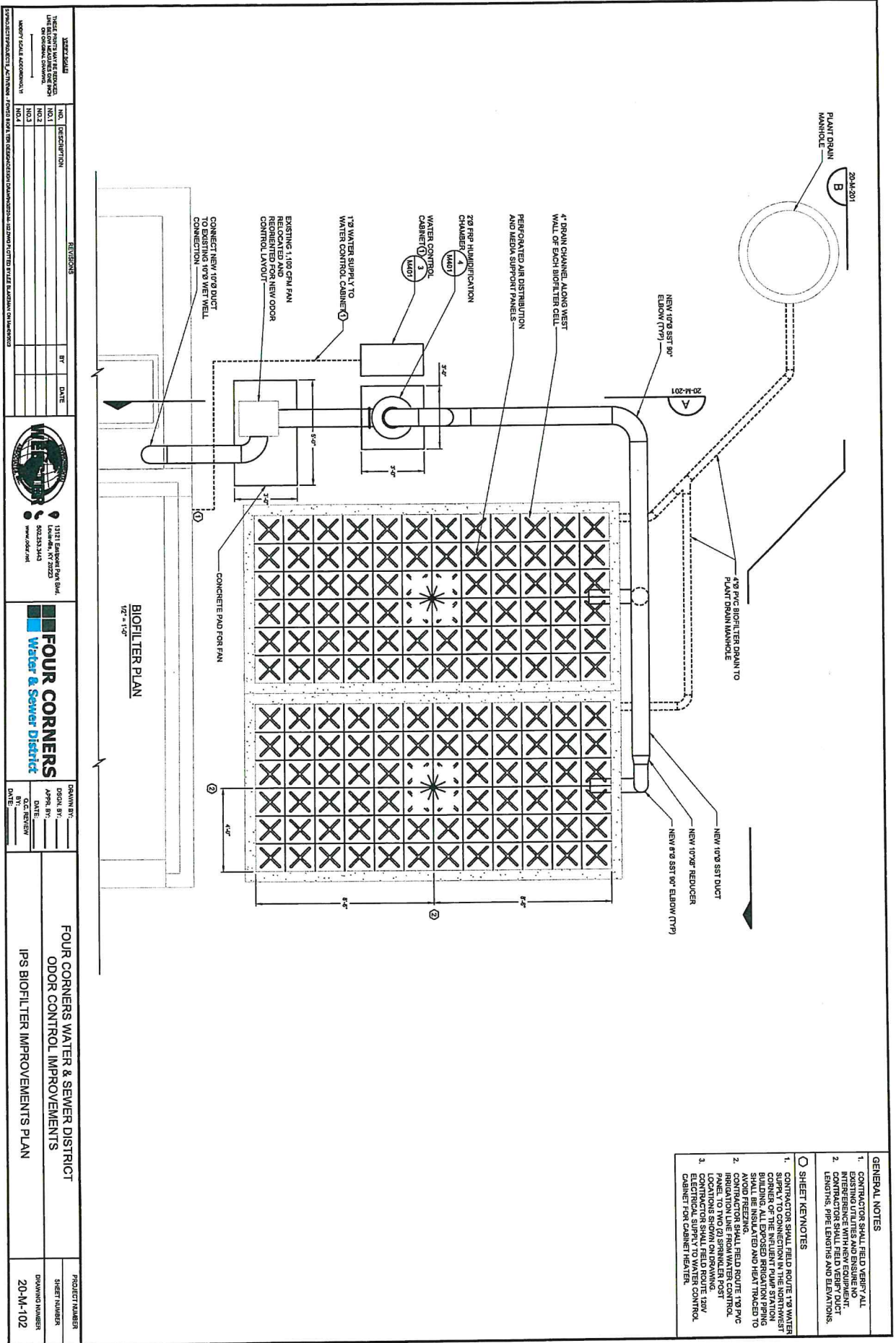


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FOUR CORNERS
Water & Sewer District

FOUR CORNERS WATER & SEWER DISTRICT
ODOR CONTROL IMPROVEMENTS
MAIN BIOFILTER IMPROVEMENTS ELEVATIONS

PROJECT NUMBER	SHEET NUMBER	DRAWING NUMBER
		10-M-201



- GENERAL NOTES**
1. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING UTILITIES AND ENSURE NO INTERFERENCES WITH PROPOSED WORK. INTERFERENCES SHALL FIELD VERIFY DUCT LENGTHS, PIPE LENGTHS AND ELEVATIONS.

- SHEET KEYNOTES**
1. CONTRACTOR SHALL FIELD ROUTE 1 1/2" WATER SUPPLY TO CONNECTION IN THE NORTHWEST CORNER OF THE INFLUENT PUMP STATION BUILDING. ALL EXPOSED RIGORATION PIPING SHALL BE 1/2" AND 1/2" SHALL BE 1/2" TO AVOID FREEZING.
 2. CONTRACTOR SHALL FIELD ROUTE 1 1/2" PVC RIGORATION LINE FROM WATER CONTROL LOCATIONS SHOWN ON DRAWING.
 3. CONTRACTOR SHALL FIELD ROUTE 1 1/2" ELECTRICAL SUPPLY TO WATER CONTROL CHAMBER 1 FOR CABINET HEATER.

NO.	DESCRIPTION	REV.	DATE
NO.1			
NO.2			
NO.3			
NO.4			

<p>APPROVED</p> <p>DESIGN BY: _____</p> <p>APPROVED BY: _____</p> <p>DATE: _____</p> <p>SCALE: _____</p>	<p>PROJECT NUMBER</p> <p>SHEET NUMBER</p> <p>DRAWING NUMBER</p> <p>20-M-102</p>
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FOUR CORNERS
Water & Sewer District

FOUR CORNERS WATER & SEWER DISTRICT
ODOR CONTROL IMPROVEMENTS
IPS BIOFILTER IMPROVEMENTS PLAN

BIOFILTER PLAN
1/2" = 1'-0"



CONSTRUCTION COST ESTIMATE

Project: FCWSD Biofilter Improvements
Date: 3/1/2023 **Job No.:** 806
Est. By: LB **Checked by:** JR

- 50% Design
 90% Design
 Final Design

	QUANTITY		MATERIAL		LABOR/EQUIP.		TOTAL COST
	NO.	UNIT	PER UNIT	TOTAL	PER UNIT	TOTAL	
SITWORK							
Sedimentation/Erosion Control	1	ls	\$2,000.00	\$2,000	\$500.00	\$500	\$2,500
Excavation	10	cy	\$100.00	\$1,000	\$15.00	\$150	\$1,150
Pipe Bollards	4	ea	\$400.00	\$1,600	\$400.00	\$1,600	\$3,200
						Subtotal	\$6,850
DEMOLITION							
Media, Ductwork & Existing Air Distribution	1	ls	\$0.00	\$0	\$50,000.00	\$50,000	\$50,000
						Subtotal	\$50,000
CONCRETE							
Main Biofilter Humidification Pad	3	cy	\$400.00	\$1,200	\$250.00	\$750	\$1,950
IPS Biofilter Humidification Pad	2	cy	\$400.00	\$800	\$250.00	\$500	\$1,300
Main Biofilter Exhaust Stack Pad	4	cy	\$400.00	\$1,600	\$250.00	\$1,000	\$2,600
Main Biofilter Coatings	2350	sf	\$40.00	\$94,000	\$0.00	\$0	\$94,000
IPS Biofilter Coatings	450	sf	\$40.00	\$18,000	\$0.00	\$0	\$18,000
						Subtotal	\$117,850
METALS							
Type 1 duct support (Galvanized Elevated Post)	15	ea	\$1,000	\$15,000	\$500	\$7,500	\$22,500
Type 2 duct support (Galvanized Wall support)	4	ea	\$1,000	\$4,000	\$500	\$2,000	\$6,000
						Subtotal	\$28,500
DUCTWORK							
8" Stainless Duct	20	lf	\$100.00	\$2,000	\$50.00	\$1,000	\$3,000
10" Stainless Duct	100	lf	\$110.00	\$11,000	\$50.00	\$5,000	\$16,000
34" Stainless Duct	50	lf	\$180.00	\$9,000	\$50.00	\$2,500	\$11,500
						Subtotal	\$30,500
EQUIPMENT							
Main Biofilter & Equipment	1	ea	\$598,800	\$598,800	\$89,820	\$89,820	\$688,620
IPS Biofilter & Equipment	1	ea	\$168,700	\$168,700	\$25,305	\$25,305	\$194,005
						Subtotal	\$882,625
ELECTRICAL/INSTRUMENTATION							
Various Electrical Effort	1	ls	\$50,000	\$50,000	\$10,000	\$10,000	\$60,000
						Subtotal	\$60,000
						Subtotal	\$1,176,325
						Contingency (20%)	\$235,265
						Total Estimated Construction Cost	\$1,410,000