



**Board Meeting Agenda for Tuesday, May 16, 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 March 21, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) Ordinance 2023-03- First Reading Salcedo
- 2) Ordinance 2023-04- First Reading Morgan
- 3) Resolution 2023-02- Insurance
- 4) Resolution 2023-03- Garden Center
- 5) Monthly Operation & Maintenance Report
- 6) Monthly Financial Report
- 7) Draft Budget
- 8) General Manager Topics
- 9) Board Member Topics

**II. Next Meeting Date – Tuesday- June 20, 2023**

**III. Adjourn Meeting**

## **FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, March 21, 2023**

### **Call to Order**

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:29 pm on Tuesday, March 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, Vice President Bob Thelen, member Brad Early, and member Jonathan Claunch

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

### **Approval of Minutes**

February 21, 2023 Board Meeting

**Motion:** Member Jonathan Claunch 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 occurred.

## **GENERAL BUSINESS**

### **Ordinance 2023-02 NW Properties LLC: Second 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 by the blue silos on Jackrabbit Lane. The petition is for 1 EDU. Phil recommends approval.

**Motion:** Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2023-02; member Brad Early 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. The cast in place concrete vault is complete.
- The WRF Digester expansion is slated to be online by the end of this month.
- Iron work design continues for the Elk Grove WWTP. Iron rework will begin next week.
- The digester valve enclosure is complete.
- Northstar lift station experienced a pump failure that has been replaced. A replacement spare has been ordered.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed potential upcoming annexations.
- FCWSD upgraded dental insurance utilizing an opportunity due to an increase in employees. Premiums went up slightly.

- No April Board Meeting will occur. The next meeting will be May 16th, 2023.
- Excess funds have been moved from a local bank to Stip.
- The Stip Bond water status is at \$3,919,139 and sewer status is at \$1,132,806
- The DA reviewed the February budget vs. actual for the shared, sewer, and water expenses.

### **General Manager Topics**

Phil George offered the report.

- Elk Grove Wastewater Treatment Life Extension work is scheduled to be complete by the end of 2023.
- SCADA work is ongoing.
- Northstar Lift Station Capacity is scheduled to be submitted to DEQ in March.
- The Effluent Filtration project is in the process of DEQ review.
- The WRF winter construction hold continues.
- FCWSD continues to review customer accounts for contract compliance. The GM reached out to non-compliant accounts with usage policy information and new contract options to remedy non-compliance. A monthly cut off of services when contracted water has been used will occur as per contract.
- The Board requested an update on the status of recovered funds without any account names mentioned at the June Board Meeting.
- FCWSD received the ARPA Grant.
- FCWSD is entering its final construction phase for the district with a capacity of approximately 2,000 EDUs remaining. After the final construction phase is complete and the 2,000 EDUs are contracted, no more EDUs will be available. FCWSD will post the remaining EDU amount on the website with ongoing updates.
- FCWSD is updating its policy on rentals. All commercial and residential rentals must either stay in the owner's name, paid for by the owner, or be transferred to a management company's name, paid for by the management company. Questions can be directed to the FCWSD office.
- The GM reviewed Webster's plans to correct odor control issues. Questions can be directed to the FCWSD office. The GM plans to serve as general contractor to save costs. The Board requested FCWSD have Webster conduct a follow up study and report findings once updates are complete.

### **Board Member Topics**

A question was raised about potential funds from the EPA webinar on standards for treating PFA water. The GM will look into if funds will be available for post treatments or for monitoring.

### **Public Comment:**

No public comments occurred.

**Next Meeting Date:** Tuesday, May 16, 2023

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of February 21, 2023 adjourned at 7:24 p.m.

Libby Kueneke, Secretary

Ordinance 2023-03

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF JOHN SALCEDO, 81481 GALLATIN ROAD, BOZEMAN MT 59718, FOR ANNEXATION SEWER ONLY

WHEREAS, JOHN SALCEDO as owner of the Property submitted a petition for annexation land described in Rainbow Subdivision Lots 7,8 and 9, in Gallatin County, Montana. The Lots are located in Section 14, 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 March 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 sewer system will have sufficient future capacity to provide service to the Property.

WHEREAS, the JOHN SALCEDO agrees to pay the sewer capacity fee for one (1) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 160 gallons a day and average daily flow of 160 gallons per day per EDU for the Property, being all three lots. 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 Rainbow Subdivision Lots 7,8 and 9, in Gallatin County, Montana. The Lots are located in Section 14, 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 160 gallons a day and average daily flow of 160 gallons per day per EDU.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on May 16, 2023 with a vote of \_\_\_ in favor and \_\_ against and second reading on June \_\_\_\_, 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:  
Dated: May 16, 2023

Four Corner's County Water and Sewer District

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

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

2<sup>nd</sup> Read and approved:  
Dated: \_\_\_\_\_, 2023

Four Corner's County Water and Sewer District

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

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

RESOLUTION 2023-02

A Resolution of the Four Corner County Water and Sewer District to Increase Employee Insurance Benefit.

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 currently offers employees an insurance benefit established in 2016 for \$1,000 per month.

WHEREAS, the General Manager is recommending an offered increase to \$1,500 per month for employees.

NOW THEREFORE, the Four Corners County Water and Sewer District approves the insurance increase, effective upon passage.

All recitals set forth above are incorporated herein.

Dated this \_\_\_\_\_ day of May 2023.

\_\_\_\_\_  
Nancy Flikkema, President

ATTESTED:

\_\_\_\_\_  
Libby Kueneke, Secretary

## RESOLUTION 2023-03

A Resolution of the Four Corner County Water and Sewer District entering into an Inter local agreement with Garden Center Owners Association Water & Sewer District (GC) to provide sewage treatment and disposal

### RECITALS

**WHEREAS**, Four Corners is a county water and sewer district, validly organized pursuant to Title 7, Chapter 13, parts 22 and 23, MCA. Four Corners was incorporated on May 2, 2003 and in the Four Corners area of Gallatin County, Montana being approximately 7 miles west of Bozeman, Montana; and

**WHEREAS**, GC water and sewer district validly organized pursuant to Title 7, Chapter 13, parts 22 and 23, Montana Code Annotated ("MCA"); and

**WHEREAS**, Four Corners owns a public wastewater system consisting of collection and treatment plant located at Elk Grove Subdivision and Rainbow Subdivision in Gallatin County Montana which has an approved and constructed design flow of 700,000 gallons per day (average daily flow), which services all current users of Four Corners' wastewater system; and

**WHEREAS**, GC has been advised by its engineer that the costs of connecting GC wastewater system within the boundaries of GC and the force main line connecting GC sewage collection to Four Corners treatment plant and disposal areas, being the design, engineering and construction of a wastewater main connecting GC System to the District's system; related improvements; a reserve capacity fee to be paid to Four Corners for the use and reservation of availability of capacity within the District's system; and an appropriate share of the monthly operation and maintenance costs; and

**WHEREAS**, Four Corners has determined that the wastewater treatment system has capacity available; and

**WHEREAS**, Four Corners has been advised by its engineers that, in addition to its regular and anticipated use, can accept as additional flow up to 7,000 gallons per day (average daily flow) from GC; and

**WHEREAS**, pursuant to Title 7, Chapter 13, Part 22, MCA, Four Corners has authority to furnish wastewater treatment services to properties outside Four Corners boundary, as well as the authority to enter into contracts for wastewater treatment services outside its boundary; and

**WHEREAS**, pursuant to Title 7, Chapter 11, Part 1, MCA, Four Comers and GC have the authority to enter into an agreement for the extension of wastewater treatment services.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Four Comers and the Garden Center Owners Association Water & Sewer District that, for the reasons stated above and pursuant to MCA § 7-11-104, agrees it is to each District's mutual advantage to enter into the an Agreement to provide sewage treatment and disposal pursuant to the terms of the pending Agreement which will be incorporated once signed.

Dated this \_\_\_\_\_ day of May 2023.

\_\_\_\_\_  
Nancy Flikkema, President

ATTESTED:

\_\_\_\_\_  
Libby Kueneke, Secretary



## **Operation & Maintenance Report. May 4, 2023**

1. The WRF Expansion work has started with backfill around structures, piping installation and concrete placement for structures. Building foundation concrete placement to begin week of May 15<sup>th</sup>.
2. EGWWTP upgrade has steel installation and painting complete, concrete patching complete. Installation of equipment upcoming pending materials delivery.
3. Outfall 003, Phase 2 scheduled for pipeline testing, concrete placement and finish grading week of May 7<sup>th</sup>.
4. WRF Digester construction is complete, final testing this week and in service by May 7<sup>th</sup>.





**May 2023**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **Meeting with Gallatin County Health & Planning**
- **Current Contract Holders**
- **Aflac**
- **Paving Bids**
- **Tax parcels**

**Current Stip**

**Bond \$783,853**

**Water \$ 3,967,487**

**Sewer \$ 1,572,110**



**Month End YTD Budget vs. Actual**

**April 2023**

**Shared Expenses**

	<b><u>April 2023</u></b>	<b><u>Budget</u></b>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>1,787</b>	<b>16,660</b>
<b>520- Personnel Expenses</b>	<b>796,547</b>	<b>916,660</b>
<b>530- Office Expenses</b>	<b>64,941</b>	<b>66,660</b>
<b>540- Vehicle Expenses</b>	<b>36,900</b>	<b>65,000</b>
<b>550- Professional Services (Shared)</b>	<b>76,301</b>	<b>145,830</b>
<b>560- Other Expenses (Shared)</b>	<b>105,388</b>	<b>83,330</b>
<b>Total</b>	<b>1,081,864</b>	<b>1,294,140</b>



**Month End YTD Budget vs. Actual**

**April 2023**

**Water**

	<u>April 2023</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>1,660,229</b>	<b>1,520,830</b>
<b>450- H2O Meter</b>	<b>64,705</b>	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>*610- System Operating Exp (Water)</b>	<b>149,083</b>	<b>150,000</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>87,427</b>	<b>66,660</b>
<b>630- Professional Services (Water)</b>	<b>3,341</b>	<b>4,160</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>239,851</b>	<b>220,820</b>
<b>Half of Shared Expenses</b>	<b>540,932</b>	<b>647,070</b>
<b>Series B Loan</b>	<b>121,760</b>	<b>121,760</b>
<b>Total Expenses</b>	<b>915,743</b>	<b>989,650</b>

- **\*610- \$47,537 is H2O Meter Cost**



**Month End YTD Budget vs. Actual**

**April 2023**

**Sewer**

	<u>April 2023</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>420- Sewer Revenues</b>	<b>1,683,679</b>	<b>1,479,160</b>
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
<b>710- System Operating Exp (Sewer)</b>	<b>261,161</b>	<b>208,330</b>
<b>720- Repairs/ Maintenance Expenses</b>	<b>80,351</b>	<b>166,660</b>
<b>730- Professional Services (Sewer)</b>	<b>8,981</b>	<b>4,160</b>
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>350,493</b>	<b>451,150</b>
<b>Half of Shared Expenses</b>	<b>540,932</b>	<b>647,070</b>
<b>Series B Loan</b>	<b>203,499</b>	<b>203,499</b>
<b>Total Expenses</b>	<b>1,094,924</b>	<b>1,301,719</b>



## Capital Projects

### April 2023- Cost to date

<u>Project</u>	<u>Budget</u>	<u>YTD</u>
Elk Grove Water Booster	\$1,000,000	\$549,272
Elk Grove WW Life Extension	\$2,000,000	\$1,466,674
Scada	\$1,200,000	\$430,292
SBR 3 & 4 WRF and 5	\$12,000,000	\$8,319,593
Odor Control	\$1,000,000	\$124,917
Total	\$17,200,000	\$10,890,748

#### **Future Project FY 2023-2024**

WRF Filter System	\$1,100,000
NS Lift Station Replacement	\$900,000

#### **Future Projects:**

Water Loops

Water Storage



# FOUR CORNERS

## Water & Sewer District

	Approved Budget 22-23	Projected Actual	Proposed 23-24
- Water Income	1825	1942	2150
- Sewer Income	1775	1900	2100
<b>Water</b>			
- Op Expenses	265	288	363
- Rev Bond	528	147	168
- Shared Expenses	776	665	914
<b>Total</b>	<b>1569</b>	<b>1100</b>	<b>1445</b>
<b>Sewer</b>			
- Op Expenses	455	488	537
- Rev Bond	432	271	312
- Short Term Asst Rev	34	34	34
- Shared Expenses	776	665	914
<b>Total</b>	<b>1697</b>	<b>1458</b>	<b>1797</b>

**General Admin Expenses**

	<b>Approved Budget 22-23</b>	<b>Projected Actual</b>	<b>Proposed 23-24</b>
- Board	20	3	4
- Personal Expenses	1100	986	1350
- Office Admin	80	78	89
- Vehicle Expenses	78	45	55
- Professional Services	175	92	150
- Other Expenses	100	126	180
<b>Total</b>	<b>1553</b>	<b>1330</b>	<b>1828</b>

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# FOUR CORNERS

## Water & Sewer District

	Approved Budget 22-23	Projected Actual	Proposed 23-24
<b>Water</b>			
- Income	1825	1942	2100
<b>Expenses</b>			
- Operating	180	179	198
- Repairs/Maintenance	80	105	160
- Professional Services	5	4	5
<b>Sub Total</b>	<b>265</b>	<b>288</b>	<b>363</b>
- Rev Bond	528	147	168
- Shared Expenses	776	665	914
<b>Total</b>	<b>1569</b>	<b>1100</b>	<b>1445</b>
Operating Reserve	256	842	705





# FOUR CORNERS

## Water & Sewer District

Approved  
Budget 22-23      Projected Actual      Proposed 23-24

### Sewer

- Income	1775	1900	2100
<b>Expenses</b>			
- Operating	250	313	325
- Repairs/Maintenance	200	96	200
- Professional Services	5	12	12
<b>Sub Total</b>	<b>455</b>	<b>421</b>	<b>537</b>
- Short Term Assets Rev	34	34	34
- Rev Bond	432	271	312
- Shared Expenses	776	665	914
<b>Total</b>	<b>1697</b>	<b>1391</b>	<b>1797</b>
Operating Reserve	78	442	303

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### General Manager Topics- May 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
- Effluent Filtration- DEQ review in progress
- Continuing to review customer accounts for contract compliance
- Capacity Discussion
- Oder Control



# FOUR CORNERS

## Water & Sewer District

May 15, 2023

### Sewer Status

Current Processing	EDU'S	2717
Current Obligations	EDU'S	3725
Total		6,442

Capacity	Gal/Day	EDU'S @160
- Elk Grove	300,000	1875
- WRF SBR #1	200,000	1250
- WRF SBR #2	200,000	1250
Total		EDU= 4375

### On Line 2023

- WRF SBR #3	200,000	1250
- WRF SBR #4	200,000	1250
- WRF SRB #5	100,000	625
Total		EDU= 3125

**Final Total** EDU= 7500

**Remaining to sell: 1,058**

Total disposal permit-	1.4 m/g/d
At total build out discharge-	1.2 m/g/d
Disposal Capacity Planned-	1.29 m/g/d