



Board Meeting Agenda for Tuesday, September 19, 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 August 15, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) New Board Member
- 2) Ordinance 2023-08- Second Reading Hubert
- 3) 191 Commercial Condos
- 4) 81555 Gallatin Rd- Nielsen
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics
- 8) Closed meeting- Shober vs. Four Corners lawsuit- Montana Code 2-3-203 (4)(b)

II. Next Meeting Date – Tuesday- October 17, 2023

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, August 15, 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, August 15, 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 Kueneke, Secretary

Approval of Minutes

June 20, 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 4-0.

Public Comment on Non-Agenda Items:

No public comment was made.

GENERAL BUSINESS

Gallatin Gateway Discussion

Gallatin Gateway requested a discussion; no representation from Gallatin Gateway was in attendance.

Ordinance 2023-04 2nd Reading

Ordinance 2023-04: An Ordinance Accepting the Annexation Petition of Oak Capital VI, LLC for annexation into the Four Corners Water and Sewer District

The property is located northeast of Elk Grove. The petition is for 120 EDUs. The GM recommends approval.

Motion: Member Brad Early moved to pass the 2nd reading of Ordinance 2023-04; member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Ordinance 2023-05 2nd Reading

Ordinance 2023-05: An Ordinance Accepting the Annexation Petition of Wade Darr, Lots 131 & 132 of Rainbow Annexation for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision. The petition is for 3 EDUs across 2 lots. The GM recommends approval.

Motion: Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2023-05; member Jeff Sipes seconded. No public comment. Motion passed 4-0.

Ordinance 2023-06 2nd Reading

Ordinance 2023-06: An Ordinance Accepting the Annexation Petition of Nolheimer Condominiums for annexation into the Four Corners Water and Sewer District

The property is located in the Kennedy Subdivision on the west side of Jack Rabbit. The petition is for 2 EDUs. The GM recommends approval.

Motion: Member Jeff Sipes moved to pass the 2nd reading of Ordinance 2023-06; member Brad Early seconded. No public comment. Motion passed 4-0.

Ordinance 2023-07 2nd Reading

Ordinance 2023-07: An Ordinance Accepting the Annexation Petition of Michael Shepherd Tract 486 of Rainbow Subdivision to Bozeman Hot Springs Tract for annexation into the Four Corners Water and Sewer District

The property is located in Rainbow Subdivision. The petition is for 8 EDUs for sewer only. The GM recommends approval.

Motion: Member Brad Early moved to pass the 2nd reading of Ordinance 2023-07; member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Ordinance 2023-08 1st Reading

Ordinance 2023-08: An Ordinance Accepting the Annexation Petition for Lots 76, 77, and 78 of Rainbow Subdivision for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision. The petition is for 3 EDUs. The GM recommends approval.

Motion: Member Jonathan Claunch moved to pass the 1st reading of Ordinance 2023-08; member Brad Early seconded. No public comment. Motion passed 4-0.

Resolution 2023-04: Special Assessment

Resolution 2023-04: A Resolution of the Four Corners County Water and Sewer District Special Assessment.

Motion: Member Jeff Sipes moved to approve Resolution 2023-04; Member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- WRF's foundation work, backfill, under slab drainage and electrical installation are complete. Floor slab placement is scheduled for later this week, followed by assembly of the steel building.
- EGWWTP Project's steel installation is complete. Touch-up painting and electrical/controls will be scheduled next.
- WRF odor control improvements continue. The main structure and one of the IPS structures are cleaned out and concrete modifications are taking place. Temporary odor abatement techniques are being employed. Lining of the concrete structures is scheduled for next week. Installation of new flooring and engineered biofilter media will follow. The system will be operational but final completion won't happen until additional components arrive in 3-4 months.
- Valley Center Lift Station experienced a pump failure. Temporary repairs have been made with parts on order for proper repair.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed 2 upcoming annexations.

- The audit is submitted. An on site visit will occur around 9/14/23. A presentation to the Board will occur in October.
- FCWSD is in an employee search with upcoming interviews. 1 employee was hired last month.
- By no fault of FCWSD, parcels for the new additions were not taxed in 2022. Those parcels are being back-billed by the county. An explanatory letter will accompany this bill. The Board requested to review a copy of this letter before it is sent to residents.
- Resolution 2023-04 was sent to the county. The county calculated a different number than FCWSD. The DA has confirmed her number and will continue to communicate with the county.
- The Stip Bond water status is at \$4,059,113 and sewer status is at \$2,132,441
- The DA reviewed the July budget vs. actual for the shared, sewer, and water expenses.

General Manager Topics

Phil George offered the report.

- SCADA work is ongoing.
- Northstar Lift Station engineering is in process.
- The Effluent Filtration System is in DEQ review.
- The GM reviewed the Capital status.
- The GM reviewed the Capacity status. 757 EDUs are remaining.
- As per a request by the Board, FCWSD sent a letter to the Gallatin County Commissioner regarding remaining capacity.
- Xeriscaping is ongoing to minimize cost, maintenance and weeds.
- FCWSD signed an agreement with the Garden Center.
- A work order is in place to study the possibility of treated wastewater direct injection.
- As per a request by the Board, the GM updated the Board on the progress of remedying contracts with residents who were using more water than their contracts allowed.
- The GM is engaging a company to remedy household grease processing that will educate residents on proper grease disposal through mailers in bills.

Board Member Topics

A question was asked regarding the hydrant hit in Gallatin Heights. The issue has been resolved. The search for a new Board Member is ongoing.

Public Comment:

No public comment occurred.

Next Meeting Date: Tuesday, September 19, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of August 15, 2023 adjourned at 7:28 p.m.

Libby Kueneke, Secretary

Ordinance 2023-08

ORDINANCE ACCEPTING THE ANNEXATION PETITION FOR LOTS 76, 77,
and 78 of RAINBOW SUBDIVISION with common address of 4240 3RD ROAD
or 10, 16 and 24 of Kolnik Lane, BOZEMAN, MT 59715 INTO THE FOUR
CORNERS WATER & SEWER DISTRICT

WHEREAS, LYNNE HUBERT, submitted a petition for annexation of Lots 76,77 and 78 of Rainbow Subdivision (being approximately total of .33 acres) with more complete legal description attached hereto as Exhibit A, all located in Section 14, 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 June 20, 2023 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Properties as contiguous to the District boundaries and determined that the systems has capacity to provide service to the new proposed residence to be located on the Property; and

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

WHEREAS, Petitioner LYNNE HUBERT will provide evidence of purchased of water rights to serve the Property need to be provided for 3 EDU (480 gpd total), provide the same to the District and to pay sthe water and wastewater fee per EDU to the District prior to service being provided.

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 Properties, described above, into the District after transfer of water rights & payment of fees water and sewer service for 3 EDUs (480 gpd total).

The recitals are incorporated herein as if fully set forth.

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 Aug 15, 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: Aug 15, 2023

Nancy A. Finklemeier
Its: President

Attested: Tiffany Krenen
Secretary

2nd Read and approved: Four Corner's County Water and Sewer District

Dated: _____, 2023

Its: _____

Attested: _____
Secretary



Month End YTD Budget vs. Actual

August 2023

Shared Expenses

	<u>August 2023</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	300	666
520- Personnel Expenses	132,011	237,500
530- Office Expenses	9,761	14,832
540- Vehicle Expenses	3,715	9,166
550- Professional Services (Shared)	7,453	25,000
560- Other Expenses (Shared)	5,168	30,000
Total	235,003	317,164



Month End YTD Budget vs. Actual

August 2023

Water

	<u>August 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	459,490	358,332
450- H2O Meter	10,800	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	17,193	33,000
620- Repairs/ Maintenance Expenses	872	26,666
630- Professional Services (Water)	0	832
Total 600- Water O&M Expenses	18,065	60,498
Half of Shared Expenses	117,501	158,582
Series B Loan	24,352	24,352
Total Expenses	159,918	243,432

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



Month End YTD Budget vs. Actual

August 2023

Sewer

	<u>August 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	370,296	350,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	38,249	70,832
720- Repairs/ Maintenance Expenses	2,711	33,332
730- Professional Services (Sewer)	30	2,000
Total 700- Sewer O&M Expenses	40,990	106,164
Half of Shared Expenses	117,501	158,582
Series B Loan	45,222	45,222
Total Expenses	203,713	309,968



General Manager Topics - September 2023

- SCADA- ongoing
- Northstar Lift Station- DEQ Review
- Effluent Filtration- Received DEQ Approval
- Work order to study possibility of treated wastewater direct injection

O&M - September 2023

- Odor Control- treated concrete, installed flooring
 - Installed media- awaiting hydrant system
 - System are operating- Improvement noted
- SBR 3,4 & 5
 - Steel building is erection started
 - SBR treatment hardware installation started
 - Internal painting started