

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

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30 pm on Tuesday, October 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, Member Brad Early, Member Jeff Sipes and Member Justin Hart.

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

Approval of Minutes

September 19, 2023 Board Meeting

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

Public Comment on Non-Agenda Items:

No public comment was made.

GENERAL BUSINESS

Audit Presentation

Morgan Scarr from Amatics CPA Group reviewed a draft audit of the FCWSD financial statements for the fiscal year ending June 30, 2023. One recommendation is for FCWSD to consider developing additional revenue streams. Consideration by FCWSD is underway in response.

Motion: Member Brad Early moved to pass the 2023 audit; Member Justin Hart seconded. No public comment. Motion passed 4-0.

Ordinance 2023-09 1st Reading

Ordinance 2023-09: An Ordinance Accepting the Annexation Petition of Wildcat Partners LLC for annexation into the Four Corners Water and Sewer District

The property is located on Baxter Road east of Jackrabbit Lane. The petition is for 34 EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2023-09; Member Justin Hart seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The steel building at the WRF Expansion is complete. Paving will occur next week.
- EGWWTP expansion is on temporary hold. Groundwork and fencing are complete.
- WRF Odor Control is awaiting final deliveries of materials. Structures are lined, media is in place and temporary air supply and irrigation are operational. No odor is detected currently.

- Lift station piping upgrades are scheduled to begin at the end of October. Valley Center, Baxter, and Durston Lift Stations will be completed this fall.
- A valve was replaced at Blackbull due to an incident by a landscaping company.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD is conducting an employee search.
- WRF Paving is underway.
- The DA discussed FCWSD's salary study. A Board Member suggested comparing with cities that are further away but have comparable data. More information will be presented to the Board at a future meeting. Member Justin Hart will help with this research.
- The Board and FCWSD discussed priorities of maintaining fiscal reserves and paying off debt.
- The Stip Bond water status is at \$4,516,252 and sewer status is at \$2,083,341.
- The DA reviewed the September budget vs. actual for the shared, sewer, and water expenses.

General Manager Topics

Phil George offered the report.

- SCADA system upgrades are ongoing.
- Northstar Lift Station has been submitted to DEQ. FCWSD is working with the HOA to finalize the plan agreement and compensation for the easement.
- The Effluent Filtration system received DEQ Approval.
- The GM reviewed FCWSD capacity status. A capacity of 500 EDUs remains.
- The GM is investigating the possibility of adding a thickening, dewatering process to the treatment plant prior to the digester in hopes to minimize required weekend labor, increase system efficiency, and decrease costs, among other benefits.
- The Board and GM discussed a water rate and capacity fee increase. A 4% increase of the variable water rate is suggested; the last increase was in '22. The last baseline increase was fall of '21. The GM will present findings to the finance committee about a baseline increase to present to the Board at a later date.
- The GM reviewed present and future capital projects, budgets, and costs to date for the Board.

Board Member Topics

A finance committee meeting will be organized for December or January. A Board Member requested updates on recent outstanding matters facing the FCWSD. The Nielsen matter is resolved, the 191 matter is nearing solution, and the land for sale matter will be considered after the odor control issue is resolved.

Public Comment:

No public comment was made.

Next Meeting Date: Tuesday, November 21, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of October 17, 2023 adjourned at 7:34 p.m.



Libby Kueneke, Secretary