



Board Meeting Agenda for Tuesday, January 16, 2024 @ 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 November 21, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2024-01- First Reading Brentwood, LLC
- 2) Ordinance 2024-02- First Reading DJDBD, LLC
- 3) Resolution 2024-01- Capacity Fee's
- 4) Resolution 2024-02- COL
- 5) Resolution 2024- 03- Rate Increase
- 6) O&M Report
- 7) Monthly Financial Report
- 8) General Manager Topics
- 9) Board Member Topics

II. Next Meeting Date – Tuesday- February 20, 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, November 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 November 21, 2023, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present:, member Brad Early (by phone), member Jonathan Claunch, and member Jeff Sipes

Staff/Public present: Phil George, General Manager (GM) from FCWSD; and Amy Ellingson, District Administrator (DA) from FCWSD; Public, Ron & Helene Showalter and Travis Hackbarth;

Approval of Minutes

October 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:

None

GENERAL BUSINESS

Ordinance 2023- 09 2nd 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 2nd reading of Ordinance 2023-09; member Brad Early seconded. No public comment. Motion passed 3-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The WRF Expansion steel building construction is complete. Blower and MCC interior building construction is 90% complete. Process piping and installation of equipment is ongoing. Aeration steel piping installation is scheduled to begin next week. NWE will be out later in November.
- Odor Control Improvements still on hold due to contracted company.
- North Star Water pressure reducing Cla-Valves have been rebuilt.
- The contractor damaged sewer main on Homestake Drive has been repaired. The downstream main line was jetted and cleaned to remove rocks and gravel, at the contractor's expense.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- Employee search still underway
- The Stip Bond water status is at 4,537,154 and sewer status is at 1,789,513.
- The DA reviewed the October 2023 budget vs. actual for the shared, sewer, and water expenses. There were no questions from the board.

General Manager Topics

Phil George offered the report.

- Scada- Ongoing
- Northstar Lift Upgrade- Submitted to DEQ
- Effluent Filtration- Spring 2024
- Looking into possibly adding a thickening dewatering process- ongoing
- Phil and the board took questions from the public that were here about the Northstar Lift Station upgrade. It was explained that the project is still very new, and the District will be meeting and working with the Northstar HOA during the project.

Board Member Topics

No December Meeting

Public Comment:

None

Next Meeting Date: January 16, 2024.

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of November 21, 2023 adjourned at 7:48 p.m.

Amy Ellingson, DA

Ordinance 2024-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF
BRENTWOOD, LLC LOTS 52 and 53 of in N/E ¼ SECTION 14, TOWNSHIP 2
SOUTH, RANGE 4 EAST. ANNEXATION INTO THE FOUR CORNERS
WATER & SEWER DISTRICT

WHEREAS, Brentwood, LLC as owner of Lots 52 & 53 of the Amended Rainbow Sub. D-41-A6 being located in Northeast ¼ of Section 14, Township 2 South, Range 4 East, Rainbow Subdivision, Gallatin County, Montana ("Property") requesting that the Property 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 January 16, 2024 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, Brentwood, LLC will provide evidence of purchased of water rights to serve the Property need to be provided for 2 EDU (320 gpd total) average daily flow of 160 gallons per day per EDU and have agreed to pay the water and wastewater fee per EDU to the District.

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 2 EDUs (320 gpd total) average daily flow of 160 gallons per day per EDU. The District shall not provide water for irrigation.

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 _____, 2024 with a vote of _ in favor and _ against and second reading on _____, 2024 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: _____, 2024

Its: _____

Attested: _____
Secretary

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

Dated: _____, 2024

Its: _____

Attested: _____
Secretary

Ordinance 2024-02

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF DJDBD, LLC
of LOT 2 & 3 MINOR SUBDIVISION 525 in N/E ¼ & N/W ¼ SECTION 12,
TOWNSHIP 2 SOUTH, RANGE 4 EAST GALLATIN COUNTY FOR
ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT-
SEWER ONLY

WHEREAS, DJDBD, LLC, as owner, submitted a petition for annexation of a parcel of land described Lot 2 & 3 of Minor Subdivision 525 located N/E ¼ & N/W ¼ of Section 12, Township 2 South, Range 4 East P.M.M. Gallatin County Montana 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 January 16, 2024 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 will have sufficient future capacity to provide service to the Property.

WHEREAS, the DJDBD, LLC agrees to pay the sewer capacity fee for 2 Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 320 gallons a day and average daily flow of 160 gallons per day per EDU. The District shall not provide sewer service in excess of the capacity provided herein. The District shall not provide water and shall not provide water service for any purposes.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as Lot 2 & 3 of Minor Subdivision 525 located N/E ¼ & N/W ¼ of Section 12, Township 2 South, Range 4 East P.M.M. Gallatin County into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 320 gallons a day and average daily flow of 160 gallons per day per EDU. All recitals set forth above are incorporated herein as if fully set forth herein.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on _____, 2024 with a vote of ___ in favor and ___ against and second reading on _____, 2024 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:
Dated: _____, 2024

Four Corner's County Water and Sewer District

Its: _____

Attested: _____

Secretary
2nd Read and approved:
Dated: _____, 2024

Four Corner's County Water and Sewer District

Its: _____

Attested: _____
Secretary

RESOLUTION 2024-01

A Resolution of the Four Corner County Water and Sewer District to Modifying the Capacity Fees.

RECITALS

WHEREAS, the Four Corners County Water and Sewer District (“District”) is a county water and sewer district duly established in 2003; and

WHEREAS, the District enacted both water capacity fees and sewer capacity fees to equitably recover from newly connected service the proportionate costs of infrastructure available to newly connected users; and

WHEREAS, the Board considered the presentation of the general manager supporting the increase of water and sewer capacity fees and the public comment; and

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to amend the water capacity fee to \$4,000 and the sewer capacity fee to \$11,000 per EDU for a total of \$15,000 starting March 1st 2024.

Dated this __ day of January 2024.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary

RESOLUTION 2024-02

A Resolution of the Four Corner County Water and Sewer District to set 2024 Cost of Living Increase.

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 employee handbook states if the cost of living is more than 3%, the General Manager must seek and obtain Boards approval prior to implementing said increase.

WHEREAS, the General Manager is suggesting a Cost of Living Increase of ____% for 2023.

NOW THEREFORE, the Four Corners County Water and Sewer District approves the _____% Cost of Living Increase, effective upon passage.

All recitals set forth above are incorporated herein.

Dated this _____ day of January 2024.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary

RESOLUTION 2024-03

A Resolution of the Four Corner County Water and Sewer District to Increase Water and Sewer Rates.

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 is planning to raise the user’s rates of water & sewer by 3 %. The water variable rate will be adjusted by volume tiers from 4.5% to 4.95%, the variable sewer rate will not increase.

WHEREAS, the rate adjustment does not require a rate hearing as it is below the voting threshold of 5% in any 12-month period.

WHEREAS, Notice of the water and sewer rate increase will be mailed out in March 2024 to all existing customer to notify them of the change of rates.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves for the General Manager to raise rates effective April 2024 billing cycles for all customers.

Dated this __ day of January 2024.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary



Water and Sewer Base Rates- 2024

Category	Base volume, gallons	Rate
1. Residential	0-4,000	\$87.75
2. Commercial Condos &Galactic Park Residential	0-6,000	\$131.63
3. Commercial	0-14,000	\$307.14
4. Additional EDU Users	0-4,000	Varies

In addition to the Base Rate a \$1.00 water reserve and \$3.00 sewer reserve per month will be added.

Water Variable Rates

Category 1		Category 2	
Volume Used, gal	\$/1000 gallons	Volume Used, gal	\$/1000 gallons
4,001-20,000	\$3.76	4,001-20,000	\$3.76
20,001- 36,000	\$4.85	20,001- 36,000	\$4.85
36,001- 52,000	\$5.93	36,001- 52,000	\$5.93
>52,000	\$9.37	>52,000	\$9.37
 Category 3		 Category 4	
Volume Used, gal	\$/1000 gallons	Volume Used, gal	\$/1000 gallons
14,001-20,000	\$3.76	4,001-20,000	\$3.76
20,001- 36,000	\$4.85	20,001- 36,000	\$4.85
36,001- 52,000	\$5.93	36,001- 52,000	\$5.93
>52,000	\$25.70	>52,000	\$25.70

Sewer Variable Rates will not change



Water Variable Rates

2022 to 2024 % increase

4,001-20,000	\$3.60	4.5%	4,001-20,000	\$3.76
20,001- 36,000	\$4.63	4.65%	20,001- 36,000	\$4.85
36,001- 52,000	\$5.66	4.80%	36,001- 52,000	\$5.93
>52,000	\$9.27	4.95%	>52,000	\$9.73



Operation & Maintenance Report. January 5, 2024

1. The WRF Expansion is nearing completion with start-up scheduled for February 12, 2024. The new gas main has been installed and steel siding for the interconnecting building is underway.
2. The contractor performing the lift station upgrades didn't have the correct parts for 2 of the 3 lift stations scheduled for this year. Valley Center and Black Bull 2 have been postponed till spring.
3. We received confirmation on delivery of the remaining components to finish the odor control upgrade. They are scheduled to arrive in late July.
4. WRF Digester blower #1 experienced a compressor failure. Matt ordered the parts and made the repair bringing it back on-line.
5. WRF SBR Blower #1 is showing signs of failure. Matt plans to disassemble the unit and correct the problem.



January 2023

General Administration Actives and Issues:

- Upcoming Annexations
- Employee Search
- Salary Study

Current Stip

Bond \$1,116,556 (275K is bond reserve)

Water \$ 4,578,561

Sewer \$ 1,724,561



Month End YTD Budget vs. Actual

December 2023

Shared Expenses

December 2023 Budget

Income/Expense

Expense

500-Shared General Admin Expenses

510- Board Members	796	1,998
520- Personnel Expenses	459,755	712,500
530- Office Expenses	45,835	44,196
540- Vehicle Expenses	20,032	27,498
550- Professional Services (Shared)	41,842	75,000
560- Other Expenses (Shared)	67,567	90,000
Total	635,827	951,192



Month End YTD Budget vs. Actual

December 2023

Water

	<u>December 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,072,113	1,074,996
450- H2O Meter	24,215	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	82,735	99,000
620- Repairs/ Maintenance Expenses	4,145	79,998
630- Professional Services (Water)	250	2,496
Total 600- Water O&M Expenses	87,130	181,494
Half of Shared Expenses	317,913	475,596
Series B Loan	73,056	73,056
Total Expenses	478,099	730,146

- *610- \$5,864 is H2O Meter Cost



Month End YTD Budget vs. Actual

December 2023

Sewer

	<u>December 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,122,702	1,050,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	148,086	212,496
720- Repairs/ Maintenance Expenses	26,189	99,996
730- Professional Services (Sewer)	0	6,000
Total 700- Sewer O&M Expenses	174,275	318,492
Half of Shared Expenses	317,913	475,596
Series B Loan	135,666	135,666
Total Expenses	627,854	929,754



General Manager Topics- January 2024

- SCADA- ongoing, servers installed
- Northstar Lift Station- DEQ Approved
- Effluent Filtration- Spring execution; ordering parts
- Capacity Status- 954
- Northstar Easement
- Odor Control Equipment- Delivery delayed till June 2024