



Board Meeting Agenda for Tuesday, May 21, 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 February 20, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2024-03 First Reading- Estate of Luella Cain
- 2) Draft Budget- 2024/2025
- 3) O&M Report
- 4) Monthly Financial Report
- 5) General Manager Topics
- 6) Board Member Topics
- 7) Closed meeting- Montana Code 2-3-203(4)(a)

II. Next Meeting Date – Tuesday- June 18 , 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, February 20, 2024**

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 February 20, 2024, 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 Justin Hart.

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

Approval of Minutes

January 16, 2024 Board Meeting

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

Public Comment on Non-Agenda Items:

There were no public comments.

GENERAL BUSINESS

Ordinance 2024-01 2nd Reading

Ordinance 2024-01: An Ordinance Accepting the Annexation Petition of Brentwood, LLC as owner of Lots 52 & 53 of the Amended Rainbow Subdivision for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow subdivision. The petition is for 5 EDUs. The GM recommends approval.

Motion: Member Jonathan Klaunch moved to pass the 2nd reading of Ordinance 2024-01; member Justin Hart seconded. No public comment. Motion passed 4-0.

Ordinance 2024-02 2nd Reading

Ordinance 2024-02: An Ordinance Accepting the Annexation Petition of DJDBD, LLC of Lot 2 & 3 Minor Subdivision 525 for annexation into the Four Corners Water and Sewer District

The property is located in the Coolwater subdivision. The petition is for 2 sewer only EDUs. The GM recommends approval.

Motion: Member Jonathan Klaunch moved to pass the 2nd reading of Ordinance 2024-02; member Justin Hart seconded. No public comment. Motion passed 4-0.

Gallatin Gateway Water and Sewer District (GGWSD) Discussion

- GGWSD will remain their own district. FCWSD will not have liability or fiscal responsibility for GGWSD and will remain separate.
- The GM will reserve a 30 day walk away opportunity if unable to meet GGWSD's needs within a reasonable scope of work and time.
- The DA will send Board Members the MOU for review.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The WRF Expansion equipment start-up began 2/12/24. Wastewater processing in the new addition should begin next week, pending installation of the ventilation system.
- The extreme cold weather kept the crew busy repairing failed components. Upgrades are planned to address the weaknesses uncovered by the 40 below temperatures.
- New pumps for the WRF Influent Pump Station have arrived and will be installed soon. This will greatly reduce the maintenance problem of the old pumps plugging up.
- The Tertiary Filtration piping to the disposal field is out for bids. Construction begins in spring.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD's employee search continues.
- A Board Member requested a report at the May meeting of employee wage tiers, rules, and responsibilities.
- A draft of the budget will be presented at the May Board Meeting.
- The Stip Bond water status is at \$4,599,594 and sewer status is at \$1,321,401
- The DA reviewed the January budget vs. actual for the shared, sewer, and water expenses.

General Manager Topics

Phil George offered the report.

- SCADA work is ongoing. Servers are installed and the HMI is in work.
- Northstar Lift Station has DEQ Approval. The Northstar build is expected to be completed in 2025.
- The Effluent Filtration is scheduled to be completed in Fall. Parts are being ordered.
- Capacity Status is currently at 919.
- Odor Control Equipment experienced a delivery delayed until April 2024, and it will be operational in July.
- The GM reviewed current capital projects.

Board Member Topics

There were no board member topics.

Closed Meeting- Montana Code 2-3-203(4)(a)

A closed meeting occurred according to Montana Code 2-3-203(4)(a).

Public Comment:

There were no public comments.

Next Meeting Date: Tuesday, May 21, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of February 20, 2024 adjourned at 7:30 p.m.

Libby Kueneke, Secretary

Ordinance 2024-03

ORDINANCE ACCEPTING THE ANNEXATION PETITION. LOTS 225 & 226
RAINBOW SUB. SECTION 14, TOWNSHIP 25 SOUTH, RANGE 4 EAST.
GALLATIN COUNTY MONTANA INTO THE FOUR CORNERS WATER &
SEWER DISTRICT- SEWER ONLY

WHEREAS, ESTATE OF LUELLA CAIN, as owner, submitted a petition for annexation of a parcel of land described Lots 225 & 226 of Rainbow Subdivision, located in Section 14, Township 25 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 by virtue of platted streets dedicated to public use to the District boundary; and

WHEREAS, on May 15, 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 ESTATE OF LUELLA CAIN, 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 Lots 225 & 226 of Rainbow Subdivision, located in Section 14, Township 25 South, Range 4 East P.M.M. Gallatin County Montana 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.

[signatures to follow]

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



FOUR CORNERS

Water & Sewer District

	Approved Budget 23-24	Projected Actual	Proposed 24-25
- Water Income	2150	2050	2200
- Sewer Income	2100	2200	2300
Water			
- Op Expenses	363	260	405
- Rev Bond	168	168	168
- Shared Expenses	952	647	934
Total	1483	1125	1507
Sewer			
- Op Expenses	637	385	637
- Rev Bond	312	312	312
- Short Term Asst Rev	34	34	34
- Shared Expenses	952	697	935
Total	1935	1428	1918

General Admin Expenses

	Approved Budget 23-24	Projected Actual	Proposed 24-25
- Board	4	3	4
- Personal Expenses	1425	1050	1425
- Office Admin	89	93	95
- Vehicle Expenses	55	35	45
- Professional Services	150	87	150
- Other Expenses	180	125	150
Total	1903	1393	1869

DRAFT



FOUR CORNERS

Water & Sewer District

	Approved Budget 23-24	Projected Actual	Proposed 24-25
Water			
- Income	2100	2050	2200
Expenses			
- Operating	198	140	200
- Repairs/Maintenance	160	95	180
- Professional Services	5	25	25
Sub Total	363	260	405
- Rev Bond	168	168	168
- Shared Expenses	952	697	934
Total	1483	1125	1507
Operating Reserve	617	925	693

DRAFT



FOUR CORNERS

Water & Sewer District

Approved
Budget 23-24 Projected Actual Proposed 24-25

Sewer

- Income	2100	2200	2300
Expenses			
- Operating	425	302	425
- Repairs/Maintenance	200	81	200
- Professional Services	12	2	12
Sub Total	637	385	637
- Short Term Assets Rev	34	34	34
- Rev Bond	312	312	312
- Shared Expenses	952	697	935
Total	1935	1428	1918
Operating Reserve	165	772	382



Operation & Maintenance Report. May 2024

- 1. Phase 3 & 4 of the WRF expansion are in operation and processing wastewater. Phase 5 mechanical and aeration equipment is scheduled to arrive late May through June and will be installed. Estimated completion and start-up this fall.**
- 2. Upgrades to the lift stations and water booster control systems throughout the district are ongoing.**
- 3. 2 of the 3 new pumps acquired for the WRF Influent Pump Station have been installed currently, the third pump installation to follow soon. The upgrade has reduced the frequency of pump plugging problems.**
- 4. The Tertiary Filtration addition construction began in mid-April. The additional storage tanks and interconnecting piping have been installed and the underground piping into the building is scheduled next.**
- 5. The slab for the Odor Control Improvement project will be poured this week. The equipment that is to be installed on the slab is still awaiting delivery and is scheduled for delivery in July. We are currently purchasing temporary odor control measures to use in the interim.**
- 6. A water leak about 250 gal/minute was found in two different leak locations, both were repaired and invoices. (owners/HOA responsibility)**



May 2024

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee Search**

Current Stip

Bond \$1,489,751 (275K is bond reserve)

Water \$ 4,234,631

Sewer \$ 1,337,089



Month End YTD Budget vs. Actual

April 2024

Shared Expenses

	<u>April 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,324	3,330
520- Personnel Expenses	854,232	1,187,500
530- Office Expenses	77,643	74,160
540- Vehicle Expenses	25,133	45,830
550- Professional Services (Shared)	72,359	125,000
560- Other Expenses (Shared)	104,283	150,000
Total	1,134,974	1,585,820



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

April 2024

Water

	<u>April 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,631,536	1,791,660
450- H2O Meter	67,861	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	115,197	165,000
620- Repairs/ Maintenance Expenses	73,042	133,330
630- Professional Services (Water)	20,257	4,160
Total 600- Water O&M Expenses	208,496	302,490
Half of Shared Expenses	567,487	792,910
Series B Loan	121,760	121,760
Total Expenses	897,743	1,217,160

- *610- \$10,585 is H2O Meter Cost



Month End YTD Budget vs. Actual

April 2024

Sewer

	<u>April 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,842,065	1,750,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	251,050	354,160
720- Repairs/ Maintenance Expenses	67,498	166,660
730- Professional Services (Sewer)	1,230	10,000
Total 700- Sewer O&M Expenses	319,778	530,820
Half of Shared Expenses	567,487	792,910
Series B Loan	226,110	226,110
Total Expenses	1,113,375	1,549,840



General Manager Topics- May 2024

- SCADA- ongoing, servers installed- HMI in work
- Northstar Lift Station- DEQ Approved
 - o Northstar Easement- Build expected 2025
- Capacity Status- 814
- Odor Control Equipment- Delivery delayed till July 2024
- Progress on water loop- DEQ Submittals
 - o Norris road: Submitted
 - o Old Milwaukee: Submitted
 - o Baxter: Engineering in progress