



Board Meeting Agenda for Tuesday August 20, 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 June 18, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) New Board Member
- 2) Ordinance 2024-04 First Reading- Lexington Realty, LLC
- 3) Resolution 2024-05 Special Assessment
- 4) Jon Knokey- Creekside & Gallatin Meadows
- 5) O&M Report
- 6) Monthly Financial Report
- 7) General Manager Topics
- 8) Board Member Topics
- 9) Closed meeting- Montana Code 2-3-203(4)(a)

II. Next Meeting Date – Tuesday- September 17 , 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, JUNE 18, 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 June 18, 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.

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

Approval of Minutes

May 21, 2024 Board Meeting

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

Public Comment on Non-Agenda Items:

None

GENERAL BUSINESS

Ordinance 2024-03 Second Reading

Ordinance 2024-03: An Ordinance Accepting the Annexation Petition of Estate of Luella Cain for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision. The petition is for 2 sewer only EDUs. Phil recommends approval.

Motion: Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2024-03; member Brad Early seconded. No public comment. Motion passed 3-0.

Resolution 2024-04: Budget Approval

Resolution 2024-04 : A Resolution of the Four Corners County Water and Sewer to Approve 2024-2025 Budget.

Motion: Member Johathan Claunch moved to approve Resolution 2024-04; Member Brad Early seconded. No public comment. Motion passed 3-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- WRF Phase 5 is underway
- The Tertiary Filtration project is on-going, the concrete and piping is about 50% complete.
- The odor control improvements are still on schedule for July.
- The water loop at Milwaukee has been approved by MDEQ, construction will start mid-July.

- The WRF had a major electrical interruption, the backup generator carried the load. The damage caused a main supply of 800 amp breaker and 200 amp digester breaker blower. replacements have been ordered.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- Our employment search for the WRF is still ongoing.
- The Stip Bond water status is at 3,982,516 and sewer status is at 1,199,297.
- The DA reviewed the May 2024 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 upgrade, should be wrapped up by August.
- Northstar Lift Upgrade, we are currently working with the HOA.
- Progress on the water loops for Norris road are at DEQ. The Baxter loop is still in process with engineering.

Board Member Topics

Board Member Jonathan Claunch has sold his home in Elk Grove, the June 18th meeting will be his last.

Next Meeting Date: August 20, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of June 18, 2024 adjourned at 7:30 p.m.

Amy Ellingson, Acting Secretary
District Administrator
FCWSD

Ordinance 2024-04

ORDINANCE ACCEPTING THE ANNEXATION PETITION TRACT 6 of
DEPENDENT SURVEY (COOLWATER) in SECTIONS 1 & 12, TOWNSHIP
25 SOUTH, RANGE 4 EAST. GALLATIN COUNTY MONTANA INTO THE
FOUR CORNERS WATER & SEWER DISTRICT- SEWER ONLY

WHEREAS, LEXINGTON REALTY, LLC, as owner, submitted a petition for annexation of a parcel of land described Tract 6 of Dependent Survey #8A, (commonly referred to as Coolwater), located in the south 1/w of Section 1 & and north ½ of Section 12, 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 June 18, 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 LEXINGTON REALTY, LLC, agrees to pay the sewer capacity fee for 4 Equivalent Dwelling Units (“EDUs”), with an EDU equal to a maximum daily flow of 640 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 Tract 6 of Dependent Survey #8A, (commonly referred to as Coolwater), located in the south 1/w of Section 1 & and north ½ of Section 12, Township 25 South, Range 4 East P.M.M. Gallatin County Montana into the District to provide sewer only service to the Property not to exceed equal to a maximum daily flow of 640 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

RESOLUTION 2024-05

A Resolution of the Four Corner County Water and Sewer District Special Assessment

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, after notice and pursuant to the laws of the State of Montana, annually establishes the special assessment amount to fund the obligations to the District; and

WHEREAS, the District, on the date of the public meeting set forth below, the Board, considered the special assessment amounts as well as public comment, if any.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to adopt the special assessments as set forth below. The District acknowledges on the date of passage there are 2642 lots, parcels, tracts and units within the District which will be assessed.

Payment Date	Bond Payments	Tax Levy (Payment /2642)
SRF- Wastewater Special Assessment Bond, Series 2021A		
1/1/2024	\$204,025.00	\$77.22
7/1/2024	\$599,025.00	\$226.73
Total	\$803,050.00	\$303.95
SRF- Wastewater Special Assessment Bond, Series 2019 (\$11.3M)		
1/1/2023	\$268,375.00	\$101.58
7/1/2023	\$268,575.00	\$101.65
Total	\$536,950.00	\$203.23
Summary		
Total Payments:		\$1,340,000
Total Assessed Parcels:		2642
Total Tax Levy Per Parcel:		\$507.19

Dated this ___ day of August, 2024.

Nancy Flikkema, President

ATTESTED:

Libby Kueneker, Secretary



Operation & Maintenance Report. August 2024

- 1. WRF Phase 5 SBR piping installation is underway, waiting for additional equipment.**
- 2. The Tertiary Filtration project piping is 50% complete, the building foundation is pending, final building plans.**
- 3. The Odor Control project is ongoing, equipment we have received has been installed. Awaiting remaining equipment.**
- 4. The Milwaukee Road Water Main Extension is complete.**
- 5. Zoot Well #1 is out of service due to sand infiltration issues. Engineering is underway for DEQ approval to drill a new well.**
- 6. Black Bull #1 Lift Station pumps are failing. One pump has been replaced, additional pumps ordered.**
- 7. Zoot Water main Extension project is out for bids.**
- 8. NorthStar Lift Station Replacement Project is out for bid.**



August 2024

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee Search**
- **Audit- underway**
- **AMI Study**

Current Stip

Bond \$1,761,224 (275K is bond reserve)

Water \$ 3,822,301

Sewer \$ 1,007,162



AMI Study

- **Benefits:**

- Reduces time in the field: Current 8-10 hours
- The AMI system can monitor for leaks
- The AMI system can provide single points of excess water use

- **Cost:**

- A one-time fee of \$1,500.00 from Black Mountain to upgrade file
- Infrastructure set-up fee: \$106,383.00
- Software Annual Fees: \$12,802.00 (increase)



Month End YTD Budget vs. Actual

July 2024

Shared Expenses

	<u>July 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	0	333
520- Personnel Expenses	90,483	118,750
530- Office Expenses	5,787	7,917
540- Vehicle Expenses	1,894	3,750
550- Professional Services (Shared)	6,608	12,500
560- Other Expenses (Shared)	3,632	12,500
Total	108,404	155,750



Month End YTD Budget vs. Actual

July 2024

Water

	<u>July 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	241,537	183,333
450- H2O Meter	5,600	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	9,978	16,667
620- Repairs/ Maintenance Expenses	13,575	15,000
630- Professional Services (Water)	0	2,083
Total 600- Water O&M Expenses	23,553	33,750
Half of Shared Expenses	54,202	77,875
Series B Loan	12,176	12,176
Total Expenses	89,931	123,801

- *610- \$0 is H2O Meter Cost



Month End YTD Budget vs. Actual

July 2024

Sewer

	<u>July 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	193,483	191,667
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	41,093	35,417
720- Repairs/ Maintenance Expenses	14,218	16,667
730- Professional Services (Sewer)	0	1,000
Total 700- Sewer O&M Expenses	55,311	53,084
Half of Shared Expenses	54,202	77,874
Series B Loan	22,611	22,611
Total Expenses	132,124	153,569



General Manager Topics- August 2024

- SCADA- ongoing, servers installed- HMI in work
- Northstar Lift Station- DEQ Approved
 - o Northstar Easement- Build expected FY 2024-2025
 - o HOA is currently involved of building design phase
- Capacity Status- 814
- Progress on water loop- DEQ Submittals
 - o Norris road: requested for bids due late Aug
 - o Old Milwaukee: construction complete
 - o Baxter: Engineering in progress