



Board Meeting Agenda for Tuesday September 17, 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 August 20, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2024-04 Second Reading- Lexington Realty, LLC
- 2) Jon Knokey- Creekside & Gallatin Meadows
- 3) O&M Report
- 4) Monthly Financial Report
- 5) General Manager Topics
- 6) Board Member Topics

II. Next Meeting Date – Tuesday- October 15 , 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, August 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 August 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 Jeff Sipes, Member Justin Hart and Member Michele Piazza.

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

Approval of Minutes

June 18, 2024 Board Meeting

Motion: Member Justin Hart moved to approve the Minutes as written. Member Jeff Sipes seconded. No public comment. The Minutes were approved 3-0.

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS

Returning Board Member

Michele Piazza will return as Board Member

Motion: Member Justin Hart moved to approve Michele Piazza's position on the Board; member Jeff Sipes seconded. No public comment. Motion passed 3-0.

Ordinance 2024-04 1st Reading

Ordinance 2024-04: An Ordinance Accepting the Annexation Petition of Lexington Realty, LLC for annexation into the Four Corners Water and Sewer District

The property is located in the Coolwater neighborhood. The petition is for 4 sewer-only EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2024-04; member Michele Piazza seconded. No public comment. Motion passed 4-0.

Resolution 2024-05: Special Assessment

Resolution 2024-05: A Resolution of the Four Corners County Water and Sewer District Special Assessment Due to a county miscalculation in last years' special assessment, a \$13 increase will occur this year.

Motion: Member Jeff Sipes moved to approve Resolution 2024-05; Member Justin Hart seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- WRF Phase 5 SBR piping installation is underway and is awaiting additional equipment.
- The Tertiary Filtration project piping is 80% complete. The building foundation awaits final building plan approval.
- The Odor Control project is ongoing and equipment received has been installed. Remaining equipment should arrive in September.
- The Milwaukee Road Water Main Extension is complete.
- Zoot Well #1 is out of service due to sand infiltration issues. Engineering is underway for DEQ approval to drill a new well.
- Black Bull #1 Lift Station pumps are failing. One has been replaced, and others are ordered.
- The Zoot Water Main Extension project is out for bids.
- The NorthStar Lift Station Replacement Project is out for bid.
- Two water tanks were recently repaired in Elk Grove.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- As two employees recently resigned, an employee search is underway.
- The audit is underway, the 1st round has been submitted.
- An AMI study is underway to improve meter reading efficiency, monitor leaks, and identify points of excess water use. The DA will request a Zoom meeting with Michele at the September Board Meeting to answer any questions the Board may have. The Board will create a list of questions and send them to the DA ahead of time.
- The Stip Bond water status is at \$3,822,301 and sewer status is at \$1,007,162.
- The DA reviewed the July 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 is ongoing with servers installed and HMI in work.
- Northstar Lift Station received DEQ approval. The Northstar Build is expected in 2024-2025. The HOA is currently involved in the building design phase.
- The Capacity Status is at about 814 EDUs.

Board Member Topics

The DA reviewed an updated chart with times of Board Member position openings. May of 2026 will have 3 Board seats arise. Election ballots may be included in the future.

Next Meeting Date: September 17, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of August 20, 2024 adjourned at 7:04 p.m.

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

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

Libby Kueneke

Secretary

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 Aug 20, 2024 with a vote of 4 in favor and 0 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: Aug 20, 2024

Nancy A. Filiberto
Its: President

Attested: Muffy Kneveke
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2024

Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. September 2024

- 1. WRF Phase 5 equipment deliveries won't be complete till sometime in November. Process piping is nearly finished and electrical installation to start soon.**
- 2. Foundation work for the Tertiary Filtration project is underway. Concrete placement should begin next week.**
- 3. The Odor Control improvements have been delayed again, still waiting for the final equipment. The main ductwork changes are scheduled for next week.**
- 4. The Zoot Watermain Extension project bid has been awarded and construction will begin once the Encroachment Permit from the Montana Department of Transportation is approved. The permit is required for the Jack and Bore casing pipe under Norris Road.**
- 5. The NorthStar Lift Station project will be starting in November.**
- 6. Upgrades to the Districts SCADA system are ongoing. We need to upgrade the communications radios to provide faster monitoring speeds and improved reliability.**



September 2024

General Administration Actives and Issues:

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

Current Stip

Bond \$1,769,069 (275K is bond reserve)

Water \$ 3,329,670

Sewer \$ 851,757



Month End YTD Budget vs. Actual

August 2024

Shared Expenses

	<u>August 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	225	666
520- Personnel Expenses	213,110	237,500
530- Office Expenses	10,410	15,834
540- Vehicle Expenses	4,892	7,500
550- Professional Services (Shared)	11,297	25,000
560- Other Expenses (Shared)	7,638	25,000
Total	247,572	311,500



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

August 2024

Water

	<u>August 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	425,341	366,666
450- H2O Meter	5,600	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	19,591	33,340
620- Repairs/ Maintenance Expenses	5,088	30,000
630- Professional Services (Water)	8,272	4,166
Total 600- Water O&M Expenses	32,951	67,506
Half of Shared Expenses	123,786	155,750
Series B Loan	24,352	24,352
Total Expenses	181,089	247,608

- *610- \$0 is H2O Meter Cost



Month End YTD Budget vs. Actual

August 2024

Sewer

	<u>August 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	387,342	383,334
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	59,427	70,834
720- Repairs/ Maintenance Expenses	35,970	33,334
730- Professional Services (Sewer)	0	2,000
Total 700- Sewer O&M Expenses	95,397	106,168
Half of Shared Expenses	123,786	155,750
Series B Loan	45,222	45,222
Total Expenses	264,395	307,140



General Manager Topics- September 2024

- Capacity Status- 814 now 963
 - 104 Silo's- Returned
 - 45 Jamieson- Returned
- Progress on water loop- DEQ Submittals
 - o Baxter: DEQ Approval



September 13, 2024

Capital Projects

Cost to date

Project	Budget	YTD
Elk Grove WW Life Extension	\$2,000,000	\$1,506,519
Scada	\$1,200,000	\$789,775
SBR 3 & 4 WRF and 5	\$12,000,000	\$10,374,511
Odor Control	\$1,000,000	\$598,664
WRF Filter System	\$1,800,000	\$1,337,759
Water Model	\$100,000	\$17,480
Baxter - Creekside	\$1.25M- Construction- \$15,194	
Zoot Way - New Ventures	\$750K- Est. Eng & Construction Contract- \$16,490	
Old Milwaukee	\$600K- Construction- \$184,057- Complete	
Total	\$20,950,000	\$14,840,449

Future Project FY 2024-2025

NS Lift Station Replacement	\$1.5M
Augmentation Gallery	\$200,000

Future Projects:

Water Storage	
Grit Removal System	
Equalization Basin	\$3M