



Board Meeting Agenda for Tuesday October 15, 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 September 17, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Aduit Presentation
- 2) Jon Knokey- Creekside/Gallatin Meadows
- 3) Ordinance 2024-05: First Reading- 57 East Hulbert Rd.
- 4) O&M Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics
- 8) Closed meeting- Montana Code 2-3-203(4)(a)

II. Next Meeting Date – Tuesday- November 19 , 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, September 17, 2024**

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:27 pm on September 17, 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, and Member Jeff Sipes

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

Approval of Minutes

August 20, 2024 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:

No public comment occurred.

GENERAL BUSINESS

Ordinance 2024-04 2nd 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 subdivision west of Monforton Road and East of 191. The petition is for 4 sewer only EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 2nd reading of Ordinance 2024-04; member Brad Early seconded. No public comment. Motion passed 3-0.

John Knokey- Creekside & Gallatin Meadows

The contractor was not available to attend the Meeting.

Monthly Operations and Maintenance Report

Phil George offered the report.

- WRF Phase 5 equipment deliveries won't be complete until November. Process piping is nearly finished and electrical installation will start soon.
- Tertiary Filtration Project Foundation work is underway. Concrete placement should begin next week.
- The Odor Control improvements have been delayed again awaiting enclosing covers. The main ductwork changes are scheduled for next week.
- The Zoot Water Main Extension Project bid has been awarded. Construction will begin once the Encroachment Permit for the Jack and Bore casing pipe under Norris Road from the Montana Department of Transportation is approved.
- The NorthStar Lift Station Project will start in November.
- Upgrades to the District's SCADA system are ongoing. Communication radios must be upgraded to

provide faster monitoring speeds and improved reliability.

- The SCADA project hopefully will be finished by the end of the year.

Monthly Financial Report

Amy Ellingson provided the report.

- No annexations are upcoming.
- The Employee Search continues.
- The Audit is underway. Hopefully the field day will occur soon and a presentation will occur at the October Board Meeting.
- The finance committee and GM will meet to discuss funding capital projects. Board Member Jeff Sipes agreed to join the finance committee. The DA will schedule the meeting.
- The Stip Bond water status is at \$3,329,670 and sewer status is at \$851,757.
- The DA reviewed the August 2024 budget vs. actual for the shared, sewer, and water expenses.
- Only 2 inch water meters are being ordered.

General Manager Topics

Phil George offered the report.

- The Capacity Status was at 814, but with Silo's 104 EDUs and Jamieson's 45 EDUs returned, the status is now at 963.
- Regarding water loop project DEQ Submittals, Old Milwaukee has been completed, Zoot has been awarded, and Baxter has DEQ approval.
- The GM reviewed the Capital Project Forecast.
 - The Elk Grove Life Extension Project is on hold due to a manpower shortage. Cleaning and replacing pumps and in-service items will occur closer to when the items need to be used. A 6 month head start is required before transferring and treatment begins.
 - Funds coming out of the Reserve primarily will go against the Northstar lift station.

Board Member Topics

-The GM, DA, and Board reviewed clients nearing the \$80/month/EDU charge.

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

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

Next Meeting Date: October 15, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of September 17, 2024 adjourned at 7:05 p.m.

Libby Kueneke, Secretary

Ordinance 2024-05

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF RDO
EQUIPMENT COMPANY TO ANNEX 57 EAST HULBERT ROAD BOZEMAN,
MT 59718 GALLATIN COUNTY MONTANA INTO THE FOUR CORNERS
WATER & SEWER DISTRICT

WHEREAS, RDO EQUIPMENT COMPANY , as owner, submitted a petition for annexation of a parcel of land described 57 East Hulbert Road, Bozeman MT 59718, located in the SW ¼ of SW ¼ Section 25, Township 1 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; and

WHEREAS, the legal description of the Property, sought to be annexed is:

A tract of land in the Southwest Quarter of the Southwest Quarter (SW¼ SW¼) of Section Twenty-five (25), Township One (1) South, Range Four (4) East of the Montana Principal Meridian, Gallatin County, Montana, and being more particularly described by the following metes and bounds, to wit:

Beginning at a point which bears South 89°38' East a distance of 428.0 feet from the southwest corner of said Section Twenty-five (25); thence continuing South 89°38' East along the south line of the Southwest Quarter (SW¼), of said Section Twenty-five (25) a distance of 896.1 feet; thence North 0°19' East and parallel to the west line of the Southwest Quarter (SW¼) of said Section Twenty-five (25) a distance of 500.0 feet; thence North 89°38' West a distance of 897.3 feet; thence South 0°11' West on a line parallel to and 327.0 feet East of the East right of way of Highway Project FAS. 139(1), also known as Jack Rabbit Lane, a distance of 500.00 feet to the point of beginning, Plat in Book 145, page 535. Deed Reference: Film: 173, Page 1296.

WHEREAS, the Property is contiguous by virtue of platted streets dedicated to public use to the District boundary; and

WHEREAS, on September 17, 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 RDO EQUIPMENT COMPANY, shall, at RDO EQUIPMENT COMPANY's sole cost and expense, provide to the District water rights which may be used on the Property being annexed and shall pay the sewer and water 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. RDO EQUIPMENT COMPANY agrees to pay all cost associated with the annexation as well as the water and wastewater fee per EDU to the District; and

WHEREAS, the Property will need to provide its own irrigation water.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as RDO EQUIPMENT COMPANY located in the SW ¼ of SW ¼ Section 25, Township 1 South, Range 4 East P.M.M. Gallatin County Montana more particularly described above, also referred to as "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 water and sewer EDU. All recitals set forth above are incorporated herein as if fully set forth herein.

The annexation shall not be set for 2nd reading and passage until the water right is transferred to the District.

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



Operation & Maintenance Report. October 02, 2024

- 1. The foundation for the Tertiary Filtration Building is in place. Backfilling of the foundation set to begin late next week followed by the under-slab floor drain plumbing and electrical conduit installations. Placement of the floor slab and equipment pad concrete to be completed by the end of the month.**
- 2. The main Biofilter Odor Control structure cover and equipment are in place. Construction of the equipment building is scheduled to begin the week of October 7th. Once the building is completed the new odor control system for the main biofilter will be ready for start-up. Installation of the IPS Odor Control system is underway with start-up for both systems possibly by the first part of November.**
- 3. The NorthStar Lift Station project has been delayed till Spring of 2025.**
- 4. Supply chain issues are hampering the district's communications upgrades. We are still able to monitor the system adequately, but we are experiencing many false alarms. The upgrade should solve this problem.**



October 2024

General Administration Actives and Issues:

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

Current Stip

Bond \$1,548,243(275K is bond reserve)

Water \$ 3,246,682

Sewer \$ 818,185



Month End YTD Budget vs. Actual

September 2024

Shared Expenses

	<u>September 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	225	999
520- Personnel Expenses	305,253	356,250
530- Office Expenses	21,509	23,751
540- Vehicle Expenses	6,984	11,250
550- Professional Services (Shared)	17,704	37,500
560- Other Expenses (Shared)	8,979	37,500
Total	360,652	467,250



Month End YTD Budget vs. Actual

September 2024

Water

	<u>September 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	754,287	549,999
450- H2O Meter	6,940	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	33,260	50,001
620- Repairs/ Maintenance Expenses	5,088	45,000
630- Professional Services (Water)	8,272	6,249
Total 600- Water O&M Expenses	46,620	101,250
Half of Shared Expenses	180,326	233,625
Series B Loan	36,528	36,528
Total Expenses	263,474	371,403

- *610- \$0 is H2O Meter Cost



Month End YTD Budget vs. Actual

September 2024

Sewer

	<u>September 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	573,109	575,901
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	85,629	106,251
720- Repairs/ Maintenance Expenses	59,233	50,001
730- Professional Services (Sewer)	0	3,000
Total 700- Sewer O&M Expenses	144,862	159,252
Half of Shared Expenses	180,326	233,625
Series B Loan	67,833	67,833
Total Expenses	393,021	460,710



General Manager Topics- October 2024

- Capacity Status- 963
- Met with the Financial Sub. Committee
 - o Capital Project Discussion
 - Delayed
 - Northstar Lift Station
 - Baxter Water Extension
 - Elk Grove upgrade
 - Zoot Well #1