



Board Meeting Agenda for Tuesday, November 19, 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 October 15, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2024-05 Second Reading- 57 East Hulbert Rd.
- 2) O&M Report
- 3) Monthly Financial Report
- 4) General Manager Topics
- 5) Board Member Topics
- 6) No December Meeting

II. Next Meeting Date – Tuesday- January 21 , 2025

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, October 15, 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 October 15, 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 and Member Michele Piazza.

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

Approval of Minutes

September 17, 2024 Board Meeting

Motion: Member Michelle Piazza moved to approve the Minutes as written. Member Jeff Sipes seconded. No public comment occurred. The Minutes were approved 4-0.

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS**Audit Presentation**

Justin Gerber from Amatics CPA Group delivered the Draft Audit Report. The audit found FCWSD's submitted statements were correct with no material deficiencies found. One growth recommendation is to develop post-analysis around water and wastewater revenue to compare it to water usage and billing. The GM will need to gather tools to complete this goal with cost-efficiency. This is the second year of three in FCWD's contract with Amatics CPA Group. No questions arose from the Board.

Jon Knokey- Creekside/Gallatin Meadows

Jon Knokey asked if sincere efforts to move building forward in a timely fashion could warrant an extension on the unused capacity \$80/month charge. He inherited the agreement and has worked quickly but has been slowed by DEQ, developers, and construction work with local companies.

The GM recommends the Finance Subcommittee meet to consider Jon's concerns and check the true operational costs to ensure the \$80/month charges are reasonable. The DA will send the Board a spreadsheet of how many properties near the 4 year mark have Land Use Permits.

Ordinance 2024-05 1st Reading- 57 East Hulbert Rd.

Ordinance 2024-05: An Ordinance Accepting the Annexation Petition of RDO Equipment Company for annexation into the Four Corners Water and Sewer District

The property is located on Hulbert Road east of Jackrabbit. The petition is for 2 EDUs which may extend to 3. Phil recommends approval.

Motion: Member Brad Early moved to pass the 1st reading of Ordinance 2024-05; member Michele Piazza seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The Tertiary Filtration Building foundation is in place. Foundation backfilling is scheduled to begin late

next week followed by under slab floor drain plumbing and electrical conduit installations. The floor slab and equipment pad concrete placement is to be completed by the end of the month.

- The main Biofilter Odor Control structure cover and equipment are in place. IPS Odor Control system installation is underway with start up for both systems scheduled for late November. Webster will retest the system around May.
- The NorthStar Lift Station project has been delayed until Spring of 2025.
- Supply chain issues are hampering the district's communications upgrades. The district can monitor the system adequately but is experiencing many false alarms, which upgrade should solve.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- A water side employee has been hired. FCWSD continues to look for one more employee.
- Elk Grove is projected to come online around roughly Mid August/ September of 2026.
- The Stip Bond water status is at \$3,246,682 and sewer status is at \$818,185.
- The DA reviewed the September 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.

- The capacity status is at 963 EDUs with 450 in infill reserve.
- In a Meeting, the GM and Finance Subcommittee decided it best to delay some Capital Projects including Northstar Lift Station, Baxter Water Extension, the Elk Grove upgrade, and Zoot Well #1.

Board Member Topics

A Member requested an update on Gallatin Gateway administrating which will occur in January.

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

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

Next Meeting Date: November 19, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District Meeting of October 15, 2024 adjourned at 7:53 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 Oct 15, 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.

1st Read and approved: Four Corner's County Water and Sewer District

Dated: Oct 15, 2024

Nancy A. Filibken
Its: President

Attested: Mary Keneke
Secretary

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

Dated: _____, 2024

Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. November 15, 2024

- 1. WRF Phase 5 equipment delivery is ongoing with just a few pieces of equipment yet to arrive. Minor process pipe work remains with electrical work continuing.**
- 2. The Tertiary Filtration concrete is all in place, equipment placement has started. Building construction is scheduled for the first of December. Electrical installation is partially completed.**
- 3. All the Odor Control Improvement equipment is installed. Final plumbing and electrical installation are ongoing.**
- 4. 80% of the new water line for the Zoot Watermain Extension has been installed. The contractor is still awaiting the permit for the jack and bore under Norris Road from the Montana Department of Transportation.**
- 5. The NorthStar Lift Station project has been delayed till spring 2025.**



November 2024

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee Search**
- **Employee Housing Benefits**
- **No December Meeting**

Current Stip

Bond \$1,762,490 (275K is bond reserve)

Water \$ 3,303,486

Sewer \$ 912,716



Month End YTD Budget vs. Actual

October 2024

Shared Expenses

	<u>October 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,031	1,332
520- Personnel Expenses	394,160	475,000
530- Office Expenses	48,453	31,668
540- Vehicle Expenses	9,697	15,000
550- Professional Services (Shared)	66,294	50,000
560- Other Expenses (Shared)	11,391	50,000
Total	531,026	623,000



Month End YTD Budget vs. Actual

October 2024

Water

	<u>October 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	923,162	733,332
450- H2O Meter	6,940	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	53,919	66,668
620- Repairs/ Maintenance Expenses	5,088	60,000
630- Professional Services (Water)	12,239	8,332
Total 600- Water O&M Expenses	71,246	135,000
Half of Shared Expenses	265,513	311,500
Series B Loan	48,704	48,704
Total Expenses	385,463	495,204

- *610- \$0 is H2O Meter Cost



Month End YTD Budget vs. Actual

October 2024

Sewer

	<u>October 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	767,206	766,668
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	121,580	141,668
720- Repairs/ Maintenance Expenses	96,404	66,680
730- Professional Services (Sewer)	0	4,000
Total 700- Sewer O&M Expenses	217,984	212,348
Half of Shared Expenses	265,513	311,500
Series B Loan	90,444	90,444
Total Expenses	573,941	614,292



General Manager Topics- November 2024

- Capacity Status- 963
- Met with the Financial Sub. Committee
 - o Service Agreement Clause
 - o Northstar Lift Station