



Board Meeting Agenda for Tuesday, February 18, 2025 @ 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 January 21, 2025
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2025-01: Pipeline Boomer Properties
- 2) Ordinance 2025-02: Cancro
- 3) Discussion on Increasing additional water charge
- 4) Monthly Financial Report
- 5) O&M Report & General Manager Topics
- 6) Board Member Topics
- 7) No March Meeting

II. Next Meeting Date – Tuesday- April 15 , 2025

III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, January 21, 2025

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:28 pm on January 21, 2025, 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, Cary Fox and Libby Kueneke, Secretary

Approval of Minutes

November 19, 2024 Board Meeting

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

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS

Resolution 2025-01: Cost of Living Update

Resolution 2025-01: A Resolution of the Four Corners County Water and Sewer to Set 2025 Cost of Living Increase.

The GM recommends a 2.5% increase based on the Western Region CPI.

Motion: Member Jeff Sipes moved to approve Resolution 2025-01; Member Michelle Piazza seconded. No public comment. Motion passed 5-0.

Gallatin Gateway Update

Phil George offered the report.

- A maintenance and administrative contract are in place and will be reviewed every 2 years.
- In Summer '24, manhole covers were installed and grease trap and meter inspections began.
- Because an infiltration issue was found, an investigation of flow is required.
- Aeration equipment has been ordered and received, and will be installed in their wet well.
- Rules and regulations have been rewritten to protect the district, using many FCWSD methods.
- STIP accounts have been established.
- Meetings have been reduced from monthly to quarterly. A written approval system is in place if changes are necessary between Meetings.
- The website is more user friendly. A secretary and accountant are on board.
- GGWSD remaining capacity is documented and graphed.
- The Bulk Rate Processing Contract will be reassessed soon.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- An employee has retired but will help finish future projects as a contracted employee. This position will not be replaced. No search for employees is currently in place.
- FCWSD's insurance was renewed. A more specific audit, particularly on newer facilities to ensure FCWSD is appropriately insuring assets, will occur soon.
- No March Meeting will occur.
- The Stip Bond water status is at \$2,635,115 and sewer status is at \$911,763.
- The DA reviewed the December '24 budget vs. actual for the shared, sewer, and water expenses.

Monthly Operations and Maintenance Report

Phil George offered the report.

- WRF Phase 5 equipment delivery is ongoing. Only a few pieces need to be installed.
- The Tertiary Filtration building is in place and equipment placement has started. Electrical installation is continuing. The garage door is yet to be received
- All the Odor Control improvement equipment is installed except the IPS Blower Fan and some ducting to improve temperature control.
- 80% of the Zoot Water Main Extension new water line is installed. The contractor is still awaiting the permit for the jack and bore under Norris Road from the Montana Department of Transportation.
- The Northstar Lift Station has been partially turned on to install the Wet Well during the low ground water period.

General Manager Topics

Phil George offered the report.

- The capacity status is at 963.

Board Member Topics

- The Water and Sewer rate increase will be discussed at the next Meeting. If no increase occurs, the Board would like to inform the district.
- The Utility Solutions Water Rights issue has been resolved. Lawyers are still working on getting all water rights in one place.
- Lawyers are still engaged in issues regarding mitigating odor.
- The GM was requested to attend the Planning Board PCC Meeting March 4th at the Courthouse to update them on items including roadblocks to expanding and technology upgrades. A Board Member will email the DA with the specific time. All Board Members are invited to attend. The DA will email Members a reminder.
- The district is subdividing about 2.5 unused mixed-use acres to sell for paying down debt.

Next Meeting Date: Tuesday, February 18, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of January 21, 2024 adjourned at 7:29 p.m.

Libby Kueneke
Secretary

Ordinance 2025-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF PIPELINE
BOOMER PROPERTIES, LLC, Lot 7A of Amended Plat of Tract A of
Middle Creek Meadows No. 3 - 40 SPANISH PEAK DRIVE, BOZEMAN,
MT 59718, GALLATIN COUNTY MONTANA INTO THE FOUR
CORNERS WATER & SEWER DISTRICT-
SEWER ONLY

WHEREAS, PIPELINE BOOMER PROPERTIES LLC, a Texas limited liability company with address of 20900 Whispering Pines, Missoula MT 59808 as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 7A of Amended Plat of Tract A of Middle Creek Meadows No. 3, located in the SW1/2 of Section 12, T02 S, R04 E, Gallatin County Montana (Plat Reference: J-81-A) 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 to the District boundary; and

WHEREAS, on January 21, 2025 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 PIPELINE BOOMER PROPERTIES LLC, agrees to pay the sewer capacity fee for five (5) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 800 gallons per 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 Lot 7A of Amended Plat of Tract A of Middle Creek Meadows No. 3, located in the SW1/2 of Section 12, T02 S, R04 E, Gallatin County into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 800 gallons a day and average daily flow of 160 gallons per day per EDU (Five EDUs). 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 _____, 2025 with a vote of ___ in favor and ___ against and second reading on _____, 2025 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: _____, 2025

Its: _____

Attested: _____

Secretary

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

Dated: _____, 2025

Its: _____

Attested: _____

Secretary



February 2025

Standard Residential Rate

	Current
Sewer:	\$48.80
Water:	\$38.95
Reserve:	\$4.00
Monthly charge:	\$91.75

Variable Rate

4,001-20,000	\$3.76	4.5%	\$3.93
20,001-36,000	\$4.85	4.6%	\$5.08
36,001-52,000	\$4.93	4.75%	\$5.16
52,000 & up	\$9.37	4.9%	\$9.82

Stip Reserve Accounts

General Reserve:	\$1.513M (275K Reserve)
Water Reserve:	\$2.64M
Sewer Reserve:	\$169K



February 2025

General Administration Actives and Issues:

- **Upcoming Annexations**
- **No March Meeting**

Current Stip

Bond \$1,513,311 (275K is bond reserve)

Water \$ 2,645,198

Sewer \$ 168,795



Month End YTD Budget vs. Actual

January 2025

Shared Expenses

	<u>January 2025</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,256	2,331
520- Personnel Expenses	745,697	831,250
530- Office Expenses	67,797	55,419
540- Vehicle Expenses	21,799	26,250
550- Professional Services (Shared)	85,206	87,500
560- Other Expenses (Shared)	23,343	87,500
Total	945,098	1,090,250



Month End YTD Budget vs. Actual

January 2025

Water

	<u>January 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,368,372	1,283,331
450- H2O Meter	20,700	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	72,520	116,669
620- Repairs/ Maintenance Expenses	67,245	105,000
630- Professional Services (Water)	12,239	14,581
Total 600- Water O&M Expenses	152,004	236,250
Half of Shared Expenses	472,549	545,125
Series B Loan	85,232	85,232
Total Expenses	709,785	866,607

- ***610- \$9,772 is H2O Meter Cost**



Month End YTD Budget vs. Actual

January 2025

Sewer

	<u>January 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,342,416	1,341,669
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	189,242	247,919
720- Repairs/ Maintenance Expenses	141,592	118,769
730- Professional Services (Sewer)	0	7,000
Total 700- Sewer O&M Expenses	330,834	373,688
Half of Shared Expenses	472,549	545,125
Series B Loan	158,277	158,277
Total Expenses	961,660	1,077,090



Operation & Maintenance Report. February 2025

- WRF SBR 5- Start up scheduled: April 2025
- The Tertiary Filtration electrical installation is continuing. Garage door installed. The work platform in design & HVAC in work.
- All the Odor Control Improvement equipment is installed
- 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.
- The Northstar Lift Station wet well construction started February 10th.

General Manager Topics: February 2025

- Capacity Status- 956