

Board Meeting Agenda for <u>Tuesday</u>, <u>June 16, 2020 @ 6:30 pm</u> Four Corners Water & Sewer District Office, 495 Quail Run Road, Bozeman, MT, 59718 VIA ZOOM

If you would like to attend the meeting via Zoom, please call 406-585-4166 for the Zoom ID.

Regular Monthly Meeting

- 1) Call to Order
- 2) Approval of Draft Meeting Minutes from May 19, 2020
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2020-05 Felker- Second Reading- Rainbow
- 2) Discussion Irrigation Rate Increase
- 3) Engineer's Report
- 4) Monthly Operation & Maintenance Report
- 5) Monthly Financial Report
- 6) 2020-2021 Budget Approval
- 7) General Manager Topics
- 8) Board Member Topics
- II. Next Meeting Date Tuesday July 21, 2020
- III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, May 19, 2020 via Zoom

Call to Order

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:31 pm on Tuesday, May 19, 2020, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present (including those attending via Zoom): President Cory Klumb, member Peter Thatcher, member Nancy Flikkema, member Bob Thelen, member Brad Early.

Staff/Public present (including those attending via Zoom): Amy Ellingson, Erik Lucksley, and Phil George from FCWSD; Jon Evans, Mark Webber, and Deb Stevenson representing the White Horse Development; Thomas J. Kallenbach, and Joy Davis, Secretary

Approval of Minutes

April 21, 2020 Board Meeting:

Motion: Member Nancy Flikkema moved to approve the minutes as written; member Peter Thatcher seconded. The minutes were approved unanimously.

Public Comment on Non-Agenda Items:

None were raised.

GENERAL BUSINESS

Board Nomination – Brad Early

Motion: Nancy moved to the accept nomination of Brad Early as new board member, to replace Heather West. Member Peter Thatcher seconded. No public comment. Motion passed 5-0.

Ordinance 2020-01 RDO 2nd Reading

Ordinance 2020-01: An Ordinance Accepting the Annexation Petition of RDO, 257 Laura Louise Lane, Bozeman, MT 59718, for Annexation Sewer Only.

Motion: Member Peter Thatcher moved to pass the second reading of Ordinance 2020-01; member Nancy Flikkema seconded. No public comment. Resolution passed 5-0.

Ordinance 2020-02 Cook 2nd Reading

Ordinance 2020-02: An Ordinance Accepting the Annexation Petition of Karl Cook and Ski Tip LLC, Lots 25 & 26 Shedhorn Subdivision, Bozeman, MT 59718, for Annexation.

Motion: Member Peter Thatcher moved to pass the second reading of Ordinance 2020-01; member Nancy Flikkema seconded. No public comment. Resolution passed 5-0.

Ordinance 2020-03 Anderson 2nd Reading

Ordinance 2020-03: An Ordinance Accepting the Annexation Petition of SKA LLC, Tract 2, Bozeman, MT 59718, for Annexation. This is for one EDU only.

Motion: Member Nancy Flikkema moved to pass the second reading of Ordinance 2020-03; member Peter Thatcher seconded. No public comment. Resolution passed 5-0.

Ordinance 2020-04 Olsen - First Kennedy Subdivision

Ordinance 2020-04 will have its first reading at the next board meeting.

Ordinance 2020-05 Felker – First Rainbow 1st Reading

Ordinance 2020-05: An Ordinance Accepting the Annexation Petition of Fawn Felker, 81133 Gallatin Road, Bozeman, MT 59718 for Annexation. This is for one EDU. Services are nearby and there is an existing well on the property for irrigation. Phil George recommends approval.

Motion: Member Peter Thatcher moved to pass the first reading of Ordinance 2020-05; member Nancy Flikkema seconded. No public comment. Motion passed 4-0 (Bob Thelen recused himself.)

White Horse Discussion

Jon Evans spoke on behalf of the White Horse Ranch subdivision (WHR), located at the southwest corner of Baxter Lane and Love Lane in Gallatin County. WHR has a draft agreement for irrigation water rights that has not yet been approved. Jon Evans asked for questions, concerns, or clarification from the board as to the reason for the delay and advice on how to move the agreement forward. WHR currently has an annexation agreement with the District for domestic water.

President Cory Klumb responded that the board is not in a position to discuss the matter, but his understanding is that the issues are being discussed and will be addressed by the proper entities.

Jon Evans asked for an idea of the timeframe for a decision. The estimated project start date for WHR is 6/1/2020.

Cory Klumb agreed to inform Jon as soon as he has an answer or more information, but did not know when that would be.

Jon Evans will continue to communicate with the District through Phil George.

Irrigation Rate Increase Discussion

Phil George proposed an irrigation rate increase. The increase would apply to irrigation-only customers, not homeowners. The last rate increase (2%) was in August 2018. Current rates are \$3.10/1,000gal for usage over base volume of 4,000gal/month. The proposal would keep the base fee the same, and raise rates for water over the base volume anywhere from 2-4.8%. If the board agrees, the District will notify the irrigation-only customers and bring a resolution to the board following that notification.

Amy Ellingson clarified for the board that irrigation-only customers are only billed May 21st to Oct 20th, and are generally condo associations. On average, the total usage is 41-acre feet per year.

The proposed increase is meant to encourage irrigation-only customers to opt for a well instead of using treated water for irrigation, which would help with the District's mitigation burden. The District can't drill wells without permission because they don't own the ground. Phil suggested that a compromise might be possible between the District and irrigation-only customers wherein the drilling and installation costs are shared. The well would then be transferred over to the customer and disconnected from potable water.

Phil will do more research and come back to the board with cost estimates for wells. Cost-per-well will drop significantly if drilled in bulk.

Cory proposed a combined approach for irrigation-only customers, a rate increase and an option to choose to drill a well.

Phil will notify customers, educate them on the need for irrigation wells, and bring more research and a resolution to the board at the next meeting. The board will consider holding a special rate hearing at the middle school following Phil's presentation at the next meeting.

Engineer's Report

Phil George provided the report. They are in the process of applying for the disposal permit and looking at building two more settling basins. The permit will probably take 8-9 months for approval after submission to the DEQ.

Monthly Operations & Maintenance Report

Phil George provided the report:

- Baxter Lane Sewer and Water Extension project started April 20th. The Sewer Main Bore under Jackrabbit has been installed and is usable. 80% of the Water and Sewer pipe has been installed on the west side of Jackrabbit.
- WRF project is focused on installation of underground piping, concrete placement for building foundations and process structures. Foundation footings and stem walls are nearing completion.
 WRF Phase 1 is projected to be complete by September.
- A pilot test of new technology for the treatment of the septicity in the force mains is still on hold due to COVID-19.
- VFDs have been installed at all Northstar and Elkgrove Wells, which should reduce District's costs.
- Construction has begun for the Sludge Dewatering Building at the EGWWTP.

General Administration Report and Monthly Financial Report

Amy Ellingson provided the General Administration Report:

- New Employees: All the new hires have started by now and seem to be working out well.
- Precautions: All COVID-19 precautions regarding cleaning, masks, and schedules are still in place. Once Phase 2 of the re-opening begins, the District will reevaluate.
- On-call Policy: More staff is available for on-call duties, so the District is working on crafting a more defined policy for the employee handbook.

Amy Ellingson provided the Monthly Financial Report:

- Total usage for April was down due to businesses being closed. Money from reserves has not been moved yet, but may be once Baxter Crossing is complete.
- In shared expenses, we are over budget in vehicle expenses due to the two vehicles purchased in August. We are over in personnel expenses and office expenses as well.
- Water has higher than expected revenue. Budget for repairs and maintenance overran some, but that was expected, in part due to painting pipes.
- Sewer has higher than expected revenue. Budget for repairs and maintenance overran some, but that was expected, in part due to some side projects.
- Board member expenses are for D&O insurance and the board secretary.
- Capital Projects:

- The office remodel and C1 fence have both been completed and paid for. Both projects came in under budget and the additional funding for those projects has paid for the awning project.
- The Elk Grove Well VFD Installation has begun.
- The C1 Clear RI Basins has begun and there are two more ponds to go. The project is expected to underrun.
- Elk Grove Lift Station is done and overran the budget by about \$2,000.
- Elk Grove Covers & Odor designs are still being completed, so no costs have accrued so far. Drawings should be done within the next two weeks.
- Elk Grove De-Watering Facility has just begun so bills will start coming in. So far, only \$80,000 of the \$240,000 budgeted has accrued.

Manager Topics

WRF Phase 2: We are progressing with the second building. Getting ready to place order for SBR #2 equipment. The price was fixed with the purchase of SBR1. Buildings will be erected simultaneously. Should be operational in seven months. There is a claim forthcoming from the general contractor.

Water Rights: Susan and Dana are continuing work on this with Utility Solutions.

Non-Compliance: Upon Susan's approval, Notices of Non-Compliance will begin to be issued to properties that are not in compliance with District standards. The notice states that such properties may not be sold until they are in compliance. Notices will be filed with the county.

Draft 2020-2021 Budget: Phil will go through the proposed budget again in June and further define capital plan and discuss use of reserves. Key assumptions are 1) that District revenue will not increase as much as it has this year 2) that the cost benefit of the EGWWTP will be somewhat offset by the operational costs of a second sewer plant and 3) that District will contribute to the water revenue bond at the level previously agreed upon.

Board Member Topics

There were no further comments.

Next Meeting Date: Tuesday, June 16, 2020

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of May 19, 2020 adjourned at 7:37 p.m.

Joy Davis, Secretary

Ordinance 2020-05

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF FAWN FELKER 81133 GALLATIN ROAD, BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, Fawn Felker, submitted a petition for annexation of 81133 Gallatin Road, Bozeman, MT 59718 (.66 acres), being located in the Rainbow Subdivision lot 100 of Section 14, Township 2 South, Range 4 East, Gallatin County, Montana ("Propetly") requesting that the property be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

WHEREAS, the property is contiguous to the District boundary; and

WHEREAS, on April 21, 2020, 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 has capacity to provide service to the new proposed residence to be located on the Property; and

WHEREAS, Fawn Felker, will provide evidence of purchased of water rights to serve the

Property need to be provided for I EDU (160 gpd total) and agree to pay the water & sewer capacity 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 Fawn Felker, submitted a petition for annexation of 81133 Gallatin Road, Bozeman, MT 59718 (.66 acres), being located in the Rainbow Subdivision of Section 14, Township 2 South, Range 4 East, Gallatin County, Montana ("Property") into the District to provide after transfer of water rights & payment of fees water and sewer service to the Property for 1 Edu (160 gpd total).

Landowners/petitioners acknowledge prior to the second reading that should additional structures which utilized water or sewer on the property, the District makes no representation that the District will have sufficient water or sewer capacity to service future structures.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on May 19, 2020 with a vote of___ in favor and__ against and second reading

on June____, 2020 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: District Dated: May 19, 2020

11/11

Four Corners County Water and Sewer

Attested Secretary

2 nd Read and approved: District Dated: June 16, 2020	Four Corners County Water and Sewer
Attested:_	Its:
Four Corners County Water	
and Sewer District Secretary	



Operation & Maintenance Report- June 16, 2020.

Irrigation Water

Current- \$3.10/thousand- Flat Rate

Proposed:

Move from a flat rate (Category 6) to tier rate (Category 2)

Category 2 Volume Used, gal \$/1000 gallons Current Base Rate: \$36.72 0-6000 6001-20,000 \$3.50 20,001-36,000 \$4.50 36,001-52,000 \$5.50 > 52,000 \$9.00

Well Subsidy:

Assume: 60' well, steel casing etc: \$3,000
- Well only- No pumping equipment



Operation & Maintenance Report-June 11, 2020.

- 1. Baxter Lane Sewer and Water Extension project is nearing completion, new Water infrastructure is 100% complete, Sewer infrastructure is 85% complete and should be July 1, 2020.
- 2. WRF project continued installation of underground piping and concrete placement. Assembly of the precast wall panels is scheduled to begin next week with the roof trusses to follow shortly thereafter.
- 3. Construction of the Sludge Dewatering Building at the EGWWTP is underway, the underground piping has been installed, floor drain plumbing is complete and concrete placement for the floor slab is scheduled for this week.



June 16, 2020

General Administration Actives and Issues:

- 1. Addition to Garage- underway
- 2. Late fee's/ Disconnect Notices
- 3. 2019 Water Quality Report online/notice on bills
- 4. Website continues to be updated with construction of WRF



May District	2020	2019
Total Accounts	<u>1923</u>	<u>1829</u>
Total Usage	<u>9,801,472</u>	<u>9,413,958</u>
Water Billed Sewer Billed	<u>\$101,081</u> <u>\$115,360</u>	<u>\$94,027</u> <u>\$107,935</u>
Total Billed	<u>\$217,161</u>	<u>\$201,962</u>

Water Reserve billed: \$ 1,889

Sewer Reserve billed: \$ 5,749



Month End YTD Budget vs. Actual

May 2020

Shared Expenses

	July - May 2020	Budget
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	9,313	10,087
520- Personnel Expenses	525,314	483,054
530- Office Expenses	47,191	44,000
540- Vehicle Expenses	71,749	47,674
550- Professional Services (Shared)	170,730	201,674
560- Other Expenses (Shared)	33,662	51,326
Total	857,959	836,898



Month End YTD Budget vs. Actual May 2020

Water

	July - May 2020	Budget
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,369,239	1,187,087
Expense		
600- Water O&M Expenses		
610- System Operating Exp (Water)	132,586	151,250
620- Repairs/ Maintenance Expenses	64,538	55,000
630- Professional Services (Water)	2,596	9,174
Total 600- Water O&M Expenses	199,720	215,424
Half of Shared Expenses	428,980	418,924
Total Expenses	628,700	634,348

^{*} Revenue Bond yearly payment \$268,560



May 2020

Sewer

	July - May 2020	Budget
Income/Expense		
Income		
400- Operating Revenues 420- Sewer Revenues	1,296,986	1,023,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	218,403	320,826
720- Repairs/ Maintenance Expenses	73,092	55,000
730- Professional Services (Sewer)	180	13,750
Total 700- Sewer O&M Expenses	291,675	389,576
Half of Shared Expenses	428,980	418,924
Total Expenses	720,655	808,500

^{*} Revenue Bond yearly payment \$204,536



June 1, 2020

Capacity Sold Since July 1, 2019

	Water/	Sewer
1. Tyson Olsen: 6 EDU'S	\$ 16,530	\$33,060
2. Big Sky Archery: 1 Sewer EDU		\$5,510
3. Niles Huska: 3 Sewer EDU'S		\$17,355
4. Thrift store: 6 EDU'S Sewer		\$34,710
5. Rebate- VFD'S Zoot	\$6,000	
6. Indoor Sports Office: 1 EDU	\$2,755	\$5,510
7. Summit and Sky:	\$432,625	\$866,250
8. Carriage House: 1 EDU		\$5,250
9. White Horse:	\$286,520	
10. Hushka:	\$8,265	
11. Hughes ADU:	\$1,377	\$2,755
12. Chase- Hydrant:	\$2,800	
13. Bell:		\$9,110
14. Big Sky Land- Hydrant:	\$11,200	
15. Bunn- Hydrant:	\$8,400	
16. NHB- <u>HAS PAID HALF</u>	\$4,335	\$13,665
17. Sunrise- ADU:	\$1,440	\$4,560
18. Sunrise- ADU:	\$1,440	\$4,560
19. Nelson: (ADU Owed)		\$9,110
20. NWE Rebate:	\$11,250	
21. Town Pump (144,000)		
22. Thrift store- 17 (Still owe 102K)		\$51,623.33
23. Cook-Ski tip: TBP		
24. RDO- TBP		
	4704.007	ć4 062 028 22
Total	\$794,937	\$1,063,028.33



Capital Projects

2019-2020

<u>Water</u>	Plan	Actual (as of 6/15)	
Remodel Office C1 Fence/Awning Elk Grove Well Upgrade C1 Clear RI Basins	100K 100K 50K <u>50K</u>	92K 81K 33K 17K	
<u>Total</u>	300K		
<u>Sewer</u>			
 Elk Grove Lift Station Elk Grove Covers & Odor Elk Grove De-Watering Facility 	110K 50K <u>240K</u>	112K 2K 86K	
<u>Total</u>	400K		
Disposal Permit 28.6K			



2020-2021

Budget Assumptions

- Sewer Operating remains the same
 - o Add new facility
 - o Offset by reduced hauling
- Water Revenue Bond
 - o Continue Paydown
 - 23K vs 38K
- Sewer Revenue Bond
 - o Paydown where affordability exists
- Added Requires Sewer Short Term Assets Reserve.

		Budget 19-20	Projected Actual	Proposed
s e .	Water Income	1295	1500	1565
1722	Sewer Income	1116	1410	1500
Water				
14	Op Expenses	235	242	250
o f	Short Term Asset Rev	68.4	68.4 314	68.4 456
-	Rev Bond Shared Expenses	268.6 457	490	551
	Charca Expended	101		
	Total	1029	1114.4	1325.4
Sewer				
(e)	Op Expenses	425	344	425
-	Rev Bond	204.6	204.6	204.6
· ·	Short Term Asst Rev	457	400	36
1,50	Shared Expenses	457	490	551
	Total	1087.6	1038.6	1216.6
Opera	iting Revenue			
-	Water	266	385.6	239.6
_	Sewer	29	371.4	283.4

General Admin Expenses

		Budget 19-20	Projected Actual	Proposed
		_	-	
-	Board	11	11	12
-	Personal Expenses	527	565	694
-	Office Admin	48	48	48
-	Vehicle Expenses	52	77	52
-	Professional Services	220	234	240
	Other Expenses	56	45	56
	Total	914	980	1102

	Budget 19-20	Projected Actual	Proposed
Water			
- Income	1295	1500	1565
Expenses			
- Operating	165	165	170
 Repairs/Maintenance 	60	72	70
- Professional Services	10	5	10
Sub Total	235	242	250
- Short Term Assets Rev	68.4	68.4	68.4
- Rev Bond	268.6	314	456
 Shared Expenses 	457	490	551
Total	1029	1114.4	1325.4
Operating Reserve	266	385.6	239.6

	Budget 19-20	Projected Actual	Proposed
Sewer			
- Income	1116	1410	1500
Expenses - Operating - Repairs/Maintenance - Professional Services	pairs/Maintenance 60 94	94	325 95 5
Sub Total	425	344	425
Short Term Assets Rev Rev Bond Shared Expenses	204.6 457	204.6 490	36 204.6 551
Total	1086.6	1038.6	1216.6
Operating Reserve	29	371.4	283.4



Capital Projects

2020-2021

Joint

SCADA Upgrade 200K

Water

Replace Elk Grove Booster Design/Approval 40K
Design Water Loop Design/Approval 40K
80K

Sewer

Elk Grove Treatment Plant

	0	Process Covers	100K
	0	Odor Control	100K
	0	Life Extension	400K
-	Dischai	ge Permit	20K
-	Expand RI Basin		150K
	C1 Lift	Station	60K
	Lift Sta	tion VFD'S	<u>80K</u>
			910K



Manager Topics-June 16, 2020

- Discharge Permit
 - o Expand Basin
 - o Expand Approved Volume
- Sewer Capacity Discussion
- Reserves



June 2020

Sewer Status

Current Processing					2134
Current Obligations			EDU'S		1229
	Total				3363
Capacity		Gal/Day	EDU'S @160		
(A):	Elk Grove WRF Phase A WRF Phase B	300,000 200,000 200,000		1875 1250 1250	
	Total	•	EDU=	4375	
Remainder for Sale Inquires				1012	
** ** ** * * * *	BH BB DY GG GC CSD RJ TP SF	Annexed Annexed Contract Annexed- Current 3 Parcels Annexed- Current 2 Parcels		230 400 282 125 ? 96 75 10 118	
			Total:	1336	

- 1019 EDU'S 9.3 million
- ₩ WRF Phase C- 2- 200,000 SBR'S and digester: 5.0 million 2500 EDU'S



Sewer Obligations

=	APK	160
-	APK	73
=	Summit and Sky	220
ā	White Horse	104
2	Galactic Park Residential	11
2	Galactic Park Commercial	65
	Lily 2	17
-	Northstar Blk 1	7
	Northstar Blk 2	4
2	Gallatin Heights Residential	53
×	Gallatin Heights Commercial	28
=	Bozeman Hot Springs	60
-	Thrift Store	23
	Black Bull	168
=	Middle Creek Residential	10
Ħ	Middle Creek Condos	36
7	Indoor Sports	1
27	Huska	3
£):	Town Pump VC	10
~	Gallatin Gateway	50
3.5	NHB	3
70	Fawn Felker	1
-	Tyson Olsen	8
-	RDO	1
a)	Steve Anderson	4
*	Cook	2
**	EG Commercial	100
-	Chase Skogen	7
	Total	1229



Reserves

June 1, 2020

Stip Status

- Bond \$778K

Sewer \$3.5M

Liens

Baxter CrossingWRF Ph 1 & 22.3M

Water \$1.4M

≃ Liens

o Baxter Crossingo Water Rights200K