



Board Meeting Agenda for Tuesday, June 21, 2022 @ 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 May 17, 2022
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Resolution 2022-04- 2022-2023 Budget
- 2) Monthly Operation & Maintenance Report
- 3) Monthly Financial Report
- 4) General Manager Topics
- 5) Board Member Topics

II. Next Meeting Date – Tuesday- July 19, 2022

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, May 17, 2022**

DRAFT

Call to Order

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30 pm on Tuesday, May 17, 2022, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Cory Klumb, Vice President Nancy Flikkema, member Bob Thelen, member Brad Early, and member Jonathan Claunch

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

Approval of Minutes

April 19, 2022 Board Meeting

Motion: Member Bob Thelen moved to approve the minutes as written. Member Brad Early seconded. No public comment. The minutes were approved 4-0.

Public Comment on Non-Agenda Items:

No public comment.

GENERAL BUSINESS

Ordinance 2022-02 Corti 2nd Reading

Ordinance 2022-02: An Ordinance Accepting the Annexation Petition of Jay & Kelsey Corti for annexation into the Four Corners Water and Sewer District

The property is located in the Coolwater area. The petition is for sewer service only. Phil recommends approval.

Motion: Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2022-02; member Nancy Flikkema seconded. No public comment. Motion passed 5-0.

Ordinance 2022-03 FCWSD 2nd Reading

Ordinance 2022-03: An Ordinance Accepting the Annexation Petition and Annexing Rainbow Subdivision Lots into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision as lots 190-196. The petition is for 1 EDU per lot to allow for easier development. Phil recommends approval.

Motion: Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2022-03; member Nancy Flikkema seconded. No public comment. Motion passed 5-0.

Resolution 2022-04: Elk Grove Mediation

Resolution 2022-04: A Resolution of the Four Corners County Water and Sewer authorizing the General Manager to negotiate resolution of *Elk Grove Development Company v. Four Corners County Water and Sewer District and Elk Grove Homeowners Assoc., Inc.*

This resolution authorizes the GM to negotiate and agree with possible solutions on behalf of the board to reach a settlement in the mediation session planned for 5/31/22. If 3 board members chose to attend, they can choose to take this position that day.

Motion: Member Nancy Flikkema moved to approve Resolution 2022-04; Member Jonathan Claunch seconded. No public comment. Motion passed 5-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- SBR 2A remains out of service due to supply chain issues. FCWSD personnel have initiated an alternate temporary repair plan. Meetings will occur to discuss delivery delays and warranty issues. FCWSD continues to seek the original equipment and a spare for all needed items.
- For the WRF expansion, the digester floor is in place, the first section of wall is scheduled for concrete placement on 5/19/22. SBR 3&4 construction includes excavation at 60%, sheet pile at 100% and dewatering at 100%. Final excavation and prep for the slab is scheduled to begin next week.
- The Elk Grove Booster station project broke ground on 5/17/22.
- Lift station emergency repairs are increasing in frequency due to flushable wipes, rags, articles of clothing, and other debris plugging pumps. FCWSD is considering reporting such issues to the community, sharing images, and speaking with HOAs and management companies of HOAs to help curb the issue.

Monthly Financial Report

Amy Ellingson provided the report.

- The MSU Water Infrastructure Project continues. A presentation will occur in a future board meeting, and a GIS student may stay with the project to mature it and train staff to use it.
- 2 -3 people have responded to Summer Employment opportunities at FCWSD.
- An ad is running for a full time position at FCWSD.
- The Stip Bond water status is at \$3,401,480 and sewer status is at \$8,124,931
- The DA reviewed the April budget vs. actual for the shared, sewer, and water expenses. There were no questions from the board.
- The DA presented and reviewed a new monthly bond status report. There were no questions from the board.

Draft Budget- Review

Phil George provided the report.

- The GM reviewed the proposed and reviewed the '22-'23 budget. The Housing allowance, 5% increase for cost of living, and inflation are reflected in this budget. The budget will be divided among water and sewer as 2 separate parts of the budget.
- The GM will discuss with Heidi to discern which account is best for the 11.3 bond short term asset reserve to be applied.
- Board members Brad Early and Nancy Flikkema have reviewed the budget with the GM as a sounding board.
- A revised budget will be presented to be passed at the 6/22 board meeting.

General Manager Topics

Phil George offered the report.

- Odor Complaints continue at the WRF due in part to the failure at 2A; FCWSD hired Webster Environmental Associated. A first meeting occurred 5/17/22 and a board member, affected members of the community, the engineer, and other FCWSD employees attended. The representatives were informed of past effective methods including adding Magnesium. Air sampling is scheduled at the end of 5/22. Corrective actions will ensue. FCWSD will share the data of odor level baselines, fluctuations, and new baselines after the corrections occur with the public.
- SBR 3&4 excavation and shoring are complete. 16 dewatering wells are drilled, and pumps are in place. A bed will be installed and impaction and soil testing will begin soon.
- The Elk Grove Booster Replacement is underway.
- The Elk Grove Wastewater Treatment Life Extension is delayed one month for retrofitting due to staffing shortage.
- SCADA upgrading will remain an ongoing process over the next year.

Board Member Topics

A question was asked if FCWSD owns the strip of land along the south side of Elk Grove at Blackwood. FCWSD does not own this land.

Public Comment:

No public comment

Next Meeting Date: Tuesday, June 21, 2022

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of May 17, 2022 adjourned at 7:52 p.m.

Libby Kueneke, Secretary

RESOLUTION 2022-04

A Resolution of the Four Corner County Water and Sewer District to Approve 2022-2023 Budget.

RECITALS

WHEREAS, the Four Corners County Water and Sewer District (“District”) is a county water and sewer district duly established in 2003;

WHEREAS, the District was presented a Draft Budget on May 17, 2022;

WHEREAS, with changes to the vehicle expenses and personal expenses on the shared expense side to the Draft Budget, the board moves to approve the 2022-2023 Budget as is attached;

NOW THEREFORE, the Four Corners County Water and Sewer Approves the 2022-2023 Budget.

Dated this ___ day of June 2022.

Cory Klumb, President

ATTESTED:

Libby Kueneke , Secretary



FOUR CORNERS
Water & Sewer District

	Budget 21-22	Projected Actual	Proposed 22-23
- Water Income	1750	1726	1825
- Sewer Income	1725	1714	1775
Water			
- Op Expenses	255	248	265
- Short Term Asset Rev	69	18	0
- Rev Bond	720	477	528
- Shared Expenses	665	674	776
Total	1709	1417	1569
Operating Reserves			
- Water	41	309	256
Sewer			
- Op Expenses	425	335	455
- Rev Bond	205	145	432
- Short Term Asst Rev	34	34	34
- Shared Expenses	665	674	776
Total	1329	1188	1697
Operating Reserves			
- Sewer	396	526	78



General Admin Expenses

	Budget 21-22	Projected Actual	Proposed 22-23
- Board	12	16	20
- Personal Expenses	850	905	1100
- Office Admin	60	64	80
- Vehicle Expenses	60	68	78
- Professional Services	268	200	175
- Other Expenses	80	95	100
Total	1330	1348	1553

- **Additional Hire**
- **Summer Help**



FOUR CORNERS

Water & Sewer District

	Budget 21-22	Projected Actual	Proposed 22-23
Water			
- Income	1750	1726	1825
Expenses			
- Operating	180	180	180
- Repairs/Maintenance	70	67	80
- Professional Services	5	1	5
Sub Total	255	248	265
- Short Term Assets Rev	69	18	0
- Rev Bond	720	477	528
- Shared Expenses	665	674	776
Total	1709	1417	1569
Operating Reserve	41	309	256



FOUR CORNERS

Water & Sewer District

	Budget 21-22	Projected Actual	Proposed 22-23
Sewer			
- Income	1725	1714	1775
Expenses			
- Operating	325	222	250
- Repairs/Maintenance	95	112	200
- Professional Services	5	1	5
Sub Total	425	335	455
- Short Term Assets Rev	34	34	34
- Rev Bond	205	145	432
- Shared Expenses	665	674	776
Total	1329	1188	1697
Operating Reserve	396	526	78



Operation & Maintenance Report. June 17, 2022

1. SBR 2A is back in service using locally manufactured replacement parts. SBR manufacturer replacement parts have arrived and are stored for emergency use.
 2. WRF Expansion – Digester wall pours are complete, leak testing scheduled for the week of July 4th. SBR excavation and prep for slab is complete, slab forms are in place but supply chain issues will delay first pour until mid-July.
 3. Elk Grove Booster Station piping is in place and pressure tested, concrete encasement of pipe scheduled for June 24th.
 4. Galactic Park Lift Station experienced multiple failures of the pump systems requiring the lift station to be shut down for several hours for repair. Emergency bypass/pumping hauling of the District Wastewater was required to make repairs. Excessive accumulation of rags around the pump seats was the primary cause of the failure. Replacement of the elbow system will be required due to excessive wear on the sealing surfaces.
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June 21, 2022

General Administration Actives and Issues:

- **Summertime Help**
- **Ad out for Employment**
- **Ditch clean up**

Current Stip

Bond \$272,939

Water \$ 3,403,479

Sewer \$ 6,703,479



Month End YTD Budget vs. Actual

May 2022

Shared Expenses

	<u>May 2022</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	15,187	11,000
520- Personnel Expenses	789,940	779,166
530- Office Expenses	63,788	55,000
540- Vehicle Expenses	51,368	55,000
550- Professional Services (Shared)	192,056	245,663
560- Other Expenses (Shared)	91,904	73,326
Total	1,204,243	1,219,155



Month End YTD Budget vs. Actual

May 2022

Water

	<u>May 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,621,984	1,604,163
450- H2O Meter	81,985	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	267,868	165,000
620- Repairs/ Maintenance Expenses	55,361	64,163
630- Professional Services (Water)	237	4,576
Total 600- Water O&M Expenses	323,466	233,739
Half of Shared Expenses	602,121	609,577
Total Expenses	925,587	843,316

- *610- \$186,300 is H2O Meter Cost



Month End YTD Budget vs. Actual

May 2022

Sewer

	<u>May 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,578,276	1,581,250
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	216,422	297,913
720- Repairs/ Maintenance Expenses	92,448	87,076
730- Professional Services (Sewer)	207	4,576
Total 700- Sewer O&M Expenses	309,077	389,565
Half of Shared Expenses	602,121	609,577
Total Expenses	911,198	999,142



General Manager Topics- June 21, 2022

- Odor Complaints-WRF: Webster Environmental Associates
 - o Sampling end of May- Completed
 - o Waiting for analysis and recommendations
- Digester Status- Walls poured
- SBR 3,4 & 5 Status- Excavation complete, de-watering continues
- Elk Grove Booster Replacement- Excavation and piping complete
- Elk Grove Wastewater Treatment Life Extension- Parts/Assemblies on site
- SCADA- RI Basin Complete