



**Board Meeting Agenda for Tuesday, October 18, 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 August 16, 2022
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) New Board Member- Jeff Sipes
- 2) Ordinance 2022-04- Dykstra Family: Second Reading
- 3) Ordinance 2022-05- TRD: First Reading
- 4) Webster Engineering: Odor Report
- 5) Monthly Operation & Maintenance Report
- 6) Monthly Financial Report
- 7) General Manager Topics
- 8) Board Member Topics

**II. Next Meeting Date – Tuesday- November 15, 2022**

**III. Adjourn Meeting**

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT**  
**REGULAR MEETING, August 16, 2022**

**DRAFT**

**Call to Order**

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:36 pm on Tuesday, August 22, 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 and member Brad Early and member

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

**Approval of Minutes**

June 21, 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 was made.

**GENERAL BUSINESS**

**Ordinance 2022-04 1st Reading**

Ordinance 2022-04: An Ordinance Accepting the Annexation Petition of Dykstra Family LP, 54 Cedar Shade Lane, Bozeman, MT 59718 for annexation into the Four Corners Water and Sewer District

The property is located south of Town Pump and is seeking annexation for the remainder of the parcel tract E1, which is part of tract A under ordinance 2020-07. Phil recommends approval.

**Motion:** Member Nancy Flikkema moved to pass the 1st reading of Ordinance 2022-04; member Bob Thelen seconded. No public comment. Motion passed 4-0.

**Resolution 2022-04-2022-2023 Budget Updated to 2022-05**

Resolution 2022-04- 2022-2023 Budget Updated to 2022-05: A Resolution of the Four Corners County Water and Sewer District to Approve the 2022-2023 Budget

This resolution corrects the number of the resolution from 2022-04 to 2022-05 as 2022-05 is in use.

**Resolution 2022-06: Tax Assessment**

Resolution 2022-06: A Resolution of the Four Corners County Water and Sewer District Special Assessment

The levy has decreased by \$45. 184 new levies came in 2021, and the levy will continue to drop as more residents enter the district.

**Motion:** Member Nancy Flikkema moved to approve Resolution 2022-06; Member Brad Early seconded. No public comment. Motion passed 4-0.

### **Monthly Operations and Maintenance Report**

Phil George offered the report.

- At the WRF Expansion, backfill around the digester is nearing completion and form placement for the top slab is scheduled to begin this week. SBR construction has all slab pours complete. Wall construction will occur on the third pour this week.
- The Elk Grove Booster construction site is ready for the slab pour this week. Final preparation for the Booster Station Building is scheduled for the next few weeks.
- Temporary repairs to the Galactic Park Lift Station are holding for now. Replacement rail and pump connection elbows have arrived and will be scheduled for installation soon.
- A contractor has been selected for construction of Outfall 003 Phase 2, IP cells 6 & 7. Work is expected to begin 11/22.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- Potential upcoming annexations include 12-24 units at Ginger Bear Lane and lots in Rainbow.
- 2 new employees have joined FCWSD.
- Finding district vehicles to purchase has been difficult. 1 vehicle was purchased, and FCWSD is on the list for a vehicle in the future.
- Summertime projects included flushing all hydrants; staining fences and exteriors; and completing ground work, manhole covers, and the GIS.
- The Stip Bond water status is at \$3,369,605 and sewer status is at \$4,410,739.
- The district administrator reviewed the June 2022 and July 2022 budget vs. actual for the shared, sewer, and water expenses. There were no questions from the board.
- The district administrator reviewed the capital projects with the board.
- A request was made for an updated report of total EDUs. The General Manager will give an update in an upcoming meeting.

### **General Manager Topics**

Phil George offered the report.

- Webster Environmental Associates have a report expected 9/22 on odors at the WRF.
- Elk Grove Wastewater Treatment Life Extension work is scheduled to be completed 8/22.
- The SCADA upgrade is ongoing.
- The Elk Grove Booster delivery is expected 10/22.
- Engineering is working on the Northstar Lift Station Capacity.
- Engineers are seeking specs on an effluent filtration system to reduce TSS in the RI basin.
- FCWSD documents have been requested. The request was given to FCWD's lawyer.

### **Board Member Topics**

No board member topics arose.

### **Public Comment:**

No public comment was made.

**Next Meeting Date:** Tuesday, September 20, 2022

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of August 16, 2022 adjourned at 7:37 p.m.

Libby Kueneker, Secretary

Ordinance 2022-04

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF DYKSTRA FAMILY LP, 54 CEDAR SHADE LANE, BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, Dykstra Family, LP, submitted a petition for annexation of TRACT E-1 COS 2805D in Gallatin County MT 59718 (49.44 acres) with full legal description attached hereto as Exhibit A, being located in Section 25, Township 1 South, Range 4 East, Gallatin County, Montana ("Property") 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 June 21, 2022 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, A previous portion of Tract E-1 (48.93 acres) was previously annexed in Tract A with Ordinance 2020-07. After that annexation Dykstra Family did a boundary realignment. This changed Tract A to a total of 17.49 acres and 5 lots.

WHEREAS, the Four Corners County Water and Sewer District will be selling each lot and the future owner will need to purchase water and sewer capacity from the Four Corners County Water and Sewer District. The new owner will also need to provide proof of purchase of water rights.

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

NOW THEREFORE, the Board by passage of this ordinance does accept the Petition and annex the Property described as Four Corners County Water and Sewer District, submitted a petition for annexation of TRACT E-1 COS 2805D as more particularly described above with this annexation not providing additional water or sewer service but amending the legal description of the property annexed to conform with the owners realignment of common boundary.

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 August 14, 2022, 2022 with a vote of 4 in favor and 0 against and second reading on \_\_\_\_\_, 2022 with a vote of \_ in favor and \_ against.

This Ordinance shall be in effect 30 days after the date of the second reading.

1<sup>st</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: August 14, 2022  
\_\_\_\_\_  
Its: President

Attested: Miley Krenke  
Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2022  
\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

Ordinance 2022-05

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF TRD, INC,  
81123 GALLATIN ROAD, BOZEMAN, MT 59718. ANNEXATION INTO THE  
FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, TRD, LLC submitted a petition for annexation of Rainbow Subdivision Lots 468B, 468A, 469 570 AND 472A, 81123 Gallatin Road, Bozeman, MT 59718 ( total of 30.03 acres) with full legal description attached hereto as Exhibit A, being located in Section 14, Township 2 South, Range 4 East, Gallatin County, Montana ("Properties") requesting that the Properties be annexed into the Four Corners County Water and Sewer District to connect to water and wastewater services; and

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

WHEREAS, on October 18, 2022 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, the Four Corners County Water and Sewer District will be selling each lot and the future owner will need to purchase water and sewer capacity from the Four Corners County Water and Sewer District. The new owner will also need to provide proof of purchase of water rights.

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

NOW THEREFORE, the Board by passage of this ordinance does accept the Petition and annex the Property described as Four Corners County Water and Sewer District, submitted a petition for annexation of Rainbow Subdivision Lots 468B, 468A, 469 570 AND 472A as more particularly described in the attached and incorporated Exhibit A with this annexation not providing additional water or sewer service but amending the legal description of the property annexed to conform with the owners realignment of common boundary.

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 \_\_\_\_\_, 2022 with a vote of \_\_ in favor and \_\_ against and second reading on \_\_\_\_\_, 2022 with a vote of \_\_ in favor and \_\_ against.

This Ordinance shall be in effect 30 days after the date of the second reading.

1<sup>st</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

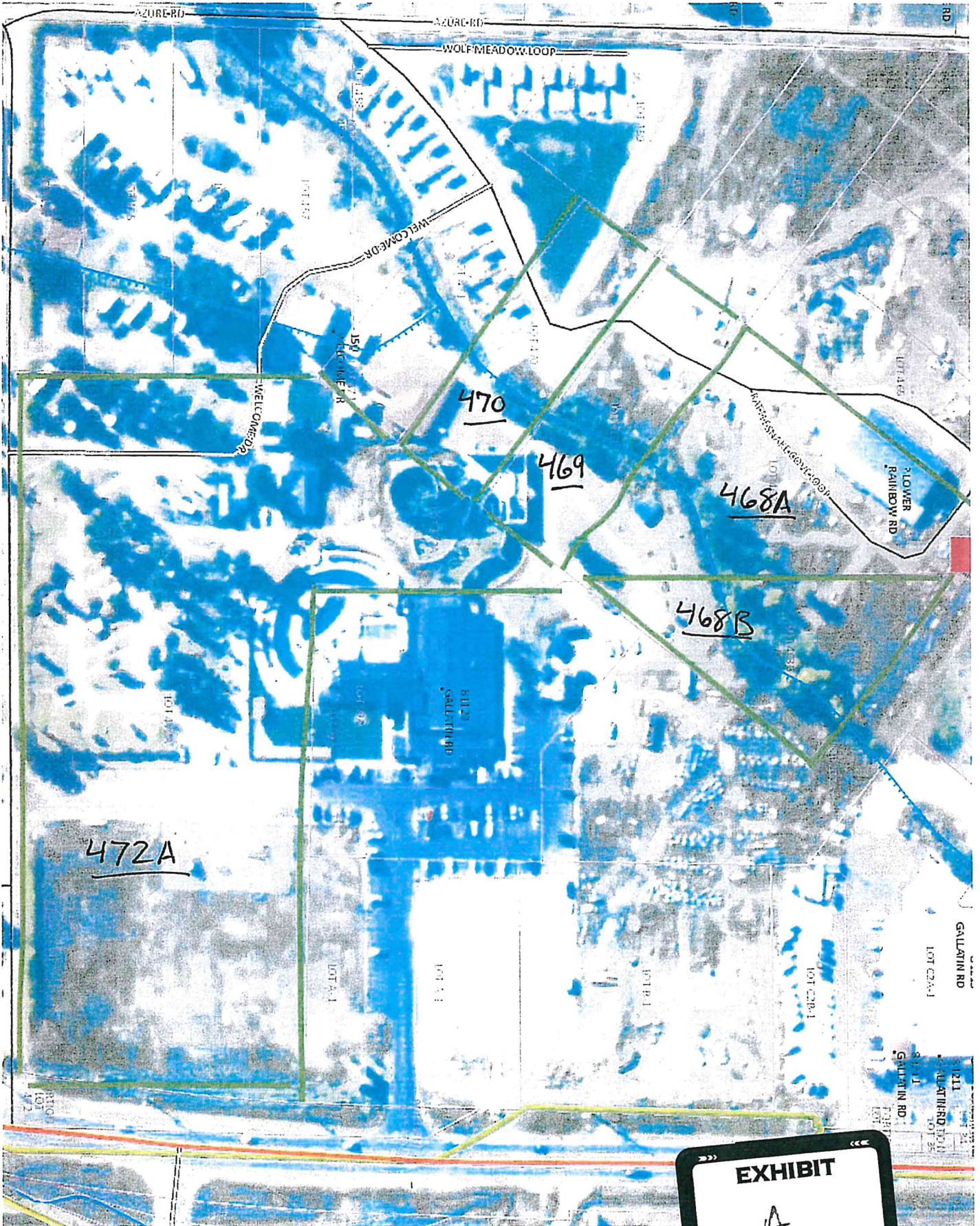


EXHIBIT  
A



## **Properties Requesting Annexation**

### **Lot 468B – RGF42094**

**Geo Code:** 06-0797-14-4-05-26-0000 **Instru#:** 2436617 **Date:** 2012-12-31

**Property address:** 133 LOWER RAINBOW RD, BOZEMAN MT 59715

**Subdivision:** (RAS) Rainbow Subdivision **Lot:** 468

**TRS:** T02 S, R04 E, Sec. 14

**Legal:** RAINBOW SUB, S14, T02 S, R04 E, Lot 468B, ACRES 1.15, PLAT D-41-G

### **Lot 468A – RGF44347**

**Geo Code:** 06-0797-14-4-05-20-0000 **Instru#:** 2436617 **Date:** 2012-12-31

**Property address:** LOWER RAINBOW RD, BOZEMAN MT 59715

**Subdivision:** (RAS) Rainbow Subdivision **Lot:** 468

**TRS:** T02 S, R04 E, Sec. 14

**Legal:** RAINBOW SUB, S14, T02 S, R04 E, Lot 468A, ACRES 1.967, PLUS ABND RDWY

### **Lot 469 – RGF42093**

**Geo Code:** 06-0797-14-4-05-60-0000 **Instru#:** 2436617 **Date:** 2012-12-31

**Property address:** 81123 GALLATIN RD, BOZEMAN MT 59715

**Subdivision:** (RAS) Rainbow Subdivision

**TRS:** T02 S, R04 E, Sec. 14

**Legal:** RAINBOW SUB, S14, T02 S, R04 E, ACRES 9.587, LOT 454 LESS 10'X400' OFF E END & LOTS 455-459 & LOTS 469-471 PLUS ABANDON RDWY

### **Lot 470 – RGF42093**

**Geo Code:** 06-0797-14-4-05-60-0000 **Instru#:** 2436617 **Date:** 2012-12-31

**Property address:** 81123 GALLATIN RD, BOZEMAN MT 59715

**Subdivision:** (RAS) Rainbow Subdivision

**TRS:** T02 S, R04 E, Sec. 14

**Legal:** RAINBOW SUB, S14, T02 S, R04 E, ACRES 9.587, LOT 454 LESS 10'X400' OFF E END & LOTS 455-459 & LOTS 469-471 PLUS ABANDON RDWY

### **Lot 472A – RGF39389**

**Geo Code:** 06-0797-14-4-05-06-0000 **Instru#:** 2436617 **Date:** 2012-12-31

**Property address:** 133 LOWER RAINBOW RD, BOZEMAN MT 59715

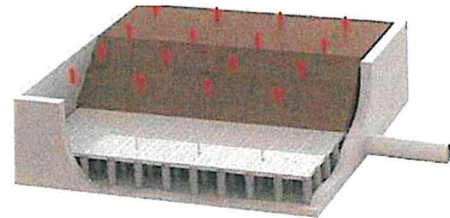
**Subdivision:** (RAS) Rainbow Subdivision **Lot:** 472

**TRS:** T02 S, R04 E, Sec. 14

**Legal:** RAINBOW SUB, S14, T02 S, R04 E, Lot 472A, ACRES 7.7397, PLAT D-41-G PLUS ABANDON RDWY

## Recommendations

- Remove and dispose of existing organic wood chip media
- Install a humidification chamber upstream of the biofilter. There are different ways to humidify the air prior to entering the biofilter. This should be worked out during the design phase of the biofilter upgrades.
- Demolish existing air distribution piping system
- Coat biofilter concrete with 100% solids polyurethane coating
- Replace existing air distribution system with new, improved air distribution flooring system such as BacTee, Hahn, or equal. See **Appendix E**. Below is an image of this type of biofilter flooring system along with a depiction of how a biofilter should be designed around the air distribution system.



The air distribution should be upgraded in both biofilters. For the IPS biofilter the air distribution system should be the same in both biofilter cells to ensure proper airflow and even distribution.

- Install engineered biofilter media
- Install irrigation system for biofilter media bed with water control cabinet
- Install covers over the biofilters and exhaust air through an exhaust stack for better dispersion

Install dampers on each duct exhausting air from an odor source for balancing

Covering the biofilter and exhausting through an exhaust stack versus an open media bed will provide better dispersion of the treated air into the atmosphere. An example of a covered biofilter with an exhaust stack is shown in the picture below. Additionally, a covered biofilter will provide some form of climate control for the biofilter irrigation. Biofilter irrigation needs and freeze concerns should be verified during the design of the odor control improvements.

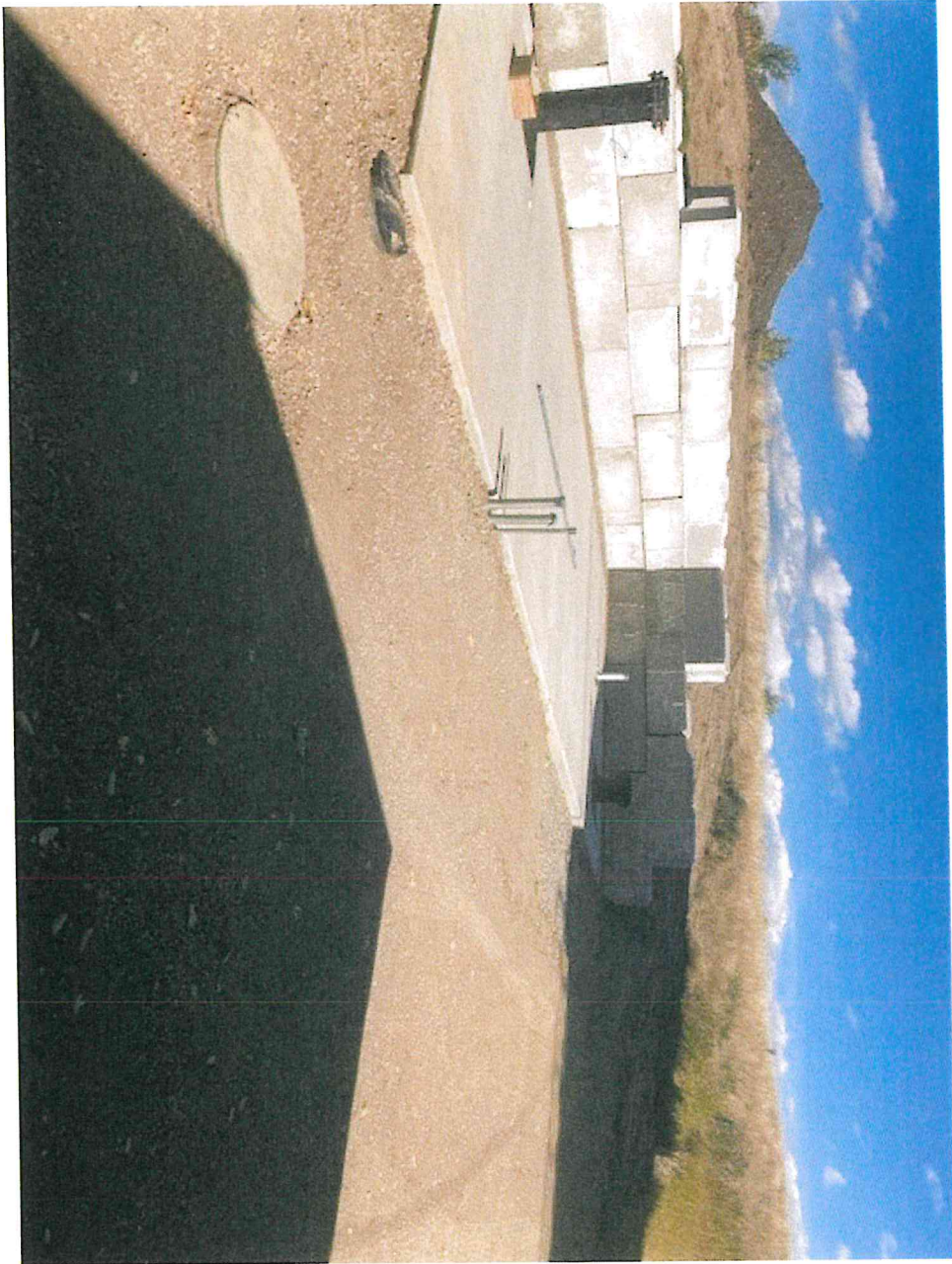


## Operation & Maintenance Report. October 10, 2022

1. The concrete placement for the SBR structures at the WRF Expansion is complete. The structures will be lined and tested for leaks this month with backfill and pipe installation to follow. Construction of the foundation concrete will also start when the backfill reaches the elevation needed.
2. Elk Grove Booster Station site work is nearly complete, the new booster station is expected to arrive later this month.
3. Galactic Park and Commerce Lift stations piping rehab work is completed. North Star Lift Station rehab is scheduled for 10/11/2022.
4. Galactic Park Lift Station needed a pump replaced while waiting for parts to repair the original. Spare pump was put into service.
5. WRF Digester backfill and road/landscape work is complete. Concrete forms for the roof are being removed with final piping and electrical installation scheduled to follow.
6. Meeting Scheduled with Xylem to resolve on going SBR issues.











**October 18, 2022**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **Hiring**
- **Audit Underway**

**Current Stip**

**Bond \$274,084**

**Water \$ 3,375,966**

**Sewer \$ 3,343,781**





**Month End YTD Budget vs. Actual**

**September 2022**

**Shared Expenses**

	<u>September 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>512</b>	<b>4,999</b>
<b>520- Personnel Expenses</b>	<b>292,135</b>	<b>274,998</b>
<b>530- Office Expenses</b>	<b>16,278</b>	<b>19,998</b>
<b>540- Vehicle Expenses</b>	<b>9,590</b>	<b>19,500</b>
<b>550- Professional Services (Shared)</b>	<b>21,307</b>	<b>43,749</b>
<b>560- Other Expenses (Shared)</b>	<b>24,064</b>	<b>24,999</b>
<b>Total</b>	<b>363,886</b>	<b>388,243</b>



**Month End YTD Budget vs. Actual**

**September 2022**

**Water**

	<u>September 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
<b>400- Operating Revenues</b>		
<b>410- Water Revenues</b>	<b>675,267</b>	<b>456,249</b>
<b>450- H2O Meter</b>	<b>28,950</b>	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
<b>*610- System Operating Exp (Water)</b>	<b>52,673</b>	<b>45,000</b>
<b>620- Repairs/ Maintenance Expenses</b>	<b>22,864</b>	<b>19,998</b>
<b>630- Professional Services (Water)</b>	<b>0</b>	<b>1,248</b>
<b>Total 600- Water O&amp;M Expenses</b>	<b>75,537</b>	<b>66,246</b>
<b>Half of Shared Expenses</b>	<b>181,943</b>	<b>194,121</b>
<b>Total Expenses</b>	<b>257,480</b>	<b>260,367</b>

- **\*610- \$15,781 is H2O Meter Cost**



**Month End YTD Budget vs. Actual**

**September 2022**

**Sewer**

	<u>September 2022</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	502,359	443,748
<b>Expense</b>		
<b>700- Sewer O&amp;M Expenses</b>		
710- System Operating Exp (Sewer)	54,353	62,499
720- Repairs/ Maintenance Expenses	13,738	49,998
730- Professional Services (Sewer)	2,693	1,248
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>70,784</b>	<b>113,745</b>
<b>Half of Shared Expenses</b>	<b>181,943</b>	<b>194,121</b>
<b>Total Expenses</b>	<b>252,727</b>	<b>307,866</b>



## General Manager Topics- October 18, 2022

- Elk Grove Wastewater Treatment Life Extension
  - o Work scheduled to be complete 2023
- SCADA- ongoing
- Elk Grove Booster Delivery October 2022
- Northstar Lift Station Capacity- Engineering
- Effluent Filtration
  - o Objectives reduce TSS in RI Basin
  - o Vender Selected
  - o Preparing DEQ Submittal