



Board Meeting Agenda for Tuesday, November 15, 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 October 18, 2022
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Audit Presentation
- 2) Ordinance 2022-05- TRD: Second Reading
- 3) Ordinance 2022-06- Kolnik: First Reading
- 4) Monthly Operation & Maintenance Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics

II. Next Meeting Date – Tuesday- January 17, 2023

III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, October 18, 2022

DRAFT

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:31 pm on Tuesday, October 18, 2022, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Nancy Flikkema, member Bob Thelen, member Brad Early, member Jonathan Claunch, and member Jeff Sipes

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

Approval of Minutes

August 16, 2022 Board Meeting

The minutes have a typo to correct by removing "and member" in the second paragraph.

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

Public Comment on Non-Agenda Items:

No public comment.

GENERAL BUSINESS

New Board Member

Jeff Sipes is appointed to serve as a FCWSD board member. Cory Klumb no longer serves on the board. Nancy Flikkema will serve as president. Bob Thelen will serve as vice president. Brad Early will continue to serve as secretary treasurer. Jonathan Klaunch will continue to serve as member.

Motion: Member Bob Thelen moved to approve the board member changes. Member Brad Early seconded. No public comment. Motion passed 4-0.

Ordinance 2022-04 2nd Reading

Ordinance 2022-04: An Ordinance Accepting the Annexation Petition of Dykstra Family, LP for annexation into the Four Corners Water and Sewer District

The property is located south of Anderson. The petition is for 10 additional EDUs to bring the total to 25. Phil recommends approval.

Motion: Member Brad Early moved to pass the 2nd reading of Ordinance 2022-04; member Jonathan Klaunch seconded. No public comment. Motion passed 5-0.

Ordinance 2022-05 1st Reading

Ordinance 2022-05: An Ordinance Accepting the Annexation Petition of TRD, INC, 81123 Gallatin Road, Bozeman MT 59718 for annexation into the Four Corners Water and Sewer District

The property is located behind the current Bozeman Hot Springs. Phil recommends approval.

Motion: Member Jonathan Klaunch moved to pass the 1st reading of Ordinance 2022-05; member Bob Thelen seconded. No public comment. Motion passed 5-0.

Webster Engineering: Odor Report

The GM is seeking a preliminary design to get the existing system to correct standards. Lack of moisture and short rest times are key causes for this new system's odor issues. Recommendations include replacing organic wood chip media with longer lasting plastic; adding a cover and a vertical exhaust; lining the structure using local capacity for cost savings; and making the input moisture chamber serviceable by FCWSD workers. Retention time and external measurements of H₂S are measurements of success.

The GM will meet with Webster to refine the project work and cost and report findings at a future board meeting. FCWSD will post online all taken steps for residents' viewing.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The concrete structures for all SBRs are complete and will be lined and tested for leaks this month with backfill and pipe installation to follow. Foundation concrete construction will start when the backfill reaches needed elevation.
- Elk Grove Booster Station site work is nearly complete. The new booster station is expected to arrive in early November.
- Galactic Park and Commerce Lift stations' piping rehab and North Star Lift Station is complete.
- Galactic Park Lift Station needed a pump replaced while waiting for parts to repair the original. A spare from the spare program was put into service.
- WRF Digester backfill and road/landscape work is complete. Concrete forms for the roof are poured with final piping and electrical installation scheduled to follow.
- A meeting is scheduled with Xylem to resolve ongoing SBR issues.
- The GM is seeking a grant from the county for the Elk Grove booster plant project.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming potential annexations.
- FCWSD has searched to fill 2 positions; 1 is filled and the other is ongoing.
- The audit is underway with an upcoming field day.
- The Stip Bond water status is at \$3,375,966 and sewer status is at \$3,343,781
- The DA reviewed the September budget vs. actual for the shared, sewer, and water expenses. There were no questions from the board.
- The revenue bond will be included in the monthly report starting at the next board meeting.

General Manager Topics

Phil George offered the report.

- Elk Grove Wastewater Treatment Life Extension is scheduled to be complete in '23.
- Upgrading SCADA to one unified system continues. Labor and chip issues cause delays.
- Northstar Lift Station is approaching capacity. Adding a lift station and bypasses would resolve the issue.
- Effluent filtration will filter TSS prior to entering the RI basin to lower organic material and minimize odor. GM selected the vendor and is preparing for DEQ submittal.

Board Member Topics

Elk Grove Development CO and FCWSD lawyers are creating an easement agreement that does not cross the creek. A financial meeting will be planned, and a general update of EDUs will be presented at the next board meeting.

Public Comment:

No public comment.

Next Meeting Date: Tuesday, November 15, 2022

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of October 18, 2022 adjourned at 7:30 p.m.

Libby Kueneke, 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 Oct 18, 2022 with a vote of 5 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.

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

Dated: Oct 18 2022

Nancy A. Filikkema
Its: President

Attested: [Signature]
Secretary

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

Dated: _____, 2022

Nancy A. Filikkema
Its: President

Attested: _____
Secretary

Ordinance 2022-06

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF ANTHONY & TERESA KOLNIK, ANNEXATION of RAINBOW LOTS 61, 62, 63, 75, 122 and 123 INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, ANTHONY & TERESA KOLNIK submitted a petition for annexation of Lots 61, 62, 63, 75, 122 and 123, in Rainbow Subdivision, Bozeman, MT 59718 being located in NE 1/4 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 November 15, 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 6 Lots in Rainbow Subdivision Lots 61, 62, 63, 75, 122 and 123 in Rainbow Subdivision, being located in NE 1/4 Section 12, Township 2 South, Range 4 East, Gallatin County, Montana ("Property").

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.

1st Read and approved:

Four Corner's County Water and Sewer District

Dated: _____

Its: _____

Attested: _____
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2022

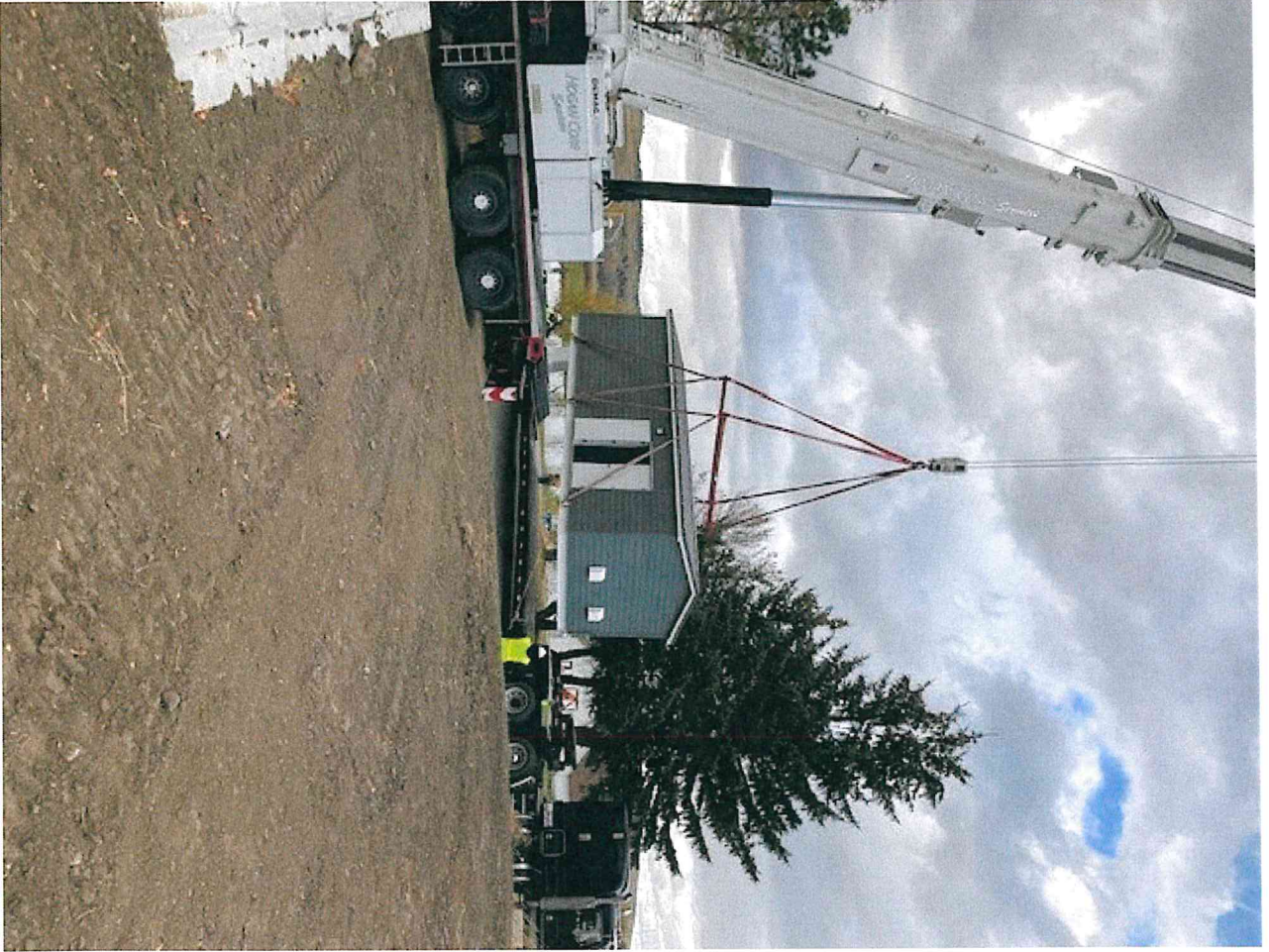
Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. November 9, 2022

1. The lining application on the WRF SBR's has experienced mechanical, and technical problems causing a significant delay. Work is to resume this week.
2. Elk Grove Booster Station is in place. Gas, electrical and final piping is underway.
3. North Star Lift Station Rehab is complete, additional lift station rehabs will be scheduled as workload allows.
4. WRF Digester is 50% complete. Painting of submerged ductile iron pipe is scheduled next with aeration equipment and electrical installation to follow. Safety rail and catwalk installation is underway.









November 18, 2022

General Administration Actives and Issues:

- **Upcoming Annexations**
- **New Employee**
- **No December Meeting**

Current Stip

Bond \$275,317

Water \$ 3,459,766

Sewer \$ 1,803,765



Month End YTD Budget vs. Actual

October 2022

Shared Expenses

	<u>October 2022</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	775	6,664
520- Personnel Expenses	361,065	366,664
530- Office Expenses	32,104	26,664
540- Vehicle Expenses	15,211	26,000
550- Professional Services (Shared)	25,397	58,332
560- Other Expenses (Shared)	26,149	33,332
Total	460,701	517,656



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

October 2022

Water

	<u>October 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	861,299	608,332
450- H2O Meter	36,250	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	69,092	60,000
620- Repairs/ Maintenance Expenses	25,501	26,664
630- Professional Services (Water)	0	1,664
Total 600- Water O&M Expenses	94,593	127,910
Half of Shared Expenses	230,350	258,828
Series B Loan	48,704	48,704
Total Expenses	373,647	435,442

- *610- \$24,123 is H2O Meter Cost



Month End YTD Budget vs. Actual

October 2022

Sewer

	<u>October 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	657,989	591,664
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	54,353	83,332
720- Repairs/ Maintenance Expenses	13,738	66,664
730- Professional Services (Sewer)	2,693	1,664
Total 700- Sewer O&M Expenses	70,784	151,660
Half of Shared Expenses	230,350	258,828
Series B Loan	90,444	90,444
Total Expenses	391,578	500,932



General Manager Topics- November 15, 2022

- Elk Grove Wastewater Treatment Life Extension
 - o Work scheduled to be complete 2023
- SCADA- ongoing
- Northstar Lift Station Capacity- Engineering
- Effluent Filtration
 - o Preparing DEQ Submittal
- Contracted with Webster Engineering
 - o Odor Control Recommendations
- WRF winter construction
- New Lawsuit- Susan