



Board Meeting Agenda for Tuesday, January 17, 2023 @ 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 November 15, 2022
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2022-06- Kolnik: Second Reading
- 2) Ordinance 2023-01- Ginger Bear Lane LLC: First Reading
- 3) Resolution 2023-01: COL 2023
- 4) Monthly Operation & Maintenance Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics
- 8) Closed Meeting: Montana Section 2-3-203(3), MCA- Personal matter- GM

II. Next Meeting Date – Tuesday- February 21, 2023

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT 2
REGULAR MEETING, November 15, 2022**

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:32 pm on Tuesday, November 15, 2022, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Nancy Flikkema, Vice President 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; Justin Gerber from Amatics CPA; Teri Kolnik and Libby Kueneke, Secretary

Approval of Minutes

October 18, 2022 Board Meeting

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

Public Comment on Non-Agenda Items:

No public comment.

GENERAL BUSINESS

Audit Presentation

Justin Gerber from Amatics CPA presented the draft audit for fiscal year 2021 & 2022. The final audit will be posted to the FCWSD website at a later date.

Motion: Member Brad Early moved to approve the audit for fiscal year 2021 & 2022; member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Ordinance 2022-05-TRD Inc: 2nd Reading

Ordinance 2022-05: An Ordinance Accepting the Annexation Petition of TRD, Inc. for annexation into the Four Corners Water and Sewer District

The property is located west of the Bozeman Hot Springs parking lot. Phil recommends approval.

Motion: Member Brad Early moved to pass the 2nd reading of Ordinance 2022-05; member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Ordinance 2022-06-Kolnik: 1st Reading

Ordinance 2022-06: An Ordinance Accepting the Annexation Petition of Anthony & Teresa Kolnik for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision area. The petition is currently for 12 EDUs but may change to meet needs of finalized plans. Phil recommends approval.

Motion: Member Bob Thelen moved to pass the 1st reading of Ordinance 2022-06; member Jonathan Claunch seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The lining application on the WRF SBRs has experienced mechanical and technical problems causing a delay.
- The Elk Grove Booster Station is in place. Gas, electrical and final piping is underway.
- North Star Lift Station rehab is complete. Additional lift station rehabs will be scheduled as workload allows.
- WRF Digester is 50% complete. Painting of submerged ductile iron pipe is scheduled 11/16/22 with aeration equipment and electrical installation to follow. Safety rail and catwalk installation is underway.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations into the FCWSD. The finance committee will schedule a meeting to review reserves, cash flow, and capital.
- FCWSD has a new employee starting 11/21/2022.
- No December board meeting will occur.
- The Stip Bond water status is at \$3,459,766 and sewer status is at \$1,893,765.
- The DA reviewed the October 2022 budget vs. actual for the shared, sewer and water expenses. The series B bond now and going forward is recorded as its own category.

General Manager Topics

Phil George offered the report.

- The Elk Grove Wastewater Treatment Life Extension is scheduled to be completed in 2023.
- SCADA system work is ongoing.
- Engineering is preparing DEQ submittal for the Effluent Filtration system.
- FCWSD is contracted with Webster Engineering for needed changes to correct odor issues in a piecemeal fashion to optimize cost efficiency.
- A lawsuit is underway under direction of the FCWSD lawyers.
- The WRF biofilter had repair needs that have been mitigated.
- The WRF lining contractor pulled out, complicating winter construction. SBR 5 is tented. A leak differential test is underway. External repairs are needed. SBR 3A, 3B, 4A and 4B will be checked for leaks to gather data soon. Foundation wall and pillar construction has been postponed until 2023.
- GH hydrant damage occurred resulting in a boil water order notice.
- The GM met with the District President regarding the employee housing allowance and agreed to renew it for the 2023 calendar year.

Board Member Topics

The Elk Grove easement is proceeding between lawyers. The Elk Grove HOA has not recently contacted FCWSD. The GM will contact the Elk Grove HOA.

Public Comment:

No public comment.

Next Meeting Date: Tuesday, January 17, 2022

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of November 15, 2022 adjourned at 7:42 p.m.

Libby Kueneke, 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 NOV 15, 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.

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

Dated: Nov 15 2022

Nancy A. Flikekema
Its: President

Attested: [Signature]
Secretary

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

Dated: Nov 15, 2022

Its: _____

Attested: _____
Secretary

Ordinance 2023-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF GINGER BEAR LANE, LLC, 75 GINGER BEAR LANE, BOZEMAN, MT 59718. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, GINGER BEAR LANE, LLC submitted a petition for annexation of Lots 2 Block 3 in Kennedy Subdivision, Bozeman, MT 59718 (total of 1.477 acres) with full legal description attached hereto as Exhibit A, being located in Section 35, 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 non-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 Lots 2 Block 3 in Kennedy Subdivision, Bozeman, MT 59718 (total of 1.477 acres) with full legal description attached hereto as Exhibit A, being located in Section 35, Township 2 South, Range 4 East, Gallatin County, Montana ("Properties") ("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 _____, 2023 with a vote of _ in favor and _ against and second reading on _____, 2023 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: _____, 2023

Its: _____

Attested: _____
Secretary

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

Dated: _____, 2023

Its: _____

Attested: _____
Secretary

RESOLUTION 2023-01

A Resolution of the Four Corner County Water and Sewer District to set 2023 Cost of Living Increase.

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 employee handbook states if the cost of living is more than 3%, the General Manager must seek and obtain Boards approval prior to implementing said increase.

WHEREAS, the General Manager is suggesting a Cost of Living Increase of 4.5% for 2023.

NOW THEREFORE, the Four Corners County Water and Sewer District approves the _____ Cost of Living Increase, effective upon passage.

All recitals set forth above are incorporated herein.

Dated this _____ day of January 2023.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary



Operation & Maintenance Report. January 12, 2023

1. The WRF Expansion is in a winter shutdown. All of the SBR basins have passed the required leak testing and the excavation is backfilled to a level above the groundwater. The dewatering system is shutdown. Minor cast in place concrete work will take place at the end of the month.
2. The new Elk Grove Booster Station is scheduled to be placed in service before the end of the month.
3. Galactic Park and Commerce Lift Stations piping rehab have been completed. The remaining lift stations will be repaired this spring.
4. The WRF Digester expansion is slated to be online by mid-February.
5. SCADA and PLC upgrades to Northstar and Middle Creek Booster Stations are complete. Upgrades to the district lift station control systems will be next.
6. RI Basin 6 & 7 are 90% complete
7. DEQ Review of Elk Grove water permit- pending report
8. DEQ Review of WRF operations and permits- pending report
9. System water leak found and corrected



January 2023

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee's**
- **Renewal of Insurance**

Current Stip

Bond \$277,055

Water \$ 3,481,606

Sewer \$ 1,815,151



Month End YTD Budget vs. Actual

December 2022

Shared Expenses

	<u>December 2022</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,037	9,996
520- Personnel Expenses	444,031	549,996
530- Office Expenses	42,301	39,996
540- Vehicle Expenses	22,426	39,000
550- Professional Services (Shared)	55,461	87,498
560- Other Expenses (Shared)	49,612	49,998
Total	614,868	776,484



Month End YTD Budget vs. Actual

December 2022

Water

	<u>December 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,119,084	912,498
450- H2O Meter	44,150	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	93,196	90,000
620- Repairs/ Maintenance Expenses	43,902	39,996
630- Professional Services (Water)	0	2,496
Total 600- Water O&M Expenses	137,098	132,492
Half of Shared Expenses	307,434	388,242
Series B Loan	73,056	73,056
Total Expenses	517,588	593,790

- ***610- \$27,530 is H2O Meter Cost**



Month End YTD Budget vs. Actual

December 2022

Sewer

	<u>December 2022</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	991,217	887,496
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	121,450	124,998
720- Repairs/ Maintenance Expenses	25,377	99,996
730- Professional Services (Sewer)	3,193	2,508
Total 700- Sewer O&M Expenses	150,020	227,502
Half of Shared Expenses	307,434	388,242
Series B Loan	135,666	135,666
Total Expenses	593,120	701,410



Capital Projects

December 2022

<u>Project</u>	<u>Budget</u>	<u>YTD</u>
Elk Grove Water Booster	\$1,000,000	\$533,904
Elk Grove WW Life Extension	\$2,000,000	\$1,292,076
Scada	\$1,200,000	\$295,658
SBR 3 & 4 WRF and 5	\$10,000,000	\$7,648,702
Total	\$14,200,000	\$9,770,340

GCC: \$500K Grant December 2022



General Manager Topics- January 17, 2023

- Elk Grove Wastewater Treatment Life Extension
 - o Work scheduled to be complete 2023
- SCADA- ongoing
- Northstar Lift Station Capacity- Engineering: to be submitted to DEQ in March
- Effluent Filtration
 - o Preparing DEQ Submittal by the end of the month
- Contracted with Webster Engineering
 - o Odor Control Recommendations/ Solutions
- WRF winter construction
- Continuing to review customer accounts for contract compliance