



Board Meeting Agenda for Tuesday, June 20, 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 May 16, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. • General Business

- 1) Ordinance 2023-03- Second Reading Salcedo
- 2) Ordinance 2023-04- First Reading Morgan
- 3) Ordinance 2023-05- First Reading Darr
- 4) Ordinance 2023-06- First Reading Nolheimer Condo Master
- 5) Ordinance 2023-07- First Reading Shepherd
- 6) Monthly Operation & Maintenance Report
- 7) Monthly Financial Report
- 8) Budget Approval- Resolution 2023-04
- 9) General Manager Topics
- 10) Board Member Topics
- 11) No July Meeting

II. Next Meeting Date – Tuesday- August 15, 2023

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, May 16, 2023**

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, May 16, 2023, 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, and member Jeff Sipes

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD; Heath Anderson, Ron Edwards, Ryan Rittal, Ed Brandt, and Wayne D. from the Garden Center; and Libby Kueneke, Secretary

Approval of Minutes

March 21, 2023 Board Meeting

Motion: Member Bob Thelen moved to approve the minutes as written. Member Jeff Sipes seconded. No public comment. The minutes were approved 3-0.

Public Comment on Non-Agenda Items:

No public comment.

GENERAL BUSINESS

Ordinance 2023-03 Salcedo 1st Reading

Ordinance 2023-03: An Ordinance Accepting the Annexation Petition of John Salcedo, 81481 Gallatin Road, Bozeman MT 59718, for annexation into the Four Corners Water and Sewer District

The property is located at 191 and 3rd Street. The petition is for 1 sewer EDU. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2023- 03; member Bob Thelen seconded. No public comment. Motion passed 3-0.

Ordinance 2023-04 Morgan 1st Reading

This ordinance will be discussed at the June Board Meeting.

Resolution 2023-02: Health Insurance Benefits

Resolution 2023-02: A Resolution of the Four Corners County Water and Sewer to Increase Employee Health Insurance Benefits

All employees get a \$1000/month allowance to select from an insurance portfolio, but some of the employees aren't well represented by this method. No increase has occurred since 2016. This resolution includes an increase of \$500/month to a total of \$1,500/month to help for out of pocket costs. This resolution only impacts health insurance.

Motion: Member Bob Thelen moved to approve Resolution 2023- 02; Member Jeff Sipes seconded. No public comment. Motion passed 3-0.

Resolution 2023-03: Garden Center

Resolution 2023- 03: A Resolution of the Four Corners County Water and Sewer to accept Garden Center as a single source bulk provider

Garden Center will be accepted as a bulk sewer client. Garden Center will re-engineer their access to FCWSD, maintain and retain their system, and process their own solids.

Only the effluent will be sent to FCWSD. This change will mutually benefit FCWSD and Garden Center by removing risk to the wells. The resolution will go into effect once an agreed upon approach is in place. 45 EDUs are anticipated with some EDUs reserved for future use. Phil recommends approval.

Motion: Member Jeff Sipes moved to approve Resolution 2023-03; Member Bob Thelen seconded. No public comment. Motion passed 3-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The WRF Expansion work on SBR 3-5 has started with backfill around structures, piping installation and concrete placement for structures. Building foundation concrete placement will begin during the week of May 14th and will be lined the week of May 21st.
- The EGWWTP upgrade has steel installation, painting and concrete patching complete. Installation of equipment is upcoming pending delivery of materials.
- Outfall 003, Basins 6 & 7, Phase 2 is scheduled for pipeline testing. Concrete placement and finish grading was completed May 7th.
- The WRF Digester construction is complete, final testing occurred this week. The digester was in service by May 7th.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD met with Gallatin County Health & Gallatin County Planning at the end of April to provide an update on FCWD's remaining capacity.
- The DA met with current contract holders to communicate FCWSD's remaining capacity.
- FCWSD Aflac was renewed May 1st with some employees joining and others renewing policies.
- FCWSD will place pave asphalt on the nearby road and paving at EGWWTP and the Elk Grove Booster.
- Tax parcels will be turned in shortly. A resolution will be presented at the August Board Meeting.
- The Stip Bond water status is at \$3,967,487 and sewer status is at \$1,572,110.
- The DA reviewed the April budget vs. actual for the shared, sewer, and water expenses. There were no questions from the board.
- The DA reviewed capital projects in a cost-to-date manner.
- FCWSD is working to engineer proper equipment to reserve at least a 1 day supply of water storage in its system in FCWSD owned land off of Baxter.

General Manager Topics

Phil George offered the report.

- The GM reviewed the 23-24 draft budget on expenses and income, which has been briefed to the finance committee. The GM will do a final review for the Board in June.
- Elk Grove Wastewater Treatment Life Extension Work is scheduled to be complete in 23.
- SCADA work is ongoing.
- Northstar Lift Station Capacity is scheduled to be submitted to DEQ soon.
- The Effluent Filtration has been submitted to DEQ and the review continues to be in progress.
- FCWSD continues to review customer accounts for contract compliance. 6 month reviews with

- commercial customers and the DA's monthly reviews help maintain compliance.
- The GM reviewed the current status of remaining capacity. Total commitments are estimated at 6,442 with an estimated 1,058 EDUs remaining.
- Odor control is under contract and FCWSD hopes to complete the work by the end of 23.

Board Member Topics

Bob Thelen tendered his resignation due to change in residence.

Public Comment:

No public comment.

Next Meeting Date: Tuesday, June 20, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of May 16, 2023 adjourned at 7:43 p.m.

Libby Kueneke, Secretary

Ordinance 2023-03

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF JOHN SALCEDO, 81481 GALLATIN ROAD, BOZEMAN MT 59718, FOR ANNEXATION SEWER ONLY

WHEREAS, JOHN SALCEDO as owner of the Property submitted a petition for annexation land described in Rainbow Subdivision Lots 7,8 and 9, in Gallatin County, Montana. The Lots are located in Section 14, Township 2 South, Range 4 East P.M.M. hereinafter also referred to as "Property" requesting that the Property be annexed into the Four Corners County Water and Sewer District to connect to *sewer service only*; and

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

WHEREAS, on March 21, 2023 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 sewer system will have sufficient future capacity to provide service to the Property.

WHEREAS, the JOHN SALCEDO agrees to pay the sewer capacity fee for one (1) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 160 gallons a day and average daily flow of 160 gallons per day per EDU for the Property, being all three lots. The District shall not provide sewer service in excess of the capacity provided herein.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as Rainbow Subdivision Lots 7,8 and 9, in Gallatin County, Montana. The Lots are located in Section 14, Township 2 South, Range 4 East P.M.M. into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 160 gallons a day and average daily flow of 160 gallons per day per EDU.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on May 16, 2023 with a vote of 3 in favor and 0 against and second reading on June ____, 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:
Dated: May 16, 2023

Four Corner's County Water and Sewer District

Nancy A. Filibkema
Its: President

Attested: Wesley Krenke
Secretary

2nd Read and approved:
Dated: _____, 2023

Four Corner's County Water and Sewer District

Its: _____

Attested: _____
Secretary

Ordinance 2023-04

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF OAK CAPITAL LANDS IN Parcels I, II, III and V of COS 3112 in SECTION 24, TOWNSHIP 2 SOUTH, RANGE 4 EAST. ANNEXATION INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, Oak Capital VI, LLC a California limited liability company with address of 555 Capital Mall, Ste 995, Sacramento CA and Pac West Diversified LP, a Delaware limited partnership with address of 555 Capitol Mall, Ste. 900, Sacramento CA as owners of submitted a petition for annexation of Parcels I, II, III and V of Certificate of Survey 3112 (total of 298.5 acres) with full legal description attached hereto as Exhibit A, being located in Section 24, 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 June 20, 2023 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 Property will need to provide its own irrigation water.

WHEREAS, Oak Capital and PAC West will provide evidence of purchased of water rights to serve the Property need to be provided for 120 EDU (19,200 gpd total) and have agree to pay the water and wastewater fee per EDU to the District.

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Properties, described above, into the District after transfer of water rights & payment of fees water and sewer service for 120 EDUs (19,200 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 _____, 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

Ordinance 2023-05

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF WADE DARR,
LOTS 131 & 132 of RAINBOW ANNEXATION INTO THE FOUR CORNERS
WATER & SEWER DISTRICT

WHEREAS, Wade Darr submitted a petition for annexation of Lots 131 & 132 (total of .22 acres) of Rainbow Subdivision to Bozeman Hot Springs Tract, in , being located in Section 14, Township 2 South, Range 4 East, Gallatin County, Montana [plat reference: D-43]("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 June 20, 2023 at a duly noticed meeting of the Board of Directors, the Board considered the Petition to annex the Property as contiguous property via public right of way and determined that the systems has capacity to provide service to the new proposed residence to be located on the Property; and

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

WHEREAS, Wade Darr will provide evidence of purchased of water rights to serve the Property need to be provided for 3 EDU (480 gpd total) and have agree to pay the water and wastewater fee per EDU to the District.

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Property being Lots 131 & 132 (total of .22 acres) of Rainbow Subdivision to Bozeman Hot Springs Tract, into the District after transfer of water rights & payment of fees water and sewer service for 3 EDUs (480 gpd total).

Landowner/petitioner acknowledges that District makes no representation that the District will have sufficient water or sewer capacity to service future structures or additional structures which utilized water or sewer on the Property.

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

Ordinance 2023-06

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF NOLHEIMER
CONDO MASTER, 112 LAURA LOUISE LANE, BOZEMAN MT
597158ANNEXATION INTO THE FOUR CORNERS WATER & SEWER
DISTRICT

WHEREAS, Nolheimer Condo Master, submitted a petition for annexation of Lot 3 (total of 2.0 acres) with full legal description attached hereto as Exhibit A, being located in Section 35, Township 1 South, Range 4 East, Kennedy Subdivision, 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 May 16, 2023 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 Property will need to provide its own irrigation water.

WHEREAS, Nolheimer Condo Master, will provide evidence of purchased of water rights to serve the Property need to be provided for 2 EDU (320 gpd total) and have agree to pay the water and wastewater fee per EDU to the District; and

NOW THEREFORE, be it ordained by the board of directors of the Four Corners County Water and Sewer District Board, by passage of this ordinance, the District does agree to annex the Property, described above, into the District after transfer of water rights & payment of fees water and sewer service for 2 EDUs (320 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 _____, 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

Ordinance 2023-07

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF MICHAEL SHEPHERD TRACT 486 of RAINBOW SUBDIVISION TO BOZEMAN HOT SPRINGS TRACT FOR ANNEXATION **SEWER ONLY**

WHEREAS, Michael Shepherd, as owner of the Property submitted a petition for annexation land described in Rainbow Subdivision Lot 486, located in Section 23, Township 2 South, Range 4 East, Gallatin County, Montana P.M.M. hereinafter also referred to as "Property" requesting that the Property be annexed into the Four Corners County Water and Sewer District to connect to *sewer service only*; and

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

WHEREAS, on June 20, 2023 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 sewer system will have sufficient future capacity to provide service to the Property.

WHEREAS, the Michael Shepherd agrees to pay the sewer capacity fee for eight (8) Equivalent Dwelling Units ("EDUs"), with 8 EDU'S equal to a maximum daily flow of 1,280 gallons a day and average daily flow of 160 gallons per day per EDU for the Property. The District shall not provide sewer service in excess of the capacity provided herein.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as Rainbow Subdivision Lot 486, located in Section 23, Township 2 South, Range 4 East P.M.M Gallatin County Montana into the District to provide sewer service to the Property not to exceed for eight (8) Equivalent Dwelling Units ("EDUs"), with 8 EDU'S equal to a maximum daily flow of 1,280 gallons a day equal to a maximum daily flow of 160 gallons a day and average daily flow of 160 gallons per day per EDU.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on June 20, 2023 with a vote of ___ in favor and ___ against and second reading on June____, 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:
Dated: June 20, 2023

Four Corner's County Water and Sewer District

Its: _____

Attested: _____
Secretary

2nd Read and approved:
Dated: _____, 2023

Four Corner's County Water and Sewer District

Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. June 14, 2023

1. Building foundation pier and frost wall construction is ongoing at the WRF Expansion. Lining of the SBR walls is in progress but is experiencing weather delays.
2. EGWWTP upgrade continues, additional steel work was required for blower mounts. Painting, final assembly of equipment and electrical installation scheduled next.
3. Outfall 003 Phase 2 is complete.
4. WRF Odor Control improvements are expected to begin soon upon arrival of additional materials and equipment this month.



June 2023

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Job Opening**

Current Stip

Bond \$783,853

Water \$ 4,025,237

Sewer \$ 2,122,706



Month End YTD Budget vs. Actual

May 2023

Shared Expenses

	<u>May 2023</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	2,050	18,326
520- Personnel Expenses	882,831	1,008,326
530- Office Expenses	68,245	73,326
540- Vehicle Expenses	40,719	71,500
550- Professional Services (Shared)	79,248	160,413
560- Other Expenses (Shared)	107,000	91,663
Total	1,180,093	1,423,554



Month End YTD Budget vs. Actual

May 2023

Water

	<u>May 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,826,965	1,672,913
450- H2O Meter	67,705	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	156,102	165,000
620- Repairs/ Maintenance Expenses	89,459	73,326
630- Professional Services (Water)	3,341	4,576
Total 600- Water O&M Expenses	248,902	242,902
Half of Shared Expenses	590,046	711,777
Series B Loan	133,936	133,936
Total Expenses	972,884	1,088,615

- ***610- \$47,537 is H2O Meter Cost**



Month End YTD Budget vs. Actual

May 2023

Sewer

	<u>May 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,897,161	1,627,076
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	289,034	229,163
720- Repairs/ Maintenance Expenses	109,949	183,326
730- Professional Services (Sewer)	8,981	4,576
Total 700- Sewer O&M Expenses	407,964	417,065
Half of Shared Expenses	590,046	711,777
Series B Loan	248,721	248,721
Total Expenses	1,246,731	1,377,563



FOUR CORNERS

Water & Sewer District

	Approved Budget 22-23	Projected Actual	Proposed 23-24
- Water Income	1825	1942	2150
- Sewer Income	1775	1900	2100
Water			
- Op Expenses	265	288	363
- Rev Bond	528	147	168
- Shared Expenses	776	665	952
Total	1569	1100	1483
Sewer			
- Op Expenses	455	488	637
- Rev Bond	432	271	312
- Short Term Asst Rev	34	34	34
- Shared Expenses	776	665	952
Total	1697	1458	1935



General Admin Expenses

	Approved Budget 22-23	Projected Actual	Proposed 23-24
- Board	20	3	4
- Personal Expenses	1100	986	1425
- Office Admin	80	78	89
- Vehicle Expenses	78	45	55
- Professional Services	175	92	150
- Other Expenses	100	126	180
Total	1553	1330	1903



FOUR CORNERS

Water & Sewer District

	Approved Budget 22-23	Projected Actual	Proposed 23-24
Water			
- Income	1825	1942	2100
Expenses			
- Operating	180	179	198
- Repairs/Maintenance	80	105	160
- Professional Services	5	4	5
Sub Total	265	288	363
- Rev Bond	528	147	168
- Shared Expenses	776	665	952
Total	1569	1100	1483
Operating Reserve	256	842	617



FOUR CORNERS

Water & Sewer District

Approved
Budget 22-23 **Projected Actual** **Proposed 23-24**

Sewer

- Income	1775	1900	2100
Expenses			
- Operating	250	313	425
- Repairs/Maintenance	200	96	200
- Professional Services	5	12	12
Sub Total	455	421	637
- Short Term Assets Rev	34	34	34
- Rev Bond	432	271	312
- Shared Expenses	776	665	952
Total	1697	1391	1935
Operating Reserve	78	442	165

RESOLUTION 2023-04

A Resolution of the Four Corner County Water and Sewer District to Approve 2023-2024 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 16, 2023;

WHEREAS, with changes to system operating expenses on the sewer side and personal expenses on the shared expense side to the Draft Budget, the board moves to approve the 2023-2024 Budget as is attached;

NOW THEREFORE, the Four Corners County Water and Sewer Approves the 2023-2024 Budget.

Dated this __ day of June 2023.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke , Secretary



General Manager Topics- June 2023

- SCADA- ongoing
- Northstar Lift Station Capacity
- Effluent Filtration- DEQ review in progress
- Continuing to review customer accounts for contract compliance