



Board Meeting Agenda for Tuesday, October 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 September 19, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Audit Presentation
- 2) Ordinance 2023-09- First Reading Wildcat Partners LLC
- 3) 191 Commercial Condos
- 4) O&M Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics

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

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, September 19, 2023**

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30 pm on Tuesday, September 19, 2023, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: President Nancy Flikkema, member Brad Early, member Jonathan Claunch, member Jeff Sipes and member Justin Hart.

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD; Susan Swimley, FCWSD Attorney; Alison Garab, Kellie Sironi Attorneys for FCWSD, via zoom; Paula and Eric Neilsen; and Libby Kueneke, Secretary

Approval of Minutes

August 15, 2023 Board Meeting

Motion: Member Joanthan Claunch 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.

New Board Member

Justin Hart, resident of Northstar since 2009, is joining as a Board Member of FCWSD.

GENERAL BUSINESS

Ordinance 2023-08 2nd Reading

Ordinance 2023-08: An Ordinance Accepting the Annexation Petition of Lots 76, 77 and 78 of Rainbow Subdivision for annexation into the Four Corners Water and Sewer District

The property is located in Rainbow Subdivision. The petition is for 3 EDUs. The GM recommends approval.

Motion: Member Jonathan Claunch moved to pass the 2nd reading of Ordinance 2023-08; member Brad Early seconded. No public comment. Motion passed 4-0.

81555 Gallatin Road- Neilsen

Owners of 81555 Gallatin Road requested a meeting with the Board of Directors (BOD) about capacity charges and requirements. The BOD and owners discussed the issue. The BOD informed the owners a letter would be forthcoming on the Districts position.

191 Commercial Condos

The owner representative of 191 Commercial Condos requested a meeting with the BOD. The Condos require additional capacity. A representative of the owners did not attend the meeting.

Monthly Financial Report

Amy Ellingson provided the report.

- The budget vs. actual amounts for the shared, sewer, and water expenses were presented to the Board. There were no questions.

General Manager Topics

Phil George offered the report.

- SCADA work is ongoing
- The Northstar Lift Station is in DEQ review.
- FCWSD received DEQ approval for the Effluent Filtration system.
- A work order is in place to study the possibility of treated wastewater direct injection.
- FCWSD has reestablished odor control and the odor control is working well. Final installation is upcoming.
- SBR 3-5 should be completed within 3 weeks.

Board Member Topics

No board member topics arose.

Public Comment:

No public comment occurred.

General Business - 8 Closed meeting Shober v. Four Corners lawsuit

Attorney Susan Swimley informed the Board that the attorneys representing the District in this case were present to discuss the claims, the defense and the settlement discussions to date. Ms. Swimley suggested that it would not be in the District's interest to keep this portion of the meeting open to the public as the discussions would include litigation strategy. Member Brad Early moved to closing the meeting pursuant to 2-3-203(4), finding that discussion of the claims, defenses and litigation strategy in open public would have a detrimental effect on the litigation position of the District. Justin Hart seconded the motion. Minutes from the closed session were taken and retained by attorney Susan Swimley.

Next Meeting Date: Tuesday, October 17, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of September 19, 2023 adjourned at 7:13 p.m.

Libby Kueneke, Secretary

Ordinance 2023-09

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF WILDCAT PARTNERS LLC TO ANNEX 645 BAXTER BOZEMAN INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, WILDCAT PARTNERS LLC, submitted a petition for annexation of 645 Baxter lane E, Tract 2 of COS 2810 being located in Section 36, Township 1 South, Range 4 East, Gallatin County, Montana, being approximately 20 acres ("Property") 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 Property is contiguous to the District boundary; and

WHEREAS, on October 17, 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, WILDCAT PARTNERS LLC, will provide evidence of purchased of water rights to serve the Property need to be provided for 34 EDU (5,440 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, Tract 2 of COS 2810, into the District after transfer of water rights & payment of fees water and sewer service for 34 EDUs (5,440 gpd total). No irrigation water will be provided.

Landowner/petitioner acknowledges 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



Operation & Maintenance Report. October 2, 2023

1. The steel building at the WRF Expansion is scheduled for completion in mid-October. Process piping and equipment installation is 50% finished. Electrical installation begins this week. Slab for the connecting building scheduled for placement this week.
2. EGWWTP expansion is on temporary hold. Ground work and fencing are complete.
3. WRF Odor Control is awaiting final material deliveries. Structures are lined, media is in place and temporary air supply and irrigation are operational.
4. Lift station piping upgrades are scheduled to begin at the end of the month. Valley Center, Baxter, and Durston Lift Stations will be completed this fall.
5. Blackbull valve replaced due to landscaping company incident



October 2023

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee Search**
- **WRF Paving**
- **Salary Study**

Current Stip

Bond \$1,001,844 (275K is bond reserve)

Water \$ 4,516,252

Sewer \$ 2,083,341



Month End YTD Budget vs. Actual

September 2023

Shared Expenses

	<u>September 2023</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	531	999
520- Personnel Expenses	253,265	356,250
530- Office Expenses	14,857	22,248
540- Vehicle Expenses	6,692	13,749
550- Professional Services (Shared)	22,103	37,500
560- Other Expenses (Shared)	25,958	45,000
Total	323,406	475,746



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

September 2023

Water

	<u>September 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	669,910	537,498
450- H2O Meter	13,800	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	28,587	49,500
620- Repairs/ Maintenance Expenses	1,295	39,999
630- Professional Services (Water)	0	1,248
Total 600- Water O&M Expenses	29,882	90,747
Half of Shared Expenses	161,703	237,873
Series B Loan	36,528	36,528
Total Expenses	228,113	365,148

- *610- \$0.00 is H2O Meter Cost



Month End YTD Budget vs. Actual

September 2023

Sewer

	<u>September 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	611,402	525,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	67,540	106,248
720- Repairs/ Maintenance Expenses	3,867	49,998
730- Professional Services (Sewer)	0	3,000
Total 700- Sewer O&M Expenses	71,407	159,246
Half of Shared Expenses	161,703	237,873
Series B Loan	67,833	67,833
Total Expenses	300,943	464,952



General Manager Topics- October 2023

- SCADA- ongoing
- Northstar Lift Station- Submitted to DEQ
- Effluent Filtration- DEQ Approval
- Capacity Status- 500 remaining
- Investigating possibility of adding a thickening dewatering process to treatment plant
- Additional water rate and capacity fee increase discussion.