



Board Meeting Agenda for Tuesday, November 21, 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 October 17, 2023
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2023-09- Second Reading Wildcat Partners LLC
- 2) O&M Report
- 3) Monthly Financial Report
- 4) General Manager Topics
- 5) Board Member Topics
- 6) No December Meeting

II. Next Meeting Date – Tuesday- January 16, 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, October 17, 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, October 17, 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 Jeff Sipes and Member Justin Hart.

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

Approval of Minutes

September 19, 2023 Board Meeting

Motion: Member Brad Early moved to approve the minutes as written. Member Justin Hart seconded. No public comment. The minutes were approved 4-0.

Public Comment on Non-Agenda Items:

No public comment was made.

GENERAL BUSINESS

Audit Presentation

Morgan Scarr from Amatics CPA Group reviewed a draft audit of the FCWSD financial statements for the fiscal year ending June 30, 2023. One recommendation is for FCWSD to consider developing additional revenue streams. Consideration by FCWSD is underway in response.

Motion: Member Brad Early moved to pass the 2023 audit; Member Justin Hart seconded. No public comment. Motion passed 4-0.

Ordinance 2023-09 1st Reading

Ordinance 2023-09: An Ordinance Accepting the Annexation Petition of Wildcat Partners LLC for annexation into the Four Corners Water and Sewer District

The property is located on Baxter Road east of Jackrabbit Lane. The petition is for 34 EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2023-09; Member Justin Hart seconded. No public comment. Motion passed 4-0.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The steel building at the WRF Expansion is complete. Paving will occur next week.
- EGWWTP expansion is on temporary hold. Groundwork and fencing are complete.
- WRF Odor Control is awaiting final deliveries of materials. Structures are lined, media is in place and temporary air supply and irrigation are operational. No odor is detected currently.

- Lift station piping upgrades are scheduled to begin at the end of October. Valley Center, Baxter, and Durston Lift Stations will be completed this fall.
- A valve was replaced at Blackbull due to an incident by a landscaping company.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD is conducting an employee search.
- WRF Paving is underway.
- The DA discussed FCWSD's salary study. A Board Member suggested comparing with cities that are further away but have comparable data. More information will be presented to the Board at a future meeting. Member Justin Hart will help with this research.
- The Board and FCWSD discussed priorities of maintaining fiscal reserves and paying off debt.
- The Stip Bond water status is at \$4,516,252 and sewer status is at \$2,083,341.
- The DA reviewed the September budget vs. actual for the shared, sewer, and water expenses.

General Manager Topics

Phil George offered the report.

- SCADA system upgrades are ongoing.
- Northstar Lift Station has been submitted to DEQ. FCWSD is working with the HOA to finalize the plan agreement and compensation for the easement.
- The Effluent Filtration system received DEQ Approval.
- The GM reviewed FCWSD capacity status. A capacity of 500 EDUs remains.
- The GM is investigating the possibility of adding a thickening, dewatering process to the treatment plant prior to the digester in hopes to minimize required weekend labor, increase system efficiency, and decrease costs, among other benefits.
- The Board and GM discussed a water rate and capacity fee increase. A 4% increase of the variable water rate is suggested; the last increase was in '22. The last baseline increase was fall of '21. The GM will present findings to the finance committee about a baseline increase to present to the Board at a later date.
- The GM reviewed present and future capital projects, budgets, and costs to date for the Board.

Board Member Topics

A finance committee meeting will be organized for December or January. A Board Member requested updates on recent outstanding matters facing the FCWSD. The Nielsen matter is resolved, the 191 matter is nearing solution, and the land for sale matter will be considered after the odor control issue is resolved.

Public Comment:

No public comment was made.

Next Meeting Date: Tuesday, November 21, 2023

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of October 17, 2023 adjourned at 7:34 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 Oct 17, 2023 with a vote of 4 in favor and 0 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: Oct 17, 2023

Nancy A. Filikema
Its: President

Attested: Misty Meneke
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2023

Its: _____

Attested: _____
Secretary



Operation & Maintenance Report. November 8, 2023

1. The WRF Expansion steel building construction is complete. Blower and MCC interior building construction is 90% complete. Process piping and installation of equipment is ongoing. Aeration steel piping installation is scheduled to begin next week. Electrical and safety railing construction is ongoing. Building that connects the phases is under construction. New gas service mains are scheduled for connection by NWE on November 16 – 17. The parking area has been paved.
2. EGWWTP and WRF Odor Control improvements are still on hold.
3. Lift Station upgrades have been pushed to mid-November by the contractor.
4. North Star Water pressure reducing Cla-Valves have been rebuilt.
5. The contractor damaged sewer main on Homestake Drive has been repaired. The downstream main line was jetted and cleaned to remove rocks and gravel, at the contractors expense.



November 2023

General Administration Actives and Issues:

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

Current Stip

Bond \$1,006,458 (275K is bond reserve)

Water \$ 4,537,154

Sewer \$ 1,789,513



Month End YTD Budget vs. Actual

October 2023

Shared Expenses

	<u>October 2023</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	796	1,332
520- Personnel Expenses	307,026	475,000
530- Office Expenses	28,872	29,664
540- Vehicle Expenses	10,884	18,332
550- Professional Services (Shared)	33,764	50,000
560- Other Expenses (Shared)	11,051	60,000
Total	392,393	634,328



Month End YTD Budget vs. Actual

October 2023

Water

	<u>October 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	810,308	716,664
450- H2O Meter	12,100	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	41,041	66,000
620- Repairs/ Maintenance Expenses	2,374	53,332
630- Professional Services (Water)	250	1,664
Total 600- Water O&M Expenses	43,665	120,996
Half of Shared Expenses	196,196	317,164
Series B Loan	48,704	48,704
Total Expenses	288,565	486,864

- ***610- \$0.00 is H2O Meter Cost**



Month End YTD Budget vs. Actual

October 2023

Sewer

	<u>October 2023</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	781,070	700,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	99,556	141,664
720- Repairs/ Maintenance Expenses	8,002	66,664
730- Professional Services (Sewer)	0	4,000
Total 700- Sewer O&M Expenses	107,558	212,328
Half of Shared Expenses	196,196	317,164
Series B Loan	90,444	90,444
Total Expenses	394,198	486,864



General Manager Topics- November 2023

- SCADA- ongoing
- Northstar Lift Station- Submitted to DEQ
- Effluent Filtration- Spring execution; ordering parts
- Capacity Status- 925
- Investigating possibility of adding a thickening dewatering process to treatment plant- ongoing