



Board Meeting Agenda for Tuesday, June 18, 2024 @ 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 21, 2024
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2024-03 Second Reading- Estate of Luella Cain
- 2) Resolution 2024-04 Budget Approval
- 3) Jon Knokey- Creekside & Gallatin Meadows
- 4) O&M Report
- 5) Monthly Financial Report
- 6) General Manager Topics
- 7) Board Member Topics

II. Next Meeting Date – Tuesday- August 20 , 2024

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, May 21, 2024**

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:28 pm on May 21, 2024, 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 Brad Early, member Justin Hart, 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

February 20, 2024 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

Ordinance 2024-03 1st Reading

Ordinance 2024-03: An Ordinance Accepting the Annexation Petition of Estate of Leulla Cain for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision near the river. The petition is for 2 sewer only EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2024-03; member Brad Early seconded. No public comment was made. Motion passed 4-0.

2024-2025 Draft Budget

The GM reviewed the Proposed 2024-2025 Draft Budget for sewer and water as well as the Approved 23-24 Budget and the Projected Actual Budget in order to illustrate 24-25 projections and decisions.

Monthly Operations and Maintenance Report

Phil George offered the report.

- Phase 3 & 4 of the WRF expansion are in operation and processing wastewater. Phase 5 mechanical and aeration equipment is scheduled to arrive late May through June and will be installed. Estimated completion and start-up will occur this fall.

- Lift station and water booster control system upgrades throughout the district are ongoing.

- 2 of the 3 new WRF Influent Pump Station pumps have been installed; the third pump installation will follow soon. The upgrade reduced the frequency of pump plugging problems.
- Tertiary Filtration Addition construction began in mid April. Additional storage tanks and interconnecting piping have been installed. Underground piping into the building will be scheduled next.
- The Odor Control Improvement Project slab was poured last week; clean-up is in process. The equipment to be installed on the slab is awaiting delivery and scheduled for July delivery. Temporary odor control measures are being purchased to use in the interim.
- A water leak of about 250 gal/minute was found in two different leak locations. Both were repaired; invoices have been given to owners and COA.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD continues its employee search.
- The Stip Bond water status is at \$4,234,631 and sewer status is at \$1,337,089.
- The DA reviewed the April budget vs. actual for the shared, sewer, and water expenses.

General Manager Topics

Phil George offered the report.

- SCADA is ongoing with servers installed and the HMI in-work.
- Northstar Lift Station received DEQ Approval. Northstar building should occur in '25.
- The Capacity Status is at 814. .
- The Norris Road water loop proposal has been submitted to DEQ. The Old Milwaukee water loop has been submitted and approved by DEQ. The Baxter water loop is in progress with Engineering but has not been submitted to DEQ.
- For the district's protection, all FCWSD EDU contracts include a clause stating if the contract is not put into service within 4 years, FCWSD will charge \$80/EDU/month. The first applicable contract could reach this phase in May '25. FCWSD notified all pertaining contracts in March. A projected schedule of future notifications will be reviewed at the next Board Meeting. To plan for best due-diligence toward district members moving forward, Board Members requested a blank form of this contract as well as a list of pertaining entities to notify.

Board Member Topics

An update on the Gallatin Gateway Water and Sewer District was requested. The GM reviewed his recent steps including inspecting items, meeting with bigger users to achieve alignment, and attendance at a future Gallatin Gateway Board Meeting to clarify rules and procedures.

Public Comment:

No public Comment was made.

Next Meeting Date: Tuesday, June 18, 2024

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District Meeting of May 21, 2024 adjourned at 7:24 p.m.

Closed Meeting- Montana Code 2-3-203(4)(a)

A closed meeting occurred under Montana Code 2-3-203(4)(a).

Libby Kueneke, Secretary

Ordinance 2024-03

ORDINANCE ACCEPTING THE ANNEXATION PETITION. LOTS 225 & 226
RAINBOW SUB. SECTION 14, TOWNSHIP 25 SOUTH, RANGE 4 EAST.
GALLATIN COUNTY MONTANA INTO THE FOUR CORNERS WATER &
SEWER DISTRICT- SEWER ONLY

WHEREAS, ESTATE OF LUELLA CAIN, as owner, submitted a petition for annexation of a parcel of land described Lots 225 & 226 of Rainbow Subdivision, located in Section 14, Township 25 South, Range 4 East P.M.M. Gallatin County Montana 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 by virtue of platted streets dedicated to public use to the District boundary; and

WHEREAS, on May 15, 2024 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 will have sufficient future capacity to provide service to the Property.

WHEREAS, the ESTATE OF LUELLA CAIN, agrees to pay the sewer capacity fee for 2 Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 320 gallons a day and average daily flow of 160 gallons per day per EDU. The District shall not provide sewer service in excess of the capacity provided herein. The District shall not provide water and shall not provide water service for any purposes.

NOW THEREFORE, the Board by passage of this ordinance does agree to annex the Property described as Lots 225 & 226 of Rainbow Subdivision, located in Section 14, Township 25 South, Range 4 East P.M.M. Gallatin County Montana into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 320 gallons a day and average daily flow of 160 gallons per day per EDU. All recitals set forth above are incorporated herein as if fully set forth herein.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on May 21, 2024 with a vote of 4 in favor and 0 against and second reading on _____, 2024 with a vote of ___ in favor and ___ against. This Ordinance shall be in effect 30 days after the date of the second reading.

[signatures to follow]

1st Read and approved:

Four Corner's County Water and Sewer District

Dated: 05-21, 2024

Nancy A. Filiberto
Its: President

Attested: [Signature]
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2024

Its: _____

Attested: _____
Secretary

RESOLUTION 2024-04

A Resolution of the Four Corner County Water and Sewer District to Approve 2024-2025 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 21, 2024;

WHEREAS, with no changes to the Draft Budget, the board moves to approve the 2024-2025 Budget as is attached;

NOW THEREFORE, the Four Corners County Water and Sewer Approves the 2024-2025 Budget.

Dated this __ day of June 2024.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke , Secretary



FOUR CORNERS

Water & Sewer District

	Approved Budget 23-24	Projected Actual	Proposed 24-25
- Water Income	2150	2050	2200
- Sewer Income	2100	2200	2300
Water			
- Op Expenses	363	260	405
- Rev Bond	168	168	168
- Shared Expenses	952	647	934
Total	1483	1125	1507
Sewer			
- Op Expenses	637	385	637
- Rev Bond	312	312	312
- Short Term Asst Rev	34	34	34
- Shared Expenses	952	697	935
Total	1935	1428	1918



General Admin Expenses

	Approved Budget 23-24	Projected Actual	Proposed 24-25
- Board	4	3	4
- Personal Expenses	1425	1050	1425
- Office Admin	89	93	95
- Vehicle Expenses	55	35	45
- Professional Services	150	87	150
- Other Expenses	180	125	150
Total	1903	1393	1869



FOUR CORNERS

Water & Sewer District

	Approved Budget 23-24	Projected Actual	Proposed 24-25
Water			
- Income	2100	2050	2200
Expenses			
- Operating	198	140	200
- Repairs/Maintenance	160	95	180
- Professional Services	5	25	25
Sub Total	363	260	405
- Rev Bond	168	168	168
- Shared Expenses	952	697	934
Total	1483	1125	1507
Operating Reserve	617	925	693



FOUR CORNERS

Water & Sewer District

Approved
Budget 23-24 Projected Actual Proposed 24-25

Sewer

- Income	2100	2200	2300
Expenses			
- Operating	425	302	425
- Repairs/Maintenance	200	81	200
- Professional Services	12	2	12
Sub Total	637	385	637
- Short Term Assets Rev	34	34	34
- Rev Bond	312	312	312
- Shared Expenses	952	697	935
Total	1935	1428	1918
Operating Reserve	165	772	382



Operation & Maintenance Report. June 2024

- 1. WRF Phase 5 mechanical equipment is trickling in, we are expecting the remainder to arrive at the end of June to mid-July.**
- 2. The Tertiary Filtration project is going well. The under-slab piping is installed and 50% of the concrete encasement for the pipe under the slab is completed. The new lift station and connecting piping is at 50% completion.**
- 3. The Odor control improvements are still waiting for delivery and are scheduled for the end of July. Once the equipment arrives installation will begin immediately. The temporary measures aren't eliminating all the odor. We are constantly trying to improve the application.**
- 4. The Milwaukee Road Watermain Extension has been approved by the MDEQ, construction is tentatively scheduled for mid-July.**
- 5. The WRF experienced a major electrical interruption however the backup generator carried the load. The outage caused some damage to the system tripping the main supply 800 amp breaker and exploding a 200 amp breaker for a digester blower. A replacement breaker is on order.**



June 2024

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Employee Search**
- **End of the year wrap up**
- **Gallatin Gateway**

Current Stip

Bond \$1,496,535 (275K is bond reserve)

Water \$ 3,982,516

Sewer \$ 1,199,297



Month End YTD Budget vs. Actual

May 2024

Shared Expenses

	<u>May 2024</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,324	3,663
520- Personnel Expenses	951,828	1,306,250
530- Office Expenses	85,370	81,576
540- Vehicle Expenses	30,718	50,413
550- Professional Services (Shared)	81,012	137,500
560- Other Expenses (Shared)	106,725	165,000
Total	1,256,977	1,744,402



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

May 2024

Water

	<u>May 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,783,243	1,970,826
450- H2O Meter	74,461	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	122,992	165,000
620- Repairs/ Maintenance Expenses	76,658	181,500
630- Professional Services (Water)	20,257	4,576
Total 600- Water O&M Expenses	219,907	351,076
Half of Shared Expenses	628,488	872,201
Series B Loan	133,936	133,936
Total Expenses	982,331	1,357,213

- *610- \$10,585 is H2O Meter Cost



FOUR CORNERS

Water & Sewer District

Month End YTD Budget vs. Actual

May 2024

Sewer

	<u>May 2024</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	2,152,895	1,925,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	280,508	389,576
720- Repairs/ Maintenance Expenses	77,101	183,326
730- Professional Services (Sewer)	1,230	11,000
Total 700- Sewer O&M Expenses	358,839	583,902
Half of Shared Expenses	628,488	872,201
Series B Loan	248,721	248,721
Total Expenses	1,236,008	1,704,824



General Manager Topics- June 2024

- SCADA- ongoing, servers installed- HMI in work
- Northstar Lift Station- DEQ Approved
 - o Northstar Easement- Build expected FY 2024-2025
 - o HOA is currently involved of building design phase
- Capacity Status- 814
- Progress on water loop- DEQ Submittals
 - o Norris road: Ready for bids
 - o Old Milwaukee: DEQ Approved
 - o Baxter: Engineering in progress



May 2024

Capital Projects

Cost to date

Project	Budget	YTD
Elk Grove WW Life Extension	\$2,000,000	\$1,506,519
Scada	\$1,200,000	\$671,839
SBR 3 & 4 WRF and 5	\$12,000,000	\$10,261,633
Odor Control	\$1,000,000	\$506,768
WRF Filter System	\$1,800,000	\$847,847
Water Model	\$100,000	\$17,480
Water Loops		\$61,623
Baxter - Creekside	\$25,000- Eng/ \$1.25M- Construction	
Zoot Way - New Ventures	\$35,000- Eng/ \$1M- Construction	
Old Milwaukee	\$35,000- Eng/ \$600K- Construction	
Total	\$20,950,000	\$13,873,709

Future Project FY 2024-2025

NS Lift Station Replacement	\$900,000
Augmentation Gallery	\$200,000

Future Projects:

Water Storage	
Grit Removal System	
Equalization Basin	\$3,000,000