

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES  
REGULAR MEETING, June 17, 2025**

**Call to Order**

Vice President Jeff Sipes called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:33 pm on June 17, 2025, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: Vice President Jeff Sipes, Member Brad Early, and Member Michele Piazza.

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD and Libby Kueneker, Secretary

**Approval of Minutes**

May 20, 2025 Board Meeting

**Motion:** Member Brad Early moved to approve the Minutes as written. Member Michelle Piazza seconded. No public comment occurred. The Minutes were approved 3-0.

**Public Comment on Non-Agenda Items:**

No public comment occurred.

**GENERAL BUSINESS**

**Ordinance 2025-04 2nd Reading**

Ordinance 2025-04: An Ordinance Accepting the Annexation Petition of TWG Bozeman, LLC for annexation into the Four Corners Water and Sewer District

The property is located East of Jackrabbit in the NW ¼ Section 25, T01 S, R04 E, in Gallatin Montana. The petition is for 5 EDUs. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the 2nd reading of Ordinance 2025-04; Member Michelle Piazza seconded. No public comment occurred. The Motion passed 3-0.

**Ordinance 2025-05 2nd Reading**

Ordinance 2025-05: An Ordinance Accepting the Annexation Petition of Richard J. Ogle Tract 3A for annexation into the Four Corners Water and Sewer District

The property is located at the southeast corner of Valley Center and Jackrabbit. The petition is for 20 EDUs. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the 1st reading of Ordinance 2025-05; Member Michelle Piazza seconded. No public comment occurred. The Motion passed 3-0.

**Ordinance 2025-06 1st Reading**

Ordinance 2025-06: An Ordinance Accepting the Annexation Petition of Bobcat Auto Investments, LLC for annexation into the Four Corners Water and Sewer District

The property is located on the corner of Kennedy and Baxter and eventually will be in NHB's name. The petition is for 4 EDUs at this point but may need more in the future. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the 1st reading of Ordinance 2025-06; Member Michelle Piazza seconded. No public comment occurred. The Motion passed 3-0.

**Resolution 2025-04: 2025-2026 Draft Budget Approval**

Resolution 2025-05 : A Resolution of the Four Corners County Water and Sewer to Approve the 2025-2026 Budget

The budget is identical to the one reviewed at the June Meeting. The Board President reviewed and approved this budget as well. A Resolution will occur in August to suspend the \$1 and \$3 reserve fee to be put in effect in October.

**Motion:** Member Brad Early moved to approve Resolution 2025-04; Member Michelle Piazza seconded. No public comment occurred. The Motion passed 3-0.

**Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- A Board Member signed off on the engagement letter for the Audit. When the fiscal year ends on June 30th, review will begin. No findings occurred last year that required corrections.
- The DA reviewed contracts for 4 year billing. The Board discussed placing liens on properties if funds aren't received within 90 days.
- The Stip Bond water status is at \$2,223,576 and sewer status is at \$139,610.
- The DA reviewed the May 2025 budget vs. actual for the shared, sewer, and water expenses. The half million principal will be paid according to the timeline directed by the state, and will be discussed further at the August Board Meeting.

**Monthly Operations and Maintenance Report**

Phil George offered the report.

- The WRF SBR 5-Start up is complete.
- The Tertiary Filtration electrical installation of UV & filtration is underway. Start up will occur in August.
- The Odor Control Improvement equipment installation is nearing completion. The startup will occur in August. GGWSD needs to install a retrofit for digester (1-4) air.
- 80% of the new water line for the Zoot Watermain Extension needs to jack and bore under Norris Road, which is scheduled for June.
- The Northstar Lift Station construction is scheduled to be up and running by July 10.
- The augmentation upgrade is complete and in operation.
- The Valley Center building enlargement is completed; the schedule for installation of new equipment will be complete by Sept 2025.
- 2 Zoot wells have ceased to operate. Investigation for repairs has begun.
- Lightning effected failure at the FCWSD office, and an analog card was lost, suggesting a need to examine the robustness of the controls' design and look for redundancy among the 3 boosters. The issue was rectified over the weekend. The GM talked with the designer to request more than 1 analog card and to remove redundancy. While the Lift station control is safer, the 3 boosters need more robustness and checks and balances to improve the system's integrity. Conversations with MET are ongoing.

### **General Manager Topics**

Phil George offered the report.

- The Capacity status is at 888 EDUs but will move to 863 EDUs with today's 2nd readings.

### **Board Member Topics**

- The Board suggested a Resolution for the August Meeting approving placing a lien on properties that are 91 days past due on 4 year contract billing. Notices of a right to lien will be sent at 30 days to communicate clearly with district members. The DA will work with Susan to get correct language so that properties cannot be subdivided and sold separately to avoid liens.
- In the financial report, the DA will update the Board on updates of running total amounts collected from 4 year billing. The 4 year billing chart will include a breakout of amounts collected and a column tracking the status of each client, including notifications sent, payments received, and next steps.
- No July Meeting will occur.

**Next Meeting Date:** August 19, 2025

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of June 17, 2025 adjourned at 7:27 p.m.



Libby Kueneker  
Secretary