



Board Meeting Agenda for Tuesday, August 19, 2025 @ 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: June 17, 2025
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2025-06: 2nd reading Bobcat Auto Investments, LLC
- 2) Ordinance 2025-07: 1st reading Jeremy & Michele Shea
- 3) Resolution 2025-05: Special Assessment
- 4) Resolution 2025-06: Suspension on the Reserve Rate
- 5) Monthly Financial Report
- 6) O&M Report & General Manager Topics
- 7) Board Member Topics
- 8) Closed meeting- Montana Code 2-3-203(4)(a)

II. Next Meeting Date – Tuesday- September 16, 2025

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
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

Ordinance 2025-06

ORDINANCE ANNEXING BOBCAT AUTO INVESTMENTS LLC, 8450
HUFFINE LANE, BOZEMAN, MT 59718., GALLATIN COUNTY
MONTANA INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, BOBCAT AUTO INVESTMENTS LLC with address of 8450 Huffine Lane, Bozeman, MT 59718, as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 1, Block 1 of Kennedy Subdivision, located in Section 23, T01 S, R04 E, Gallatin County Montana hereinafter also referred to as "Property" requesting that the Property be annexed into the Four Corners County Water and Sewer District for water and sewer services; and

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

WHEREAS, on May 20, 2025, 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 Property will need to provide its own irrigation water.

WHEREAS, BOBCAT AUTO INVESTMENTS LLC will provide evidence of purchased water rights to serve the Property need to be provided for 4 EDU (640 gpd total) average daily flow of 160 gallons per day per EDU and have agreed 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, described above, into the District after transfer of water rights and payment of fees water and sewer service for 4 EDUs (640 gpd total) average daily flow of 160 gallons per day per EDU.

The District shall not provide water for irrigation.

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 June 17, 2025 with a vote of 3 in favor and 6 against and second reading on _____, 2025 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: 6/17, 2025

[Signature]
Its: Vice President

Attested: [Signature]
Secretary

2nd Read and approved: Four Corner's County Water and Sewer District

Dated: _____, 2025

Its: _____

Attested: _____
Secretary

Ordinance 2025-07

ORDINANCE ANNEXING JEREMY & MICHELE SHEA, TRACT 13
MINOR SUBDIVISION, BOZEMAN, MT 59718., GALLATIN COUNTY
MONTANA INTO THE FOUR CORNERS WATER & SEWER DISTRICT
(COOLWATER)

WHEREAS, JEREMY & MICHELE SHEA with mailing address of 200 Tinkers Lane, Bozeman, MT 59718, as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Tract 13 Minor Subdivision No. _____ being Tract 13 of Dependent Survey 8A, located in Section 12, T02 S, R04 E, Gallatin County Montana hereinafter also referred to as "Property" requesting that the Property be annexed into the Four Corners County Water and Sewer District for water and sewer services; and

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

WHEREAS, on June 17, 2025, 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 Property will need to provide its own irrigation water.

WHEREAS, JEREMY & MICHELE SHEA will provide evidence of purchased water rights to serve the Property need to be provided for 2.5 EDU (400 gpd total) average daily flow of 160 gallons per day per EDU and have agreed 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, described above, into the District after transfer of water rights and payment of fees water and sewer service for 2.5 EDUs (640 gpd total) average daily flow of 160 gallons per day per EDU.

The District shall not provide water for irrigation.

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 _____, 2025 with a vote of ____ in favor and ____ against and second reading on _____, 2025 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: _____, 2025

Its: _____

Attested: _____

Secretary

2nd Read and approved: Four Corner’s County Water and Sewer District

Dated: _____, 2025

Its: _____

Attested: _____

Secretary

RESOLUTION 2025-05

A Resolution of the Four Corner County Water and Sewer District Special Assessment

RECITALS

WHEREAS, the Four Corners County Water and Sewer District ("District") is a county water and sewer district duly established in 2003; and

WHEREAS, the District, after notice and pursuant to the laws of the State of Montana, annually establishes the special assessment amount to fund the obligations to the District; and

WHEREAS, the District, on the date of the public meeting set forth below, the Board, considered the special assessment amounts as well as public comment, if any.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves to adopt the special assessments as set forth below. The District acknowledges on the date of passage there are 2751 lots, parcels, tracts and units within the District which will be assessed.

Payment Date	Bond Payments	Tax Levy (Payment /2751)
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SRF- Wastewater Special Assessment Bond,
Series 2021A

1/1/2026	\$196,125.00	\$70.73
7/1/2026	\$606,125.00	\$218.59
Total	\$802,250.00	\$285.32

SRF- Wastewater Special Assessment Bond,
Series 2019 (\$11.3M)

1/1/2026	\$255,500.00	\$92.14
7/1/2026	\$254,737.50	\$91.86
Total	\$510,237.50	\$184.00

Summary

Total Payments:	\$1,312,487.50
Total Assessed Parcels:	2751
Total Tax Levy Per Parcel:	\$477.10

Dated this ____ day of August, 2025.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary

RESOLUTION 2025-06

A Resolution of the Four Corner County Water and Sewer District to Suspension on
Water and Sewer Reserve Rates.

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 is suspending the Water and Sewer Reserve Base of \$1.00 for
Water and \$3.00 for Sewer;

WHEREAS, the rate suspension will take place on the October 2025 billing cycle;

WHEREAS, If the board decides to lift the suspension on the water and sewer reserve
rate notice will be mailed out to all existing customer to notify them of the change.

NOW THEREFORE, the Four Corners County Water and Sewer Approves the
suspension of the Water and Sewer Reserve Rate of \$1.00 and \$3.00 effective on the
October 2025 billing cycle.

Dated this ___ day of August 2025.

Nancy Flikkema, President

ATTESTED:

Libby Kueneke , Secretary



August 2025

General Administration Actives and Issues:

- Upcoming Annexations
- Audit
- Employee's
- Black Bull
- Boy Scouts
-

Current Stip

Bond \$ 1,607,999 (275K is bond reserve)

Water \$ 1,533,833

Sewer \$48,759

Contract Charge +4 years

Collected: \$155,682

Past due: \$49,040



Month End YTD Budget vs. Actual

July 2025

Shared Expenses

	<u>July 2025</u>	<u>Budget</u>
500-Shared General Admin Expenses		
510- Board Members	0.00	333
520- Personnel Expenses	78,706	116,667
530- Office Expenses	4,506	9,167
540- Vehicle Expenses	1,876	3,333
550- Professional Services (Shared)	4,095	11,667
560- Other Expenses (Shared)	4,587	10,000
Total	93,770	151,167



Month End YTD Budget vs. Actual

July 2025

Water

	<u>July 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	285,928	183,750
450- H2O Meter		
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	11,075	16,667
620- Repairs/ Maintenance Expenses	7,593	15,000
630- Professional Services (Water)	0.00	2,083
Total 600- Water O&M Expenses	18,668	33,750
Half of Shared Expenses	46,885	75,583
Series B Loan	12,008	12,008
Capital Equipment Replacement	0.00	16,667
Total Expenses	77,561	138,008

- *610- \$0.00 is H2O Meter Cost



Month End YTD Budget vs. Actual

July 2025

Sewer

	<u>July 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	221,317	186,250
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	30,839	29,167
720- Repairs/ Maintenance Expenses	24,493	28,333
730- Professional Services (Sewer)	0.00	1,000
Total 700- Sewer O&M Expenses	55,332	58,500
Half of Shared Expenses	46,885	75,583
Series B Loan	22,299	22,299
Capital Equipment Replacement	0.00	20,833
Total Expenses	124,516	177,215



Operation & Maintenance Report. August 2025

- The Tertiary Filtration- Startup in September.
- All the Odor Control Improvement equipment is installed, startup in September.
- The Northstar Lift Station construction is complete and operating need VFD #3.
- Valley Center building , schedule installation of new equipment to be completed by Sept 2025.
- Zoot Wells, Status 1 and 2 are operational well 3 needs work.
(Chart)
- Baxter waterline extension is in bid process

General Manager Topics: August 2025

- Capacity Status- 977

Hantush-Bierschenk Solution for Well LossComparison of 2001 and 2025 Step Tests at Zoot Well 3

