



Board Meeting Agenda for Tuesday, November 18, 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: October 21, 2025
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2025-08: 2nd reading Rae Holdings LLC
- 2) Monthly Financial Report
- 3) O&M Report & General Manager Topics
- 4) Board Member Topics
- 5) No December Meeting
- 6) Closed meeting- Montana Code 2-3-203(4)(a)

II. Next Meeting Date – Tuesday- January 20,2026

III. Adjourn Meeting

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, October 21, 2025

Call to Order

Vice President Jeff Sipes called the regular Meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:31 pm on October 21, 2025, 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 via phone, Member Jeff Sipes and Member Michele Piazza.

Staff/Public present: Phil George, General Manager (GM) from FCWSD; Amy Ellingson, District Administrator (DA) from FCWSD, Employees Colbie Burghart and Louis Cevasco from FCWSD, Justin Gerber via Teams from Amatics, Meghan Hazer Alvarez from Gallatin County Planning Department, and Libby Kueneke, Secretary

Approval of Minutes

In the August 19, 2025 Board Meeting Minutes, Jeff Sipes, rather than Nancy Flikkema, needs to be listed as calling the Meeting to order. Michele Piazza's name should have 1 "L" each time it appears.

Motion: Member Michele Piazza moved to approve the Minutes as amended. Member Brad Early seconded. No public comment occurred. The Minutes were approved 4-0.

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS

Ordinance 2025-07 2nd Reading

Ordinance 2025-07: An Ordinance Accepting the Annexation Petition of Jeremy & Michele Shea for annexation into the Four Corners Water and Sewer District

The property is located in the Coolwater Subdivision. The petition is for 2.5 EDUs. An ADU will be included. Phil recommends approval.

Motion: Member Michele Piazza moved to pass the 2nd reading of Ordinance 2025-07; member Nancy Flikkema seconded. No public comment occurred. The Motion passed 4-0.

Ordinance 2025-08 1st Reading

Ordinance 2025-08: An Ordinance Accepting the Annexation Petition of Rae Holdings LLC for annexation into the Four Corners Water and Sewer District

The property is located in the Rainbow Subdivision. The petition is for 1 EDU. Phil recommends approval.

Motion: Member Michele Piazza moved to pass the 1st reading of Ordinance 2025-08; member Brad Early seconded. No public comment occurred. The Motion passed 4-0.

Resolution 2025-07: Finance Committee Approval

Resolution 2025-07 : A Resolution of the Four Corners County Water and Sewer to allow the Finance Committee and General Manager to approve Water Rights Purchase.

The GM requests the Board authorize the Finance Committee be able to settle with Utility Solutions.

Motion: Member Michele Piazza moved to approve Resolution 2025-07; Member Nancy Flikkema seconded. No public comment occurred. The Motion passed 4-0.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- FCWSD had 2 employees leave recently and hired 2 new employees.
- Bulk H2O wrapped up a few weeks ago. \$30,000 was collected.
- Gallatin Gateway had a September Meeting. They're selling capacity and have VRUs remaining.
- The Insurance renewal process has begun.
- The Board approved making a new 3 year contract with Amatics.
- The Stip Bond water status is at \$1,451,617 and the sewer status is at \$159,871.
- The DA reviewed the Contracts for four-year billing.
- Suspension of Water and Sewer reserve fee went into effect in October.
- The DA reviewed the September 2025 budget vs. actual for the shared, sewer, and water expenses.

Audit Presentation

Justin Gerber provided the presentation.

Justin reviewed the Audit Report for the Board. The audit found a clean opinion as they found the reports gathered to be correct. No material weaknesses or significant deficiencies were found. A request was made from the Board for Areas for daily improvement. One suggestion was the Board having their own analytical procedures for water revenues so the Board could easily and quickly tell if something was out of line.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The Tertiary Filtration Startup is happening in October.
- All the Odor Control Improvement equipment is installed. The startup began in September. A new odor control test will occur in June.
- The Northstar Lift Station construction is complete and operating. Investigation of pump issues continues.
- The scheduled installation of Valley Center's new equipment will be completed this October.
- Zoot Wells 1 and 2 are operational. Well 3 needs work.
- The Baxter waterline extension bid is completed, contract awarded.
- A new lift rail system was installed at Durston, Black Bull 2, and Valley Center.
- The capacity status is at 938 EDUs.

Board Member Topics

- On request, the GM reviewed odor control issues.
- Work at Elk Grove continues.
- On request, the GM explained the purpose of the new rail system in greater detail.
- A Board Member informed the Board a public hearing will occur at 6:00 on a proposed tax amendment including short term rental, growth area zoning reform, and affordable housing. A request was made for the old language and new language in these areas.

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

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

Next Meeting Date: November 18, 2025

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District Meeting of October 21, 2025 adjourned at 7:48 p.m.

Libby Kueneker
Secretary

Ordinance 2025-08

ORDINANCE ANNEXING RAE HOLDINGS LLC, 7130 SPRINGHILL
COMMUNITY ROAD, BELGRADE, MT 59714., GALLATIN COUNTY
MONTANA INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, RAE HOLDINGS LLC with address of 7130 Springhill Community Road, Belgrade, MT 59714, as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 79-83, of Rainbow Subdivision, located in Section 14, 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 August 19, 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, RAE HOLDINGS LLC will provide evidence of purchased water rights to serve the Property need to be provided for 1 EDU (160 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 1 EDUs (160 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 Oct 21, 2025 with a vote of 4 in favor and 0 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: Oct 21, 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



November 2025

General Administration Actives and Issues:

- Upcoming Annexations
- Employee's
- Housing benefit
- No December meeting

Current Stip

Bond \$ 1,738,687 (275K is bond reserve)

Water \$ 1,451,617

Sewer \$159,871

Contract Charge +4 years

Collected: \$259,901

Past due: \$40,970



Month End YTD Budget vs. Actual

October 2025

Shared Expenses

	<u>October 2025</u>	<u>Budget</u>
500-Shared General Admin Expenses		
510- Board Members	225	1,332
520- Personnel Expenses	373,590	446,668
530- Office Expenses	32,672	36,668
540- Vehicle Expenses	15,675	13,332
550- Professional Services (Shared)	32,871	46,668
560- Other Expenses (Shared)	37,330	40,000
Total	492,363	584,668



Month End YTD Budget vs. Actual

October 2025

Water

October 2025 Budget

Income/Expense

Income

400- Operating Revenues

410- Water Revenues

1,048,304

735,000

450- H2O Meter

Expense

600- Water O&M Expenses

*610- System Operating Exp (Water)

64,530

66,668

620- Repairs/ Maintenance Expenses

15,810

60,000

630- Professional Services (Water)

7,649

8,332

Total 600- Water O&M Expenses

87,989

135,000

Half of Shared Expenses

246,181

292,334

Series B Loan

48,032

48,032

Capital Equipment Replacement- 930

12,154

66,668

Total Expenses

394,356

542,034

Capital Equipment Replacement- NS Booster meter replacement

- *610- \$13,826 is H2O Meter Cost (all 2 inch)



Month End YTD Budget vs. Actual

October 2025

Sewer

	<u>October 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	806,602	745,000
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	114,631	116,668
720- Repairs/ Maintenance Expenses	108,813	113,332
730- Professional Services (Sewer)	0.00	4,000
Total 700- Sewer O&M Expenses	223,444	234,000
Half of Shared Expenses	246,181	292,334
Series B Loan	89,196	89,196
Capital Equipment Replacement- 940	62,384	83,332
Total Expenses	621,205	698,862
Capital Equipment Replacement- Lift station pumps		



Operation & Maintenance Report November 2025

- The Tertiary Filtration- Continuing
- The Northstar Lift Station investigating pump issues.
- Valley Center, completed.
- Zoot Wells, Status 1 and 2 are operational well 3 needs work.
- Baxter waterline extension bid complete

General Manager Topics: November 2025

- Capacity Status- 935