



Board Meeting Agenda for Tuesday, April 15, 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: February 18, 2025
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

I. General Business

- 1) Ordinance 2025-01: 2nd reading Pipeline Boomer Properties
- 2) Ordinance 2025-02: 2nd reading Cancro
- 3) Ordinance 2025-03: 1st reading Rosa
- 4) Resolution 2025-02: Increasing additional water charge
- 5) Gallatin County – February meeting
- 6) Monthly Financial Report
- 7) O&M Report & General Manager Topics
- 8) Board Member Topics
- 9) No March Meeting

II. Next Meeting Date – Tuesday- May 20, 2025

III. Adjourn Meeting

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT
REGULAR MEETING, February 18, 2025**

Call to Order

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30pm on February 18, 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 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

January 21, 2025 Board Meeting

On the third Bullet point for the Gallatin Gateway Update, fix the font color and remove "because."

Motion: Member Jeff Sipes moved to approve the Minutes with the noted revisions. Member Brad Early seconded. No public comment. The Minutes were approved 3-0.

Public Comment on Non-Agenda Items:

No public comment occurred.

GENERAL BUSINESS

Ordinance 2025-01 1st Reading

Ordinance 2025-01: An Ordinance Accepting the Annexation Petition of Pipeline Boomer Properties LLC for annexation into the Four Corners Water and Sewer District

The property is located north of the Korner Club. The petition is for 5 sewer only EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2025-01; member Brad Early seconded. No public comment. Motion passed 3-0.

Ordinance 2025-02 1st Reading

Ordinance 2025-01: An Ordinance Accepting the Annexation Petition of The Cancro Property, Lot 2 & 3 of Minor 525A-235 Snowy Mountain Circle #2 for annexation into the Four Corners Water and Sewer District

The property is located in Coolwater. The petition is for 3 sewer only EDUs. Phil recommends approval.

Motion: Member Jeff Sipes moved to pass the 1st reading of Ordinance 2025-02; member Brad Early seconded. No public comment. Motion passed 3-0.

Discussion on Increasing Additional Water Charge

The GM met with the finance committee. They agreed to keep the base rate unchanged and increase the variable rate. The DA will draft a letter for residents and a Resolution effective May 15th to allow for a 30 day notice for the April Meeting.

Monthly Financial Report

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations.
- 3 clients will begin receiving the \$80 charge this summer, as per contract. The DA will update the Board on billed clients beginning at the April Meeting.
- The Planning Coordination Committee Meeting will be on March 4th from 3:30-5 in the courthouse. The GM will review FCWSD and GGWSD.
- The Stip Bond water status is at \$2,645,198 and sewer status is at \$168,795.
- The DA reviewed the January 2025 budget vs. actual for the shared, sewer, and water expenses.

Monthly Operations and Maintenance Report

Phil George offered the report.

- The WRF SBR 5 Start-up is scheduled for around April 2025.
- The Tertiary Filtration electrical installation is continuing. The Garage door is installed. The work platform is in design, and the HVAC is in work.
- All the Odor Control Improvement equipment is installed. The size of IPS fan may need to be upgraded.
- 80% of the new water line for the Zoot Watermain Extension has been installed. The contractor is still awaiting the permit for the jack and bore under Norris Road from the Montana Department of Transportation.
- At the Northstar Lift Station, locates were called in and a fiber optic cable was found that must be moved, delaying wet well construction 2-3 weeks.
- A Journeyman Electrician applied, interviewed and started work for FCWSD.
- 2 Easements, in Gallatin Heights and in Northstar, were granted in the last month.

General Manager Topics

Phil George offered the report.

- The Capacity Status is at 956.
- No March Meeting will occur.

Board Member Topics

No Board Member topics arose.

Next Meeting Date: April 15, 2025

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of February 18, 2025 adjourned at 6:54 p.m.

Libby Kueneke
Secretary

Ordinance 2025-01

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF PIPELINE
BOOMER PROPERTIES, LLC, Lot 7A of Amended Plat of Tract A of
Middle Creek Meadows No. 3 - 40 SPANISH PEAK DRIVE, BOZEMAN,
MT 59718, GALLATIN COUNTY MONTANA INTO THE FOUR
CORNERS WATER & SEWER DISTRICT-
SEWER ONLY

WHEREAS, PIPELINE BOOMER PROPERTIES LLC, a Texas limited liability company with address of 20900 Whispering Pines, Missoula MT 59808 as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 7A of Amended Plat of Tract A of Middle Creek Meadows No. 3, located in the SW1/2 of Section 12, T02 S, R04 E, Gallatin County Montana (Plat Reference: J-81-A) 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 to the District boundary; and

WHEREAS, on January 21, 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 PIPELINE BOOMER PROPERTIES LLC, agrees to pay the sewer capacity fee for five (5) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 800 gallons per 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 Lot 7A of Amended Plat of Tract A of Middle Creek Meadows No. 3, located in the SW1/2 of Section 12, T02 S, R04 E, Gallatin County into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 800 gallons a day and average daily flow of 160 gallons per day per EDU (Five EDUs). 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 Feb 18, 2025 with a vote of 3 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: Feb 18, 2025

Nancy A. Filiberto
Its: President

Attested: Wesley Krenche
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2025

Its: _____

Attested: _____
Secretary

Ordinance 2025-02

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF THE
CANCRO PROPERTY, Lot 2 & 3 OF MINOR 525A- 235 SNOWY
MOUNTAIN CIRCLE #2 GALLATIN GATEWAY, GALLATIN COUNTY
MONTANA INTO THE FOUR CORNERS WATER & SEWER DISTRICT-
SEWER ONLY

WHEREAS, Robert and Ashley Cancro, with a address of 235 Snowy Mountain Circle #2, Gallatin Gateway, MT 59730 as "Owners" of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 2 and 2A OS and Lot 3 and Lot 3A of the corrected plat of Tract 5 of Dependent Survey No. 8A, located in the NW1/4 of 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 to connect to *sewer service only*; and

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

WHEREAS, on January 21, 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 Owners agree to pay the sewer capacity fee for three (3) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 480 gallons per 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 Lot 2 and 2A OS and Lot 3 and Lot 3A of the corrected plat of Tract 5 of Dependent Survey No. 8A, located in the NW1/4 of Section 12, T02 S, R04 E, Gallatin County Montana, into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 480 gallons a day and average daily flow of 160 gallons per day per EDU (Three EDUs). 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 Feb 18, 2025 with a vote of 3 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: Feb 18, 2025

Nancy A. Fickema
Its: President

Attested: Mary Krenke
Secretary

2nd Read and approved:

Four Corner's County Water and Sewer District

Dated: _____, 2025

Its: _____

Attested: _____
Secretary

Ordinance 2025-03

ORDINANCE ACCEPTING THE ANNEXATION PETITION OF JOHN ROSA, Lot 48 of the Rainbow Subdivision of Bozeman Hot Springs Tract, BOZEMAN, MT 59718, GALLATIN COUNTY MONTANA INTO THE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS JOHN ROSA, with address of 480 Cherry Ave, Bozeman, MT 59718 as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Lot 48 of the Rainbow Subdivision of Bozeman Hot Springs Tract, located in Section 14, 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; and

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

WHEREAS, on February 18, 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 JOHN ROSA, agrees to pay the capacity fees for one (1) Equivalent Dwelling Units ("EDUs"), with an EDU equal to a maximum daily flow of 160 gallons per 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 Lot of the Rainbow Subdivision of Bozeman Hot Springs Tract, located in Section 14, T02 S, R04 E., Gallatin County into the District to provide sewer service to the Property not to exceed equal to a maximum daily flow of 160 gallons a day and average daily flow of 160 gallons per day per EDU (Five EDUs). 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 _____, 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 2025-02

A Resolution of the Four Corner County Water and Sewer District to Increase Water and Sewer 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 not planning to raise the user’s rates of water & sewer. The water variable rate will be adjusted by volume tiers from 4.5% to 4.95%, the variable sewer rate will not increase.

WHEREAS, the rate adjustment does not require a rate hearing as it is below the voting threshold of 5% in any 12-month period.

WHEREAS, Notice of the water and sewer rate increase will be mailed out to all existing customer to notify them of the change of rates.

NOW THEREFORE, the Four Corners County Water and Sewer District resolves for the General Manager to raise rates effective May 2025 billing cycles for all customers.

Dated this ___ day of April 2025

Nancy Flikkema, President

ATTESTED:

Libby Kueneke, Secretary



**Water and Sewer Base Rates- 2025
NO CHANGE**

Category	Base volume, gallons	Rate
1. Residential	0-4,000	\$87.75
2. Commercial Condos &Galactic Park Residential	0-6,000	\$131.63
3. Commercial	0-14,000	\$307.14
4. Additional EDU Users	0-4,000	Varies

In addition to the Base Rate a \$1.00 water reserve and \$3.00 sewer reserve per month will be added.

**NEW
Water Variable Rates
Effective May 2025 Billing Cycle**

Category 1		Category 2	
Volume Used, gal	\$/1000 gallons	Volume Used, gal	\$/1000 gallons
4,001-20,000	\$3.93	4,001-20,000	\$3.93
20,001- 36,000	\$5.08	20,001- 36,000	\$5.08
36,001- 52,000	\$6.22	36,001- 52,000	\$6.22
>52,000	\$10.21	>52,000	\$10.21

Category 3		Category 4	
Volume Used, gal	\$/1000 gallons	Volume Used, gal	\$/1000 gallons
14,001-20,000	\$3.93	4,001-20,000	\$3.93
20,001- 36,000	\$5.08	20,001- 36,000	\$5.08
36,001- 52,000	\$6.22	36,001- 52,000	\$6.22
>52,000	\$26.97	>52,000	\$26.97

Sewer Variable Rates will not change



February 2025

FCWSD History

- Formed in 2003
 - o Primary Administrative
- 2016 - Purchased Water Distribution & Wastewater Assets
 - o Members of the District voted
 - o Processing Capacity 300,000 g/d
 - o Customer bill: 1243
- 2018 - Signed Interlocal Agreement with GGWSD
 - o Processing Wastewater
- 2019 - Construction begins on Capacity Increase
- 2025 - Construction Complete Total Increase: 900,000 g/d



February 2025

Information to be Discussed

- Discharge status
- Sewer System Status
- Water System Status
- District Future



February 2025

Discharge Permit

- Outfall 003 (RI Basin- Milwaukee) 1.4 mgpd

Current Capacity

- Outfall 003 1.290 mgpd

February 2025

Sewer System Processing Status

- Elk Grove 300,000 gpd (offline)
- WRF
 - o SBR #1 (Dec 2020) 200,000 gpd
 - o SBR #2 (Sept 2021) 200,000 gpd
 - o SBR #3 (Mar 2024) 200,000 gpd
 - o SBR #4 (Mar 2024) 200,000 gpd
- Future
 - o SBR #5 100,000 gpd
 - o Elk Grove 300,000 gpd
 - o Technology upgrade- in process
- Projected Capacity 1.2 mgpd



February 2025

Water System Status

- 2 Water Systems
- Northstar
 - o 3 Booster Stations
 - o 6 Wells
 - o 2 Storage Tanks
- Future
 - o Evaluation water booster and tank addition
- Elk Grove
 - o 1 Booster Station
 - o 3 Wells
 - o 1 Storage Tank

Note: Developers purchase water rights from Utility Solutions, then they are transferred to the FCWSD for service.

February 2025

District Future Plans

- Key Limiting Factors
 - Discharge Permit- Lack of Discharge Area
 - The District is limited to 7500 Sewer EDU'S
 - Current Commitments: 6,544
 - Remaining EDU'S: 956



April 2025

General Administration Actives and Issues:

- **Upcoming Annexations**
- **Insurance renewal**
- **Contract 4 year billing**

Current Stip

Bond \$1,894,605 (275K is bond reserve)

Water \$ 2,560,392

Sewer \$450,044



Month End YTD Budget vs. Actual

March 2025

Shared Expenses

	<u>March 2025</u>	<u>Budget</u>
Income/Expense		
Expense		
500-Shared General Admin Expenses		
510- Board Members	1,616	2,997
520- Personnel Expenses	995,203	1,068,750
530- Office Expenses	82,233	71,253
540- Vehicle Expenses	27,717	33,750
550- Professional Services (Shared)	94,971	112,500
560- Other Expenses (Shared)	71,442	112,500
Total	1,273,182	1,401,750



Month End YTD Budget vs. Actual

March 2025

Water

	<u>March 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
410- Water Revenues	1,676,369	1,649,997
450- H2O Meter	28,100	
Expense		
600- Water O&M Expenses		
*610- System Operating Exp (Water)	87,598	150,003
620- Repairs/ Maintenance Expenses	120,635	135,000
630- Professional Services (Water)	13,428	18,747
Total 600- Water O&M Expenses	221,661	303,750
Half of Shared Expenses	636,591	700,875
Series B Loan	109,584	109,584
Total Expenses	967,836	1,114,209

- ***610- \$9,772 is H2O Meter Cost**



Month End YTD Budget vs. Actual

March 2025

Sewer

	<u>March 2025</u>	<u>Budget</u>
Income/Expense		
Income		
400- Operating Revenues		
420- Sewer Revenues	1,732,172	1,725,003
Expense		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	239,716	318,753
720- Repairs/ Maintenance Expenses	228,939	150,003
730- Professional Services (Sewer)	6,064	9,000
Total 700- Sewer O&M Expenses	474,719	477,756
Half of Shared Expenses	636,591	700,875
Series B Loan	203,499	203,499
Total Expenses	1,314,809	1,382,130



Operation & Maintenance Report. May 2025

- WRF SBR 5- Start up scheduled: April/May 2025
- The Tertiary Filtration electrical installation is complete. Garage door installed. The work platform is complete.
- All the Odor Control Improvement equipment is installed, startup June.
- 80% of the new water line for the Zoot Watermain Extension needs to jack and bore under Norris Road.
- The Northstar Lift Station construction started February 10th.
- Augmentation upgrade started to be completed in April.
- Valley Center building enlargement started

General Manager Topics: April 2025

- Capacity Status- 956