



**Board Meeting Agenda for Tuesday, May 20, 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: April 15, 2025
- 3) Public Comment: Non-Agenda Items- Time Limit on public comment 5 minutes

**I. General Business**

- 1) Ordinance 2025-03: 2<sup>nd</sup> reading Rosa
- 2) Ordinance 2025-04: 1<sup>st</sup> reading TWG Bozeman, LLC
- 3) Ordinance 2025-05: 1st reading Richard Ogle
- 4) Draft Budget: 2025/2026
- 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- June 17, 2025**

**III. Adjourn Meeting**

## **FOUR CORNERS WATER AND SEWER DISTRICT MINUTES DRAFT REGULAR MEETING, April 15, 2025**

### **Call to Order**

President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:29 pm on April 15, 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, Member Jeff Sipes, Member Justin Hart and Member Michele Piazza.

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 18, 2025 Board Meeting

**Motion:** Member Jeff Sipes moved to approve the Minutes as written. Member Justin Hart seconded. No public comment occurred. The Minutes were approved 5-0.

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

No public comment occurred.

## **GENERAL BUSINESS**

### **Ordinance 2025-01 2nd Reading**

Ordinance 2025-01: An Ordinance Accepting the Annexation Petition of Pipeline Boomer Properties, LLC Lot 7A of Amended Plat of Tract A for annexation into the Four Corners Water and Sewer District

The property is located adjacent to the Corner Post. The petition is for 5 sewer only EDUs. Phil recommends approval.

**Motion:** Member Jeff Sipes moved to pass the 2nd reading of Ordinance 2025-01; member Justin Hart seconded. No public comment occurred. Motion passed 5-0.

### **Ordinance 2025-02 2nd Reading**

Ordinance 2025-02: An Ordinance Accepting the Annexation Petition of the Cancro Property, Lot 2 & 3 of Minor 525 A-235 for annexation into the Four Corners Water and Sewer District

The property is located in the Cool Water subdivision. The petition is for 3 sewer only EDUs. Phil recommends approval.

**Motion:** Member Jeff Sipes moved to pass the 2nd reading of Ordinance 2025-02; member Justin Hart seconded. No public comment occurred. Motion passed 5-0.

### **Ordinance 2025-03 1st Reading**

Ordinance 2025-03: An Ordinance Accepting the Annexation Petition of John Rosa, Lot 48 for annexation into the Four Corners Water and Sewer District

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

**Motion:** Member Michelle Piazza moved to pass the 1st reading of Ordinance 2025-03; member Justin Hart seconded. No public comment occurred. Motion passed 3-0.

### **Resolution 2025-02: Increasing Additional Water Charge**

Resolution 2025-02 : A Resolution of the Four Corners County Water and Sewer to increase

Only the excess water rate will change to encourage conservation while the base rate will stay the same. The water variable rate will be adjusted by volume tiers from 4.5% to 4.95%. The DA will inform all homeowners via mail of the changes. Increases will take effect June 2025 billing cycle.

**Motion:** Member Michelle Piazza moved to approve Resolution 2025-02; Member Jeff Sipes seconded. No public comment occurred. Motion passed 5-0.

### **March PCC Triangle Project Meeting**

Phil George reported on information he shared at the meeting.

- The GM reported on steps taken while serving GGWSD. GGWSD's discharge capacity and subsequent growth rate are limited by FCWSD's discharge capacity.
- The GM discussed FCWSD's discharge, water, and system status, and the district's future plan.
- The GM reported on the FCWSD facility status.

### **Monthly Financial Report**

Amy Ellingson provided the report.

- The DA reviewed upcoming annexations. The Board, DA, and GM discussed communicating the status clearly with landowners with vacant properties.
- FCWSD employee insurance was renewed.
- FCWSD billed the first \$80/EDU for contracted clients above and beyond the 4 year contractual EDU purchase. The board requested a monthly report on billed vs. collected. The Board asked at what point unpaid bills will result in a lien on property. The DA will look into if a time threshold already has been decided and will report back at the next Meeting.
- The Stip Bond water status is at \$2,560,392 and sewer status is at \$450,044.
- The DA reviewed the March 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 startup is scheduled for April/May 2025.
- The Tertiary Filtration electrical installation is complete, the garage door is installed, and the work platform is complete. Instrumentation continues.
- All the Odor Control Improvement equipment is installed, and startup will occur in June or July.
- 80% of the new water line for the Zoot Water Main Extension is complete. The contractor needs to jack and bore under Norris Road, which will begin in May.
- The Northstar Lift Station construction started February 10th.
- The augmentation upgrade has been started and will be completed in April.
- The Valley Center building enlargement started.

**General Manager Topics**

Phil George offered the report.

- The current capacity status is at 895 EDUs.
- The GM reviewed images of the construction and installation progress for the Board.

**Board Member Topics**

The Elk Grove timeline to become operational is three years away as the district's new capacity allows them to avoid running two processing plants when one suffices.

**Board Member Topics**

None

**Next Meeting Date:** May 20, 2025

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of April 15, 2025 adjourned at 7:37 p.m.

Libby Kueneker  
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 48 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 (one 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 April 15, 2025 with a vote of 5 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.

1<sup>st</sup> Read and approved:

Four Corner's County Water and Sewer District

Dated: April 15, 2025

Nancy H. Flibkema

Its: President

Attested: Atty Krenke  
Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_  
Secretary

Ordinance 2025-04

ORDINANCE ANNEXING TWG BOZEMAN, LLC Property,  
Tract 1 of Certificate of Survey No. 2805C. Gallatin County Montana INTO THE  
FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, TWG BOZEMAN, LLC, with address of 1413 E. Hawthorne Rd, Spokane, WA 99218, as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Tract 1 of Certificate of Survey No. 2805C, located in NW ¼ Section 25, 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 both water and sewer service; and

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

WHEREAS, on April 15, 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, TWG BOZEMAN, LLC will provide evidence of purchased of water rights to serve the Property need to be provided for 5 EDU (800 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 Properties, described above, into the District after transfer of water rights and receiving payment of fees water and sewer service for 5 EDUs (800 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 utilize water or sewer on the Property be added, the District makes no representation that the District will have sufficient water or sewer capacity to service future structures or more uses.

ADOPTED by the Board of Directors of the Four Corners County Water and Sewer District after first reading on \_\_\_\_\_, 2054 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.

1<sup>st</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_

Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_

Secretary



Ordinance 2025-05

ORDINANCE ANNEXING RICHARD J. OGLE Tract 3A of Certificate of  
Survey No. 2677A., GALLATIN COUNTY MONTANA INTO T  
HE FOUR CORNERS WATER & SEWER DISTRICT

WHEREAS, RICHARD J. OGLE with address of PO Box 1109, Bozeman, MT 59771, as owner of the Property described herein, submitted a petition for annexation of a parcel of land described as Tract 3A of Certificate of Survey No. 2677A, 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 April 15, 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, RICHARD J. OGLE will provide evidence of purchased water rights to serve the Property need to be provided for 20 EDU (3,200 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 20 EDUs (3,200 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.

1<sup>st</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_

Secretary

2<sup>nd</sup> Read and approved: Four Corner's County Water and Sewer District

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Its: \_\_\_\_\_

Attested: \_\_\_\_\_

Secretary



Approved			
	Budget 24-25	Projected Actual	Proposed 25-26
- Water Income	2200	2215	2235
- Sewer Income	2300	2310	2335
Water			
- Op Expenses	406	303	405
- Rev Bond	168	168	168
- Shared Expenses	934	851	907
- Capital Equip Replacement	-	-	200
<b>Total</b>	<b>1507</b>	<b>1322</b>	<b>1680</b>
Sewer			
- Op Expenses	637	634	702
- Rev Bond	312	312	312
- Short Term Asst Rev	34	34	34
- Shared Expenses	935	851	907
- Capital Equip Replacement	-	-	250
<b>Total</b>	<b>1918</b>	<b>1831</b>	<b>2205</b>



### General Admin Expenses

	Approved Budget 24-25	Projected Actual	Proposed 25-26
- Board	4	3	4
- Personal Expenses	1425	1330	1400
- Office Admin	95	110	110
- Vehicle Expenses	45	37	40
- Professional Services	150	126	140
- Other Expenses	150	96	120
<b>Total</b>	<b>1869</b>	<b>1702</b>	<b>1814</b>



# FOUR CORNERS

## Water & Sewer District

	Approved Budget 24-25	Projected Actual	Proposed 25-26
<b>Water</b>			
- Income	2200	2215	2235
<b>Expenses</b>			
- Operating	200	117	200
- Repairs/Maintenance	180	161	180
- Professional Services	25	25	25
<b>Sub Total</b>	<b>405</b>	<b>303</b>	<b>405</b>
- Rev Bond	168	168	168
- Shared Expenses	934	851	907
- Capital Equip Replacement -		-	200
<b>Total</b>	<b>1507</b>	<b>1322</b>	<b>1680</b>



	Approved		
	Budget 24-25	Projected Actual	Proposed 25-26
<b>Sewer</b>			
- Income	2300	2310	2335
<b>Expenses</b>			
- Operating	425	320	350
- Repairs/Maintenance	200	305	340
- Professional Services	12	9	12
<b>Sub Total</b>	<b>637</b>	<b>634</b>	<b>702</b>
- Short Term Assets Rev	34	34	34
- Rev Bond	312	312	312
- Shared Expenses	935	851	907
- Capital Equip Replacement -		-	250
<b>Total</b>	<b>1918</b>	<b>1831</b>	<b>2205</b>





**May 2025**

**General Administration Actives and Issues:**

- **Upcoming Annexations**
- **Contract 4 year billing**
- **Employment Ad**
- **Gallatin Gateway**

**Current Stip**

**Bond \$ 1,901,430 (275K is bond reserve)**

**Water \$ 2,564,744**

**Sewer \$393,666**





**Month End YTD Budget vs. Actual**

**April 2025**

**Shared Expenses**

	<u><b>April 2025</b></u>	<u><b>Budget</b></u>
<b>Income/Expense</b>		
<b>Expense</b>		
<b>500-Shared General Admin Expenses</b>		
<b>510- Board Members</b>	<b>2,071</b>	<b>3,330</b>
<b>520- Personnel Expenses</b>	<b>1,078,102</b>	<b>1,187,500</b>
<b>530- Office Expenses</b>	<b>89,018</b>	<b>79,170</b>
<b>540- Vehicle Expenses</b>	<b>33,136</b>	<b>37,500</b>
<b>550- Professional Services (Shared)</b>	<b>96,414</b>	<b>125,000</b>
<b>560- Other Expenses (Shared)</b>	<b>72,629</b>	<b>125,000</b>
<b>Total</b>	<b>1,371,370</b>	<b>1,557,500</b>



**Month End YTD Budget vs. Actual**

**April 2025**

**Water**

	<u>April 2025</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
410- Water Revenues	1,835,645	1,833,330
450- H2O Meter	23,700	
<b>Expense</b>		
<b>600- Water O&amp;M Expenses</b>		
*610- System Operating Exp (Water)	93,115	166,670
620- Repairs/ Maintenance Expenses	123,414	150,000
630- Professional Services (Water)	13,428	20,830
<b>Total 600- Water O&amp;M Expenses</b>	<b>229,957</b>	<b>337,500</b>
<b>Half of Shared Expenses</b>	<b>685,685</b>	<b>778,750</b>
<b>Series B Loan</b>	<b>121,760</b>	<b>121,760</b>
<b>Total Expenses</b>	<b>1,037,402</b>	<b>1,238,010</b>

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



**Month End YTD Budget vs. Actual**

**April 2025**

**Sewer**

	<u>April 2025</u>	<u>Budget</u>
<b>Income/Expense</b>		
<b>Income</b>		
400- Operating Revenues		
420- Sewer Revenues	1,932,136	1,916,670
<b>Expense</b>		
700- Sewer O&M Expenses		
710- System Operating Exp (Sewer)	267,420	354,170
720- Repairs/ Maintenance Expenses	275,944	166,670
730- Professional Services (Sewer)	6,064	10,000
<b>Total 700- Sewer O&amp;M Expenses</b>	<b>549,428</b>	<b>530,840</b>
<b>Half of Shared Expenses</b>	<b>685,685</b>	<b>778,750</b>
<b>Series B Loan</b>	<b>226,110</b>	<b>226,110</b>
<b>Total Expenses</b>	<b>1,461,223</b>	<b>1,535,700</b>



## Operation & Maintenance Report. May 2025

- WRF SBR 5- Start up scheduled: May 2025
- The Tertiary Filtration electrical installation of UV & filtration underway.
- All the Odor Control Improvement equipment is installed, startup June. Need to install 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, scheduled May/June
- The Northstar Lift Station construction is scheduled through July.
- Augmentation upgrade complete, requires cleanup.
- Valley Center building enlargement completed, schedule installation of new equipment to be completed by Sept 2025.

## General Manager Topics: May 2025

- Capacity Status- 893