

## **FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, June 21, 2016**

### **Call to Order**

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District to order at 6:33 pm on Tuesday, June 21, 2016, in the library of Monforton School at 6001 Monforton School Road, Bozeman, Montana.

Board Members present: President Cory Klumb, Vice President Nancy Flikkema, Treasurer Terry Malloy.

Staff/Public: GM Kevin Kundert, Marty Gagnon representing MMI, Maralee Parsons, Secretary, Cass Malloy, Amy Ellingson, Jim Dolan, Jerry Ritter.

### **Approval of Minutes** (Board meeting of May 17, 2016)

VP Nancy Flikkema requested the last sentence on the bottom of page 3 be amended to "a notice will be posted on the bills when the service is available".

**MOTION:** VP Nancy Flikkema moved to accept the minutes as amended; President Cory Klumb seconded. ***Motion carried 3-0***

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

Jerry Ritter introduced himself as the owner of the Korner Klub. He is interested in hooking into the District, most likely for sewer only, and is working with District engineer Marty Gagnon on what would need to be done. He will need to obtain easements, which will set the pace. He has not experienced any issues with his private well.

## **GENERAL BUSINESS**

### **O&M Report (GM Kevin Kundert)**

1. Sampling documentation and monitoring reports are now on-line. Links will be provided to the Board going forward.
2. Chlorine was fed through the forced main, lift stations were cleaned out with a vac truck, and the BioLyneceus feed systems have been fabricated and were installed in 3 lift stations. This should reduce sludge hauling and septicity/odor at the WWTP. Effectiveness of the efforts is being monitored.
3. Parts for the WWTP rotor system (VFDs) and process control modifications were ordered, and should be installed next week. Installation of these modifications should help reduce sludge-hauling expense and increase plant efficiency.
4. Mowing and weed spraying have been completed.
5. Zoot chlorinator issues are being addressed; the dosing unit is unreliable and may be replaced. Replacement costs will be available at the next meeting.
6. A carbon filter for the headworks building at the WWTP is in process to address odor issues.
7. The team is investigating air injection into the wastewater collection system for reducing septicity of the influent to the plant.
8. There currently is no backup system for the WWTP effluent, so the team is preparing the Elk Grove drain field and effluent pumps to provide redundancy. The Elk Grove pumps were disconnected during plant construction, and apparently were not re-connected since the drainfield is broken up. The current estimate of work is about 160 man-hours.
9. Zach passed the last of his 3 exams and received a raise, as previously agreed to. Interviews will take place this week for the new operator position. Filling this position will enable in-house coverage vs. out-sourcing most of the maintenance

work. The interview team will weigh the pros and cons of hiring a seasoned vs. entry-level operator.

10. Kevin has been working with Trevor in the final month of the Utility Solutions transition agreement for final pointers on system operations.

### **Engineer's Report (Marty Gagnon)**

1. He met with the property owner association from Garden Center. They are "kicking the tires" about hooking up to FCWSD and talking about what the process would look like. At this point they are interested in sewer only (estimated at less than 15,000 gal/day); they are amenable to allowing the District to see their metering information each month. Marty feels it would be beneficial and good practice to have them hook up for sewer, as this would remove their drainfields, which are up gradient from the public water supply wells, from the system. Garden Center has some property they would like to trade for connection fees, to be discussed. They have hired Stahly Engineering to assist with the project and may have a presentation to the Board soon.
2. YMCA is still interested in hooking up to the District and they have been provided with the information they have requested. Marty thinks they would be served as out-of-district, rather than annexing in to the District.
3. He has reviewed the lift station plans for GGWSD, but has not yet received a full set of plans from Stahly, as required in the Interlocal agreement. He will talk to Stahly.
4. Marty received a call from the Lehrkinds, who have a 50 acre parcel southeast of Elk Grove. They will be building a subdivision, and requested information on how to connect to the District. A capacity analysis may need to be done.
5. He received an inquiry from Tyson Olson, who building a minor subdivision on Monforton School Road. He wants to use the District's water facilities for his fire protection plan, and Marty has sent him the District's policy (including a fee of \$2800/lot for out-of-district fire protection).

### **Financial Report**

The Board reviewed the District's balance sheet YTD and P&L for May 2016. Kevin clarified the mileage of \$1,198.84 in May was a payout of accumulated mileage over several months. There were 19 new service turn-ons, and 47 irrigation accounts were also turned on. Elk Grove service information will be placed on-line along with District service information.

### **Policy Issues**

Kevin is updating the District's connection guidelines and other policies, which are currently branded with the Utility Solutions name and contact information. The Board stated they did not need to approve re-branding changes only; any changes to content other than re-branding would require Board approval. The Employee Handbook will also be updated for rebranding, as well as some content, which will be submitted to the Board for review and approval. Kevin will be putting links to documents on the website so customers can easily access them, and will also look at implementing a revision-control system for document control for the District's Rules & Regulations.

### **Correspondence**

1. Kevin has talked to both insurance agencies and will decide by the end of the month which one to go with.

2. There have been 4 odor complaints from Elk Grove residents, which were confirmed.
3. There have been numerous requests for connection guidelines and procedures for residences and businesses.

### **Business Update**

1. The Monforton School contract has been submitted and may be signed this week. McHenry property contract is also nearing completion.
2. District Bookkeeper Cassie Owens is no longer providing services to the District. The District is now utilizing the services of Neil & Company account services, at least through the District's audit.
3. On-line payment processing will be integrated with the new website, and should be up and running in July.
4. Two readings of the Stredwick annexation resolution will be added to the July and August agendas.
5. The District will start using an on-line system called "Simplifile e-recording" for recording District's annexations, etc.
6. The District will be moving to the cloud solution of Black Mountain software early July.

### **Board Member issues**

A notice of the opening on the Board of Directors has been placed on the District's website.

### **Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of June 21, 2016 adjourned at 7:45 p.m.



Maralee Parsons  
Secretary