

## **FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, January 17, 2017**

### **Call to Order**

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District to order at 6:31 pm on Tuesday, January 17, 2017, 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, Member Heather West (arrived 6:40) and Member Sarah Stahlberg.

Staff/Public: GM Kevin Kundert, Marty Gagnon representing MMI; Maralee Parsons, Secretary; Amy Ellingson, Larry Powers, Phil George.

### **Approval of Minutes**

December 20, 2016 Board Meeting:

**Motion:** Member Sarah Stahlberg moved to approve the minutes as written; President Cory Klumb seconded. *The motion carried 4-0* (Heather West absent from motion).

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

Phil George asked about the status of the District's sewer & water capacity study, specifically if it is complete, available for review. Engineer Marty Gagnon stated that he would be speaking about the study later in the meeting, but basically he is conducting a wastewater capacity study, including the facility plan, which should be complete by March 2017. Mr. George stated his understanding was that the study would include water rights and water capacity to cover the District's needs, and just wants to ensure future needs are being anticipated. GM Kundert advised that the District files DNRC reports annually which shows water rights and water usage, which he will put on the District's website.

## **GENERAL BUSINESS**

### **Monthly Water Usage & Financial Report**

The Board reviewed the Monthly Water Usage report (with one full year of data). Marty Gagnon suggested adding the total volume allowed, per water rights. There was some discussion on the new policy of charging \$150 per inspection fee for new hook-ups, for people who already have their land use permits in place. GM Kundert also noted that reps from Rudd & Co. would attend the next meeting to present the draft financials resulting from the FY2015-16 audit. He further noted that the new account scheme has been added to QuickBooks so the budget can be displayed, and the alignment of the depreciation schedule for the District's main assets has also been completed. The Board reviewed the financial reports presented (Balance sheet, P&L).

### **Operations & Maintenance Report**

Larry Powers provided the report:

- The failed block heater on the EDWWTP generator has been replaced but will require an upgrade to a higher wattage (220 volt) unit to ensure the generator will start in sub-zero temperatures.
- Galactic Park lift station experienced a circuit breaker failure, for pump 2. It was reset, and a replacement breaker has been purchased as a spare.
- Final adjustments were completed to the pumping programs at Valley Center and Durston lift stations, improving control of the sludge level in the clarifiers.

- Cold weather has affected the wastewater treatment efficiency at the EGWWTP, which is being combatted by making adjustments to the process, as well as the addition of cold weather microbiology supplement.
- The holiday period has delayed receipt of samples from chemical companies, delaying the bench top testing of chemicals to reduce the septicity in the forcemain. Samples are on the way.
- The quantity of water being processed at the EGWWTP has increased considerably over the last few weeks. The cause was determined today: an Elk Grove manhole was apparently shifted by frost and opened up a seam between 2 sections, dumping about 30K gallons of ground water into the system. They will attempt to seal it off without having to dig it up but, worst-case scenario, it will need to be dug up.

### **Engineer's Report/Facility Plan Update**

Marty Gagnon (MM) provided the report. MM is in the process of preparing the Facility Plan Update. Brad Hammerquist (MM Engineer) has been given a tour and is gathering specific records to assist in the study. They are looking at capacity, including what is committed, and attempting to project future needs by reviewing predictions of population trends and area growth projections. He anticipates recommending a 400K gal/day plant expansion, which more than doubles current capacity. Some type of mechanical treatment plant, such as SBR, is likely to be recommended, but alternative treatment types and alternative treatment locations, with cost/benefit analysis, will be included. Short/long-term O&M costs of alternative treatment types will be included as well. Marty and Brad will work with Kevin before completing the document, and will speak in more detail at the next Board meeting.

Marty further reported that the owners of property located on NE corner of Jackrabbit and Baxter will be requesting 161 EDU's for a multi-family housing development, and a proposal with be forthcoming.

### **FY 2016/17 Budget - discussion delayed**

GM Kundert advised the budget is not complete. The Board agreed to hold a special meeting on Feb. 1 to review the budget pending availability of the meeting room. Kevin will send out a meeting notice to confirm.

### **Service Truck Needed – discussion delayed**

### **Residential ADU Policy**

GM Kundert advised that based on discussion and the motion passed by the Board at the December 2016 Board meeting, the District's ADU policy now reads:

*“ADU (Accessory Dwelling Units): The District recognizes that two meters may not be practical in the case of a dependent residential accessory dwelling unit (ADU). Owners may request a common meter for an accessory dwelling unit so long as the additional 0.5 EDU water/sewer capacity fees are paid for the additional unit. The account will be billed 1.5X (for the 1.5 EDU allotment of capacity) for service in a single bill provided to the owner. The Board at its discretion may approve or deny such a request.”*

Board discussion included a request to ensure that verbiage stating it is ok to have one connection to the main is included in the rules and regulations, and stated their preference to not approve each request, provided Kevin brings any anomalies (e.g.

ADU is abnormally high square footage), to the Board for their review/decision.

**Motion:** Member Stahlberg moved to approve the wording of the Residential ADU Policy as presented. Treasurer Terry Malloy seconded. *The motion carried 5-0.*

**Connection Permit 2017-01 Brookshire Subdivision, Phase 2 – 52 EDU**

GM Kundert reported that this subdivision was previously approved by the Board for up to 60 EDU, and the project ended up utilizing 52 EDU, of which 5 EDU was already assigned to lots. A Contract for the additional 47 EDU has been signed and 50% of the payment for the capacity fees (\$370,125 total) and the \$150 permit fee have been collected, with the remainder due in 90 days.

**Connection Permit 2017-02 NS-Commercial Subdivision, Phase 2, Lot 41-14 EDU**

GM Kundert advised this development consists of two commercial condo buildings on Lot 41 of Northstar Commercial Subdivision. One has 8 units and the other has 6 units. One EDU was assigned to this lot so an additional 13 were purchased. The developer has requested approval for the additional 13 EDU (14 total EDU). He has prepaid \$102,375 capacity fees + permit/inspection fees. A will-serve letter is ready for the 14 EDU and GM Kundert recommended the Board approve this request.

**Motion:** Member Heather West moved to approve the 14 EDU request for the Connection permit 2017-02; VP Nancy Flikkema seconded. *The motion carried 5-0.*

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District adjourned the meeting of January 17, 2017 at 7:50 p.m.



Maralee Parsons  
Secretary