

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES SPECIAL MEETING, February 1, 2017

Call to Order

President Cory Klumb called the special meeting of the Four Corners Water and Sewer District to order at 5:30 pm on Wednesday, Feb. 1, 2017, in the library of Monforton School at 6001 Monforton School Road, Bozeman, Montana.

Board Members present: President Cory Klumb, Vice President Nancy Flikkema (left at 6:35), Member Heather West (left at 6:45) and Member Sarah Stahlberg.

Staff/Public: GM Kevin Kundert, Maralee Parsons, Secretary; Amy Ellingson, Larry Powers.

There was no public comment on non-agenda items

GENERAL BUSINESS

Review/Possibly Approve the District's FY 2016-17 Budget

GM Kevin Kundert presented the District's draft FY2016-17 budget for the Board's review. Board comments and questions included a review of specific expense line items: Computer Hardware & software; small furniture/equipment; website expenses; vehicle expenses (gas/oil; mileage reimbursement; tools/equipment; insurance); and accounting/bookkeeping. The Board requested that the District put a plan in place to replace the District's post office box with a physical mailbox on-site, to cut down on staff time/mileage to and from the post office. The Board also expressed concern on the current cost of snow plowing, and asked that the District get 2 quotes on snowplow services for next winter. GM Kundert clarified the Board's questions on the District's capital revenues, expenses, and reserves. He will provide a clarifying summary, which shows the bottom line net income.

The Board discussed the merits of purchasing a used service truck (budgeted as a shared water/sewer capital expense of \$40K), vs. continued equipment rental, and also discussed the proposed purchase of a Used SUV to be used for GM/Admin/meter reading (budgeted as a shared water/sewer capital expense of \$20K). Board comments indicated that the District has incurred a lot of expenses in its first year, so purchase of an SUV at this point might not be financially prudent. The Board also noted that obtaining a loan for a service truck purchase would enable the District to establish credit.

Motion: VP Nancy Flikkema moved to approve the FY2016-17 Budget, with the exception of the SUV purchase. President Cory Klumb seconded. *The motion carried 4-0.*

Motion: VP Nancy Flikkema moved to establish a 48-month loan on the purchase of a service truck, in order to establish the District's credit. Member Sarah Stahlberg seconded. *The motion carried 4-0.*

Discuss/Possibly Approve Purchase of Two Vehicles for District

This item was discussed/decided in the budget discussion/motions, above.

Discuss Vehicle Use Policy

Current District policy states that "District vehicles are only to be taken home by the General Manager or employees on call for the District." The Board discussed the merits and their concerns of allowing an operator to drive the District service truck to and from

work, in order to have easier access to the vehicle and needed tools. Board comments offered cognizance of payroll regulations requiring documentation of an employee's personal use of a company vehicle on the employee's W2. Board discussion also noted that the District does not currently have a policy or process for tracking employee use of District vehicles for personal use, vs. District "emergency" use after hours, and there was also general discussion and concerns raised about fiscal due diligence required prior to changing policy. No decisions on the District's Vehicle Use Policy were made.

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District adjourned the meeting of February 1, 2017 at 7:00 p.m.

A handwritten signature in black ink, appearing to read "Maralee Parsons".

Maralee Parsons
Secretary