

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES SPECIAL MEETING December 1, 2015

1. Call to Order

President Cory Klumb called a special meeting of the Four Corners Water and Sewer District to order at 6:40 pm on Tuesday December 1, 2015, in the science room of Monforton School at 6001 Monforton School Road, Bozeman, Montana.

Board Members present: President Cory Klumb, Vice President Heather West, Member Nancy Flikkema, Member Valerie Gravage and Member Terry Malloy.

Public: Marty Gagnon representing MMI, Susan Swimley, Attorney and acting General Manager, Deborah McAtee of Magpie Consulting, Cass Malloy, Ron Edwards, on behalf of Utility Solutions and Double Tree: Barb Campbell, Trevor Campbell, and Amy Ellingson

2. Public Participation on Non-Agenda Items: None

3. Discussion and possible adoption of the policy manual and job descriptions for operator.

The Board discussed the policy manual and could not reach a conclusion regarding sick leave and vacation/ maternity leave and health insurance options.

4. Discussion and decision for Transition Plan.

The Board discussed the presented Transition Plan with the revised wording as directed at the last meeting. The Board discussed the insurance requirement with Barb Campbell and agreed to eliminate the requirement of Double Tree maintaining professional liability insurance in Section IV. The Board also discussed the pro-ration for December 2015. Vice President West moved approval of the Transition Plan with the amendment. Member Flikkema seconded the Motion. Motion passed unanimously. Both parties executed a duplicate original.

Member Malloy presented the IT information. Granite will move the equipment on 12/14/2015 and he is recommending Quick Books on line for \$30/month. Susan offered the Swimley Law business credit card to set it up until a GM is hired and Four Corners can obtain its own credit cards.

5. Discussion and decision on insurance and closing / operations items and action items.

Vice President West would prefer to work with Payne West as they have been prompt in responding to questions and concerns. Vice President West provided a rough estimate from Payne West. Ted Fedyk will be present at the next meeting to provide information. The Board reached consensus that the insurance should all go through Payne West and the GM can shop insurance next year.

6. Hiring Committee

Member Gravage explained the process established for hiring, including phone screening and technical interview with Eric Blanksma of Morrison Maierle. The Board discussed the pros and cons of hiring a full time GM / operator or two full time operators and a part time GM. Members Malloy and Flikkema support a full time GM.

Amy Ellingson and Zak _____ are both at the point of meeting the Board in the hiring process. Amy and Zak will be invited to the next meeting.

The Board also discussed benefits, retirement plans and MPERS, a 457B plan as an option to opt out of Social Security. The Board discussed obtaining a credit card with limits for employees to use. The Board spent quite a bit of time discussing health insurance options.

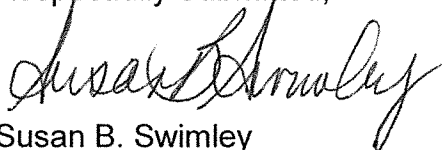
7. Business update – no update

8. Board member issues -none

9. Adjourn Meeting

There being no further business before the Board, the Four Corners Water/Sewer District meeting of December 1, 2015 at 8:42 p.m.

Respectfully Submitted,


Susan B. Swimley
Acting Secretary