

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, FEBRUARY 16, 2016

Call to Order

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District to order at 6:46 pm on Tuesday, February 16, 2016, in the library of Monforton School at 6001 Monforton School Road, Bozeman, Montana.

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

Staff/Public: GM Kevin Kundert, Marty Gagnon representing MMI, Susan Swimley, Attorney, Maralee Parsons, Secretary, Cass Malloy, Cassie Owens, Ron Edwards, Tony Kolnik, Gary Whitney, Matt Donnelly, David Sullivan, Amy Ellingson, Zach Clark. From Utility Solutions: Caleb Campbell, Trevor Campbell.

APPROVAL OF MINUTES

MOTION: Treasurer Terry Malloy moved to accept the January 19, 2016, minutes as written; President Cory Klumb seconded. ***Motion carried 4-0.***

Public Participation on Non-Agenda Items:

None were raised.

GENERAL BUSINESS

Discussion, update on District operations

GM Kevin Kundert provided the report. Kevin introduced himself and provided a brief overview on his background and experience. Since joining the District he has been getting up to speed on systems and procedures, meeting with District staff and consultants. Information has been provided to PayneWest Insurance for employee health insurance. He reviewed his game plan: Protect the people; protect the system; optimize the systems. The signing of District checks was discussed and clarified: 2 employees may sign the checks (provided they are not paying themselves). Board members can be available as back-up signers. Employee paychecks are all being handled through direct deposit.

There was some discussion on computers, software and cell phones.

MOTION: Member Valerie Gravage moved to provide GM Kundert purchasing authorization up to \$2500 per purchase. Treasurer Terry Malloy seconded. ***Motion carried 4-0.***

MOTION: Treasurer Terry Malloy moved to authorize GM Kundert to purchase a computer needed for GM, up to \$3500. Member Heather West seconded. ***Motion carried 4-0.***

There was some discussion on suggested changes to the District employee manual.

MOTION: Member Valerie Gravage moved to approve the following changes to the employee manual: *modify work week to Sun-Sat., amend sick leave from 6 to 12 days,*

modify wording for vacation leave accrual rates to include past equivalent experience. Member Heather West seconded. **Motion carried 4-0.**

Update from Double Tree

Trevor Campbell provided the report. He will email the analytical reports. He received a letter from DEQ on the December violation for Elk Grove water, which was made in error. The Micro-C additive feed was installed at the wastewater treatment plant to improve plant performance in cold weather.

Engineer's Report

Marty Gagnon provided the report. He has been working with Monforton School on their extension of water and sewer to the new middle school; they are updating their contract and are working through their actual usage (a leak was identified). Kevin will then be involved in reviewing the plan and handling correspondence. Marty is working with Kurt Thomson of Stahly Engineering, to identify a spot for the hook-up for the new force main coming from Gallatin Gateway. The location previously identified was rejected due to threatened litigation from landowners concerned about smell. Marty advised there are a number of alternate hook-up sites being looked at.

Financial

Financial Statement Review

Cassie Owens advised due to computer problems she was unable to distribute the financial package, and the report will be emailed as soon as available. After bills are paid there will be approximately \$49,065 in checking and \$484,719 in savings. Exact numbers will be emailed once the computer issue is resolved.

There was some discussion on the proposed contract for Cassie to provide bookkeeping services for the District, and whether decisions on contractors should be a Board decision or a GM decision.

MOTION: Member Valerie Gravage moved to authorize GM Kundert to hire Cassie Owens as a contracted bookkeeper. Treasurer Terry Malloy stated he would like to delay the decision until the next meeting when the GM has had time to review the proposed contract and determine it fits within the District's budget and needs. Member Valerie Gravage rescinded the motion. **Motion did not carry.**

There was further discussion on the GM's authority to hire contractors and employees, with or without Board approval.

MOTION: President Cory Klumb moved to authorize the GM to make all hiring/firing decisions on contractors and employees. Treasurer Terry Malloy seconded the motion. **Motion carried 3-1.**

Policy Issues:

Consideration, discussion and possible adoption of Resolution 2016-04, A Resolution of the Four Corner County Water and Sewer District entering into an Inter-local agreement with Gallatin Gateway County and Water and Sewer District to provide sewage treatment and disposal.

Susan Swimley encouraged the Board to adopt the resolution entering into the interlocal agreement with GGCWSD. Treasurer Malloy asked if costs escalate in year 2 due to some unforeseen events, could these costs be recouped in year 3? Ms. Swimley advised the agreement is flexible and allows for resetting the rates after year 2, which would enable the District to recapture costs in year 3 and beyond. Member Valerie Gravage commented that FCWSD has a lot of expertise available to act as contract workers to GGWSD, if needed.

MOTION: Member Valerie Gravage moved to adopt Resolution 2016-04; Member Heather West seconded. **Motion carried 4-0.**

Fiscal Policy – nothing to discuss

Internal Controls

Discussion of check signing covered earlier in GM's report.

Correspondence - none

Business Update

As a follow up from an earlier meeting, Ron Edwards provided the Board with a data analysis of impacts to revenue stream from a potential Elk Grove annexation, using different rate scenarios. There was general discussion of the various scenarios with no decisions made. Ron also noted that Garden Center will be meeting this Friday, if any Board members are able to attend.

Board Member Issues

Member Valerie Gravage noted that she is buying a house outside the District, and will still own her condo located in the District. She may potentially be looking to transition off the Board in the future.

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of February 16, 2016 adjourned at 8:25 p.m.



Maralee Parsons
Secretary