

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, May 17, 2016

Call to Order

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District to order at 6:30 pm on Tuesday, May 17, 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, Member Heather West (left at 7:45) and Member Valerie Gravage (arrived 6:45).

Staff/Public: GM Kevin Kundert, Marty Gagnon representing MMI, Susan Swimley, Attorney, Maralee Parsons, Secretary, Cass Malloy, Amy Ellingson, Larry Powers, Darren Strauch, Ralph McHenry, Mr. & Mrs. Clinton Cain.

Approval of Minutes (Board meeting of April 19, 2016)

MOTION: VP Nancy Flikkema moved to accept the minutes as written; member Heather West seconded. **Motion carried 4-0** (member Valerie Gravage absent from the motion).

Public Participation on Non-Agenda Items:

None were raised.

GENERAL BUSINESS

(Some items pertaining to Correspondence and Business Update were discussed at the beginning of the meeting to accommodate schedules).

Correspondence

Odor Complaint:

Clinton Cain, property owner at 1981 Milwaukee, was present to discuss the odor issue on his property, located near the District's ponds. He stated that several people have observed a very strong smell, and said it is adversely affecting his property. His renters have stated that they may move, and the odor devalues the property, which also has a shop on it. He said he has written a letter to DEQ, DNRC and the county commissioners. District council Susan Swimley requested that Mr. Cain provide copies of the letters to GM Kevin Kundert, and the District will then perform an investigation and develop a response/communication plan.

Commercial insurance update:

As a follow up from the April board meeting, Kevin advised that the only overlap of the 2 policies discussed (CIA and PayneWest) was liability insurance. He is comparing the 2 policies for the upcoming policy term.

Tour of system/recharge basin:

The May 2 tour for the Water Policy Interim Committee was originally planned for 5 or 6 people, and over 20 legislators and meeting attendees attended. Kevin, Larry & Zach provided a short system overview at the North Star station and the recharge basin.

Ralph McHenry Property – 81811 Gallatin Road, request for sewer connection only and use of existing PWS well.

There are 3 existing buildings on this property, currently in the District for sewer only, on a single sewer connection billed at 3.5 EDU's. An additional building (furniture store) is being built, and the owner requests a hook-up for the additional building for sewer only, which would increase the sewer charge to 4.5 EDU's, (plus payment of a sewer capacity fee of \$5,000). There is an existing PWS well on the site, in operation since Feb. 2000, before the existence of FCWSD. To ensure the proper number of EDU's are being charged, District engineer Marty Gagnon suggested the owner submit quarterly water meter reports on all buildings (2 of the existing buildings are already metered). If there were to be any problems with the existing well, the District would require that the buildings hook up to District water.

MOTION: Member Valerie Gravage moved to approve the property owner's request for an additional sewer hook-up, contingent upon metering of the property, to be defined in the contract. VP Nancy Flikkema seconded. **Motion carried 5-0.** GM Kevin Kundert will work with the property owner on metering reports, and District council Susan Swimley will draft a contract between the District and the property owner.

Business Update*Monforton School contract update:*

District council Susan Swimley advised that the District has issued a will-serve letter to the school. She and Kevin Kundert met with the school representatives to discuss rates, and it was agreed by all that the contract would document the District's plan to hold a full rates review and hearing in 2017. This review may include an annual review of usage. The District will not make any changes to the school's rates until fall, when school sessions resume.

Engineer's Report

Marty Gagnon provided the report. He continues to get calls from people working on developments in the area and who are considering hooking up to the District. The property on NE corner of Baxter and Jackrabbit Lane has sold, and this property will be looking at annexing to the District soon. The YMCA property is also moving forward. Capacity of the treatment plant is on the agenda for Marty and Kevin to discuss. The plant is currently designed to handle 300K gal/day average daily flow and is designed to handle periodic peaks. He stated that the District's 2006 facility plan spells out milestones for planning for expansion, and he and Kevin will be reviewing this.

Operator's Report

Larry Powers provided the report. Highlights from the month:

- New microscope is in use and verified septic conditions. They will need to use Cl2 and will also test another chemical (Biolymsius).
- Elk Grove WWTP PLC power experienced problems after power outage & is resolved.
- Worked with Dennis (MET) to repair PLC and alarm issues
- Adjusted flow for better process control, looking into different influent pump impellers
- Sludge hauling has been reduced
- Reduced ferric dosage about 50%; 8 gpd down to 4 gpd

- Stopped feeding Micro-C (an expensive nutrient); may be necessary again in the winter
- VFD estimate was made for WWTP improvements. Kevin expanded that due to lack of proper budget, he will move forward with the minimum needed (about \$15-16K) before moving forward with the “nice to haves” (another \$10K)
- Suspended solids meter is malfunctioning
- Replaced float at Galactic Park lift station
- Lift stations at Valley Center, Baxter, North Star & Galactic Park were cleaned and vacuumed out
- Start/stop levels in C1 were adjusted to control odors. A pump/piping seal was replaced
- Made a wiper system for recharge basin intake screen
- There have been issues with Zoot Cla-Val/soft starter – operators will attend a Cla-Val class this week
- Zach has taken his 2A3B exam in Helena.

Kevin reviewed additional reports provided to the Board (sampling documentation for wastewater system, daily monitoring report, sampling documentation for drinking water systems, Consumer Confidence reports). Radio telemetry system needs to be updated to the new narrow-band transmission requirements. He will develop a computer model to do a cost/value comparison to determine which of two radio systems works best (unlicensed broad-spectrum radios vs. licensed narrow-band radios). The new office network had problems which caused the District website to be down, and communications to phones and computer SCADA system were disrupted. The issue has been resolved and all systems are now functioning well. Kevin is looking for an additional operator to help with demand and reduce overtime. A contract worker is preferred but will also consider hiring an additional employee.

Financial Reports

The District's P&L and balance sheet, as well as the billing & service detail were reviewed. The transition agreement with Utility Solutions is tracking as expected, and their hands-on time has been minimal. All reports will be posted on the District's website.

Business Update (continued)

Recalculation of unmetered irrigation zones at Elk Grove:

Kevin advised that Elk Grove's irrigation system has 8 unmetered zones, which have been billed at the same amount as the other side of the corresponding zone in the past, which was not considered equitable. After comparing these zones it was determined that they are in fact about 30% smaller so the billing method has been adjusted to reflect that new calculation.

On-line payment processing:

Kevin advised the vendor has now set up on-line payment processing capability, and can now be connected to the District's website. Kevin will connect and test. The program is SecureNet credit card processing service by Tram Star Payment LLC. A notice will be posted on bills when the service is available.

Board Member Issues

As advised in the April board meeting, this is the last meeting for member Valerie Gravage. The Board thanked Valerie for her service to the Board and the community. The Board will be entertaining applicants for the Board vacancy; anyone expressing interest to the District is invited to attend the next Board meeting.

As a follow up to prior meetings, Kevin advised on the well on the 5355 Monforton School Road property, which the District has been investigating. He needs to gather more information and will try to put this on next month's meeting agenda, and will invite the property owner to attend the Board discussion.

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of May 17, 2016 adjourned at 8:25 p.m.



Maralee Parsons
Secretary