

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES  
REGULAR MEETING, April 21, 2020 via Zoom**

**Call to Order**

President Cory Klumb called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:30 pm on Tuesday, April 21, 2020, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present (including those attending via Zoom): President Cory Klumb, member Phillip George, member Peter Thatcher, member Heather West (arrived 6:31), and member Nancy Flikkema (arrived 6:34).

Staff/Public present (including those attending via Zoom): Amy Ellingson, Erik Lucksley, and Larry Powers from FCWSD, Brad Early, Bob Thelen, Thomas J. Kallenbach, and Joy Davis, Secretary

**Approval of Minutes**

February 18, 2020 Board Meeting:

**Motion:** Member Peter Thatcher moved to approve the minutes as written; member Phil George seconded. The minutes were approved unanimously.

**Public Comment on Non-Agenda Items:**

None were raised.

**GENERAL BUSINESS**

**Justin Yahing, 141 Caitlin Road – IRR Well**

As Mr. Yahing was not present, Phil George spoke on his behalf. Mr. Yahing is requesting a waiver to allow a private well on his property. Current District regulations do not allow private wells on lots <1 acre, however, his case is unique due to his location as a corner lot, adjacency to a public park, and inability to share a well with neighboring lots. Cory raised a concern that granting a waiver would set an untenable precedent.

Phil will encourage Mr. Yahing's neighbors to allow a hookup to their well and the board will formulate a plan for developments to try to avoid more waiver requests in the future. The board decided to table Mr. Yahing's request for the time being.

**Ordinance 2020-01 RDO 1<sup>st</sup> Reading**

Ordinance 2020-01: An Ordinance Accepting the Annexation Petition of RDO, 257 Laura Louise Lane, Bozeman, MT 59718, for Annexation Sewer Only.

**Motion:** Member Nancy Flikkema moved to pass the first reading of Ordinance 2020-01; member Heather West seconded. No public comment. Resolution passed 5-0.

**Ordinance 2020-02 Cook 1<sup>st</sup> Reading**

Ordinance 2020-02: An Ordinance Accepting the Annexation Petition of Karl Cook and Ski Tip LLC, Lots 25 & 26 Shedhorn Subdivision, Bozeman, MT 59718, for Annexation.

**Motion:** Member Nancy Flikkema moved to pass the first reading of Ordinance 2020-02; member Peter Thatcher seconded. No public comment. Resolution passed 5-0.

### **Ordinance 2020-03 Anderson 1<sup>st</sup> Reading**

Ordinance 2020-03: An Ordinance Accepting the Annexation Petition of Ska Inc, Tract 2, Bozeman, MT 59718, for Annexation. This is for one EDU only.

**Motion:** Member Nancy Flikkema moved to pass the first reading of Ordinance 2020-03; member Peter Thatcher seconded. No public comment. Resolution passed 5-0.

### **Engineer's Report**

There was no Engineer's Report.

### **Monthly Operations & Maintenance Report**

Larry Powers provided the report:

- EGWWTP dose tank effluent pump failed after 18 years. Pump has been replaced.
- Baxter Lane Sewer and Water Extension project started April 20<sup>th</sup>. Small changes were made to the project that simplify the work and eliminate the need for a temporary water supply to Gallatin Heights and the County Shop. Will investigate some issues with buried concrete that have arisen.
- WRF project is focused on installation of underground piping, concrete placement for building foundations and process structures. It is behind schedule, but everyone is working on getting it back on schedule.
- A pilot test of new technology for the treatment of the septicity in the force mains had to be put on hold due to COVID-19. Will try again in a few weeks.
- The COVID-19 pandemic is having an effect on the EGWWTP. The increase in cleaning chemicals entering the wastewater stream required changes to the process control to break down the high concentrations. It has been a problem across the country and is currently under control at EGWWTP. The highest level of PPE has been implemented for all operators working at the treatment plant to minimize exposure.

Member Nancy expressed her gratitude to Larry and the operators for their handling of the COVID-19 impacts.

### **General Administration Report and Monthly Financial Report**

Amy Ellingson provided the General Administration Report:

- New Employees: One new employee started the week of April 13<sup>th</sup> as a maintenance mechanic. Two more employees are starting on April 4<sup>th</sup> on the water and sewer sides respectively. They will start training now so that they are ready to staff the new treatment plant once it is up and running.
- Taking Precautions and Adjusting Schedules: Due to COVID-19, schedules have been adjusted. Those adjustments will be reevaluated following the Governor's recommendations on April 24<sup>th</sup>.
- Late fees and Disconnect Notices: These have been put on hold at the direction of the Governor.
- Fleet Plan: The District has joined a fleet plan through GM to save money. The current plan is to get one new vehicle through the fleet plan each year until the fleet has been modernized. Phil clarified that the District expects to take five or six years to upgrade and should then have about four years with no need to replace vehicles. The fleet plan should cut down on repairs and maintenance expenses.

Amy Ellingson provided the Monthly Financial Report:

- In shared expenses, we are over budget in vehicle expenses due to the two vehicles purchased in August. We are over in personnel expenses as well.
- Water is about \$190,000 over in revenue. Everything else is at or below budget, except water's

half of shared expenses.

- Sewer is more than \$200,000 over in revenue and significantly under budget for expenses due to reduced effluent hauling costs.
- Capital Projects:
  - The office remodel and C1 fence have both been completed and paid for. Both projects came in under budget.
  - The Elk Grove Well update has not yet started.
  - The C1 Clear RI Basins began within the last month. Only \$14,000 of the \$50,000 budgeted has been accrued so far.
  - Elk Grove Lift Station is mostly done and overrun the budget by about \$2,000.
  - Elk Grove Covers & Odor designs are still being completed, so no costs have accrued so far.
  - Elk Grove De-Watering Facility has just begun so bills will start coming in. So far, only \$30,000 of the \$240,000 budgeted has accrued.

### Manager Topics

**COVID-19 Sick Leave:** District is compliant with the direction they've received from the government.

**WRF Phase 2:** District is still moving forward with the second building.

**Investment – On hold:** Assigned board members met and decided not to move forward with investments due to the volatility of the current market. That has been documented and recorded in a memo.

**Revenue Bond Paydown:** For water, District has started to pay an extra \$15,000 per month to paydown revenue bond early. For sewer, paydown has been put on hold for the time being. Member Peter Thatcher is taking the lead on this issue.

**Water Rights – White Horse:** The District needs to resolve a water rights issue with Utility Solutions before dealing with irrigation for White Horse.

#### Potential projects for the District – Water:

- Loop Northstar System
- Additional Storage/Pressure
- Replace Elk Grove Booster
- Pipeline from Bozeman Hot Springs to APK

#### Potential projects for the District – Sewer:

- Disposal Permit
- Finish SBR2 – Phase 2
- Refurbish Elk Grove Plant

**Board member – Resolution – Bob Thelen and Heather West:** Phil George is leaving the board as of April 21, 2020. Heather West's term is ending, but she is planning to continue to serve as a member.

**Motion:** Member Nancy Flikkema moved to reappoint Heather West a seat on the board; member Peter Thatcher seconded. Brad Early indicated that he was also considering filling Heather's seat on the board. He will make a decision in the next week. The board decided to appoint Heather, but if Brad decides he would like to join the board, Heather will give up her spot for him. **Motion:** Member Peter Thatcher moved to appoint Bob Thelen to Phil George's seat on the board; member Heather West seconded. No public comment. Passed 4-0.

### Board Member Topics

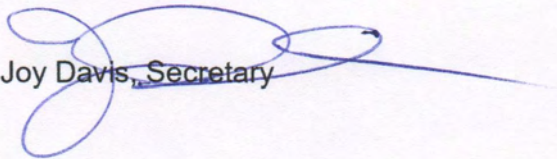
There were no further comments.

**Next Meeting Date:** Tuesday, May 19, 2020

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of April 21, 2020 adjourned at 7:09 p.m.

Joy Davis, Secretary

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.