

**FOUR CORNERS WATER AND SEWER DISTRICT MINUTES  
REGULAR MEETING, JANUARY 18, 2022**

**Call to Order**

Vice President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District (FCWSD) to order at 6:35 pm on Tuesday, January 18, 2022, at the office of the Four Corners Water & Sewer District at 495 Quail Run Road, Bozeman, Montana.

Board Members present: Vice President Nancy Flikkema, member Bob Thelen, member Brad Early and member Michele Piazza

Staff/Public present: Phil George from FCWSD; Amy Ellingson from FCWSD; Brad Hammerquist; Sean O'Callaghan; Garrett McCallister and Libby Kueneke, Secretary

**Approval of Minutes**

November 16, 2021 Board Meeting

**Motion:** Member Bob Thelen moved to approve the minutes as written. Member Brad Early seconded. No public comment. The minutes were approved 4-0.

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

No public comment.

**GENERAL BUSINESS**

**County Planning Presentation**

Sean O'Callaghan and Garrett McCallister offered the presentation.

The county seeks close coordination with FCWSD on future Four Corners growth and land use. A fiscally efficient plan with compact development will reduce infrastructure costs. The district emphasizes retiring debt and reducing maintenance and operation costs while the county emphasizes efficient land use, but both parties want to work together.

The GM would like to meet with county planners and the fire department to discuss allowing an extension of fire services. The board asked for more regular engagement with the county planners, particularly when new subdivision or zoning policy changes occur.

**Ordinance 2021-01 1st Reading**

Ordinance 2021-01: An Ordinance Accepting the Annexation Petition of Gary & Harmina Dykstra for annexation into the Four Corners Water and Sewer District

The property is located near Snyder Motors. The petition is for 25 EDUs, which cannot be provided until 2023. It is in the middle of an already annexed area. Phil recommends approval.

**Motion:** Member Brad Early moved to pass the 1st reading of Ordinance 2021-01; member Michele Piazza seconded. No public comment. Motion passed 4-0.

**Monthly Operations and Maintenance Report**

Phil George offered the report.

- The WRF's lead operator, Eric, made operational changes that reduced chemical and energy usage and reduced the quantity of dried sludge hauled to the landfill.
- Installed ventilators to reduce the temperature of unoccupied areas in the WRF's HVAC systems, thereby reducing energy usage this winter.
- The second IPS odor control structure improvements are nearing completion.
- Installed upgrades to Black Bull #1 VFDs.

**Monthly Financial Report**

Amy Ellingson provided the report.

- Implemented a new employee policy.
- Hired 2 new employees who started 12/2021.
- Renewed insurance policy and added cyber security, successfully coordinating with Wolfguard to ensure no coverage overlaps or gaps.
- Wolf Guard installed a new fire wall.
- Planned a homeland security visit to ensure facilities comply with deterrent.
- FCWSD must remove Heather West from all existing bank accounts and Amy Ellingson must be added to all accounts to have access to all bank accounts. Phil George, Amy Ellingson, Nancy Flikkema, and Cory Klumb will be on the bank account.
- The Stip Bond water status is at \$3.1M, and sewer status is at \$7.2M.

**General Manager Topics**

Phil George offered the report.

- Met with the property subcommittee and decided to sell the 7 Rainbow subdivision lots. The GM will get a survey of the land and get an appraisal. GM plans to hold an auction.
- Due to the inflation impact on water and sewer costs versus rates and the fact that no increase has occurred in 3 years, the GM proposed a 2 or 3% increase on the water base and sewer base rate, a 4% increase on the water and sewer variable rate, and a corresponding resolution for the February board meeting.
- The board agreed a 3% increase on the water base rate and a 4% increase on the water variable rate this year would be an appropriate response to recent inflation and applicable cost increases. Annual January rate reviews will occur.
- Meeting with the finance committee to decide how to properly plan reserves and capacity funding. Findings will be forthcoming to the board.
- In keeping with a 2018 policy, the GM informed the board of a 5% increase of employee wages due to a 7.1% increase in the cost of living, keeping in mind the recent housing allowance addition. This cost is within the annual personnel expenses budget.

**Board Member Topics**

Board member elections will occur February 7th, 2022. Cory Klumb, Nancy Flikkema, and Michelle Piazza have terms that are ending.

**Public Comment:**

No public comment.

**Next Meeting Date:** Tuesday, February 15, 2022

**Adjourn**

There being no further business before the Board, the Four Corners Water & Sewer District meeting of January 16, 2022 adjourned at 8:15 p.m.

A handwritten signature in blue ink that reads "Libby Kueneke". The signature is written in a cursive, flowing style.

Libby Kueneke, Secretary