

FOUR CORNERS WATER AND SEWER DISTRICT MINUTES REGULAR MEETING, November 21, 2017

Call to Order

Vice President Nancy Flikkema called the regular meeting of the Four Corners Water and Sewer District to order at 6:34 pm on Tuesday, November 21, 2017, in the library of Monforton School at 6001 Monforton School Road, Bozeman, Montana.

Board Members present: Vice President Nancy Flikkema, Member Heather West, and member Phillip George.

Staff/Public: GM Kevin Kundert, Marty Gagnon and Brad Hammerquist representing MMI; Maralee Parsons, Secretary; Matt Elwell, Nick Mahan

Approval of Minutes

October 17, 2017, Board Meeting:

Motion: Member Heather West moved to approve the minutes with an amendment to clarify the owner of the 174 Shepard Trail unit is Nick Mahan, and Brad Meuli is the owner of a different lot near-by. Member Phil George seconded the motion. **The motion carried 3-0.**

Public Participation on Non-Agenda Items:

None were raised.

GENERAL BUSINESS

Discuss 174 Shepard Trail Commercial Condo Bldg #2 Connection

GM Kundert advised that this is a continuation from the previous month's meeting. There are 4 existing connections and the owner, Nick Mahan, would like 5 more connections. The owner's plan is for 9 individual commercial condos. Member Phil George stated that the usage data he has investigated shows that the commercial condos (normally light users) would tend to fill in between the daily usage peaks of morning and evening. The owner is currently being taxed on 1 single lot (which has 4 units), and with his condo/expansion plan, this would become 9 legal, taxable entities. There was general discussion on the concern about ensuring that commercial condos are not being used as residences. It was noted that if owners reconfigure property for use as something other than what has been approved during the land use permit process, the county has an enforcement officer who could intervene and enforce the permit. Mr. Mahan stated that his condominium covenants would be written to prohibit certain uses, including live-in use. It was noted that Mr. Mahan is currently paying water/sewer rates for 4 units, but the previous owner of the building had purchased just 1 EDU capacity from Utility Solutions. It was clarified in the discussion that Mr. Mahan should purchase an additional 3 EDU's for the existing condos since this was never paid for. It is unclear whether or not there are 4 meters, or just one, and GM Kundert will investigate. It was further noted that Mr. Mahan will need a DEQ re-write of his certificate of sub-division for both the existing configuration and his planned addition, and will need a will-serve letter from the District stating he is granted 9 total EDU's (1 existing EDU + 3 "new" EDU for the units currently being billed + 5 EDU for additional units being added).

Motion: Member Phil George moved to allow 174 Shepard Trail Commercial Condo to have 8 new water/sewer hook-ups (9 total). Member Heather West seconded the motion. **The motion carried 3-0.**

The Board summarized their findings in coming to this decision: It is agreed to by the owner that there will be no live-in units in the complex; no showers will be installed in the new building; the owner has agreed to condominiumize the complex into 9 separate, taxable units; and the units will be commercial, low-flow units.

Elk Grove Discussion/Updates

GM Kundert advised he did not have any update; council Susan Swimley would be attending the next Board meeting to provide an update. Matt Elwell, who is on the Elk Grove Board stated his understanding that petitions were dropped off with Ms. Swimley and the process of validating the petitions is moving forward.

Gallatin Gateway Sewer Service Update

GM Kundert advised that a draft O&M contract with GGWSD, for maintaining the pipeline and lift station, is being discussed and reviewed. He advised that he and 2 operators were in attendance when the lift station was being tested. There was some discussion on telemetry systems of the 2 operations, as well as concerns about flushing of the line. Marty Gagnon and GM Kundert will discuss further with GGWSD's GM Matt Donnelly to ensure that FCWSD lift station is protected, and will report at the next meeting.

Engineer's Report

Marty Gagnon reported that they have been working with the Korner Klub on their new connection, and the plans will be going to DEQ and MDT soon with construction expected in the spring.

New Water Reclamation Facility (WRF) Committee Report

Member Phil George provided the report on behalf of he and member Heather West. He advised that a PR firm has been engaged and weekly meetings are now occurring. He stated that the intent is to size the project such that expansion can be paid for by new users (capacity fees) and also revenue bonds. The long-term strategy calls for incremental expansion phases, as required by growth. Issuing revenue bonds will require a vote, and the earliest the election could take place appears to be next May.

Monthly Water Usage & Financial Report

The Board reviewed the monthly reports. There was some discussion on tracking the YTD operating income & expenses to budget, and the Board stated they would like to see a variance column of actual to budget, if possible.

Monthly Operations & Maintenance Report

GM Kundert provided the report:

- JR Civil installed Tee in Elk Grove lift station.
- GGWSD tested their lift station with assistance from FCWSD staff. There was a problem shutting off a gate valve initially. They recommended the cleanout of the line with a "pig" prior to services being connected and start-up.
- Progress on the digester aeration project continues. A slab has been poured, and several aeration laterals have been constructed.
- 237 Heights Circle had a backed-up sewer line, which has been corrected and an on-going investigation continues to determine the responsible party.

- A pump at the Galactic Park lift station stopped working and investigation revealed the pump itself is bad and needed to be replaced. Two pumps have been ordered, to be paid for (about \$40K) out of the sewer reserve fund. Northstar & C-1 lift stations will also be re-plumbed to facilitate by-passing.
- Diesel generators were topped off with fuel and are ready for winter.
- DEQ issued a violation for failure to monitor for lead and copper rule for the Northstar-Zoot system. The samples needed to be taken between June 1 and September 30, and were missed. As required by DEQ, a notice has been posted on a public bulletin board & samples will be taken during the next monitoring cycle (6/1/18 – 9/30/18).
- One of the pools at the RI Basin is having trouble draining, likely due to a large number of solids from earlier operations. A plan for cleaning will be in place by spring.
- New construction is beginning in Middle Creek Parklands subdivision and is being coordinated with staff.
- The RI basin flow meter is continuing to fail and will be replaced soon with parts on hand.
- There are suspected leaks in the water distribution system, believed to be in the Northstar area. Leak detection equipment and contracted services will continue to search for the water loss.
- WAS pump at treatment plant was having issues pumping. Staff pulled pump and replaced seals and packing, resulting in satisfactory performance.
- Well 1 had a PLC fail again. A new one is being programmed and will be installed as soon as it arrives.

Discuss Board Member Recruitment

The Board discussed the status of recruitment, and it was noted that it would be good to have a representative of Elk Grove on the Board, should they merge into the District. It was decided to take this item off the agenda until more is known regarding Elk Grove's intentions.

Board Member Topics

A link to a demo of the new website has been sent to the Board for review, and GM Kundert expects to finish work on the site this week.

Adjourn

There being no further business before the Board, the Four Corners Water & Sewer District meeting of November 21, 2017 at 7:58 p.m.



Maralee Parsons
Secretary