

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: January 11, 2016

Time: 6:30PM

Place: Gallatin Gateway School, 100 Mill St., Gallatin Gateway, MT

For: Special Meeting of the Board of Directors

AGENDA

I.Public Participation on Non-Agenda Items¹

II.Approval of Minutes

- A. Approval of meeting Minutes for December 7, 2015

III.Reports of Officers, Standing Committees, and Special Committees

- A. General Manager Report, Treasurer Report, Approval of Expenditures
- B. Report of Engineer
 - i. Technical Status
 - ii. RUS Reports, Administration and Draw Requests
 - iii. TSEP Reports, Administration and Draw Requests
 - iv. CDBG Reports, Administration and Draw Requests
 - v. DNRC Reports, Administration and Draw Requests
 - vi. SEARCH Reports, Administration and Draw Requests

IV.General Orders

- A. Discussion and Review of Draft Interlocal Agreement with Four Corners County Water & Sewer District
- B. Discussion and Review of Sewer Project Budget
- C. Discussion and Decision on Engineering Amendment #7 Authorizing Design of Force Main Pipeline

V.Adjourn

¹ The opportunity for members of the public to comment on District matters which are not on the agenda. Time limits may be imposed at the discretion of the President.

Gallatin Gateway County Water & Sewer District

MINUTES OF THE

BOARD OF DIRECTORS

A special meeting of the Board of Directors of the Gallatin Gateway County Water & Sewer District was held at the Gallatin Gateway School, 100 Mill St., Gallatin Gateway, MT, on January 11, 2016. Present at the meeting were board members Merle Adams, Eric Amend, Ted Border, Ashley Kroon and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was also in attendance. Public attendees included Dale Knutson, and Dick and Donna Shockley.

President Border called the meeting to order at 6:30 p.m. Secretary Maralee Parsons Sullivan recorded the minutes of the meeting.

PUBLIC PARTICIPATION OF NON-AGENDA ITEMS

President Border asked for public comment on non-agenda items. There were no non-agenda items raised.

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the December 7, 2015 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Adams made a motion to approve the minutes as written, Director Sullivan seconded the motion and the minutes were approved unanimously.

REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

General Manager Report, Treasurer Report, Approval of Expenditures

GM Matt Donnelly provided the report. The FCWSD Board reviewed a draft of the interlocal agreement at their last meeting. RD will review and approve the agreement before either Board takes action on it. He has also been working with Teresa Doig in getting TSEP to release the requested funds, and he reported that TSEP has just approved approximately \$20K to be released. He will also be submitting a formal change in scope request to TSEP next week. Once TSEP approves the change in scope, there is a set of start-up conditions the District will need to meet, which includes an environmental assessment (EA). One EA will be done to meet all agency requirements. At the suggestion of the Gallatin County Commissioners, the District will be requesting \$13,600 from the County Planning Board this week to help fund the EA that Morrison-Maierle (M-M) will be completing. Mr. Donnelly will be submitting documents this week to meet RD's list of conditions, in order to release approximately \$14,000 in funds from the RD SEARCH grant, to pay Stahly's work on the PER amendment.

Mr. Donnelly asked volunteer project manager Dale Knutson to provide an update. Mr. Knutson passed out a copy of the project schedule and his 12/30/15 Project Status Report. The schedule represents a baseline of key milestones between November 2015 and the expected project completion. Engineering accomplishments and

progress on the interlocal agreement are the principle drivers of schedule performance, and these key milestones indicate the project is on track. Engineering and technical activities include pipeline route survey completion, technical definition of pipeline connection points, and preparation of DOT package submittal by Stahly. The project is slightly behind schedule regarding agency and external communications and getting formal scope changes in place. Director Kroon suggested the timeline of 4 weeks on the DEQ Submittal task is too short, and should be brought forward to allow more time for a realistic turn-around time by DEQ. Kurt Thomson indicated he would need 6-8 weeks for the DEQ submittal to be ready. Director Kroon also mentioned that as of 1/1/16, DEQ will require a letter from DNRC for any permitted activity, or any activity within the state that requires state approval, stating the activity will not impact sage grouse habitats. It could take 30-60 days to get the letter. Kurt Thomson stated he would investigate what needs to be done.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2015: Expenses for the month of December included \$500 legal fees, \$11,120 in engineering fees. Quarterly invoicing was completed on 12/31/15. The District received its first installment of collections made by the County for delinquent accounts; 4 of the 5 accounts have paid.

REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer's report. The encroachment permit for MDOT (Utility Occupancy agreement) application is complete. He will sign the application as agent for the District and submit it on January 12, 2016. He met with the engineer from M-M, Marty Gagnon, to review the hook-up to the plant, and at that time there was some question as to whether or not FCWSD would want to increase the size of the force main from 6" to 8". He will follow up with Marty to determine location of hook-up to the plant. Design work is pending authorization from the Board to move forward. DEQ will require a capacity letter and will-serve letter from FCWSD, and Kurt will request this from M-M.

Agency draws & reports:

- RUS: nothing to report
- TSEP: nothing to report
- CDBG: nothing to report
- DNRC: nothing to report
- COE: nothing to report
- SEARCH: nothing to report

UNFINISHED BUSINESS AND GENERAL ORDERS

Discussion and Review of Draft Interlocal Agreement with Four Corners County Water & Sewer District

Mr. Donnelly reviewed some of the key elements to the agreement:

- Capacity: GGWSD will pay \$540,000 as a Reserved Capacity Fee to reserve 27,000 gallons per day (gpd).

- Monthly Usage Charges: First year \$94.50 per 1,000 gpd; second year \$98.50 per 1,000 gpd
- Industrial waste: Any disposal discharge in violation of the limits and restrictions resulting in a fine will be passed through to the responsible party, and GGWSD will include this in its Rules and Regulations.

Board discussion in general indicated the agreement is equitable to both Districts. Mr. Donnelly indicated he does not know how long it will take RD to approve the agreement, and advised Board members can send any edits to him via email.

Discussion and Review of Sewer Project Budget

Mr. Donnelly indicated he does not have an updated budget for the Board's review at this time and this agenda item will be postponed until a later date.

Discussion and Decision on Engineering Amendment #7 Authorizing Design of Force Main Pipeline

Kurt Thomson indicated he needs 6-8 weeks to have the DEQ submission ready. Engineering amendment #7 was previously approved by the Board, but the Board limited the scope of work to completing the DOT permit application. Mr. Donnelly recommended the Board now authorize the necessary work to design the force main pipeline. President Border indicated that delaying further would likely reduce the chances of getting into construction this year. Director Sullivan stated the Board is committed to the project and to completing it as soon as possible. GM Donnelly said there are two sources of funds to pay: 1) TSEP, following the change of scope submission and approval, and 2) CDBG, with the formal process still to be completed by the County. Some additional funds may also be available from Army Corp of Engineers.

Director Sullivan made a motion to authorize the full scope of work outlined in Engineering Amendment #7; Director Kroon seconded the motion. The motion passed unanimously.

NEW BUSINESS

President Border asked for additional unfinished or new business, and seeing none, President Border noted that the next meeting date is February 1, 2016.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:46 p.m.



Secretary