

Gallatin Gateway County Water & Sewer District

PUBLIC MEETING

Date: JUNE 6, 2016

Time: 6:30PM

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

For: Regular Meeting of the Board of Directors

AGENDA

I.Public Participation on Non-Agenda Items¹

II.Approval of Minutes

- A. Approval of Meeting Minutes for May 2, 2016

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
 - vii. USACE 595 Reports, Administration and Draw Requests

IV.General Orders

- A. Review and Approve 2016/2017 District Budget
- B. Review and Approve Wastewater Project Budget

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 regular 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 June 6, 2016. Present at the meeting were board members Ted Border, Ashley Kroon and David Sullivan. Board members Merle Adams and Eric Amend were absent. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were present. Kurt Thomson from Stahly Engineering, and grant administrator Teresa Doig were present. Public attendees included Tim Szafaryn.

President Border called the meeting to order at 6:28 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. Tim Szafaryn asked a clarifying question regarding sewer lines to the house, and whether these were to be included in the cost of the project or if homeowners would be responsible. Ms. Sullivan read aloud a portion of the email that GM Matt Donnelly had sent to Mr. Szafaryn earlier that day, which answered the question: *The service line is the line from the main to the house. The main is owned by the District. The service line is owned by the homeowner. Therefore in normal circumstances grant money cannot be used to pay for service lines. In our case we have been designated a low income community. Therefore service lines will be part of the project and the service lines will be "given" to the homeowner at the completion of the project. New connections will have to pay for their own service lines after the initial project is complete.*

APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the May 2, 2016 meeting minutes, President Border asked whether there were any corrections. None were noted. Director Sullivan made the motion to approve the minutes as written, Director Kroon 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 advised he has been working with MDT (discussed in the engineering section of the meeting). He advised that the bond resolutions are not yet ready for Board review; the District may call a special meeting in June.

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 May included \$93.00 for newspaper legal ad; \$184.00 in filing fees with the county

recorder for easements; \$887 in legal; \$15,057 in engineering; \$8000 for the environmental assessment addendum performed by Sanderson Stewart.

Ms. Sullivan asked for the Board's preference in rescheduling or cancelling the July meeting, as the regular meeting date falls on the July 4 holiday. After some discussion, the Board decided to cancel the July regular meeting, and potentially schedule one or more special meetings between now and the August regular meeting, as activities warrant.

REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the report. He advised that RD now has the project manual and Karen Sanchez is reviewing it. He attended the June 2, 2016, meeting with MDT, and has been investigating what it would cost to move the pipeline from the west side of Highway 191 to the east side, for the 1 mile stretch between Gooch Hill and Zachariah, as MDT has requested. He estimates the construction cost differential will be about an additional \$100K. There was general discussion on the issues raised at the June 2 meeting with MDT. Director Kroon asked why the District is being told to be on the east side of the highway at this point, when we were told at a November 2015 meeting with MDT, that occupancy on the west side of the highway would be allowed. Mr. Donnelly stated that the District was advised at the June 2 meeting, for the first time, that MDT has a project under consideration that would widen the highway between Gooch Hill and Zachariah, and MDT believes there would be less chance of a conflict if the District chooses an alignment that is east of the highway. The MDT representative also advised that the MDT employee, who Directors Border and Sullivan met with in November 2015, recently left the agency.

As a result of the meeting, Mr. Donnelly said a team is working on completing 2 requests from MDT: 1) calling private land owners of property which abuts on the east and west side of the highway, to see if they would grant an easement to the District, and document all property owner responses; and 2) Prepare a defense of the District's decision to build on the west side (time and cost to redesign). Director Kroon noted that there are several public water supplies on the east side of the highway. There was some discussion on MDT policy manual, regarding encroachment permits and occupancy permits, and Montana statutes regarding sewer district right-of-way. Mr. Donnelly advised that District council Susan Swimley is pursuing multiple avenues to clarify the right-of-way issue.

Teresa Doig reported on the various government reports, administration and draw requests:

- RUS: nothing to report
- TSEP: A draw request for \$13,264.75 covering most of Stahly invoice 46 was presented. There was no Board discussion or public comment. Director Sullivan made the motion to approve the TSEP draw request; Director Kroon seconded the motion and it passed unanimously.
- CDBG: Nicquo Hope is checking on when funds will be released.

- DNRC: nothing to report
- COE: There is still no news on the status of the contract. Ms. Doig, Mr. Donnelly, and Treasurer Maralee Sullivan will determine the best approach for submitting invoices for reimbursement, once the District has a signed contract.
- SEARCH: A second draw request was submitted on the District's SEARCH grant: \$8000 for Sanderson Stewart invoice (EA) and \$896 covering that portion of Stahly invoice 46 pertaining to PER amendment task. Mr. Thomson indicated that Stahly will likely invoice additional costs on this task, since he is still working with Karen Sanchez on her review of the amendment. Treasurer Sullivan stated her preference to draw funds now rather than wait for the completion of this task, to ensure prompt payment to Sanderson Stewart. There was no further Board discussion and no public comment. Director Kroon made the motion to approve the \$8,896 draw request on the SEARCH grant; Director Sullivan seconded and it passed unanimously.

GENERAL ORDERS

Review and Approve 2016/2017 District Budget and Wastewater Project Budget

Ms. Sullivan presented the draft 2016/2017 District budget, which lists current fiscal year budget/actuals, and next fiscal year budget, for each of the District's 3 tracking funds: **General** (financial activity related to the regular, on-going operating expenses that cannot be directly attributed to the either the sewer project or sewer services); **Project** (financial activity related to the sewer project); **Sewer Enterprise** (financial activity related to the regular, on-going operating and maintenance expenses related to the sewer system). There was general discussion on the Project budget and it was explained that the income/funding sources and expenses were pulled from the Wastewater Project Budget (dated May 2016) prepared by Grant administrator Teresa Doig. There was no further Board discussion and no public comment. Director Sullivan made the motion to approve 2016/2017 District Budget and Wastewater Project Budget; Director Kroon seconded the motion and it passed unanimously.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:36 p.m.



Secretary