

# **Gallatin Gateway County Water & Sewer District**

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## **PUBLIC MEETING**

**Date:** MARCH 20, 2017

**Time:** 6:30PM

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

**For:** SPECIAL Meeting of the Board of Directors

## **AGENDA**

**I.**Public Participation on Non-Agenda Items<sup>1</sup>

**II.**Conflict of Interest Disclosure<sup>2</sup>

**VI.**Regular Business

A. Discussion and Decision on Approval of Engineer's Inspection Plan

**VII.**Adjourn

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<sup>1</sup> 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.

<sup>2</sup> An opportunity for Board members to disclose any potential, perceived or real conflict of interest on any item on the agenda or for any District business.

# **Gallatin Gateway County Water & Sewer District**

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## 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 March 20, 2017. Present at the meeting were board members Eric Amend, Ted Border, Ashley Kroon (via phone) and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was present. There were no members of the public present.

President Border called the meeting to order at 6:31 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.

#### CONFLICT OF INTEREST DISCLOSURE

President Border asked if there were any items of conflict of interest, or potential conflict of interest, to be raised. None were raised.

#### REGULAR BUSINESS

##### Discussion and Decision on Approval of Engineer's Inspection Plan

Kurt Thomson provided the Board with a written proposal for covering the construction inspection plan. Stahly is planning to utilize one Resident Project Representative (RPR) and additional inspectors as dictated by construction activities. The planned RPR for the duration of the project is Paul Herbst, previously approved by the Board for the position. Additional inspection will be required in order to achieve the full-time inspection for buried infrastructure at the start of the project, as the contractor is planning on having 2 construction crews installing buried sewer lines approximately 5 miles apart. This inspection will be conducted by Scott Short. When the contractor has the force main constructed up to Gallatin Gateway, the RPR will be overseeing construction. They plan to also utilize Clint Smith for construction oversight. Clint will be available throughout the project, but will be on-site more near the beginning of the project with less time on-site as construction progresses. Clint has begun working with Paul and Scott on expectations and needs for the project. Kurt Thomson will also be on-site for the duration of the project.

#### In summary:

Paul Herbst: RPR, full time for duration of project

Scott Short: RPR for construction of the force main outside of Gateway  
Clint Smith: Construction oversight, and additional inspection if needed  
Kurt Thomson: Construction oversight

Board discussion included clarifying the duties required for the RPR. The RPR will be watching the excavation, insulation and back fill of sewer mains and services, note any changes to the As-Builts; daily log upkeep; observe compaction tests; be the eyes and ears on the ground for Stahly and the District. Mr. Thomson noted that the inspectors do not have authority to make design changes. There was general discussion around the need for experienced inspectors on the project. GM Donnelly stated that the plan is acceptable to him, but wished the proposed inspectors had more experience, and noted that RD had advised him to not skimp on inspection dollars spent. He did note that he had met Clint Smith at Stahly's office, and was impressed with his professionalism and with the way he was mentoring the other inspectors proposed in Stahly's plan. Mr. Thomson noted that additional inspection could be added "as dictated by construction". He then noted that additional costs will be associated with this plan but does not yet have specific costs.

Board discussion included concerns about additional costs, specifically that since the project is RD funded, the requirement for full-time inspection should have been anticipated and planned by Stahly at the time of the amended PER. Mr. Thomson acknowledged that planning for just one full time RPR was an oversight on Stahly's part. There was some discussion around how much time would be needed from Clint to bring up the level of inspection experience on the ground, and Mr. Thomson said he would be willing to absorb some of Clint's time within his budget, and noted he sees Clint's time best utilized on the lift station, collection system and force main (about 100 hours).

Director Sullivan made a motion to approve the construction inspection plan, with the expectation that a contract amendment would be forthcoming, not to exceed \$40K. Director Amend seconded the motion. There was further discussion around the need to ensure the project is sufficiently inspected, and the importance to heed RD's advice to pay appropriately for inspection costs. Director Kroon stated that not recognizing the need for 2 inspectors is an oversight that Stahly should own. President Border called the question on the motion. The motion carried 3-1, with Director Kroon voting no.

The meeting was adjourned at 7:03.



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Secretary