

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

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## MINUTES OF THE

### **BOARD OF DIRECTORS**

A regular (rescheduled) 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 September 10, 2018. Present at the meeting were board members Eric Amend, Ted Border, David Sullivan, EJ Engler (arrived 6:36), and Elana Wexall. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were present. Also in attendance were Kurt Thomson from Stahly Engineering, and grant administrator Teresa Doig. Members of the public included Kerri Payne and Anna Jessen.

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.

#### 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.

#### APPROVAL OF MINUTES

After confirming that all directors had a draft copy of the August 13, 2018 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 Amend 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. He stated that the contractors are nearing substantial completion, noting that the final connection was made earlier in the day, and the walkthrough occurred as well, although not completed. Mr. Donnelly stated that a punch list for items needing to be completed will be prepared, and the engineer will issue a preliminary certificate of substantial completion. The District then has 7 days to make comments, after which the certificate becomes official. Mr. Donnelly also noted that the contractor's pay application for August was received too late for him to adequately review, and the President may hold a special meeting to consider approval of the pay application. Also pending is an engineering amendment for unscheduled engineering services, due to the contractor going substantially past the contract end date, and a construction change order. Both will be considered by the Board at a later date.

Mr. Donnelly then provided the monthly O&M update. He believes that infiltration problems continue, noting it is difficult to address the problems given that manholes are not yet sealed or set, and roads are not sufficiently sloped to drain snowmelt away from the manholes. He also noted that flows continue to look good, with an August average daily flow of 8,781 gallons (although connections continued to be made throughout August). He advised that Advanced Pump & Equipment (APE) made a visit to the lift station to troubleshoot anomalous readings observed by staff during routine visits. The “on” and “off” setpoints programmed into the pump controller did not appear to be consistent with observed pump start and stop levels. APE determined that the controller was operating in “float” mode rather than “transducer” mode. APE fixed the problem and explained how to diagnose the problem in the future. There was no negative impact on the lift station operation due to the anomalous readings.

Treasurer Maralee Sullivan reviewed the current monthly financial package (P&L and Balance sheet) for FY starting July 1, 2018: Revenues for August included \$6,850 in sewer service billings, which includes all but a few remaining hook-ups. The District received a PIC payment of \$6,000 for new development on Lynde Street, and a permit for hook-up will be issued to the owner of the property. Expenses included \$1,250 for 3 months of administrative expenses, and \$1,628 in legal expenses. Ms. Sullivan noted that she made a payment of \$2500 toward the principle of the Line of Credit. She noted that the list of 6 delinquent accounts was sent to the Gallatin County Treasurers office on September 6, to be collected on this year’s tax rolls.

#### Report of Ad Hoc Committee on Rules

Director Elana Wexall provided the report. She stated that the committee is very close to making a formal recommendation to the Board, noting there were a few details still being discussed by the committee. Director Sullivan commented that there was a resident in the District who attempted to hook the new development on her property into the District’s sewer system, with no PIC charges being paid and no permit issued by the District, and this was discovered after her workers had cut into the sewer system. He noted that this needs to be specifically addressed in the District’s Rules & Regulations, including punitive actions to be taken should this occur in the future. Director Wexall stated that the committee will look into this, and if the R&R do not specifically address this type of activity, they will develop a policy.

#### REPORT OF ENGINEER, GRANT AGENCY DRAWS & REPORTS

Kurt Thomson provided the engineer’s report. He noted that the hook-ups are now 100% complete, and Clint will complete the walkthrough with RD in the next day or so, specifically on the east side of the highway and the force main and pigging ports. Mr. Donnelly noted that the District wants the roads to be crowned and graded to avoid inflow and asked about the discussion which occurred today during the walkthrough with County Roads & Bridge Department. Mr. Thomson advised that the original 6” concrete rings were inserted into the contract to

alleviate concerns from the County Road & Bridge department that plowing or grading the road could hit the ring and knock the manhole cover off. It was suggested that a 10' x 10' asphalt pad around the manhole (crowned in all directions to limit the inflow) would be a better solution, and Mr. Thomson noted that the County Road & Bridge Department has provided their approval for that solution. He noted there is no cost difference, and the contractor is trying to get an asphalt contractor scheduled. Roads still need to be bladed and some areas need gravel added to meet the requirement of "like or better" conditions. The punch list will come with the engineer's preliminary certificate of substantial completion later this week. Mr. Donnelly will forward the punch list to the Board, and if they have any questions or concerns, funnel those through Mr. Donnelly.

Grant Administrator Teresa Doig noted that two granting agencies will not provide the remainder of the money in the budget, until substantial completion has been reached. Mr. Donnelly further noted that the next steps will be to close out the intercap bridge loan and initiate the USDA loan.

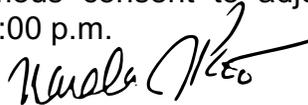
#### REGULAR BUSINESS

##### Review of Engineer's Preliminary Certificate of Substantial Completion

The preliminary certificate of substantial completion has not yet been issued so discussion was deferred.

President Border noted that this is the last regular meeting for Director Elana Wexall, as she is moving out of the area. He and the Board and staff thanked Director Wexall for her service to the Board and the community.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:00 p.m.



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Secretary