

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

## **MINUTES OF THE BOARD OF DIRECTORS' MEETING**

A regular meeting of the Board of Director for the Gallatin Gateway County Water & Sewer District was held on October 18, 2021 at the Gallatin Gateway Fire Department, 320 Webb St. Gallatin Gateway, MT. A teleconference bridge for public input was available. Present at the meeting were Board Members Ted Border, Eric Amend, Cary Fox and Maralee Parsons Sullivan. General Manager Justin Brechtelsbauer, District Administrator Linda Cox and community member Ron Page also attended in person.

President Border called the meeting to order at 6:30 p.m. Linda Cox recorded the minutes of the meeting.

### PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

President Border asked for public comment on non-agenda items. Ron Page reinforced his understanding that a 10-foot easement from sewer main exists. he clarified that this meant that nothing can be put in the easement that cannot be removed. He also reinforced his understanding that a locate needs to be called in before putting anything in the sewer easement.

### CONFLICT OF INTEREST DISCLOSURE

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

### APPROVAL OF MINUTES

#### A. Approval of Meeting Minutes for September 13, 2021

Director Parsons Sullivan moved to accept the September 13, 2021 meeting minutes and Director Amend seconded the motion. The minutes were approved unanimously.

#### B. Approval of Special Meeting Minutes for September 20, 2021

Director Amend moved to accept the September 20, 2021 special meeting minutes and Director Sullivan seconded the motion. The minutes were approved unanimously.

### OLD BUSINESS

#### A. Presentation and Discussion of APE Contract (Directors Amend and Fox)

Director Fox reported that Lone Mountain Land Company hired APE last week to manage the Gateway Village water and sewer operation. None of the Board felt this was a conflict of interest.

He further reported that someone from APE can attend Board meetings. Director Sullivan reported that APE cannot perform the duties of the secretary and that he district council needs to be consulted to determine if it meets the MT requirement to have a GM.

Director Amend commented that APE has been very responsive and have a significant of

number of management aids combined with an experienced staff. The only remaining issue is if APE can perform all duties described in the contract and stay within the existing budget. It does appear that this is possible

The current APE proposal is only for the last quarter of the 2021 to ensure that the contract is feasible as is. A transition period is needed and the contract will likely need to run from Nov. 1 2021 to Feb 1, 2022. A new secretary will also need to be identified.

Director Fox recommended that GGSWD enter into a contract for one quarter. Director Parsons Sullivan moved that the Board approve the recommendation subject to the District's Council approval of the contract to ensure that it satisfies MT statutes. Director Border seconded the motion and it was approved unanimously. Director Fox agreed to forward the contract to the District's Council.

### New Business

#### A. Review and Update PIC Fee

Four Corners PIC fee has been increased to \$10,400 per VRU. GM Brechtelsbauer recommended that GGSWD match this increase. Director Fox moved that GGSWD's PIC charge increase to \$10,400 effective immediately with all previously submitted predesign application be charged the old rate. Director Parsons Sullivan seconded the motion and it was approved unanimously. Director Parsons Sullivan agreed will follow up with Matt Donnelly about posting this increase on GGSWD's website.

#### B. Review and Update connection fee charge

Currently the connection application fee is \$200. The GGSWD's Engineer has estimated that the cost for inspection to ensure connections are done according to GGSWD's specifications is \$500. A foot note should be added to the application that the cost of a return inspection is \$150 cost. Director Parsons Sullivan moved to approve the increase to \$500 and Director Fox seconded the motion. The motion was approved unanimously.

### Reports of Officers, Standing Committees and Special Committees

#### A. General Manager's Report

Jetting and scoping for all of the East side of 191 is complete and therefore, the effort is on schedule for this year. The results indicate that the system is in good shape. The west side of 191 will done in the next three years.

#### B. Existing Will Serve Agreements

Justin recommended refunding the payment for the VRU sold to Phiel Acquisitions in September, 2020 because the Will-Serve letter issued by the District has expired. Construction has not begun. Director Parsons Sullivan advised the Board that the payment has been held in its capital reserves and sufficient funds exist to issue a refund if that is decided. Director Fox volunteered to work with the District's Council to draft a document to accompany the refund of the PIC charges.

#### C. Gateway Village Report (Director Fox)

Clayton Peacock of Lone Mountain Land Company indicated that the sewer system

start-up will occur next week.

ADJOURN

Meeting was adjourned by President Border after he asked for unanimous consent to adjourn. Hearing no objection, President Border adjourned the meeting at 7:40 pm.