**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 Fire Station, 320 Webb Street, Gallatin Gateway, MT, on 06/08/2022. Present at the meeting were board members Eric Amend, Ted Border, Cary Fox. Staff present included GM Sam Procunier and APE representative Huggins.

President Border called the meeting to order at 6:30 p.m. Secretary Alison Curry recorded the minutes of the meeting.

PUBLIC PARTICIPATION OF NON-AGENDA ITEMS

President Border asked for public comment on non-agenda items. No comments recorded.

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

Due to delinquency of May’s minutes draft, there was a consensus to approve those minutes at July’s District board meeting.

OLD BUSINESS

1. BUDGET

GM Procunier noted that he had adjusted the numbers in contract admin services. The adjusted budget reflects that 75% comes form the Sewer Enterprise Fund and 25% from the General Fund, it is noted that this is the biggest difference from last year’s budget.

The utilities from the lift station was corrected, it is no longer being accounted for twice. Utilities were all included on the one line item.

Expense for locating the main was added onto budget; this number was provided from SIME, and was slightly higher than anticipated.

Capital Enterprise $11,637 is what was initially budgeted, and $8,681 is what SIME charged, so the District ended about $3k ahead last year. Peak left this at $10,000 for the time being; an increase may be necessary if the project for MDT is more expensive than estimated. This will be determined once Peak has heard back from MDT.

The Plant Investment Charge is reduced from $40k to $35k in order to be more conservative; this reflects the standing projections for flows as well.

The balance sheet is provided, there is general discussion about the details of the District’s bookkeeping, Profit/Loss, etc. Peak will plan to email members of the Board copies of these financial documents.

Depreciation is recorded at about 10 percent of total number.

President Border notes the need for extra cash in case there are surprises from MDT, Director Amend mentioned it would be wise not to dip into the asset reserve if it can be avoided.

Lift station is looked at once a year, this will happen shortly. Peak is waiting to hear from MDT before pursuing the scope. It is more economical to perform the scope when a crew is in proximity as opposed to sending a team out specifically for that task.

There is discussion about location of manholes, APE representative Huggins noted that the as-builts that Peak has reviewed are quite accurate. President Border saw a groundfill project occurring near the North end of Webb street, and he inquired as to whether Peak has investigated the risk to District lines. Peak has done some locates but can’t say affirmative for that particular area; President Border notes that the manhole in this location is obvious and the associated lines shouldn’t be at risk of impairment.

There is a new house on Tracy Street that was coming online during the transition of treasurer duties to Peak. GM Procunier spoke with the owners, the Doyles, they were wrapping up their project and should be connecting to District line shortly.

With regards to the budget, Director Amend would like to see the Contract Admin Services worked out on paper; the board is fairly comfortable with the budget proposal overall.

Director Amend moves to approve budget, Director Fox seconds, motion passed unanimously.

NEW BUSINESS

None recorded

REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

General Manager Report

1. MDT PROJECT

Locates were achieved and reburied. Peak is still waiting to hear a status update from MDT, and will connect and press them for a response.

1. LIFT STATION INFILTRATION ISSUES

APE representative Huggins notes lift Station that line dumps into had a major overflow of water and a subsequent mess has ensued. The water was flooded into the treatment plant, this valve was restricted to stem the flow. The tie-ins in the force main were assessed, Super Sun LLC was in poor condition, this is caused in part by tanks/penetrations not sealed properly, the water has saturated this area and was being addressed by the contractor. They were able to tackle the issue despite the threatening environment and the flow has decreased going into Four Corners plant. Issue is found at Ecocamp, package lift station had 2 penetrations where water was very close to the surface and constantly flowing, these were capped to stop the flow. It was determined that Ecocamp and Super Sun LLC both contributed to the issue at hand. Peak checked the flow from the lift station in Gallatin Gateway, but the water level remained in an acceptable range. Although the flooding has been resolved, Peak is not sure how Four Corners will handle the bill. Flow data will be recorded once a month, Peak reported the flow data from the omni site. There is a discussion about average of flows over the course of a month, flow is monitored coming from Lift station that the District pumps into, this includes water from Elk Grove subdivision; an exact amount cannot be determined. Peak recommends that Four Corners divvy up excessive fees between each tie in. The lift station near the Antique Barn was full, there was no discernible infiltration there was evidence of overflow; it is likely all sites have contributed to the overflow, so all will be responsible for extra cost. This has been discussed with all associated owners. Another site has transferred ownership recently, Peak spoke with the owner; they have one tie-in, but two new buildings under construction with small package lift stations. They applied for additional VRUs awhile ago, Peak has pressed the owners for more info but they have not been responsive. Peak will pursue the owners to ascertain the required information. The meter from this site’s tie-in was never installed, so there is no read-out. APE representative Huggins summarized all concerns at hand and Peak will discuss excess fees with all users, monitor flow meters, and update the District with relevant information. President Border inquired about when these installations were done, discussed the need for the District’s engineer to address concerns and approve necessary actions.

CAPACITY REPORT

The capacity report was updated and made available. There are no pending applications, and there were no questions of GM Procunier at this time.

Existing will Serve Agreements

 Peak contacted everyone with existing will-serves, this is at least the 6 month point of issuance; since Peak took over duties as the manager.

STACEY’s

June 15th is the expiration of the will-serve for Stacey’s they have issues with encroachment- they asked for an additional 6 months, but are willing to reapply for 8 VRUs if the District prefers. There is discussion with whether there should be an upcharge for VRUs that are reapplied for; Director Amend would like to keep current rate, so it does not skew the numbers of the Operations Budget. Peak will increase their PIC charge and reissue a will-serve once payment is received. President Border raised the question of how much more usage the site may be using based on visible activity; this is inconclusive at this time.

Peak will look into whether Stacey’s has an old flow meter on their well, and they will be notified about increased PIC charges.

MONTANA RECLAIMED LUMBER

There has been a lot of dialogue with Lutson, LLC about what their intentions are for construction and the associated usage of the District’s resources. Their VRU allotment was upped slightly: .2 VRUS. Peak made changes to their will-serve and it will not expire until November.

LINDA COX

Linda Cox is asking for extension due to difficulty getting contractors to finish the job. Director Amend notes there needs to be consistency with charges/clients; Peak will increase her PIC charge and issue an extension.

DOHLE

Peak has reached out to Dohles but they have not been responsive. They have a structure and although there is no known connection, Peak will pursue contact with them since their will-serve is expired. There is currently one VRU allotted to Dohles; they had applied for one new one for a total of two VRUs. Their original will-serve could not be found.

ECOCAMP

They have residents in first house, and Peak will charge accordingly. There are two structures connected to the force main, with only one being occupied. Peak has contacted the owners, they confirmed that meters are ordered and they are awaiting shipment; Peak gave them until August to be installed. There is a consensus to start charging flow rates for any lines that are connected to the force main. Ecocamp is allotted 11 VRUs, so Peak will be billing for the 4.4 VRUs that are already tied in.

GENESIS ENGINEERING

Peak will get in touch with Genesis Engineering in the next month as their will-serve will be expiring. Peak has kept their VRUs at the current 17, but laid out contingencies that the flow meter will be monitored, and if the allotted amount is exceeded, this will be reflected in an overage charge.

LOHSS CONSTRUCTION

 Lohss is allotted 7 VRUs; they are preparing to break ground. Their PIC charges were paid last August, and Peak is allowing until this August before the PIC charges will be increased.

RONALD PAGE

Ron Page was allotted 3 VRUs, however his 6 months has expired and he has not responded to Peak as of yet. He will need to pay increased PIC charges, otherwise those 3 VRUs will be open for application. In this instance, the District can issue him a refund check, and he can reapply when ready.

There is the possibility that the District will no longer accept applications in the near future, as VRU capacity will soon be maximized.

This concludes will serve report.

District Council Swimley has written up a contract for the concert hosted by The Jump; Peak signed off and the event has been approved.

There is no update on 475 South since last month.

Gateway Village Report

Gateway Village is becoming occupied, 2 units are occupied and they are hoping to have several more by the end of the month. For the time being Scenic City hauls off sewage until flow meter registers a certain rate, at which point the Gateway Village plant will be used.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 7:24.

 Alison W. Curry

 Secretary