

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

## **WORK SESSION**

**Date:** OCTOBER 24, 2016

**Time:** 6:30PM

**Place:** Gallatin Gateway School, 100 Mill St., Gallatin Gateway, MT **For:** Work Session for Directors and Staff

### **AGENDA**

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

#### **II. General Orders**

A. Discussion and Review of Project Plans and Bid Documents

#### **III. Adjourn**

<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.

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

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## MINUTES OF THE

### **BOARD OF DIRECTORS**

A special meeting (work session) 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 October 24, 2016. Present at the meeting were board members Eric Amend, Ted Border, and David Sullivan. General Manager Matt Donnelly and Secretary Maralee Parsons Sullivan were also present. Kurt Thomson from Stahly Engineering was present; members of the public included Dick & Donna Shockley.

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. None were raised.

#### GENERAL ORDERS

##### A. Discussion and Review of Project Plans and Bid Documents

Engineer Kurt Thomson provided a brief update on status of project permits and agency approvals. He stated that he had received the encroachment permit from the County. He will scan and send to the District. DEQ is ready to approve and is waiting for MDT to approve. DEQ had requested one change, to move one of the air release valves up to the top where the highway is crossed. 10 days ago MDT had indicated they were reviewing.

The Board, GM Matt Donnelly, and Kurt Thompson reviewed the plans to provide comments and change requests. The following is a summary of changes/actions for Mr. Thomson on the plan sheets:

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C1.0 Arrow for force main to Four Corners still points to the west side, should be changed to the east side.

C3.1a: Shows pigging vault from earlier design, and should be removed.

C3.2a: Investigate adding an alternate bid item for natural gas (lower operating costs than diesel).

C3.2a: Check communications for lift stations.

C3.2b: Review maintenance procedures on air valves.

C3.5: Change "septic" to "water well" on Border property on Adams Street.

C3.8: Change name to Earth Elements

C3.9: Provide count of services from auto-cad.

C3.15: investigate sewer service easement between fire station and Community Center.

C3.16: Remove pigging vault (same as C3.1a, above, different view)

C3.17: Delete the service line since the mobile home has been removed and is now a vacant lot.

C3.18: Investigate moving manhole to avoid creek.

C3.20: Designate easement on school property.

C3.21: Dick Shockley indicated the school would like to have a new line put in when the asphalt is torn up. The school would pay any additional costs.

C3.22: Mr. Donnelly to look up grade requirements and communicate with Mr. Thomson.

C3.25: Correct typo, not Wheeler Mountain Way (shown correctly on the next page).

The Board then proceeded to review the bid documents. There was general discussion on whether to request bids on a lump sum price basis, or request bids at the line item level (32 lines total). Mr. Thomson stated that it is standard to do this type of bid by line item. He will check with Karen Sanchez from RD to see if she has a preference of bid pricing type.

There was some discussion on the timing of the bid. Mr. Thomson indicated the timeframe would be about 4-5 weeks from the announcement of the availability of the bid documents to the opening of bids. He stated he feels lower bids might be received if the District were to announce bid documents in January. Both Directors Sullivan and Amend indicated they want the bidding process to commence as soon as the District has all approvals in place. President Border agreed, and also commented that it would be good to get on the contractor's schedule as early as possible.

There was additional discussion on an alternate bid item to be added: shed roof to cover the electrical components of the lift station.

President Border then asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 8:21 p.m.



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Secretary