

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

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## 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 January 10, 2022. Present at the meeting were board members Eric Amend, Ted Border, Cary Fox, and Maralee Parsons Sullivan. District council Susan Swimley was also present. Staff members included GM Sam Proconier and Andrew Huggins (APE). Members of the public included Alison Curry and Pete Stein.

President Border called the meeting to order at 6:30 p.m. Acting 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.

#### 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 December 13, 2021, meeting minutes, President Border asked whether there were any corrections. None were noted. Director Amend made the motion to approve the minutes as written, Director Parsons Sullivan seconded the motion, and the minutes were approved unanimously.

#### OLD BUSINESS

A. Establish requirements and fee structure to disconnect from GGWSD Service  
GM Sam Proconier will continue to try to contact the property owner who is requesting to disconnect service after removing the existing tiny house. The Board opted to not make any decision at this time but will consider it at the Board's next review of the District's Rules & Regulations (R&R).

B. Connection Application fee for force main (\$500) vs. gravity main (\$200); currently \$500 for both

The Board received updated pricing information from its Engineering Firm, Morrison Maierle, for connection inspection fees. The new fee structure is set at \$500 per trip for gravity connections and \$750 per trip for force main connections, and \$150 per each additional hour. Additional fees may apply, as outlined in the 1/7/2022 memo. District council Swimley noted that the Board updates its fees as listed in Appendix A of its Rules & Regulations, by

resolution and she can prepare a resolution for the next meeting. Director Amend moved to set the District's new connection fee at \$500 per trip for gravity connections and \$750 per trip for force main connections. Director Fox seconded the motion. There was no further Board discussion and no public comment. The motion passed 4-0.

## NEW BUSINESS

### A. Lot 4A of Minor Subdivision 56B – Genesis Engineering Pre-Design Application

This in-District project proposal consists of 3 office buildings with projections of approximately 230 employees. Director Amend noted that within the District's existing R&Rs, calculations seem correct by square footage. He noted, however, that by DEQ standards, projected flow would be 3600 gal/day, and by the District's current stated calculations in its R&R's, (160 gal/day) projected flow would be 2700 gal/day, or 17.07 VRUs. The District's original calculations anticipated lower density units than this project is projecting. Using DEQ standards would mean the developer should purchase an additional 6 VRUs. There was discussion on possibly metering the property, which could be difficult and/or expensive. Susan Swimely noted that the District will need to issue a service agreement which requires an easement be granted for the service extension. APE will open a conversation on whether they would be willing to purchase additional VRUs per DEQ guidelines or agree to monitor the flow rate and possibly incur fees on excess flow rate. It was noted that there are structures on the property now, with 2 existing VRUs, and which will be torn down.

Director Amend moved to approve the Genesis Engineering pre-design application, conditional upon the following: 1) resolution of the difference between the District and DEQ VRU count; 2) DEQ approval of the mainline extension; 3) granting an easement for extension of the mainline; and 4) if additional VRUs are not purchased, agreement upon the use of a measuring device, to be determined. Director Parsons Sullivan seconded the motion. There was no further Board discussion and no public comment. The motion carried 4-0.

Susan Swimley & APE will work on a will-serve letter with the above noted conditions.

### B. COS# 4599 Tract 1 – Lutsen, LLC Pre-Design Application

This proposed project is out of District. It is contiguous to the northern boundary line (Penny Lane) so it can be annexed. There was general discussion on the proposed design as presented, and it was agreed that more information is needed on the use of the structures, particularly the wash house. The Board noted its concern on the proposed leach field: what is it to be used for, who would regulate it, can it be in the district, what happens if it fails? APE will work with the developers to gather more information for the next meeting.

- C. Receipt of petition requesting annexation of 475 Gateway South Road, LLC (Pfeil)
- D. Consideration of annexation agreement for 475 Gateway South Road, LLC (Pfeil)
- E. 1<sup>st</sup> reading of Annexation Ordinance for 475 Gateway South Road, LLC (Pfeil)

No action was taken on agenda items C,D,E at the request of the attorney for 475 Gateway South Road, LLC.

## REPORT OF OFFICERS, STANDING COMMITTEES, AND SPECIAL COMMITTEES

### General Manager Report

Andrew Huggins reviewed the GGWSD Capacity Report table the team has compiled and there was general discussion around it. Higher density commercial and housing units than the Board originally anticipated, e.g., the new GG Inn structures, could significantly impact the District's flows. It was agreed the Board should changing its flow formulas in the R&R Appendix B.

There was discussion on the Eco-Camp project. 2 of the 5 houses have been constructed. District council Susan Swimley will work with the APE team on an out-of-district service contract.

### Existing will Serve Agreements – no report

### Gateway Village Report – no report

The Board also met with Alison Curry, who has expressed interest in being the Board's new secretary. The Board welcomed Ms. Curry to the team.

President Border asked for unanimous consent to adjourn. Seeing no objection, the meeting was adjourned at 8:12.

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Secretary