



PUBLIC MEETING MINUTES

Wednesday January 3rd, 2024, 10:30am

This meeting will be held via zoom only

I. Regular Board Meeting Public Forum

A. Call to Order/start recording

The meeting, and recording, started at 10:33. Altman and Olsen are present, making quorum.

B. Revise November Meeting Minutes- *Action*

The minutes were reviewed by board members prior to the meeting.

Altman moved to approve the November minutes as presented. Olsen seconded. No discussion.

The motion passed unanimously.

C. Public comment on relevant non-agenda items – *Discuss*

None

II. New Business

A. Board member updates and correspondence – *Discuss*

a. *SAM renewal*

Altman is addressing the renewal for SAM, which allows the District to be registered as an eligible grant recipient entity.

BSRAD has an upcoming meeting on January 10th and has requested GCCWSD presence to give and update on feasibility finding progress. WGM will present and Olsen will attend as well. WGM gave a brief overview of what they plan to present, focused on work done, budget remaining, and refined timeline for the rest of the project.

BSRAD is also working on “SMART” goals for their projects. Some drafts/examples of goals for the GCCWSD were discussed. The board members will consider this.

B. Annexation and Outreach Committee updates – *Discuss*

a. *Outreach mailer and event planning - Discuss, maybe Action*

As previously discussed, WGM group sent out a mailer to about 70 landowners in the projected future district boundary including the petition and some informational materials. No responses have been received. Several were returned to sender. Alternative addresses will be pursued for these properties.

An in-person community outreach event is still being considered for the next 1-3 months.

A map with properties that have petitioned to get annexed was overviewed.

C. Annexation Petitions Review and Potential Annexation Ordinance and/or rejection resolution – *Action*

This is intended to be the first reading of an ordinance to annex some properties into the district. The second reading and official passing of the ordinance is intended to occur at the next meeting.

Annexation at this stage will cause the board to grow and make more people eligible to be board members. It can also help define the Phase 1 sewer extents, refine user cost estimates, and secure additional funding.

An ordinance for annexing properties into the District and a resolution to reject petitions were prepared and reviewed by legal counsel in preparation for this meeting.

The annexation process was briefly overviewed again. The board may choose to spread the properties that petitioned for annexation between a draft resolution to reject petition and an ordinance to annex the properties into the GCCWSD. The ordinance needs to be read and approved at two meetings. Between meetings, the proposed ordinance would be posted to the District website for public review. Resolutions can be passed in a single meeting.

Altman read the draft ordinance to annex properties and the draft resolution to reject petitions aloud.

There was discussion and clarifications on what “contiguous” to the existing district means. Previous legal opinion was that the Highway 191 right of way connected properties.

Some language about “capacity to serve” was questioned, which came from language in the MCA, Olsen wants to be 100% sure that there is no obligation to serve properties that are annexed.

Getting additional legal review was discussed.

Previously, legal counsel said to no get into the details of the annexation petition language in the annexation ordinance since MCAs clearly lay out a method of excluding lands from a District. Board members would like to revisit this concept.

Altman moved to table this, get a second legal opinion, and try to get the first reading of annexation at the next meeting. Olsen seconded. No discussion. The motion passed unanimously.

The reading of the draft ordinance to annex does not count as one of the official readings.

D. Board Member Appointments and Resignation – Discuss

Once properties are annexed, additional board members will be required. The board can appoint new members through a majority vote. A May election may be relevant in this process.

E. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – Discuss

Discussions are ongoing and coordination between districts will increase. A coordination meeting with BSCWSD operators and project engineers will occur. Preliminary collection and treatment costs should be negotiated soon – these are important for determining the user rates and project funding needs.

The question of “Does it make sense to have two separate Districts for ongoing operations?” has started coming back up again.

F. Canyon Sewer Project Updates – Discuss

a. WGM Group

At the last meeting, 30% design and efforts to date were discussed. WGM Group is now targeting a deliverable to DEQ to present that work and get their input, before bringing it all back to the board and getting direction for what to pursue for the next level of design.

b. AE2S

At the last meeting, the board requested AE2S give an overview of their 30% design (see recording for more details). Kelsey from WGM Group presented design and some recent updates to design and costs. MDT has provided feedback to the proposed pipe alignment along Highway 64 that will lead to some design changes to allow space for future MDT plans. Some strategies for reducing the depth of the return pipe are being evaluated. The cost was evaluated for a single lift station, however the MDT proposed roundabout will likely require a redesign of the proposed lift station and the WRRF influent capacity constraint may require a second lift station. The influent capacity limitation was unforeseen and a recent development. The BSCWSD WRRF will eventually need to upgrade their influent infrastructure.

The consideration factors of one or two pump stations were discussed.

Pigging strategies (for cleaning out lines) were also discussed.

The WRRF effluent is currently gravity fed – there are several alternatives to expand this capacity that are being evaluated. AE2S is currently providing conservative cost estimates by assuming the most expensive alternative (2nd lift station).

These changes in cost shift are roughly within the contingency buffer baked into the previous cost estimates. Unit prices on pipe has also recently jumped up significantly. There will still be contingency added to 60% design.

G. BSCWSD ARPA Funds Request - *Discuss, maybe Action*

Tabled.

H. BSRAD and ARPA Draw Requests and Invoice Payments – *Action*

Tabled.

I. County and State ARPA Quarterly Reports – *Action*

Three quarterly reports are due, for the three active ARPA grant contracts. The board had been provided the associated narratives covering work to date.

Olsen moved to approve the 3 quarterly reports. Altman seconded. No discussion. The motion passed unanimously.

Altman will review and sign the final report compilation.

J. New Legal Counsel - *Discuss, maybe Action*

The district would like to contract another legal counsel with more time for them and waters sewer district specific experience.

Dan Semmens from Dorsey and Whitney was discussed. Ron Edwards had recommended that the GCCWSD reach out to Tara Depuy.

WGM Group and Altman will coordinate reaching out to these firms to gauge availability and suitability. They will try to get an opinion on the draft resolutions and ordinance for annexation before the next meeting. The board can evaluate the firms at upcoming board meeting.

III. Old Business

A. Water PER Engineering Scope and Budget – *Action*

WGM presented a draft scope and budget for the Water PER. WGM will coordinate with AE2S for a water system modeling budget. An updated version can be presented at the next meeting.

B. Fiscal Year 2024 budget update – *Discuss, maybe Action*

The fiscal year 2023 local government services reporting was finalized previously and reviewed. This was used to update the Fiscal year 2024 budget. Mid-year expenditures compared to budget will be compiled and can be discussed at the next meeting.

IV. Any Other Business Which May Properly Come Before the Board – *Discuss*

Altman presented a “letter of intent” to connect to sewer from Lazy J Utility. This was submitted instead of a petition to annex. The new legal counsel can help the District evaluate this.

V. Next Meeting Planning

A. Date & Draft Agenda – *Discuss*

The next meeting was set for February 7th at 10:30am, zoom only.

VI. Adjourn

Olsen moved to adjourn at 11:52. Altman seconded the motion. No discussion. The motion passed unanimously.

Minutes Drafted by: Michelle Pond, WGM Group

Minutes Approved: 2/7/24

Signed: Scott Altman, Board President



GCCWSD MEETING ATTENDANCE SHEET

10:30 AM; 1/3/2024; Zoom Only



#	Name	Affiliation	Contact	Remote Attendance?
1	Michelle Pond	WGM Group	Mpond@wgmgroup.com	X
2	Mace Mangold	WGM Group	mmangold@wgmgroup.com	X
3	Scott Altman	GCCWSD Board	orock9530@me.com	X
4	Jon Olsen	GCCWSD Board	jolsen@lonemountainland.com	X
5	Shane Strong	AE2S	sstrong@wgmgroup.com	X
6	Steve Johnson	BSRAD	steve@resorttax.org	X
7	Kristin Gardner	Ramshorn + GRTF	kristin@gallatinrivertaskforce.org	X
8	Marlene Sadaj			X
9	Kelsey Wagner	AE2S	kelsey.wagner@ae2s.com	X
10	Abby Indreland	WGM Group	aindreland@wgmgroup.com	X
11	Al Malinowski	Ramshorn/BSCWSD	al_mal@yahoo.com	X
12	Stuart Goldberg			X
13	Ryan Graf	AE2S	Ryan.graf@ae2s.com	X



PUBLIC MEETING AGENDA

Wednesday January 3rd, 2024, 10:30am

This meeting will be held via zoom only

<https://us06web.zoom.us/j/87976105747?pwd=luBDtNRPI8IA5um9pLrEbSVba8zG6P.1>

(see next page for call in details)

I. Regular Board Meeting Public Forum

- A. Call to Order/start recording
- B. Revise November Meeting Minutes- *Action*
- C. Public comment on relevant non-agenda items – *Discuss*

II. New Business

- A. Board member updates and correspondence – *Discuss*
 - a. *SAM renewal*
- B. Annexation and Outreach Committee updates – *Discuss*
 - a. Outreach mailer and event planning - *Discuss, maybe Action*
- C. Annexation Petitions Review and Potential Annexation Ordinance and/or rejection resolution – *Action*
- D. Board Member Appointments and Resignation – *Discuss*
- E. BSCWSD-BSRAD-GCCWSD “joint project subcommittee” Updates – *Discuss*
- F. Canyon Sewer Project Updates – *Discuss*
 - a. WGM Group
 - b. AE2S
- G. BSCWSD ARPA Funds Request - *Discuss, maybe Action*
- H. BSRAD and ARPA Draw Requests and Invoice Payments – *Action*
- I. County and State ARPA Quarterly Reports – *Action*
- J. New Legal Counsel - *Discuss, maybe Action*

III. Old Business

- A. Water PER Engineering Scope and Budget – *Action*
- B. Fiscal Year 2024 budget update – *Discuss, maybe Action*

IV. Any Other Business Which May Properly Come Before the Board – *Discuss*

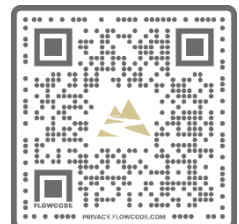
V. Next Meeting Planning

- A. Date & Draft Agenda – *Discuss*

VI. Adjourn

Public comment is encouraged before all non-emergency non-ministerial Actions.

Meeting Agendas



www.gallatincanyonwsd.com

Join Zoom Meeting

<https://us06web.zoom.us/j/87976105747?pwd=luBDtNRPI8IA5um9pLrEbSVba8zG6P.1>

Meeting ID: 879 7610 5747

Passcode: 888050

One tap mobile

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• **+1 669 900 6833 US (San Jose)**

• **+1 689 278 1000 US**

• **+1 929 205 6099 US (New York)**

• **+1 301 715 8592 US (Washington DC)**

• **+1 305 224 1968 US**

• **+1 309 205 3325 US**

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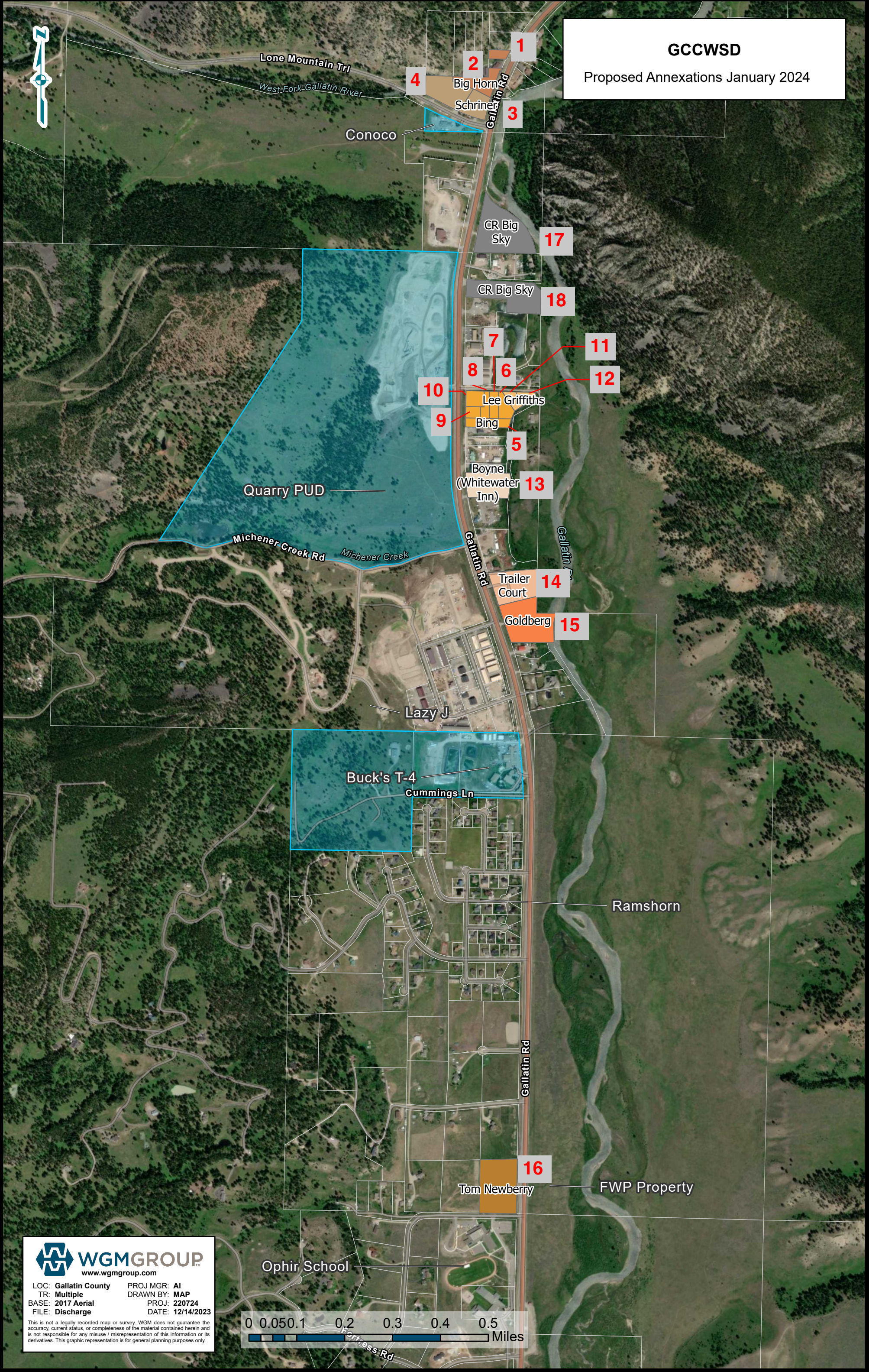
• **+1 646 931 3860 US**

Meeting ID: 879 7610 5747

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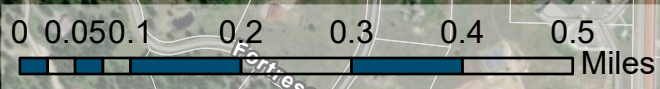
GCCWSD
Proposed Annexations January 2024



WGMGROUP
www.wmggroup.com

LOC: Gallatin County	PROJ MGR: AI
TR: Multiple	DRAWN BY: MAP
BASE: 2017 Aerial	PROJ: 220724
FILE: Discharge	DATE: 12/14/2023

This is not a legally recorded map or survey. WGM does not guarantee the accuracy, current status, or completeness of the material contained herein and is not responsible for any misuse or misrepresentation of this information or its derivatives. This graphic representation is for general planning purposes only.



ORDINANCE 2024 - 1

An Ordinance of the Gallatin Canyon County Water and Sewer District (GCCWSD) Accepting Petitions to Annex and Associated Annexations

Whereas the GCCWSD has received petitions from the owners of the lands hereinafter referenced to include their lands within the boundaries of the GCCWSD,

Whereas the Board of Directors ("Board") has determined that all the lands described hereinafter are contiguous with the current boundaries of the GCCWSD, and that the GCCWSD has the capacity to serve all such lands;

Whereas, the Board has determined that the inclusion of the lands hereinafter described within the boundaries of the GCCWSD is in the best interests of the GCCWSD;

NOW THEREFORE, pursuant to its authorities under MCA 7-13-2341(5), be it ordained by the board of directors of the Gallatin Canyon County Water and Sewer District that the following described lands are annexed, incorporated within, and otherwise included with the District.

1. Big Horn Tracts, S32, T06 S, R04 E, Lot N, Acres .491 in NE4SE4, Plat E-52-A
2. Big Horn Tracts, S32, T06 S, R04 E, Acres 1.75 Lots E,R,L and F Plat E-52-A
3. Tract 2-A of COS 2975

A tract of land located in NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 32, Township 6 South, Range 4 East, P.M.M., County of Gallatin, State of Montana and more completely described as follows:

Commencing at the SE sixteenth comer (SE 1/16) of Section 32, T6S, R4E, P.M.M., thence N59°04'25"E-433.39 feet more or less to the TRUE POINT OF BEGINNING, a point on the Northerly right-of-way of State Highway No. 0S-004(F)U90, thence first course, departing said right-of-way, N31°41'35"E-300.12 feet, thence second course, S63°28'24"E-209.29 feet to a point on the Westerly right-of-way of State Highway Project No. FHP 42 J5 K1. third and fourth courses along said right-of-way, thence third course, along a decreasing spiral curve with a chord of S12°31'27"W-205.99 feet, thence fourth course, S11°54'22"W-50.45 feet to a point of intersection of the Westerly right-of-way of State Highway Project No. FHP 42 J5 K1 and the Northerly right-of-way of State Highway No. 0S-004(F)U90, thence fifth and final course, 303.70 feet along a non-tangent curve to the right with a radius of 1372.39 feet and long chord bearing of N73°00'36"W-303.08 feet to the point of beginning.

Said parcel containing \pm 1.645 acres.

4. Tract 3-A of COS 2975

A tract of land located in NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 32, Township 6 South, Range 4 East, P.M.M., County of Gallatin, State of Montana end more completely described as follows:

Commencing at the SE sixteenth comer (SE 1/16) of Section 32, T6S, R4E, P.M.M., thence N00°08'43"W-403.41 feet more or less to the TRUE POINT OF BEGINNING, a point on the Northerly right-of-way of State Highway No. 0S-004(F)U90, thence first course. departing said

right-of-way, N00°08'43"W-51.72 feet, thence second course, N00°08'43"W-131.66 feet thence third course, N00°10'44"W-23.87 feet, thence fourth course, N89°51'07"-300.00 feet, thence fifth course, S00°09'03"E-57.52 feet, thence sixth course, S68°22'37"E-140.84 feet, thence seventh course, S76°32'21"E-102.75 feet, thence eighth course, S31°41'35"W-300.12 feet to a point on the Northerly right-of-way of State Highway No. 0S-004(F)U90, ninth and tenth courses along said right-of-way, thence ninth course, along a decreasing spiral curve with a chord of N64°46'54"W-146.86 feet, thence tenth and final course, N63°47'32"W-267.42 feet to the point of beginning.

Said parcel containing ±2.975 acres.

5. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, Lot 6, ACRES 1.11
6. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, Lot 10, ACRES 0.84
7. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, Lot 9, ACRES 0.69
8. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, Lot 8 REM, ACRES 0.53
9. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, ACRES 0.46, TR SHOWN ON PLAT 20 FM 332
10. Silver Horshoe Ranch SUB, S05, T07 S, R04 E, ACRES 0.803, TR SHOWN ON PLAT 17 FM 468
11. SILVER HORSHOE RANCH SUB, S05, T07 S, R04 E, Lot 11, ACRES 0.59
12. SILVER HORSHOE RANCH SUB, S05, T07 S, R04 E, Lot 12, ACRES 0.5
13. Tract A-2-A pf S&D Minor Subdivision No. 212, a tract of land located in the E1/2 of Section 5, Township 7 South, Range 4 East, P.M.M., Gallatin County, Montana
14. S05, T07 S, R04 E, ACRES 3.93, TR IN E2E2
15. S05, T07 S, R04 E, C.O.S. 615, Parcel 1, IN SE4, ACRES 5.21
16. Minor Sub 372, S08, T07 S, R04E, Lot 3 and 3A, Acres 5.63
17. S32, T06 S, R04 E, C.O.S. 1635, PARCEL 1, ACRES 6.499
18. S05, T07 S, R04 E, C.O.S. 1246A, PARCEL 1A, ACRES 4.752

1st Reading and Approval: January 3rd, 2024

Scott Altman, Board President

2nd Reading and Approval: _____, 2024

Scott Altman, Board President

Attest:

_____, **Secretary**

RESOLUTION 2024 – 1

A Resolution of the Gallatin Canyon County Water and Sewer District (GCCWSD) to Reject Petitions to Annex

Whereas the owners of the lose lands described as (insert legal description) have filed a petition to incorporate or annex their lands within the GCCWSD;

Whereas, the lands of the petitioners are not contiguous with the boundaries of the GCCWSD, and therefore require an affirmative vote of the qualified electors of the GCCWSD prior to their annexation and inclusion, as well as the approval of the Board of Directors of the GCCWSD; and/or

Whereas the Board of Directors determined that annexation of these properties is not in the best interest of the GCCWSD at this time;

Therefore, BE IT RESOLVED;

The petition to annex or otherwise include those lands described as (insert legal description) within the GCCWSD is hereby denied at this time, without prejudice to petitioners to refile such petition at such time as infrastructure for wastewater treatment is further developed by GCCWSD.

Done this ____ day of _____, 202__.

Scott Altman, Board President

Attest:

_____, **Secretary**